

NORTHFIELD TOWNSHIP BOARD AGENDA

May 22, 2018 - 7:00 PM
8350 Main Street, 2nd Floor

CALL TO ORDER
INVOCATION / PLEDGE
ROLL CALL
CONSENT AGENDA – MINUTES OF MAY 8, 2018
ADOPT BALANCE OF AGENDA
CALL TO THE PUBLIC
BOARD MEMBER RESPONSE
CORRESPONDENCE AND ANNOUNCEMENTS

AGENDA ITEMS

1. Request to Waive ZBA fee – Al Hobbs
2. Liquor License Application: Little Porky's application for an SDD license to sell packaged liquor
3. Civic Event Application: 4th of July Parade
4. Resolution 18-587: Road Closure for 4th of July Parade
5. Lee Maulbetsch Request for continued use of farmland at 2727 N. Territorial (Fire Station 2)
6. Resolution 18-588: Blanket Resolution to Approve Purchase of MERS Service Credits
7. Farmland Preservation (formerly PA 116) Parcel Enrollment Application
8. Foreclosed Summerhomes and Wetland Parcels: Purchase of 11 parcels from the County Treasurer
9. Township Manager & Public Safety Director Performance Review Procedure
10. Auditor Contract Agreement for 2019-2021
11. Resolution 18-579: Preclusion of Board of Trustees members from participating in building and zoning meetings
12. Bark Park Rules and Enforcement Issues +

DISCUSSION

1. Code Enforcement Update and Discussion of Next Steps
2. Operational issues surrounding Township-owned Recreation areas and facilities – uses, amenities, funding, and maintenance +

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

Minutes

May 8, 2018

CALL TO ORDER

The meeting was called to order at 7:11 P.M. by Supervisor Chockley at 8350 Main Street.

PLEDGE

Supervisor Chockley led those present in the Pledge of Allegiance.

ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Absent with notice
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Township Manager Steven Aynes
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, Susan Shink, 600 West Joy Road, David Gordon, 5558 Hellner Road, and Faith Wheeler, 371 Grove Street, made comments about the removal of trees along North Territorial by the Road Commission.

BOARD MEMBER REMARKS

Dockett objected to Township police officers telling the owner of the Barker Road video store to check for stolen property at his pawn shop. He said he has necessary licenses, he reports as needed to the Police Department, and he has never had a problem with police regarding stolen property.

Other Board members made comments:

- in opposition to using federal grant money,
- about Washtenaw County tax levels,
- about the removal of trees along North Territorial and the need for better communication with the Road Commission,
- about the need for MDOT to replace trees along US-23.

CORRESPONDENCE AND ANNOUNCEMENTS

- Burns noted that a motion is needed to dismiss the lawsuit regarding the property on Shady Beach since the problem has been addressed.
- Board members:
 - Reported an incident of marijuana being smoked on school property near the Bark Park.
 - announced that appointments to the DDA and Parks and Recreation Committee will be made to fill terms expiring at the end of June.
 - announced the County Cleanup day on June 9th.

ADOPT CONSENT AGENDA: Reports

Board members asked for the Police, Fire, and Wastewater Treatment Plant reports pulled for discussion.

- **Motion:** Chockley moved, Beliger supported, that the consent agenda be adopted as amended.
Motion carried 6—0 on a voice vote.

ADOPT BALANCE OF AGENDA

- **Motion:** Chockley moved, Manley supported, that the balance of the agenda be adopted with the addition of Item 3b, Police and Fire Reports, and Item 7, Dismissal of Shady Beach lawsuit. **Motion carried 4—2 on a roll call vote, Dockett and Zelenock opposed.**

WASTEWATER TREATMENT PLANT REPORT

Willis answered a question from Dockett about the recent installation of a pump.

PRESENTATION: Washtenaw County Road Commission (WCRC) Annual Meeting

Roy Townsend, WCRC Managing Director said the WCRC is working with the County Board to improve procedures regarding projects such as the one that resulted in the removal of trees along North Territorial.

He referred to his letter and report dated May 7th, noting that the State has provided an addition \$175 million for roads this year, but \$2 billion dollars of work is needed. He reviewed the report and the list of recommended projects in Northfield Township. Jim Harmon, Director of Operations, said from an economic standpoint, Dixboro Road is a recommended project, and the Joy Road projects rank high due to the poor condition of that road. He said partnerships with Salem Township and Ann Arbor are possible for those projects. He added that Spencer Road at

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Five Mile is a low cost project that would provide significant improvement, as is the segment of Kearney Road south of 9214 Kearney (not in the report).

Townsend also reviewed available local sources for road funding, including millages and special assessment districts (SADs), noting the success some Townships have had using these sources.

Board members brought up additional specific road issues, and discussed funding sources, the responsibilities of the County and the Township for road maintenance and improvement, the possibility of creating a road subcommittee, and which projects to include in the Township's plan for the next year.

AGENDA ITEMS

1.

**Establish Budget for Road Commission
Annual Work Plan**

- **Motion:** Chockley moved, Otto supported, to approve a total of \$125,000 for road improvements, maintenance, and three dust control applications, and to authorize Chief Wagner and Mr. Maynes to work out the details, and to authorize Mr. Aynes to sign the contract with the Road Commission.

Beliger confirmed that this would include the bulleted items in Chockley's memo dated May 2nd, (a section of Kearney Road, the corner of Spencer and Five Mile, and Dixboro between Five Mile and Six Mile, as well as an area north of Six Mile).

Motion carried 6—0 on a roll call vote.

2.

**Resolution 18:585:
Enhanced Communication with
Washtenaw County Road Commission (WCRC)**

- **Motion:** Chockley moved, Beliger supported, to approve Resolution 18:585, Enhanced Communication with Washtenaw County Road Commission.
- **First Amendment to Motion:** Otto moved, Beliger supported, as follows, to amend the motion as follows:

WHEREAS two of the guiding principles of the WCRC are to promote openness and transparency in decision making and to provide ample opportunities for participation by and communication engagements to the public and local government, and

First Amendment to Motion carried 6—0 on a voice vote.

- **Second Amendment to Motion:** Beliger moved, Dockett supported, to amend the motion by making the following changes to the resolution as follows:

WHEREAS Northfield Township ~~enlists the~~ recognizes with appreciation the value of the services provided by the WCRC and its efforts to meet the safety needs of the motoring public, and

WHEREAS Northfield Township thanks the WCRC for coordinating funding with the Washtenaw County Resources Commission and expediting the replacement of two unexpectedly collapsing culverts that compromised the safety of Township residents, and"

WHEREAS the additional guiding principles of the WCRC are to be conscientious stewards of the public's money, to value diversity and its employees, to be sensitive to the environment, and to provide leadership in transportation planning and road system improvement; and

WHEREAS there may be alternatives to the removal of healthy historic trees bordering Northfield Township roads,

Second Amendment to Motion failed 2—4 on a roll call vote; Otto, Manley, Chockley, and Zelenock opposed.

Amended motion carried 4—2 on a roll call vote, Beliger and Dockett opposed. Resolution adopted.

3a.

**Police Department
Sergeants Promotion Testing Process**

Chief Wagner explained the proposal and said this is needed to fill two Sergeant positions that are or will soon be available.

- **Motion:** Otto moved, Beliger supported, to approve the Sergeants promotional process by the Police Department. Motion carried 5—1 on a roll call vote, Dockett opposed.

3b.

Fire and Police Reports

Wagner briefly reviewed a plan he will be presenting to use funding from the County mental health millage to better handle police encounters with people with mental illness. He also provided an overview of union contract negotiations and the Board discussed whether the Township Manager or Board members should be involved. The Board complimented police and fire personnel on recent significant incidents.

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4.

Discussion of the Downtown Development Agency (DDA) Request to Engage a Design Engineer: 75 Barker Road

Chockley referred to her memo of May 3rd explaining the need to hire a design engineer to determine the use options for the building at 75 Barker Road. The Board discussed where the funding would come from, what the cost would be, and the options of demolishing the building or selling the property.

- ▶ **Motion:** Zelenock moved, Otto supported, to bid out to get a design engineer to evaluate the fixes needed to be done with 75 Barker, and that the monies come out of the revenue that has been in the 75 Barker revenue fund. **Motion carried 5—1 on a roll call vote, Dockett opposed.**
- ▶ **Motion:** Beliger moved, Otto supported, to get bids on the cost of an appraisal of 75 Barker Road. **Motion carried 6—0 on a voice vote.**

5.

Resolution 18-586: Waiving Fees for Late-filed Property Transfer Affidavits

- ▶ **Motion:** Zelenock moved, Beliger supported, that Resolution 18-586, Waiving Fees or Late-filed Property Transfer Affidavits be approved.

Chockley and Manley explained that most communities waive these State-mandated fees which are charged when the buyer of a property or title company fails to file their transfer affidavit.

**Motion carried 6—0 on a roll call vote.
Resolution adopted.**

**6.
Bills**

Aynes answered questions about several bills and said he would find out about a voided payroll check.

- ▶ **Motion:** Beliger moved, Dockett supported, to not pay the \$250 membership dues to the Huron River Watershed Council.

There was discussion about what this organization does and its value to the Township, and whether the Township should support it.

Motion failed 2—4 on a roll call vote, Zelenock, Chockley, Manley, and Otto opposed.

- ▶ **Motion:** Chockley moved, Zelenock supported, to adopt and pay the bills. **Motion carried 6—0 on a voice vote.**

7.

**Dismissal of Lawsuit:
Shady Beach Property**

Burns reported that the house on this Shady Beach property that was subject of this lawsuit has been demolished and the work inspected. He requested approval by the Board to dismiss the lawsuit previously approved by the Board.

- ▶ **Motion:** Chockley moved, Zelenock supported, to authorize Paul Burns to dismiss the lawsuit regarding 7725 Shady Beach. **Motion carried 6—0 on a voice vote.**

REPORTS/UPDATES

- *Zoning Board of Appeals.* There was no meeting in April, and the next meeting is May 21st.
- *Planning Commission.* No report.
- *Land Preservation.* May 10th is the next meeting
- *Financial/Treasurer/Fund Balance.* Zelenock noted that total investments at the end of April in CDs were \$1,028,056.20, and negotiations with Huntington Bank to move Township accounts there are continuing.
- *Parks and Recreation.* Beliger reported that the Planning Commission will be considering a recommendation regarding Bark Park rules, and their next meeting is May 17th. She said the committee was told at it does not have the authority to post "no swimming" signs in the North Village Park.
- ▶ **Motion:** Zelenock moved, Otto supported, that the Parks and Recreation Committee work with Chief Wagner to determine appropriate North Village signage. **Motion carried 6—0 on voice vote.**
- ▶ **Motion:** Zelenock moved, Chockley supported, that the Parks and Recreation Committee determine cost, locations, and duration for portable toilets in North Village Park. **Motion carried 6—0 on voice vote.**
- ▶ **Motion:** Zelenock moved, Otto supported, that the Parks and Recreation Committee look at options for trash pickup and costs. **Motion carried 5—1 on voice vote, Dockett opposed.**
- *Supervisor.* Dockett said many members of boards and committees are not residents of the Township so should not be spending Township money.
- *Manager.* In answer to a question, Aynes said he will provide a report to the Board about employee evaluations. Burns advised what can be discussed in open session and when closed sessions may be called regarding personnel matters. There were brief discussions about tax abatement options for the

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downtown area and a list of recommended fees to be waived. Regarding code enforcement, Aynes said the County Prosecutor declined to take action on complaints filed by the Township's code enforcer and a property owner, so the Township will have to decide how to proceed because the code enforcer is not currently making field inspections.

APPROVAL OF MINUTES

- ▶ **Motion:** Beliger moved, Dockett supported, to postpone approval of the April 10, 2018, special meeting minutes pending correction.
Beliger withdrew her motion.
 - ▶ **Amended motion:** Chockley moved, Beliger supported, to adopt the minutes of the special meeting of April 10, 2018 with the addition of: "Mr. Dockett objected to a police officer suggesting that stolen goods may be at Mr. Dockett's pawn shop" under First Call to the Public.
- Otto also made a minor correction.
- Beliger withdrew her original motion. Amended motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Chockley moved, Otto supported, to adopt the minutes of the regular meeting of April 10, 2018, with the correction that Zelenock referred to the Fund Balance report, not Chockley.
Motion carried 6—0 on a voice vote.

- ▶ **Motion:** Otto moved, Beliger supported, to approve the minutes of the regular meeting of April 24, 2018, as presented. **Motion carried 6—0 on a voice vote.**

SECOND CALL TO THE PUBLIC

George Brown, 7868 Shady Beach, said the Horseshoe Lake Corporation supports the County Cleanup Day. David Gordon, commented on the length of Board meetings. Gerry Hermann, 8365 Earhart Road, invited everyone to the June 30th Whitmore Lake 5K run.

BOARD MEMBER COMMENTS

Board members made comments about the 4th of July Parade, taxation in the County, the cost of running the Township, supporting local businesses, a possible special Board meeting on May 22nd, fences being constructed without zoning compliance permits, and amending the Township's tax increment financing (TIF).

ADJOURNMENT

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

The meeting adjourned at 10:10 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 _____, 2018.

Kathleen Manley, Clerk

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

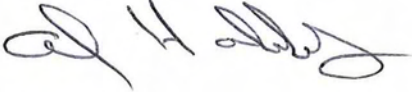
May 13, 2018

Subject: 442 East Shore Dr. Project

At a previous ZBA meeting (Jan. 22, 2018), I made a mistake and was supposed to ask for a variance but was not allowed to because it was not in the minutes.

Therefore, I am asking that the Board of Trustees please waive the fee for my next scheduled meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Al Hobbs', written in a cursive style.

Al Hobbs

RECEIVED

MAY 14 2018

NORTHFIELD TOWNSHIP

Memo

To: Northfield Township Board of Trustees

From: Marlene Chockley, Supervisor

RE: Liquor License Application: Little Porky's application for an SDD license

Date: May 22, 2018

Trustees,

Mr. Soamer Jamil (Little Porky's) is applying for a Specially Designated Distributor (SDD) license to sell packaged liquor at his store at 52 Barker Road.

A SDD license, as defined by MCL 436.1111(12), is a business licensed to sell at retail spirits and mixed spirit drink in the original package for consumption off the premises.

SDD licenses generally are held in conjunction with Specially Designated Merchant (SDM) licenses. SDM licenses allow for the sale of beer and wine for consumption off the premises.

Little Porky's has a SDM license.

Northfield Township has a total of three SDD licenses allowed. The allocation is based on one per 3000 in population. Polly's holds one of those licenses. The other two are available.

Upon receiving an application, the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission considers the request, including the liquor license operating history of the applicant (if a current or prior licensee), the arrest and conviction record of the applicant, whether the applicant meets the requirements for a license, the applicant's financial information, and opinions of the local legislative body or police department, if received.

The Commission will approve or deny the request based on these factors.

The decision before the Board is to approve or deny the application and/or enter an opinion on the application.

Thank you for your consideration.

Marlene Chockley



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall – 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free 866-813-0011 – www.michigan.gov/lcc

Specially Designated Distributor Licensing Requirements & General Information

A Specially Designated Distributor license, as defined by MCL 436.1111(12), is a business licensed to sell at retail spirits and mixed spirit drink in the original package for consumption off the premises.

Specially Designated Distributor licenses generally are held in conjunction with Specially Designated Merchant licenses. Specially Designated Merchant licenses allow for the sale of beer and wine for consumption off the premises.

How to Apply

All applicants requesting a new Specially Designated Distributor license, seeking to transfer ownership of a Specially Designated Distributor license, or transferring interest (stock or membership interest) in a Specially Designated Distributor license must submit the following:

- **Application Form**

For a new Specially Designated Distributor license or to transfer a Class C license - Retail License & Permit Application (Form LCC-100)

To transfer interest in a Specially Designated Distributor license – License Interest Transfer Application (LCC-101)

- **Inspection Fee** - A \$70.00 nonrefundable inspection fee is required for each license requested in an application. For example, if an applicant has requested to transfer a Specially Designated Distributor license that has a Specially Designated Merchant license in conjunction, the inspection fee would be \$140.00.
- **License & Permit Fees** – The initial and annual renewal fee for a Specially Designated Distributor license is \$150.00. An additional license fee based upon the prior calendar year's sales may be required upon licensure. Additional fees will vary based upon whether additional licenses and permits are requested in conjunction with a Specially Designated Distributor license.
- **Livescan Fingerprints** – Applicants that have never been licensed through the Michigan Liquor Control Commission must submit fingerprints through the Livescan fingerprinting process - Livescan Fingerprint Background Request Form.
- **Purchase Agreement** – Applicants requesting to transfer a license from another licensee must submit an executed purchase agreement or other documentation

signed by both the applicant and the current licensee, which details the sale of the liquor license(s) and other business assets.

- Purchase agreements must specifically indicate that the liquor license is being sold and provide the purchase price and terms of the sale.
 - Purchasers of on-premises licenses must have at least 10% of the purchase price of the business, excluding real estate.
 - Purchase agreements that are not for cash only sales and include real estate must list the personal property, including the licenses, and real estate with the terms and price for each.
 - If the personal property and real estate are being purchased by separate people or entities, the purchase agreement must indicate those names and who is purchasing which items.
 - If the applicant will not pay the full purchase price at closing, the balance due may be covered by a security agreement or promissory note. Alcoholic beverage inventory cannot be included on a security agreement or promissory note.
- **Property Document** – Applicants must provide documentation that demonstrates they will have control over the property that comprises the proposed licensed premises. Property documents include deeds, land contracts, and lease agreements.
- A provision to reassign the license in the event of a default on a land contract or termination of a lease agreement may be included, but may only provide for the reassignment subject to Commission approval.
 - If the applicant is a company and its members or stockholders own the real estate as individuals or under another company, a lease agreement is needed.
 - If the applicant is an individual and he or she owns the real estate with a spouse or someone else who will not be named on the license, a lease between the applicant and the owners of the real estate is needed.

In addition to the documents required by all applicants:

Corporations must submit the following information per Administrative Rule R 436.1109:

- Copy of current, filed Articles of Incorporation.
- Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of this state.
- Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission (or Part 3 of Form LCC-301).
- Report of Stockholders/Members/Partners (Form LCC-301)

Limited Liability Companies (LLC) must submit the following information pursuant to Administrative Rule R 436.1110:

- Copy of Articles of Organization and copies of any amendments to the Articles of Organization.

- Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.
- Copy of Operating Agreement entered into by members.
- Copy of most recent annual statement filed with the Corporations Division, if an existing LLC.
- Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person authorized to sign the application and other documents required by the Commission (or Part 3 of Form LCC-301).
- Report of Stockholders/Members/Partners (Form LCC-301)

Partnerships must submit the following information per Administrative Rule R 436.1111:

- Partnership Agreement, if a Limited Partnership.
 - Report of Stockholders/Members/Partners (Form LCC-301)
-

Licensing Process

- The Licensing Division reviews the application and corresponding documents for completeness and verifies the appropriate fees have been received. If additional documents, fees, or corrections to documents are needed, Licensing will notify the applicant.
- Once all the necessary documents have been received Licensing will submit the request to the Enforcement Division for its investigation. If an applicant has applied for and meets the requirements for a conditional license, the request will be considered by the Commission.
- The Enforcement Division will contact the applicant to schedule an interview with the applicant (and current licensee for license transfers). At this meeting an investigator will review with the applicant documents, including:
 - purchase agreement
 - financial documents
 - property documents
 - other items pertaining to the application
- After the interview, the investigator will prepare a report for the Commission regarding the investigation and submit the request back to Licensing for further processing.
- Licensing reviews the report from Enforcement and any additional documents received during the interview process. The request is prepared for the Commission to consider and placed on a docket for an upcoming licensing meeting.
- The Commission considers the request, including:
 - the liquor license operating history of the applicant (if a current or prior licensee)
 - the arrest and conviction record of the applicant

- whether the applicant meets the requirements for a license
 - the applicant's financial information
 - opinions of the local legislative body or police department, if received.
- The Commission will approve or deny the request based on these factors. Occasionally, the Commission will request more information from the applicant before making a final decision.
- After the Commission makes a decision on the request, the file is returned to Licensing for final processing.
 - Approval orders are sent to the applicant requesting any final items before the issuance of the license.
 - Denial orders are sent to the applicant and the applicant may appeal the decision.
- When all the final items are received by Licensing, the completed request is forwarded to the Renewal Unit for the issuance of the physical license documents.
 - Any changes in financial provisions at the time of closing which do not conform to the terms previously indicated and investigated may require submission of new forms and possible additional investigation.

Other Licenses That May Be Held in Conjunction With a Specially Designated Distributor License

A **Specially Designated Merchant (SDM)** license for the sale of beer and wine for consumption off the licensed premises (take-out) may be held in conjunction with a Specially Designated Distributor license.

Permits, Permissions, and Authorizations

Sunday Sales Permit (A.M.) - A permit that allows the sale of beer, wine, and liquor on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

Sunday Sales Permit (P.M.) - A permit that allows the sale of liquor on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government.

Catering Permit - Authorizes a holder of a Specially Designated Distributor license that also holds a Specially Designated Merchant license to sell, deliver, and serve beer, wine, and spirits in the original containers at private events. A licensee must have a food service establishment license or retail food establishment license to qualify for this permit.

Living Quarters Permit - Allows living quarters to be directly connected to the licensed premises.

Direct Connection permission - Allows connections from the licensed premises to unlicensed premises.

Motor Vehicle Fuel Pump permission – Allows the licensee to have motor vehicle fuel pumps on or adjacent to the licensed premises. Minimum inventory requirements apply based on the population of the local governmental unit in which the business will be located.

License Quotas

- Each local governmental unit (city, village, or township) has a limited number of Specially Designated Distributor licenses that may be issued based on the population from the most recent federal census.
 - An applicant requesting a new Specially Designated Distributor license must first verify that the license quota limit for Specially Designated Distributor licenses in the local governmental unit has not been reached and an available Specially Designated Distributor license exists.
-

Churches & Schools

A new application to sell alcoholic beverages at retail, or a request to transfer location of an existing license, may be denied if the proposed location is within 500 feet of a church or school. The Commission may waive the church/school provision if the church or school does not file an objection to the proposed license. If the church or school does file an objection, the Commission shall hold a hearing before making a decision on the issuance of the license.

Proof of Financial Responsibility

- Liquor liability coverage of at least \$50,000.00 is required by Michigan law for active operation of a licensed business. Types of acceptable coverage are:
 - liquor liability insurance
 - cash
 - unencumbered securities
 - constant value bond
 - membership in an authorized group self-insurance pool
- For more information, please read the instructions in the Proof of Financial Responsibility form (Form LC-95).

Alcohol Information Management System

Michigan Liquor Control Commission

Local Governmental Unit Quota Search

Through this search page, you may look up the retail license quota numbers for on and off premises licenses within a specific Local Governmental Unit (LGU) or county.

The "Allowed" column indicates the number of licenses authorized in the LGU under the quota defined under MCL 436.1531. The "Available" column indicates the number of licenses the LGU has available under the quota, but which have not been issued. The "Allocated" column indicates the number of available, unissued quota licenses in the LGU that have been approved by the LGU and for which an active application is still pending. The "Issued" column indicates the total number of quota licenses issued within the LGU.

After running a search, if you would like to generate a list that you may merge into a letter or print, click the CSV button (for a Comma-Separated Value list), the Excel button (for an Excel spreadsheet list), the Print button to print the list, or the Copy button to copy the data so that you may paste it into a document.

LGU Details

LGU Name

NORTHFIELD TWP

County

WASHTENAW

LGU Id

2721

Current Census Population

8245

Prohibition Status

Legal

Go Back

Quotas

Show 10 entries

Copy

CSV

Excel

Print

Quota Name	Type	Allowed	Issued	Available	Allocated
NORTHFIELD TWP - Retail - On Premises - - - - -	Retail - On Premises	5	5	0	0
NORTHFIELD TWP - Retail - SDD - Off Premises - - - - -	Retail - SDD - Off Premises	3	1	2	1
NORTHFIELD TWP - Retail - SDM - Off Premises - - - - -	Retail - SDM - Off Premises	8	3	5	0

Showing 1 to 3 of 3 entries

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Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
525 W. Allegan, P.O. Box 30005 - Lansing, Michigan 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Off Premise Transactions	Is Local Legislative Body approval required?	Is Local Police approval required?	Is Local Legislative Body or Police opinions required to be considered?	MLCC Investigation required?	Inspection Fees?	Base Fees
Add Space	No	No	No	Yes	Yes	
Change status	No	No	No	No	No	
Correct address	No	No	No	Yes	No	
Drop Space	No	No	No	Yes	Yes	
New Beer & Wine Sampling Permit	No	No	Yes	No	Yes	
New Catering Permit	No	No	Yes	No	Yes	\$100.00
New Direct Connection	No	No	No	Yes	No	
New Gas Pumps	No	No	No	Yes	No	
New Living Quarters Permit	No	No	Yes	No	Yes	
New Participation Permit	No	No	Yes	No	Yes	
New Resort SDD License	No	No	Yes	Yes	Yes	\$150.00 upon licensure
New SDD License	No	No	Yes	Yes	Yes	\$150.00
New SDM License	No	No	Yes	Yes	Yes	\$100.00
New Sunday Sales Permit (AM)	No	No	Yes	No	No	\$160.00
New Sunday Sales Permit (PM)	No	No	Yes	No	No	15% of total license fee
Release license from escrow (in escrow <6 months)	No	No	No	No	No	
Release license from escrow (in escrow 6+ months)	No	No	No	Yes	No	
Transfer Location- Off Premise	No	No	Yes	Yes	Yes	



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Retailer License & Permit Application

For more information on retail licenses and permits, please visit the Liquor Control Commission's frequently asked questions website by [clicking this link](#).

Before you begin filling out the attached application, please review this checklist for the forms and documents you will need to submit with your completed application form.

The attached LCC-100 form will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website: <https://get.adobe.com/reader/>

- ☐ Completed Retail License & Permit Application (Form LCC-100, attached)
- ☐ Livescan Fingerprint Form* (attached)
- ☐ Inspection, License, and Permit Fees
- ☐ Local Government Authorization (Form LCC-106) - For a new on-premises license only
- ☐ Purchase agreement - **For the transfer of ownership of a license**
- ☐ Property document (lease, deed, land contract, etc.)
- ☐ New Specially Designated Merchant license documents - **For new Specially Designated Merchant license only** (see page 3)

Are you transferring stock or membership interest? If yes, use the License Interest Transfer Application (LCC-101).

If applicant is a corporation also include (pursuant to R 436.1109):

- ☐ Report of Stockholders/Member/Partners (Form LCC-301)
- ☐ Copy of Articles of Incorporation filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of Michigan.
- ☐ Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission or Part 3 of Form LCC-301.

If applicant is a limited liability company also include (pursuant to R 436.1110):

- ☐ Report of Stockholders/Member/Partners (Form LCC-301)
- ☐ Copy of Articles of Organization filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Copy of the operating agreement or bylaws of the applicant company
- ☐ Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.
- ☐ Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person authorized to sign the application and other documents required by the Commission or Part 3 of Form LCC-301.

If applicant is a limited partnership also include (pursuant to R 436.1111):

- ☐ Report of Stockholders/Member/Partners (Form LCC-301)
- ☐ Copy of the partnership agreement of the applicant limited partnership
- ☐ Each general partner of a partnership shall sign the application, bond, and other papers filed in connection with securing a new license or transferring an existing license. This requirement may be waived by the Commission upon showing of good cause, which must be submitted in writing.

*Fingerprints are required for applicants that have not been fingerprinted for MLCC licensure in the past and will hold 10% or more interest in a license or applicant entity.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Retailer License & Permit Application

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website by [clicking this link](#).

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): Little Porky's On Main, Inc.

Address to be licensed: 52 Barker Rd

City: Whitmore Lake

Zip Code: 48189

City/township/village where license will be issued: Northfield Township

County: Washtenaw

Federal Employer Identification Number (FEIN): 20-3503757

1. Are you requesting a new license? ☒ Yes ☐ No
2. Are you applying ONLY for a new permit or permission? ☐ Yes ☒ No
3. Are you buying an existing license? ☐ Yes ☒ No
4. Are you transferring the classification of an existing on premises license? ☐ Yes ☒ No
5. Are you modifying the size of the licensed premises? ☐ Yes ☒ No
If Yes, specify: ☐ Adding Space ☐ Dropping Space ☐ Redefining Licensed Premises
6. Are you transferring the location of an existing license? ☐ Yes ☒ No
7. Is this license being transferred as the result of a default or court action? ☐ Yes ☒ No
8. Do you intend to use this license actively? ☒ Yes ☐ No

Leave Blank - MLCC Use Only

Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s):

Current licensed address:

City:

Zip Code:

City/township/village where license is issued:

County:

Part 3 - Licenses, Permits, and Permissions

Off Premises Licenses - Applicants for off premises licenses, permits, and permissions (e.g. convenience, grocery, specialty food stores, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

On Premises Licenses - Applicants for on premises licenses, permits, and permissions (e.g. restaurants, hotels, bars, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	\$70.00	License & Permit Fees:	\$172.50	TOTAL FEES:	\$242.50
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Schedule A - Licenses, Permits, & Permissions

Applicant name: Little Porky's On Main, Inc.

Off Premises License Type:

New Transfer

Base Fee:Fee Code
MLCC Use
Only

- ☐ ☐ SDM License \$100.00
- ☒ ☐ SDD License \$150.00 4012
- ☐ ☐ Resort SDD License Upon Licensure/\$150.00

Off Premises Permits:**Base Fee:**

- ☐ Sunday Sales Permit (AM)* \$160.00
- ☒ Sunday Sales Permit (PM)** \$22.50 4032
(Held with SDD License)
- ☐ Catering Permit \$100.00
- ☐ Secondary Location Permit - Complete Form LCC-201
- ☐ Beer and Wine Tasting Permit No charge
- ☐ Living Quarters Permit No charge

On/Off Premises Permission Type:**Base Fee:**

- ☐ Off-Premises Storage No charge
- ☐ Direct Connection(s) No charge
- ☐ Motor Vehicle Fuel Pumps No charge

*Sunday Sales Permit (AM) allows the sale of liquor, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of liquor on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of liquor. Additional bar fees and B-Hotel room fees are also calculated as part of the permit fee.

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses: 1 x \$70.00 Inspection Fee

Total Inspection Fee(s): Fee Code: 4036 \$70.00

Total License Fee(s): \$150.00

Total Permit Fee(s): \$22.50

TOTAL FEES DUE: \$242.50

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to **State of Michigan****On Premises License Type:**

New Transfer

Base Fee:Fee Code
MLCC Use
Only

- ☐ ☐ B-Hotel License \$600.00
- Number of guest rooms: _____
- ☐ ☐ A-Hotel License \$250.00
- Number of guest rooms: _____
- ☐ ☐ Class C License \$600.00
- ☐ ☐ Tavern License \$250.00
- ☐ ☐ Resort License Upon Licensure
- ☐ ☐ DDA/Redevelopment License Upon Licensure
- ☐ ☐ Brewpub License \$100.00
- ☐ ☐ G-1 License \$1,000.00
- ☐ ☐ G-2 License \$500.00
- ☐ ☐ Aircraft License \$600.00
- ☐ ☐ Watercraft License \$100.00
- ☐ ☐ Train License \$100.00
- ☐ ☐ Continuing Care Retirement Center License \$600.00
- ☒ MCL 436.1545(1)(b)(i) ☐ MCL 436.1545(1)(b)(ii)

B-Hotel or Class C Licenses Only:

- ☐ ☐ Additional Bar(s)

Number of Additional Bars: _____

B-Hotel or Class C licenses allow licensees to have one (1) bar within the licensed premises. A \$350.00 licensing fee is required for each additional bar over the one (1) bar initially issued with the license.

On Premises Permits:**Base Fee:**

- ☐ Sunday Sales Permit (AM)* \$160.00
- ☐ Sunday Sales Permit (PM)** 15%**
- ☐ Catering Permit \$100.00
- ☐ Banquet Facility Permit - Complete Form LCC-200

A Banquet Facility Permit is an extension of the license at a different location. It may have its own permits and permissions. It is not a banquet room on the licensed premises.

- ☐ Outdoor Service No charge
- ☐ Dance Permit No charge
- ☐ Entertainment Permit No charge
- ☐ Extended Hours Permit: No charge

Dance Entertainment Days/Hours: _____

- ☐ Specific Purpose Permit: No charge

Activity requested: _____

Days/Hours requested: _____

- ☐ Living Quarters Permit No charge
- ☐ Topless Activity Permit No charge

Schedule B - New Specially Designated Merchant (SDM) License Supplemental Application - New SDM License Applications ONLY

Applicant name: Little Porky's On Main, Inc.

Effective January 4, 2017 pursuant to MCL 436.1533(5), Specially Designated Merchant (SDM) licenses are quota licenses based on one (1) SDM license for every 1,000 of population in a local governmental unit. MCL 436.1533 provides for several exemptions from the quota for qualified applicants. Please carefully read the requirements in the boxes below, selecting the applicable approved type of business option(s) from Section 1 and an applicable new SDM license quota option from Section 2.

Section 1 - Requirements to Qualify as Approved Type of Business for New SDM License Applicants

Applicant must meet one (1) or more of the following conditions (check those that apply to your business):

- ☐ a. Applicant holds and maintains retail food establishment license or extended retail food establishment license under the Food Law of 2000, MCL 289.1101 to MCL 289.8111.
- ☐ b. Applicant holds or has been approved for Specially Designated Distributor (SDD) license.
- ☐ c. Applicant holds or has been approved for an on-premises license, such as a Class C, A-Hotel, B-Hotel, Tavern, Club, G-1, or G-2 license.

Section 2 - Quota Requirements for New SDM License Applicants

Applicant must qualify under one of the following sections of the Liquor Control Code regarding the SDM quota:

- ☐ a. Applicant is an applicant for or holds a Class C, A-Hotel, B-Hotel, Tavern, Club, G-1, or G-2 license.
MCL 436.1533(5)(a) - SDM license is exempt from SDM quota and license cannot be transferred to another location.
- ☐ b. Applicant's establishment is at least 20,000 square feet and at least 20% of gross receipts are derived from the sale of food.
MCL 436.1533(5)(b)(i) - SDM license is exempt from SDM quota and license cannot be transferred to another location.
- ☐ c. Applicant's establishment is a pharmacy as defined in the Public Health Code, MCL 333.17707.
MCL 436.1533(5)(b)(ii) - SDM license is exempt from SDM quota and license cannot be transferred to another location.
- ☐ d. Applicant's establishment qualifies as a marina under MCL 436.1539.
MCL 436.1533(5)(e) - SDM license is exempt from SDM quota and license may be transferred to another location if the applicant complies with MCL 436.1539 at the new location.
- ☐ e. Applicant does not qualify under any of the quota exemptions or waiver listed above.
MCL 436.1533(5) - Commission shall issue one (1) SDM for every 1,000 population in a local governmental unit and an unissued SDM must be available in the local governmental unit for the applicant to qualify. SDM license may be transferred to another location.

Documents Required To Be Submitted with New SDM License Application

In addition to the documents listed on the application checklist, the new SDM license applicant must submit the documents listed below, as applicable, with its application to comply with the requirements described above. Select one or more of the following:

- ☐ Copy of retail food establishment license or extended retail food establishment license for a SDM license. The name on the food establishment license must match the applicant name in Part 1 of this application form. A food establishment license is not required for a SDM license to be issued in conjunction with a SDD license or an on-premises license.
- ☐ If applying under Section 2b above, documentary proof that applicant's establishment is at least 20,000 square feet and at least 20% of gross receipts are derived from the sale of food.
- ☐ If applying under Section 2c above, a copy of the pharmacy license issued under the Public Health Code.

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed Form LCC-301.

For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name: Soamer Jamil		
Home address: 1840 Twin Sun Circle		
City: Commerce Township	State: MI	Zip Code: 48390
Business Phone: 734-449-5252	Cell Phone: 248-767-8949	Email: soamerjamil@yahoo.com
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes , please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. Pursuant to MCL 436.1603, a retailer licensee <u>may not</u> hold interest in a manufacturer or wholesaler licensee. <input checked="" type="radio"/> Yes <input type="radio"/> No		
Business ID: 192354		
Do you hold 10% or more interest in the applicant entity? <input checked="" type="radio"/> Yes <input type="radio"/> No		
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed " <u>Livescan Fingerprint Background Request</u> " with your application.		

Part 5b - Personal Information (Individuals) - Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).

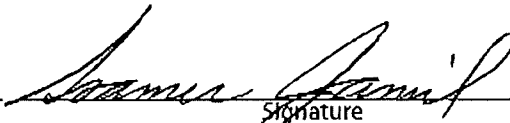
Date of Birth: 10/08/1970	Social Security Number: [REDACTED]	Driver's License Number: [REDACTED]
Are you a citizen of the United States of America?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Have you ever legally changed your name?		<input type="radio"/> Yes <input checked="" type="radio"/> No
If you answered "yes", please list your prior name(s) (including maiden):		
Spouse's full name (if currently married): Sahara Jamil		
Spouse's date of birth: 10/07/1972	Is your spouse a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary):		<input type="radio"/> Yes <input checked="" type="radio"/> No
Date	City/State	Charge
Disposition		
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary):		<input type="radio"/> Yes <input checked="" type="radio"/> No
Date	City/State	Charge
Disposition		

Part 5c - Signature

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

Soamer Jamil

Print Name



Signature

05/04/2018

Date

Part 6 - Contact Information

Provide information on the contact person for this application. Please note that corporations and limited liability companies must provide documentation (e.g. meeting minutes, corporate resolution) authorizing anyone other than the applicant or an attorney of record to be the contact person. If an authorization is not provided, your contact person will not be acknowledged if they are anyone other than the applicant or attorney.

What is your preferred method of contact?		<input type="radio"/> Phone	<input type="radio"/> Mail	<input checked="" type="radio"/> Email	<input type="radio"/> Fax
What is your preferred method for receiving a Commission Order?		<input type="radio"/> Mail	<input checked="" type="radio"/> Email	<input type="radio"/> Fax	
Contact name: Soamer Jamil	Relationship: Self				
Mailing address: 52 Barker Rd					
Phone: 734-449-5252	Fax number:	Email: littleporkys@yahoo.com			

Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)

Attorney name:		Member Number: P-	
Attorney address:			
Phone:	Fax number:	Email:	
Would you prefer that we contact your attorney for all licensing matters related to this application?		<input type="radio"/> Yes	<input type="radio"/> No
Would you prefer any notices or closing packages be sent directly to your attorney?		<input type="radio"/> Yes	<input type="radio"/> No

Part 8 - Signature of Applicant

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

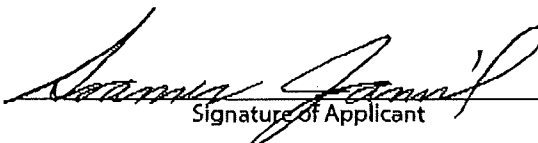
Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false or fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Soamer Jamil, President

Print Name of Applicant & Title



Signature of Applicant

05/04/2018

Date

Please return this completed form along with corresponding documents and fees to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-284-8557



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Northfield Township Board of Trustees council/board
(regular or special) (township, city, village)
called to order by Marlene Chockley on May 22, 2018 at _____
(date) (time)
the following resolution was offered:
Moved by _____ and supported by _____
that the application from Little Porky's on Main, Inc.
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): SDD
(list specific licenses requested)

to be located at: 52 Barker Road, Whitmore Lake, Michigan 48189

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Northfield Twp
council/board at a regular meeting held on May 22, 2018
(regular or special) (date) (township, city, village)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



Civic Event Application Northfield Township

8350 Main Street
Whitmore Lake, Michigan 48189
(734) 449-2880

OFFICE USE
ONLY

5/17/18
Date Received

By Jennifer Carliso

FEE - \$100.00

waived
Date Received

Non-profit
By

** APPLICATIONS MUST BE FILLED OUT COMPLETELY BEFORE THEY WILL BE CONSIDERED FOR REVIEW **

5/17/2018 Kiwanis Foundation Jacqueline Otto
Application Date Name of Organization Name of Applicant

P.O. Box 441 Whitmore Lake MI 48189
Street Address City State Zip

734-368-2251
Cell Phone Home Phone Work Phone Fax

jacki.otto@yahoo.com
Email Address (optional)

Kiwanis 4th & E. July Parade
Event Title

Barker Road and Main Street
Event Location

EVENT DAYS / TIMES (Please stipulate the following information for each date of event)

DATE	Day of Week	Beginning Time	Ending Time
4/4/2018	Wednesday	10:00 AM	11:00 AM

9:00 AM 7/4/2018 11:30 AM 7/4/2018 N/A
Set up Time/Day Tear down Time / Day* Rain Date (if applicable)

* Tear down time will be strictly enforced. It is the applicant's responsibility to ensure the teardown of all materials with their on-site vendors, sponsors, etc. is complete by the teardown time given above.

ORGANIZATION / APPLICANT INFORMATION

Applications for Civic Events in Northfield Township shall NOT be approved for applicants in default to the Township. Therefore, each Application for Civic Events shall be routed to the Township Treasurer for a determination of any defaults to the Township. In the event a default to the Township exists, the Application shall be disapproved by the Treasury Department, with the nature of the default described as the reason of the disapproval.

TAX IDENTIFICATION NUMBER: 27-2235695

BRIEF DESCRIPTION OF ORGANIZATION'S PURPOSE AND/OR FUNCTION:

Kiwanis Club of Whitmore Lake / Kiwanis Foundation
of Whitmore Lake has hosted the 4th of July Parade
for 23 years. Our main purpose is to put smiles on the
faces of spectators and participants.

IS THE ORGANIZATION NON-PROFIT?

☒ YES

☐ NO

If yes, attach a copy of the organizations Sales Tax Exempt Certificate.

DOES YOUR GROUP PRESENTLY HAVE LIABILITY INSURANCE?

☒ YES

☐ NO

GENERAL LIABILITY INSURANCE IS REQUIRED NAMING NORTHFIELD TOWNSHIP AS ADDITIONAL INSURED. IF FOOD IS BEING SERVED, PRODUCT LIABILITY MUST BE INCLUDED. LIMITS OF LIABILITY SHOULD BE NO LESS THAN \$1,000,000 COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE.

PLEASE GIVE A DESCRIPTION OF THE PROPOSED CIVIC EVENT. (Attach additional pages if necessary)

4th of July Parade

ANNUAL EVENT: Is this event expected to occur next year?

☒ YES

☐ NO

If Yes, you can reserve a date for next year with this application). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July): 7/4/2019

Or Next year's specific date(s): 7/4/2019

PROCEEDS OF THIS EVENT WILL BE USED FOR:

IF THE PROPOSED CIVIC EVENT IS A PARADE OR RUN/WALK EVENT, PLEASE LIST THE POINT OF ORIGIN, PATH, TERMINATION POINT, NUMBER OF ENTRIES AND TRAFFIC CONTROL PLAN AS NECESSARY. (Use attached map to clarify the route)(FEE IS WAIVED FOR 4TH OF JULY PARADE AND HOMECOMING PARADE)

Timbercrest & Barker Rd - Start of parade

Line Up - Whitmore Lake Elementary School

Parade Route:

East on Barker Rd to Main St. - left on Main Street

To Northfield Twp Public Safety Bldg. Entries: ~ 50+

Traffic Control location:

Noted on Attached.

ARE YOU PLANNING TO CHARGE AN ADMISSION FEE?

YES

NO

IF YES, WHAT KIND AND HOW MUCH?

DO YOU PLAN ON UTILIZING VENDORS AND/OR EXHIBITORS FOR SALES OF ANY KIND?

YES

NO

IF YES, COMPLETELY FILL OUT THE ATTACHED VENDOR CONTACT INFORMATION SHEET(S).

WHAT IS THE FEE CHARGED FOR EACH VENDOR?

N/A

DO YOU PLAN TO CONTRIBUTE REVENUES RECEIVED FROM THIS EVENT TO LOCAL ORGANIZATIONS AND/OR COMMUNITY GROUPS?

YES

NO

IF YES, TO WHOM AND HOW MUCH?

Fundraising Efforts goes directly into the cost
of the parade.

WHAT IS THE EXPECTED ATTENDANCE FOR THIS EVENT? 200+

DO YOU PLAN ON SUPPLYING ADDITIONAL RESTROOM FACILITIES? ☒ YES ☐ NO

NUMBER OF VOLUNTEERS / STAFF? 30-50

HOW WILL THIS EVENT BENEFIT THE RESIDENTS AND/OR IMPROVE THE QUALITY OF LIFE IN NORTHFIELD TOWNSHIP?

For 72 years, Kiwanis contributes to the community
with local events such as the 4th of July Parade.
We are honored to bring this family-focused event to
Northfield Township.

ELECTRICAL SERVICES REQUIRED (Please Be as Accurate as Possible)

~~NO~~ YES - DJ Announcer

OTHER UTILITIES REQUIRED (Please Be as Accurate as Possible)

N/A

TOWNSHIP FACILITIES REQUESTED (Please Be as Accurate as Possible)

Police - Crowd Control

DO YOU PLAN TO UTILIZE OFF-SITE PARKING FACILITIES ☒ YES ☐ NO

IF SO, WHAT LOCATION IS PLANNED? 45 Barker
Northfield Twp Public Safety Bldg.

WHAT IS YOUR PLAN FOR TRANSPORTATION FROM THE PARKING AREA TO THE EVENT LOCATION?

5-Golf Carts

SIGNAGE REQUESTED (Detail sign locations on the attached map and provide sign renderings)

Number of Signs 10

Types of Signs Parade Route

Locations of Signs Main Street & Barker Rd.

Date Signs Posted 7/3/2018

Date Signs Removed 7/5/2018

PLEASE ATTACH LIST OF EQUIPMENT; STAGE, TENTS, VEHICLES, ETC., THAT YOU PROPOSE TO USE IN THE EVENT OR BRING ONTO TOWNSHIP PROPERTY, STREETS OR PARK AREAS - (ALL SUBJECT TO APPROVAL).

STREET CLOSURE

ARE YOU REQUESTING A STREET CLOSURE FOR YOUR EVENT? YES NO

If yes, detail the street(s) you would like closed, and the location of the closure(s) on the attached map.

ALCOHOL *From Whitford Lake Elementary, Barker Road and Main Street, From Main Street @ Polly's Market to Northfield Twp Public Safety Bldg.*

DO YOU WANT TO SELL AND/OR SERVE ALCOHOL? YES NO

IF YES, PLEASE SEE THE ATTACHED SHEET TITLED "ALCOHOL" AND FILL IN THE QUESTIONS COMPLETELY AND IN DETAIL.

SECURITY

If the event requires the overnight setup or storage of goods, equipment, etc. security is the responsibility of the event applicant.

IF YOUR EVENT REQUIRES OVERNIGHT SECURITY, PLEASE PROVIDE THE FOLLOWING DETAILS OF YOUR SECURITY PLAN:

ON SITE REPRESENTATIVES NAMES AND CONTACT NUMBERS:

<u>Name</u>	<u>Contact number</u>
<u>Jacki Otto</u>	<u>734-368-2251</u>
<u>George Brouk</u>	<u>313-407-9500</u>
<u>Jerzy Otto</u>	<u>734-368-7742</u>

Owner(s) Affidavit*

I, Kiwanis Foundation have authorized Jacqueline Otto as My
(company or organization owner) (Civic Event Applicant)

Representative for the purpose of obtaining a Civic Event permit(s) from Northfield Township

for my organization located at P.O. Box 441 Whitmore Lake, MI
(company or organization address)

Jacqueline Otto, Past President
Owners Signature

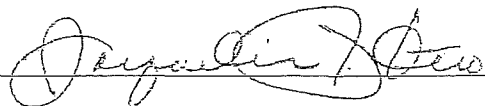
5/16/2018
Date

INDEMNIFICATION AGREEMENT

The Kiwanis Foundation agree(s) to defend, indemnify, and hold harmless the Township of
(business/organization)

Northfield, Michigan, and its agents, officials and employees from any claim, demand, suit, loss, cost of expense, or any damage that may be asserted, claimed or recovered against or from the Kiwanis Foundation (business/organization) and/or the Township of Northfield, by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of Northfield Township or by third parties, or by the agents, servants, employees or factors of any of them.

Signature

 Date 5/16/2018

Witness

Date

ALCOHOL

PLEASE GIVE A BRIEF DESCRIPTION OF THE TYPE OF ALCOHOL TO BE SOLD / SERVED

WHO WILL BE THE ALOCHOL LICENSE HOLDER?

ON THE ATTACHED MAP, DETAIL THE LOCATIONS WHERE ALOCHOL WILL BE SOLD / SERVED.

DESCRIBE IN DETAIL YOUR ALCOHOL MANAGEMENT PLAN

**** IF ALCOHOL SALES OR SERVICE IS APPROVED BY THE TOWNSHIP BOARD AS PART OF THIS EVENT, THE APPLICANT MUST ALSO RECEIVE APPROVAL FROM THE LIQUOR CONTROL COMMISSION**

**** IF ALCOHOL SALES OR SERVICE IS APPROVED, EVENT INSURANCE MUST INCLUDE AN ADDITIONAL INDEMNIFICATION FOR ALOCHOL**

ADDITIONAL CIVIC EVENT REQUIREMENTS

- Inspection by Northfield Township Fire and Police Departments is required prior to start of event.
- Any temporary electrical supply provided during a civic event shall be subject to Northfield Township inspection and approval
- A site map shall be provided for all civic events, as required by Northfield Township Public Safety Officials
- No pets are permitted downtown during civic events, unless approved as part of the event.
- No open flame cookers or heaters are permitted without prior approval from the Northfield Township Fire Department.
- Any additional restroom facilities deemed necessary by Northfield Township for this event are to be supplied by the event organizer
- Event organizer staff / volunteers / vendors are responsible for trash control and cleanup.
- Depending upon the type of event, organizer may be required to provide security.
- If radio communications are utilized during civic event, event organizer shall ensure Northfield public safety officials have access to radio or frequencies.
- Event organizer is responsible for arranging for EMS (Ambulance) at the event.
- If privately-owned property is to be utilized by the event organizer as part of any civic event for parking, staging, or similar uses, the event organizer shall be responsible for ensuring there exists all necessary land usage agreements with the private property owner(s), which shall be reviewed and approved by Northfield Township, to ensure adequate ingress, egress, police and fire protection, insurance, etc.

Accepted and agreed to:

EVENT ORGANIZER



By: *Kinawa's Foundation of Whitmore Lake*
Its:

Dated: 5/16, 2018

**NORTHFIELD TOWNSHIP
APPROVALS/RECOMMENDATIONS/COMMENTS**

Event Title

Police Dept: _____ Date: _____

Comments: _____

Fire Dept: _____ Date: _____

Comments: _____

Other, if necessary: _____ Date: _____

Comments: _____

Clerk: _____ Date: _____

Comments: _____

BOARD OF TRUSTEES ACTION: _____ Date: _____

VENDOR CONTACT INFORMATION

Company Name	Representative	Phone #	Items Being Sold / Exhibited	On Site Contact Name	On Site Contact Phone #

Help Sheet And Tips To Expedite The Civic Events Process

To help you be prepared for approvals of your event, please follow these steps to ensure a smooth process:

Your main points of contact after you pick up the application from the Township Office are our Public Safety officials. Our Public Safety Director, William Wagner, will assist you with items necessary for safety compliance as it relates to Fire Department items. Lieutenant Tim Greene will assist you with items necessary for safety compliance issues as it relates to Police Department operational matters.

For any street closures, parking easements for ingress and egress, traffic or crowd control items, our Public Safety officials will provide you with the guidance necessary to ensure a safe event. Road closures need Washtenaw County Road Commission approval, and contacting them is the responsibility of the event promoter.

Please follow the guidelines in the event policy, include maps, drawings, and as much detail as you can to help facilitate the process. The more complete the application, the smoother and faster the process goes. Completed applications should be turned in to our Township Manager, Howard Fink. Contact names and numbers are below for your convenience and reference. Thank you for bringing an event to our community and we are here to help you provide a safe event.

William Wagner
Public Safety Director/Fire Chief
Northfield Township

734-449-2385

wagnerw@northfieldmi.gov

Martin Smith
Interim Lieutenant
Northfield Township Police Department

734-449-9911

smithm@northfieldmi.gov

Steve Aynes
Northfield Township Manager

734-449-2880 ext. 12

ayness@northfieldmi.gov

Washtenaw County Road Commission
Matt MacDonnell
<http://www.wcroads.org/Permits/Procedures/Sec7>

734-761-1500 ext. 688

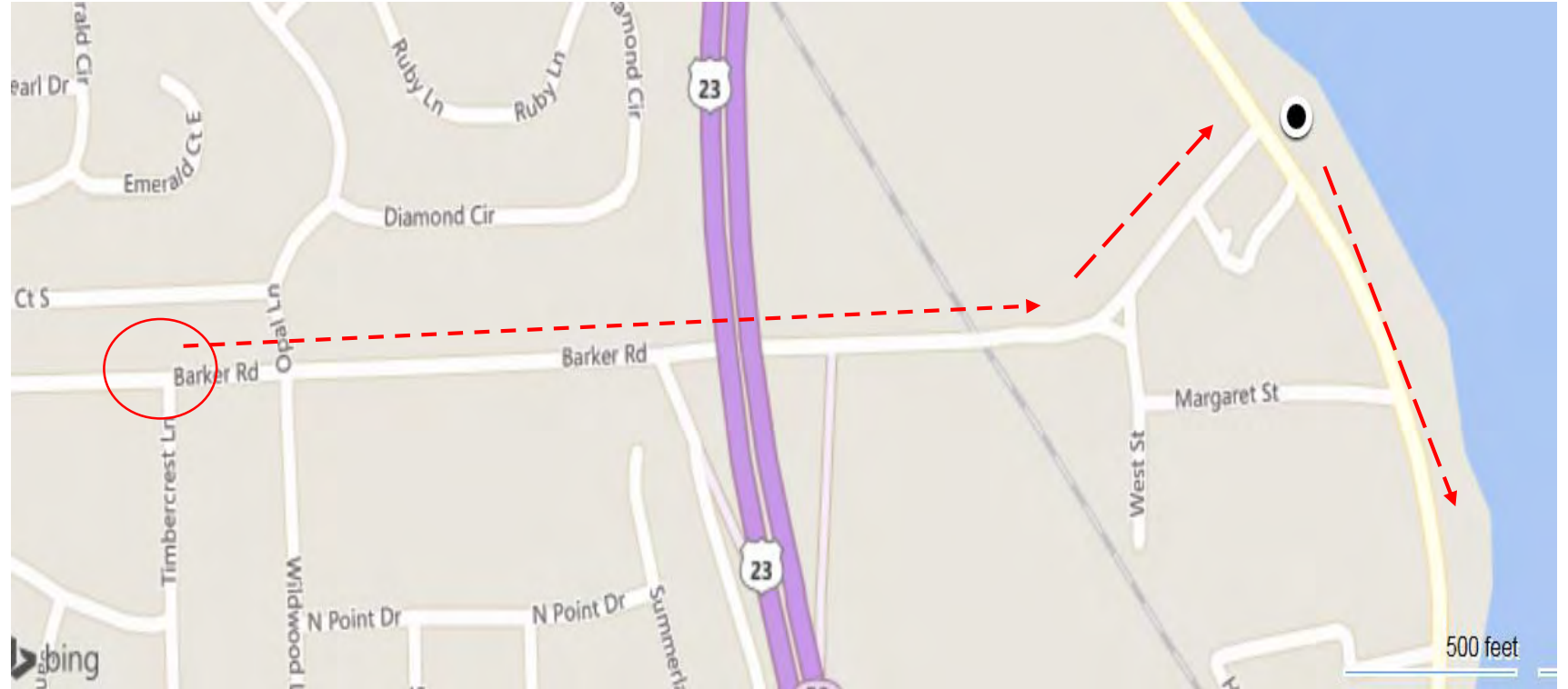
macdonnellm@weroads.org



KiWANiS 4th OF JULY Parade

Exhibitors Information

Map of the Parade Route



Registration for the Parade is at Van's Archery on 240 Barker Rd, Whitmore Lake (right off of US23, Exit 52)

The Parade Route starts at Timbercrest Lane and Barker Road going east on Barker Road.

The Grand Stand Announcer will be at Driftwood Marina located at Barker Road and Main Street turning right and going south on Main Street.

The Parade Route will end at the Northfield Township Hall located on Main Street.

Total Parade Route is 1.5 miles.

Registration

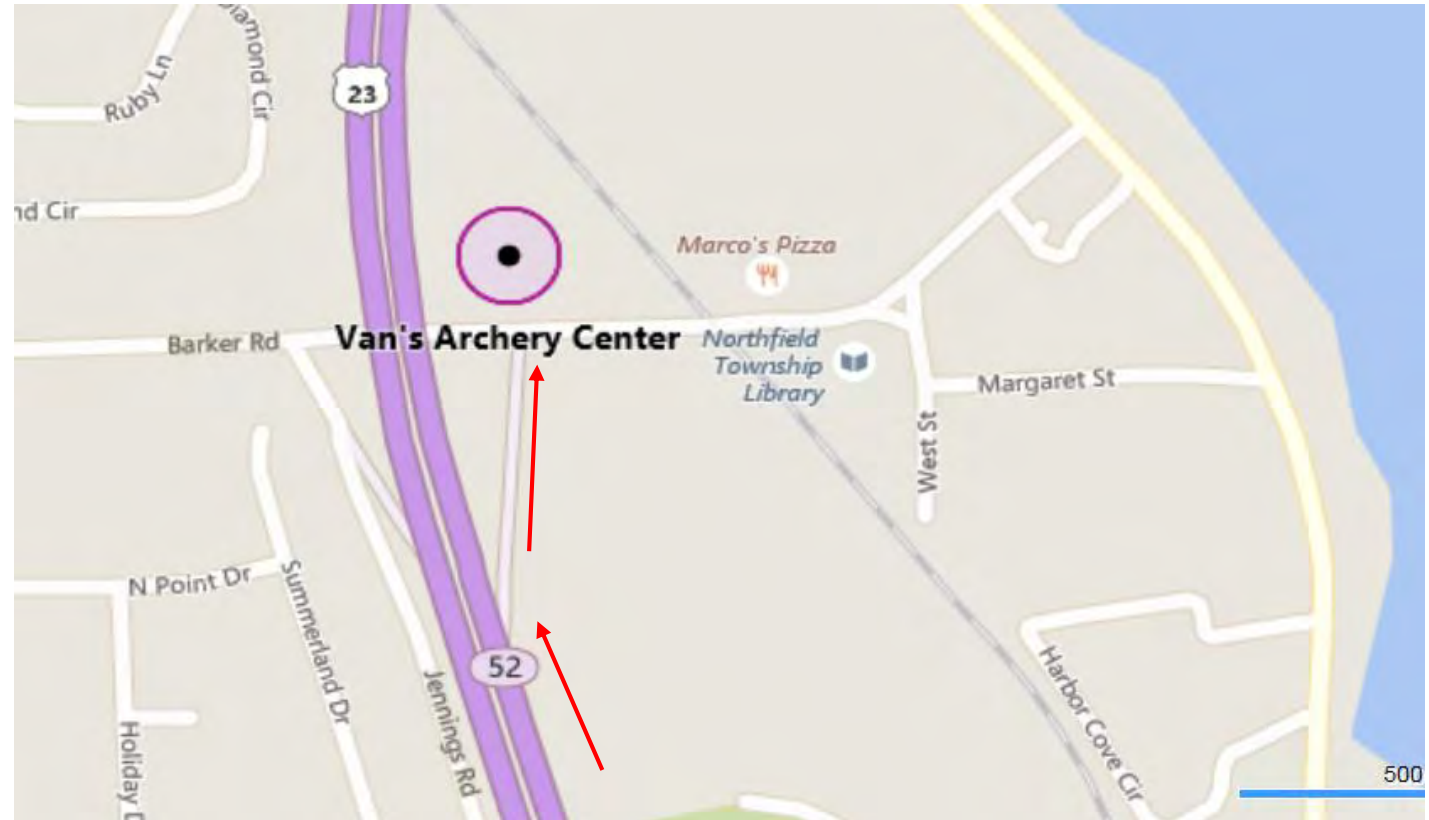
All Parade Participants are to register at Van's Archery on 240 Barker Rd, Whitmore Lake (right off of US23, Exit 52).

Registration begins at 8:30 AM. The Parade starts at 10:00 AM sharp. All Participants are expected to be in the Parade Line Up by 9:30 AM.

As an Exhibitor, if you have monies due, a check will be available to you at the time of registration.

You will be given a number and section as to where to line up.

Line up starts at Timbercrest and Barker Road starting with Section A through Section D. ¼ mile from Van's Archery.

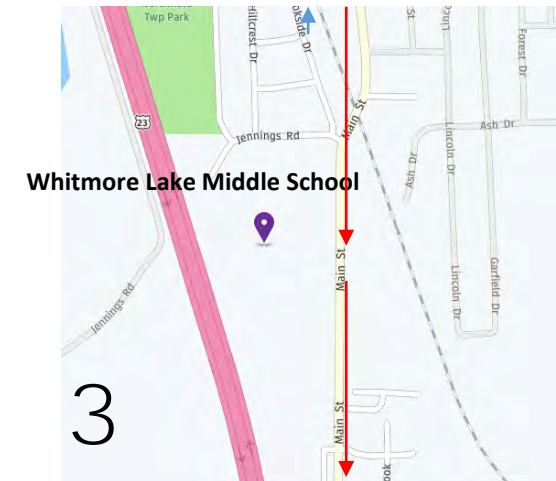
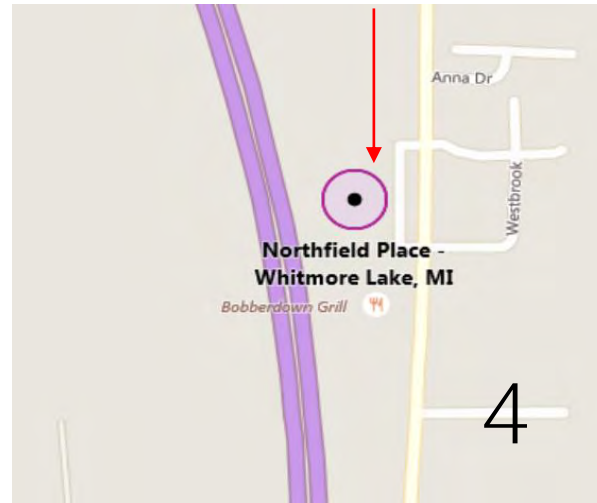
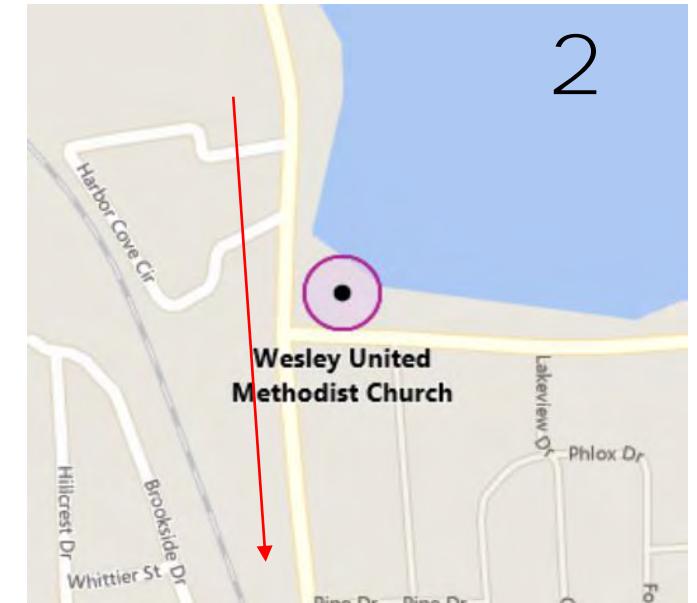


EXHIBITOR PERFORMANCE

Each Exhibitor has an opportunity to stop and perform in front of the crowd.

There are several stops:

1. Driftwood Marina – Grand Stand Announcer (Barker Road and Main Street)
2. Wesley United Methodist Church – East Shore Drive and Main Street
3. Whitmore Lake Middle School – Main Street
4. Regency Nursing Home (formerly known as Northfield Place) – Main Street



Parking

If you are a walker and participating in the Parade, there are several areas to park.

Northfield Township Public Library – 125 Barker Road

Old Fire Station – 75 Barker Road (public parking and bathroom available)

Northfield Township Hall – 8350 Main Street

The Parade Committee has assistance to take you back and forth to your vehicle(s) before and after the parade – look for the golf carts or reserve assistance ahead of time.

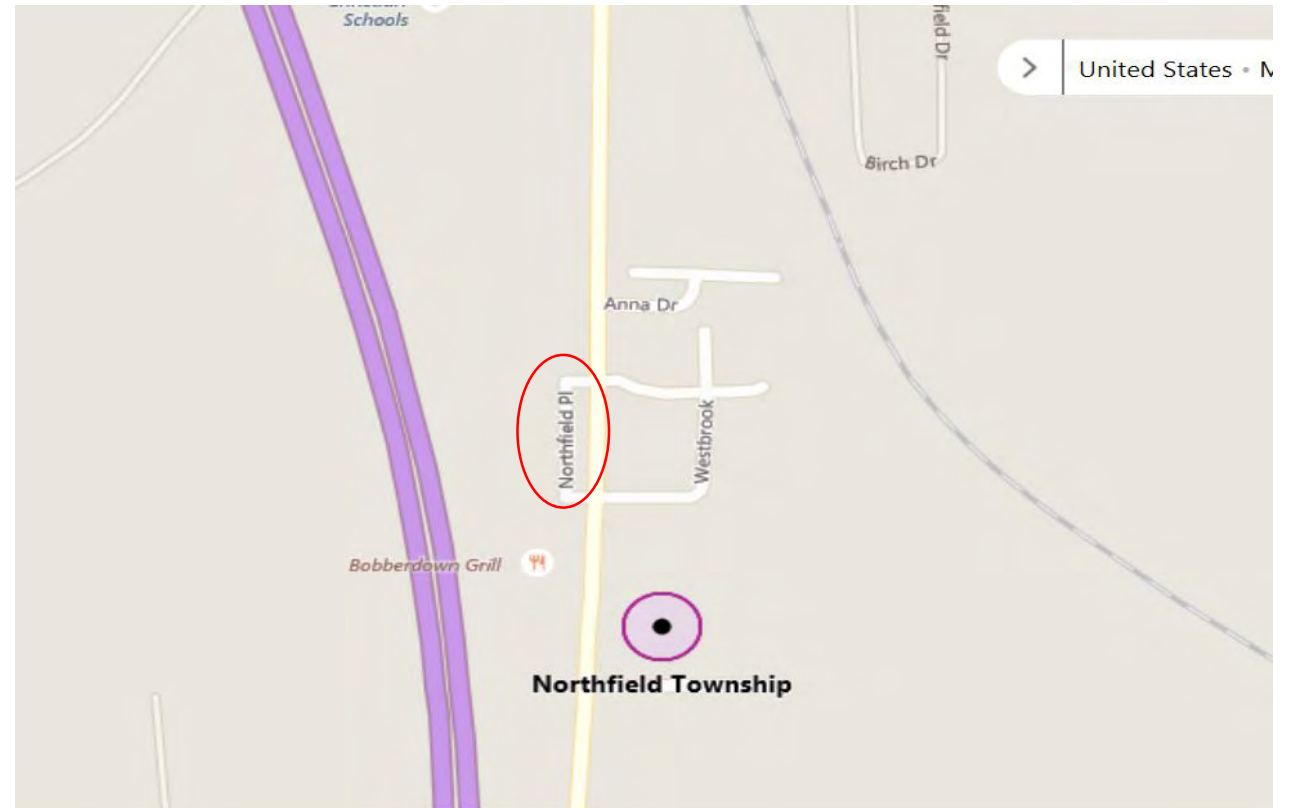


Contact Information

- Jacki Otto – 734-368-2251
- George Brown – 313-407-9500
- Jerry Otto – 734-368-7742

Our cell phones are on and we are available during the parade.

Parade will detour through the parking lot at the Regency Nursing Home and then finish at Northfield Township Hall.





CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
11/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290		CONTACT NAME: Lisa Christenson PHONE (A/C, No, Ext): 317-817-5172 FAX (A/C, No): 317-817-5151 E-MAIL ADDRESS: kiwaniscert@hylant.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Lexington Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
 KIWAN03
 Kiwanis International, All Clubs and Their Members
 3636 Woodview Trace
 Indianapolis IN 46268

COVERAGES

CERTIFICATE NUMBER: 1018332928

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		013136005	11/1/2017	11/1/2018	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor Liability \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			013136005	11/1/2017	11/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention			013136005	11/1/2017	11/1/2018	All Claims \$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is named as Additional Insured as respects to General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included):
 November 24th, 2017 thru December 22nd, 2017 or any future date(s) during the policy term.
 Fundraiser (Selling of Christmas Trees)
 Located @ 75 Baker
 Kiwanis Club of Whitmore Lake

CERTIFICATE HOLDER

CANCELLATION

Northfield Township
 Attn: Jennifer Carlisle
 8350 Main St.
 Whitmore Lake, MI 48189

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

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RESOLUTION No. 18-587

**NORTHFIELD TOWNSHIP, MICHIGAN
RESOLUTION REGARDING A TEMPORARY ROAD CLOSURE
REQUESTED BY KIWANIS CLUB OF WHITMORE LAKE**

Minutes of a regular meeting of the Township Board of the Township of Northfield, Washtenaw County, Michigan held on May 22, 2018

Present: _____

Absent _____

WHEREAS, the Kiwanis Club of Whitmore Lake is requesting the temporary road closure of Barker Road between Whitmore Lake Elementary School and Main Street; and Main Street from Barker Road to the Public Safety Building located at 8350 Main Street on Wednesday, July 4, 2018 for the 4th of July parade display from 9:45am until 12:00pm;

WHEREAS, the Township of Northfield has approved the temporary closure of Barker Road and Main Street as indicated; and

WHEREAS, the Driveways, Banners, and Parades Act 200 of 1969 requires the Township to authorize an official designated by resolution to make such request from the Road Commission.

NOW THEREFORE, BE IT RESOLVED that the Northfield Township Board of Trustees designates and agrees that George Brown - Representative of Kiwanis Club of Whitmore Lake be the authorized official designated in this instance, when application is made to the Washtenaw County Road Commission for this temporary road closure.

RESOLUTION IS DECLARED ADOPTED BY ROLL CALL VOTE

Kathleen Manley
Northfield Township Clerk

Date

****RESOLUTION ACCEPTED AND APPROVED: ____ to ____ ****

Otto and Zelenock abstaining as they are members of the Kiwanis Club of Whitmore Lake

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Steve Aynes
Date: 5/17/2018
Re: Farming at 2727 E. North Territorial

Dear Township Board,

We received a call from the Maulbetsch's regarding farming the land at 2727 E. North Territorial Road (Fire Station 2). The Maulbetsch's have been farming this area for many years, leasing our property for \$150 per year. Their proof of Insurance with Northfield Township listed as an additional insured is attached. They are requesting approval to farm this area again this year.

Sincerely,

Steve Aynes
Northfield Township Manager

ADDITIONAL INTEREST NOTICE

Reason For Notice POLICY CHANGE	Policy Period (12:01 a.m. standard time) FROM 09/20/2017 TO 09/20/2018	Effective Date APRIL 5, 2018
---	---	--

ADDITIONAL INSURED-LESSOR-PREMISES/LAND

Process Date: **APRIL 27, 2018**

Agent: **LOZANO #4306**

Phone Number: **734-971-2114**

P88VZD00100124 -988896853

NORTHFIELD TOWNSHIP ATIMA
8530 MAIN ST
WHITMORE LAKE MI 48189
THIS IS NOT A BILLING.


The policy period of this policy is shown above and shall commence on 12:01 a.m. standard time at the address shown as to each of the dates above and thereafter for like policy periods for which the required renewal premium is paid on or before expiration of the current policy period and is accepted by the Company. This insurance is afforded only with respect to the coverages as are specifically indicated. The limits of the Company's liability for each such coverage shall be stated herein subject to the terms of the above-referenced policy.

Named Insured and Mailing Address
MAULBETSCH LEE ALLEN
MAULBETSCH LORI
2271 E NORTHFIELD CHURCH
ANN ARBOR MI 48105

An additional interest is included in part or all of the following:

Section II Personal and Farm Liability Coverage

	Limit of Insurance
Coverage E - Bodily Injury and Property Damage Liability (Each Occurrence)	\$ 1,000,000
Products - Completed Operations Hazard	INCLUDED
Coverage G - Personal Injury and Advertising Injury Liability	INCLUDED
Coverage F - Medical Payments to Others	\$ 5,000
Tenant's and Consignee's Liability	\$ 50,000



ADDITIONAL INSURED - LESSOR OF PREMISES OR LAND

SECTION II - PERSONAL AND FARM LIABILITY

The definition of **insured** in this policy (Section II) is amended to include as an additional **insured** the person(s) or organization(s) shown in the Declarations for this endorsement, but only with respect to liability for **bodily injury, property damage, personal injury, or advertising injury** caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf in connection with the ownership, maintenance, or use of that part of the land or premises leased to you, subject to the following additional exclusions:

This insurance does not apply to:

1. Any **occurrence** which takes place after you cease to lease that land or premises;
2. Structural alterations, new construction, or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Declarations for this endorsement.

All other provisions of this policy apply.

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board

From: Steve Aynes

Date: 5/17/2018

Re: Resolution 18-588: Blanket Resolution to Approve Purchase of MERS Service Credits

Dear Township Board,

The Township's full-time employees have retirement accounts through Municipal Employees' Retirement System (MERS). The MERS contract with the Police Department is a Defined Benefits package (vs. a Defined Contribution or Deferred Compensation package) which allows them to purchase Service Credits. Approval by the governing body is needed for the police officers to purchase Service Credits. In the past this was done by way of a motion of the Board, but MERS is now requiring this approval be done by Resolution.

The following Resolution is a Blanket Resolution which will provide approval for all future requests for purchase of Service Credits. The purchase of Service Credits by a Police Department employee would be at their own expense and at no cost to the township.

Sincerely,

Steve Aynes
Northfield Township Manager

RESOLUTION NO. 18-588

BLANKET RESOLUTION TO PURCHASE MERS SERVICE CREDIT

WHEREAS, Northfield Township participates in Municipal Employees' Retirement System (MERS) for the Police Department; and

WHEREAS, MERS allows the purchase of Service Credits, from a minimum one (1) month to a maximum of five (5) years; and

WHEREAS, It has been the past practice of Northfield Township to allow for the purchase of Service Credits for Police Department Employees; and

WHEREAS, MERS requires the Governing Body of the employing municipality to approve the purchase of Service Credits; and

WHEREAS, MERS allows for a Blanket Resolution to honor any/all future requests for Service Credit purchases; and

WHEREAS, The purchase of Service Credits by a Police Department Employee would be at their own expense and at no cost to Northfield Township.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Township of Northfield hereby authorizes the future purchase of Generic, Military or Other Governmental MERS Service Credits by Northfield Township Police Department Employees; and

BE IT FURTHER RESOLVED that the Township Manager or Township Clerk are authorized to sign the necessary documentation to effectuate any MERS Service Credit purchase(s).

Moved by _____, and seconded by _____.

Motion Carried _____ to _____

Resolution Adopted this 22nd day of May, 2018.

Marlene A. Chockley, Supervisor

Attest: _____
Kathleen Manley, Clerk

Memo

To: Northfield Township Board of Trustees

From: Marlene Chockley, Supervisor

RE: Farmland Preservation and Open Space Application for 2055 E North Territorial

Date: May 22, 2018

Trustees,

Kristin and Adam Muehlhauser are applying to the State of Michigan for a tax credit program called the Farmland and Open Space Preservation Program for their farm at 2055 E North Territorial. This program allows eligible farm owners to claim a credit against their State of Michigan income taxes for a portion of their farm income. Property tax revenue to local units of government is not impacted by this program.

The farm is zoned agriculture and master planned for agriculture. I recommend approval of the application.

Thank you for your consideration.

Marlene Chockley



FARMLAND AND OPEN SPACE PRESERVATION PROGRAM

Application for Farmland Agreement

Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, more commonly known as PA 116.

Please print or type. Attach additional sheets as needed. **Please read the Eligibility and Instructions document before filling out this form.**

OFFICIAL USE ONLY

Local Governing Body: _____

Date Received: _____

Application No: _____

RECEIVED

State: _____

FEB 27 2018

Date Received: _____

NORTHFIELD TOWNSHIP

Application No: _____

Approved: _____

Rejected: _____

**ALL APPLICATIONS MUST BE APPROVED BY LOCAL GOVERNING BODY
ON OR BEFORE NOVEMBER 1 IN ORDER TO BE EFFECTIVE FOR THE CURRENT TAX YEAR**

I. Personal Information:

1. Name(s) of Applicant: Muehlhauser Kristen
Last First Initial

(If more than two see #15) Muehlhauser Adam
Last First Initial

Marital status of all individual men listed on application, if more than one, indicate status after each name:

☒ Married ☐ Single

2. Mailing Address: 2015 E. North Territorial Rd Whitmore Lake MI 48189
Street City State Zip Code

3. Telephone Number: (Area Code) () 734-747-3099 (mobile)

4. Alternative Telephone Number (cell, work, etc.): (Area Code) () _____

5. E-mail address: kap.mue@gmail.com

II. Property Location (Can be taken from the Deed/Land Contract)

6. County: Washtenaw 7. Township, City or Village: Northfield

8. Section No. 22, Township No. 1 South Town No. 1 South Range No. 6 East

III. Legal Information:

9. Attach a clear copy of the deed, land contract or memorandum of land contract. (See #14)

10. Attach a clear copy of the most recent tax assessment or tax bill with complete tax description of property.

11. Is there a tax lien against the land described above? ☐ Yes ☒ No

If "Yes", please explain circumstances: _____

12. Does the applicant own the mineral rights? ☒ Yes ☐ No

If owned by the applicant, are the mineral rights leased? ☐ Yes ☐ No

Indicate who owns or is leasing rights if other than the applicant: _____

Name the types of mineral(s) involved: _____

13. Is land cited in the application subject to a lease agreement (other than for mineral rights) permitting a use for something other than agricultural purposes: ☐ Yes ☒ No If "Yes", indicate to whom, for what purpose and the number of acres involved: _____

14. Is land being purchased under land contract ☐ Yes ☒ No: If "Yes", indicate vendor (seller):

Name: _____

Address: _____

Street City State Zip Code

14a. Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, states that the vendor (seller) must agree to allow the land cited in the application to be enrolled in the program. Please have the land contract sellers sign below. (All sellers must sign).

Land Contract Vendor(s): I, the undersigned, understand and agree to permit the land cited in this application into the Farmland and Open Space Preservation Program.

Date _____

Signature of Land Contract Vendor(s) (Seller) _____

15. If the applicant is one of the following, please check the appropriate box and complete the following information (if the applicant is not one of the following – please leave blank):

N/A

☐ 2 or more persons having a joint or common interest in the land
☐ Corporation ☐ Limited Liability Company ☐ Partnership
☐ Estate ☐ Trust ☐ Association

If applicable, list the following: Individual Names if more than 2 Persons; or President, Vice President, Secretary, Treasurer; or Trustee(s); or Members; or Partners; or Estate Representative(s):

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

(Additional names may be attached on a separate sheet.)

IV. Land Eligibility Qualifications: Check one and fill out correct section(s)

This application is for:

- ☐ a. 40 acres or more ☐ complete only Section 16 (a thru g);
☒ b. 5 acres or more but less than 40 acres ☐ complete only Sections 16 and 17; or
☐ c. a specialty farm ☐ complete only Sections 16 and 18.

16. a. Type of agricultural enterprise (e.g. livestock, cash crops, fruit, etc):

organic vegetable production, fruit, livestock, poultry

b. Total number of acres on this farm 10

c. Total number of acres being applied for (if different than above): 10

d. Acreage in cultivation: 2

e. Acreage in cleared, fenced, improved pasture, or harvested grassland: 6

f. All other acres (swamp, woods, etc.): 2

g. Indicate any structures on the property: (If more than one building, indicate the number of buildings):

No. of Buildings 1 Residence: 1 Barn: 1 Tool Shed: 1

Silo: 2 Grain Storage Facility: N/A Grain Drying Facility: N/A

Poultry House: 1 Milking Parlor: N/A Milk House: 2

Other: (Indicate) _____

17. To qualify as agricultural land of 5 acres or more but less than 40 acres, the land must produce a minimum average gross annual income of \$200.00 per acre from the sale of agricultural products.

Please provide the average gross annual income per acre of cleared and tillable land during 2 of the last 3 years immediately preceding this application **from the sale of agricultural products (not from rental income):**

\$4725 : 8 = \$ 590 (per acre)
 total income : total acres of tillable land

18. To qualify as a specialty farm, the land must be designated by MDARD, be 15 acres or more in size, and produce a gross annual income from an agricultural use of \$2,000.00 or more. If a specialty farm, indicate average gross annual income during 2 of the last 3 years immediately preceding application from the sale of agricultural products: \$ _____

Please note: specialty farm designation may require an on-the-farm site visit by an MDARD staff person.

19. What is the number of years you wish the agreement to run? (Minimum 10 years, maximum 90 years); 10

V. Signature(s):

20. The undersigned declare that this application, including any accompanying informational material, has been examined by them and to the best of their knowledge and belief is true and correct.

[Signature]
(Signature of Applicant)

(Corporate Name, If Applicable)

Adam Muhlthagen
(Co-owner, If Applicable)

(Signature of Corporate Officer)

02/13/2018
(Date)

(Title)

**ALL APPLICATIONS MUST BE APPROVED BY LOCAL GOVERNING BODY
ON OR BEFORE NOVEMBER 1 IN ORDER TO BE EFFECTIVE FOR THE CURRENT TAX YEAR.**

RESERVED FOR LOCAL GOVERNMENT USE: CLERK PLEASE COMPLETE SECTIONS I & II

I. Date Application Received: _____ (Note: Local Governing Body has 45 days to take action)

Action by Local Governing Body: Jurisdiction: _____
☐ County ☐ Township ☐ City ☐ Village

This application is ☐ approved, ☐ rejected Date of approval or rejection: _____

(If rejected, please attach statement from Local Governing Body indicating reason(s) for rejection.)

Clerk's Signature: _____

Property Appraisal: \$ _____ is the current fair market value of the real property in this application.

II. Please verify the following:

____ Upon filing an application, clerk issues receipt to the landowner indicating date received.

____ Clerk notifies reviewing agencies by forwarding a copy of the application and attachments

____ If rejected, applicant is notified in writing within 10 days stating reason for rejection and the original application, attachments, etc. are returned to the applicant. Applicant then has 30 days to appeal to State Agency.

____ If approved, applicant is notified and the original application, all supportive materials/attachments, and letters of review/comment from reviewing agencies (if provided) are sent to:

MDARD-Farmland and Open Space Program, PO Box 30449, Lansing 48909

***Please do not send multiple copies of applications and/or send additional attachments in separate mailings without first contacting the Farmland Preservation office.**

Please verify the following regarding Reviewing Agencies (sending a copy to reviewing agencies is required):

COPY SENT TO:

- ____ County or Regional Planning Commission
____ Conservation District
____ Township (if county has zoning authority)
____ City (if land is within 3 miles of city boundary)
____ Village (if land is within 1 mile of village boundary)

**Before forwarding to State Agency,
FINAL APPLICATION SHOULD INCLUDE:**

- ____ Copy of Deed or Land Contract (most recent showing current ownership)
____ Copy of most recent Tax Bill (must include tax description of property)
____ Map of Farm
____ Copy of most recent appraisal record
____ Copy of letters from review agencies (if available)
____ Any other applicable documents

Questions? Please call Farmland Preservation at (517) 284-5663

Map of Farm with Structures and Natural Features:

- Show boundary of land cited in application. (Grid below is designed to represent a 5280 ft² (1 mile²) Section)
- Show all buildings (house(s), barn(s), etc.); also label roads and other avenues of travel (i.e. utility access, etc.).
- Outline and designate the current uses of the property (crops, pasture, forest, swamp, etc.).
- Clear copies of map(s) provided by USDA Farm Service Agency are acceptable, but please label any roads visible on map, structures and their use, etc.

Note: Any residential structures housing persons not directly associated with the farm operation must be excluded from the application. Please indicate if a building falls in this category and provide the appropriate property description for its exclusion. Unless the appropriate description is included, your application cannot be processed.

6 Acres Pasture
 2 Acres Vegetation + Fruit Production
 County Washtenaw
 Township Northfield
 T1 S4th R6E Section 22
 Barn + Equipment Shop + Henhouse
 Silos + Milkhouses
 Farm house
 Property Boundary

↑ North

E. 5 Mile Rd

Spencer Rd

Sutton Rd

N. Territorial Rd

RECEIVED

FEB 27 2018

Filed 27

Michigan Department of Treasury
2766 (Rev. 01-16)

L-4260

Property Transfer Affidavit

NORTHFIELD TOWNSHIP

This form is issued under authority of P.A. 415 of 1994. Filing is mandatory.

This form must be filed whenever real estate or some types of personal property are transferred (even if you are not recording a deed). **The Affidavit must be filed by the new owner with the assessor for the city or township where the property is located within 45 days of the transfer.** The information on this form is NOT CONFIDENTIAL.

1. Street Address of Property 2015 E. North Territorial Rd., Whitmore Lake, MI 48189	2. County Washtenaw	3. Date of Transfer (or land contract signed) January 29, 2018
4. Location of Real Estate (Check appropriate field and enter name in the space below.) <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village Township of Northfield	5. Purchase Price of Real Estate \$385,000.00	
7. Property Identification Number (PIN). If you don't have a PIN, attach legal description. PIN. This number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice. B -02-22-300-007	6. Seller's (Transferor) Name David L. Cox and Melody A. Cox	
	8. Buyer's (Transferee) Name and Mailing Address Adam R. Muehlhauser and Kristen Muehlhauser 2015 E. North Territorial Rd., Whitmore Lake, MI 48189	
	9. Buyer's (Transferee) Telephone Number 734-747-3099	

Items 10 - 15 are optional. However, by completing them you may avoid further correspondence.

10. Type of Transfer. Transfers include deeds, land contracts, transfers involving trusts or wills, certain long-term leases and interest in a business. See page 2 for list. <input type="checkbox"/> Land Contract <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Deed <input type="checkbox"/> Other (specify) _____		
11. Was property purchased from a financial institution? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	12. Is the transfer between related persons? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	13. Amount of Down Payment
14. If you financed the purchase, did you pay market rate of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Amount Financed (Borrowed)

EXEMPTIONS

Certain types of transfers are exempt from uncapping. If you believe this transfer is exempt, indicate below the type of exemption you are claiming. If you claim an exemption, your assessor may request more information to support your claim.

- ☐ Transfer from one spouse to the other spouse
- ☐ Change in ownership solely to exclude or include a spouse
- ☐ Transfer between certain family members *(see page 2)
- ☐ Transfer of that portion of a property subject to a life lease or life estate (until the life lease or life estate expires)
- ☐ Transfer to effect the foreclosure or forfeiture of real property
- ☐ Transfer by redemption from a tax sale
- ☐ Transfer into a trust where the settlor or the settlor's spouse conveys property to the trust and is also the sole beneficiary of the trust
- ☐ Transfer resulting from a court order unless the order specifies a monetary payment
- ☐ Transfer creating or ending a joint tenancy if at least one person is an original owner of the property (or his/her spouse)
- ☐ Transfer to establish or release a security interest (collateral)
- ☐ Transfer of real estate through normal public trading of stocks
- ☐ Transfer between entities under common control or among members of an affiliated group
- ☐ Transfer resulting from transactions that qualify as a tax-free reorganization
- ☒ Transfer of qualified agricultural property when the property remains qualified agricultural property and affidavit has been filed.
- ☐ Transfer of qualified forest property when the property remains qualified forest property and affidavit has been filed.
- ☐ Transfer of land with qualified conservation easement (land only - not improvements)
- ☐ Other, specify: _____

CERTIFICATION

I certify that the information above is true and complete to the best of my knowledge.

Printed Name

Kristen Muehlhauser

Signature



Date

01/29/2018

Name and title, if signer is other than the owner

Daytime Phone Number

734-747-3099

E-mail Address

KAP.MUE@gmail.com

**COPY**

Receipt# 18-2668 6410232
02/06/2018 Washtenaw Co, Michigan
Real Estate Transfer Tax
Tax Stamp # 440299
County Tax: \$423.50 State Tax: \$2,887.50



6410232 L: 5243 P: 502 D
Total Pages: 2 02/06/2018 04:21 PM
Lawrence Kestenbaum
Washtenaw County, Michigan



WARRANTY DEED

(Unplatted Land)

Drafted By:

David L. Cox
2015 E. North Territorial Rd.
Whitmore Lake, MI 48189

Return To:

Kristen Muehlhauser
2015 E. North Territorial Rd.
Whitmore Lake, MI 48189

Send Tax Bills To:

Kristen Muehlhauser
2015 E. North Territorial Rd.
Whitmore Lake, MI 48189

Recording Fee: \$30.00
File Number: 4010-242313

State Transfer Tax: \$2,887.50
County Transfer Tax: \$423.50

Tax Parcel No.: B -02-22-300-007

Know All Persons by These Presents: That **David L. Cox and Melody A. Cox, husband and wife**
whose address is 2015 E. North Territorial Rd., Whitmore Lake, MI 48189

Convey(s) and Warrant(s) to **Kristen Muehlhauser and Adam R. Muehlhauser, wife and husband**
whose address is 2481 Towner Blvd., Ann Arbor, MI 48104

the following described premises situated in the Township of **Northfield**, County of **Washtenaw**, State of Michigan, to
wit:

Part of the Southwest 1/4 of Section 22, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as: Beginning at a point on the centerline of North Territorial Road, distant South 89 degrees 41 minutes 34 seconds West 737.61 feet and North 61 degrees 10 minutes 00 seconds West 1604.45 feet from the South 1/4 corner of said Section 22 and proceeding thence along the centerline of North Territorial, North 61 degrees 10 minutes 00 seconds West 428.03 feet; thence continuing along the centerline of North Territorial Road on a curve concave to the Southwest, radius 572.40 feet, central angle 12 degrees 12 minutes 32 seconds, chord bears North 67 degrees 16 minutes 16 seconds West 121.74 feet, and arc distance of 121.97 feet; thence along the West line of Section 22, North 02 degrees 16 minutes 04 seconds East 766.00 feet; thence South 87 degrees 43 minutes 56 seconds East 496.90 feet; thence South 02 degrees 16 minutes 04 seconds West, 999.98 feet to the point of beginning.

More commonly known as: **2015 E. North Territorial Rd., Whitmore Lake, MI 48189**

For the full consideration of: **three hundred eighty five thousand Dollars (\$385,000.00)**

WASHTENAW COUNTY TREASURER
TAX CERTIFICATE NO. 117641
02/06/2018-CS



Hometown One Title Agency, L.L.C.

Title Agency, LLC.

(Attached to and becoming a part of Warranty Deed dated: January 29, 2018 between David L. Cox and Melody A. Cox, husband and wife, as Seller(s) and Kristen Muehlhauser and Adam R. Muehlhauser, wife and husband, as Purchaser(s).)

Subject To:


Existing building and use restrictions, easements of record, and zoning ordinances, if any.

If the property conveyed is unplatted, the following applies:


The grantor grants to the grantee the right to make _____ division(s) under section 108 of the land division act, Act No. 288 of the Public Acts of 1967. **(If no number is inserted, the right to make divisions stays with the portion of the parent tract retained by the grantor; if all of the parent tract is conveyed, then all division rights are granted.)** This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated this January 29, 2018.

Seller(s):



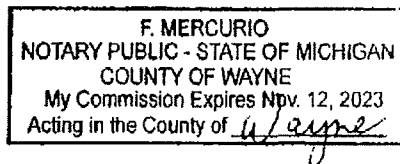
David L. Cox




Melody A. Cox

State of Michigan
County of Wayne

The foregoing instrument was acknowledged before me
this January 29, 2018 by David L. Cox and Melody A. Cox,
husband and wife.





Notary Public:
Notary County/State: Wayne / MI
County Acting In: Wayne
Commission Expires: 11-12-23



Hometown One Title Agency, L.L.C.



MDARD / ENVIRONMENTAL PROGRAMS / FARMLAND PRESERVATION

Farmland and Open Space Preservation Frequently Asked Questions

What does the Farmland and Open Space Preservation Act do?

The Farmland and Open Space Preservation Act enables a farm owner to enter into a development rights Agreement with the State. The Agreement is designed to ensure that the land remains in an agricultural use for a minimum of 10 years and ensures that the land is not developed in a non-agricultural use. In return for maintaining the land in an agricultural use, the land owner may be entitled to certain income tax benefits, and the land is not subject to special assessments for sanitary sewer, water, lights or non-farm drain projects.

What lands are eligible?

Farmland eligibility is governed by the size of the farm and in two instances by the income of the farm. The following are the qualification requirements to enroll land in a Farmland Development Rights Agreement. A parcel may be enrolled if one of the following items is true:

- it is 40 acres or more in size, and at least 51% of the land is in active agriculture.
- it is less than 40 acres in size but at least 5 acres in size, more than 51 % of the land is in active agriculture, and the agricultural land produces a gross annual income in excess of \$200 per tillable acre.
- the farm has been designated as a specialty farm by the Michigan Department of Agriculture, is at least 15 acres in size, and has a gross annual income in excess of \$2,000 per year.

How long do these agreements last?

Farmland Agreements must be enrolled into the program for a minimum of 10 years and may be enrolled for a maximum of 90 years. Agreements may be extended in 7 year increments or more after the initial term.

Do I have to provide public access?

Public access is not a requirement for participation in the program.

Specifically, what are the benefits to me as a landowner of being enrolled in the program?

There are two primary benefits for being enrolled in a Farmland Agreement:

- **Tax Credits:** The benefits under a Farmland Agreement will depend upon the property tax assessed against the property and the income of the landowner. For example, if the owner has an income of \$20,000 and property taxes on the farm total \$2,000, he/she would subtract \$700 (3.5% of \$20,000) from the \$2,000 property tax for an income tax credit of \$1,300. This tax credit is in addition to the Homestead Property Tax Credit, for which the landowner may already be qualified.
- **Special Assessments:** Lands that qualify and are enrolled in the program are exempted from special assessments for sanitary sewers, water, lights, or non-farm drainage unless the assessments were imposed prior to the recording of the Farmland Agreement. Land which is exempted from the special assessment will be denied use of the improvement unless and until that portion of the special assessment directly attributable to the actual use of the improvement is paid. When the Farmland Agreement is terminated, the local government may require payment of the special assessment, however, the amount of the assessment shall not exceed the amount the assessment would have been at the time of the exemption and shall not include any interest or penalty.

How do I apply to enter the program?

Read the Eligibility and Instructions; then, if you qualify, complete the application.

What happens when a Farmland Development Rights Agreement expires?

During the last year of a Farmland Development Rights Agreement, the Agreement holder will be sent a notice asking if they wish their Agreement to be extended or to expire.

Extension: After the initial 10 year agreement term, the Agreement may be extended for up to 90 years total, with a minimum of 7 years at a time.

Expiration: If the Agreement holder chooses to let the Agreement expire, then repayment of tax credits received during the last seven years under the agreement is required. Michigan Department of Treasury will determine the amount of tax credits received during the last seven years. The landowner will be notified of the amount. If it is not paid within 30 days, a lien will be placed against the property. If credits were not taken during the last seven years, then no lien will be placed.

May I sell My land if it is enrolled in a Farmland Agreement?

A landowner is free to sell their land. However, all of the land covered by the Agreement must be sold to one (set of) owner(s). Sales to multiple owners are possible only if the Agreement is successfully split into multiple Agreements that match how the land will be sold. The new owner(s) must agree to comply with the provisions in the Agreement, and, in order to apply for tax credits on their Michigan Income Tax return, they must complete a Transfer of the Agreement.

How do I transfer my agreement?:

When enrolled land is conveyed to another party, submit the following to the Farmland Preservation office:

- A copy of the deed or land contract which was used to convey the land to the new owner.
- A copy of the completed TRANSFER FORM .

Once all of the information is received and reviewed for completeness, The Michigan Department of Agriculture will prepare a new Agreement to be sent to the new owner to sign and record.

Can I split my Farmland Agreement into two or more agreements?

Yes. A Farmland Agreement may be split into smaller Agreements, but each new agreement resulting from the split(s) must meet one of these two minimum requirements:

1. Parcel is 40 acres in size or larger.
2. Parcel is less than 40 acres but greater than 5 acres in size, is at least 51% in agricultural use, and the land is capable of producing gross annual income of \$200 or more per tillable acre.

How do I request a split?:

To request a split of an Agreement, submit the following to the Farmland Preservation office:

- Completed SPLIT FORM .
- Legal descriptions for each parcel that is to be placed in a separate Agreement.
- The number of acres in each parcel.

Upon receipt of this information, and if the parcels meet the requirements, new Agreements will be sent to the Agreement holders to be signed and recorded.

How and when can land be released from the program?

[Click here to read MDA's "Early Termination of All or Part of a Farmland Development Rights Agreement" content.](#)

[Michigan.gov Home](#) | [MDARD Home](#) | [State Web Sites](#) | [Office of Regulatory Reinvention](#) | [FOIA](#) | [Open Michigan](#)
[Policies](#) | [Michigan News](#) | [ADA](#)

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Which Lands are Eligible?

Farmland eligibility is determined by the size of the farm, and sometimes, by the farm's income. A parcel meets qualification requirements for enrollment in a Farmland Development Rights Agreement if one of the following is true:

- Parcel is 40 acres or larger, and a minimum of 51% of the land is devoted to an agricultural use.
- Parcel is at least five acres but less than 40 acres in size, at least 51% of the land is devoted to an agricultural use, and the agricultural land produces a gross annual income of \$200 or more per tillable acre (parcels in CRP are considered to meet the gross income requirement).
- Parcel has been designated as a specialty farm by MDARD, is a minimum of 15 acres, and has a gross annual income exceeding \$2,000 per year.
- "Agricultural use" means the production of plants and animals useful to humans, including forages and sod crops; grains, feed crops, and field crops; dairy and dairy products; poultry and poultry products; livestock, including breeding and grazing of cattle, swine, captive cervidae, and similar animals; berries; herbs; flowers; seeds; grasses; nursery stock; fruits; vegetables; maple syrup production; Christmas trees; and other similar uses and activities. Agricultural use includes use in a federal acreage set-aside program or a federal conservation reserve program. Agricultural use does not include the management and harvesting of a woodlot.

How Long Does the Agreement Last?

The original farmland agreement is contracted for a minimum of 10 years, and a maximum of 90 years. The agreement may be extended for a minimum of 7 years or longer, after the initial term.

What Happens When an Agreement Expires?

During the last year of a Farmland Development Rights Agreement, the agreement holder will be sent a notice asking whether the agreement will be extended or allowed to expire.

Extension

After the initial term of the 10-year agreement, it may be extended for a minimum of seven years, or longer, up to 90 years maximum.

Expiration

If the agreement holder chooses to let the agreement expire, tax credits received during the last seven years of the agreement must be repaid. The agreement holder will be notified of the amount.

If the amount is not paid within 30 days, a lien will be placed against the property. If no credits were taken during the last seven years of the agreement, then no lien will be placed.

Must the Landowner Provide Public Access?

The landowner is not required to provide public access to participate in the program.

Program forms are available at
www.michigan.gov/farmland



Michigan Department of
Agriculture & Rural Development
Environmental Stewardship Division
P.O. Box 30449, Lansing, MI 48909
Phone: 517-284-5663
MDARD-PA116@michigan.gov
www.michigan.gov/farmland

The Farmland & Open Space Preservation Program



Farmland Agreements Enrollment, Eligibility & Benefits

www.michigan.gov/farmland

What is The Farmland and Open Space Preservation Program?

The Farmland and Open Space Preservation Program is designed to preserve farmland and open space through agreements that restrict development, and provide tax incentives for program participation.

(See brochure #2 Farmland Agreements—Transferring, Splitting & Releasing for information on revising agreements.)

What Does the Farmland and Open Space Act Do?

The act enables a landowner to enter into a Development Rights Agreement with the state. It ensures that the land remains in agricultural use for a minimum of 10 years, and is not developed for any non-agricultural use. In return, the landowner may be entitled to certain income tax benefits, and the land is not subject to special assessments for sanitary sewer, water, lights or non-farm drain projects.

How Does the Landowner Benefit from Enrollment in the Program?

Tax Credits:

Benefits under a farmland agreement depend on the tax assessed against the property, and the landowner's income. The landowner is entitled to claim a Michigan income tax credit equal to the amount of the property taxes on the land and improvements covered by the agreement minus 3.5% of the landowner household income.

For example, if the owner has an income of \$20,000 and property taxes on the farm total \$2,000, he/she would subtract \$700 (3.5 percent of \$20,000) from the \$2,000 property tax for an income tax credit of \$1,300. This tax credit is in addition to the Homestead Property Tax Credit, for which the landowner may already be qualified.

Special Assessments:

Land that qualifies, and is enrolled in the program, is exempt from special assessments for sanitary sewers, water, lights, or non-farm drainage, unless the assessments were imposed prior to the recording of the farmland agreement. Land exempted from special assessment will be denied use of the improvement until the portion of the special assessment directly attributable to the actual use of the improvement is paid. When the farmland agreement is terminated, the local government may require payment of the special assessment; however, the amount of the assessment cannot exceed the amount the assessment would have been at the time of the exemption, and can not include any interest or penalty.

How Does the Landowner Apply for Enrollment?

Program forms are available at www.michigan.gov/farmland. After the landowner fills out the application, it must be submitted to the local governing body (i.e., city, village, township or county).

Application is made with the township clerk if the township has adopted a zoning ordinance, or with the county for those townships which have not adopted a zoning ordinance. The local governing body has 45 days to approve or reject the application.

Within the 45-day period, the governing body must seek comments from the county or regional planning commission; the soil conservation district; a city, if the land is within three miles of the city; or a village, if the land is within one mile of the village. These agencies are allowed 30 days from the day of notification to forward their comments to the clerk of the local governing body. If approved, the application is forwarded to MDARD.

The application to enroll must be approved by the local governing body on or before November 1 to be eligible for that year's tax credit.

If no action is taken by the local governing body, or the application is rejected, the applicant may appeal directly to the MDARD within 30 days.

MICHIGAN DEPARTMENT OF AGRICULTURE
ENVIRONMENTAL STEWARDSHIP DIVISION
FARMLAND AND OPEN SPACE PRESERVATION PROGRAM

**INSTRUCTIONS FOR LOCAL GOVERNING BODY
FOR COMPLETING AN
APPLICATION FOR A FARMLAND AGREEMENT**

A. After a landowner completes his/her portion of an *Application for a Farmland Agreement* (in accordance with Part 361 of the Natural Resources and Environmental Protection Act, 1994, Act 451, as amended, more commonly known as P.A. 116), the landowner is to attach a copy of the most recent deed or land contract to prove current ownership of the property to be enrolled in the program, and a copy of a recent tax bill or tax assessment notice containing the legal description of the property. The landowner then is to take these application materials to the "local governing body" (see definition below) for local review and action.

B. The local governing body holding the application shall approve or reject the application within **45 DAYS** after the application is received. It is the responsibility of the local governing body conducting the initial review (usually the township board, with actual handling done by the township clerk) to complete the bottom portion of page 3 of the application form. **ALL APPLICABLE LINES/SPACES ON THE BOTTOM PORTION OF PAGE 3 ARE TO BE COMPLETED.**

C. SECTION I. requires the local governing body's name, date received, whether the application is approved or rejected, the date of approval or rejection, the clerk's signature and seal (if applicable), and the current market value of the property in the application.

IMPORTANT: If the application is approved on or before November 1st of a given year, the landowner is eligible for tax credits from the State of Michigan for that entire year. If approved after November 1st, the landowner is eligible for tax credits beginning the following year.

D. SECTION II. should be completed with either a date or check mark or "NA" for "not applicable." For all applications, the reviewing agencies are the County or Regional Planning Commission and the local Conservation District. If the county is the local governing body initiating the review of the application, the township also becomes a reviewing agency. If the land in the application is within three miles of a city, that city becomes a reviewing agency. If the land is within one mile of a village, that village becomes a reviewing agency.

E. Reviewing agencies are to be sent a copy of the application by the local governing body (again, usually the township). At the very least, this includes the County or Regional Planning Commission and the Conservation District. A reviewing agency has **30 DAYS** in which to review and comment on the application and provide comments to the local governing body. After the 30-day period, the local governing body can proceed with or without comments from reviewing agencies.

F. Upon receipt of an application, the clerk checks the application to see that it has been properly completed by the landowner. Next, the clerk insures that the items listed under FINAL APPLICATION SHOULD INCLUDE on page 3, right side, near the bottom, have been enclosed with the application. If review letters have been received from any of the applicable reviewing agencies, the clerk should also enclose copies of those letters with the application. If no comments were received within the 30-day time period, the clerk should indicate such in some manner on the application when the application is sent on to the Farmland Preservation office.

G. After all the above is done and the portion FINAL APPLICATION SHOULD INCLUDE is completed (all applicable spaces are checked), the clerk is to send the **ORIGINAL** application to the Farmland Preservation office. It is recommended that a copy of the application be kept by the landowner and/or local governing body. The local assessor is responsible for providing current market value information regarding the application.

H. Finally, please note that each individual application should stand on its own, i.e., be fully completed with all appropriate documentation attached without regard to other applications by the same landowner that might have been submitted with it.

Definition of local governing body: *For purposes of this program, the local governing body is defined as follows. For farmland that is located in a city or village, the local governing body is the city or village. For farmland not located in a city or village but in a township having a zoning ordinance in effect, the local governing body is the township board. For farmland not located in a city or village and the township does not have a zoning ordinance in effect, the local governing body is the county board of commissioners. In most cases, the local governing body is the township board and the application then should be taken to the township clerk for township processing.*

Parcel: B -02-22-300-007**Property Address**

2015 E NORTH TERRITORIAL RD
WHITMORE LAKE, MI 48189

Owner and Taxpayer Information

Owner	COX DAVID L & MELODY A 2015 E NORTH TERRITORIAL RD WHITMORE LAKE, MI 48189	Taxpayer	SEE OWNER INFORMATION
--------------	---	-----------------	-----------------------

Legal Description

TRANS 12/26/95 UNREC L.C. ****FROM 0222300006 12/26/95NO 22-7A-1 COM AT S 1/4 COR SEC 22, TH S 89-41-34 W 737.61 FT, TH N 61-10-00 W 1604.45 FT TO POB, TH CONT N 61-10-00 W 428.03 FT, TH 121.97 FT ALNG ARC OF CURV-LFT-RAD 572.40 FT-CH N 67-16-16 W 121.74 FTTH N 02-16-04 E 766.00 FT, TH S 87-43-56 E 496.90 FT, TH S 02-16-04 W 999.98 FT TO POB. PT OF SW 1/4, SEC 22, T1S-R6E; CONT 10.01 ACRES

General Information for 2017 Winter Taxes

School District	81140	PRE/MBT	100.0000%
Taxable Value	\$156,493	S.E.V.	\$197,000
Property Class	401 - RESIDENTIAL IMPROVED	Assessed Value	\$197,000
Tax Bill Number	No Data to Display	Last Receipt Number	00001145
Last Payment Date	12/28/2017	Number of Payments	1
Base Tax	\$4,649.20	Base Paid	\$4,649.20
Admin Fees	\$46.22	Admin Fees Paid	\$46.22
Interest Fees	\$0.00	Interest Fees Paid	\$0.00
Total Tax & Fees	\$4,695.42	Total Paid	\$4,695.42
Renaissance Zone	Not Available	Mortgage Code	Not Available

Tax Bill Breakdown for 2017 Winter

Taxing Authority	Millage Rate	Amount	Amount Paid
WL SCH OPERATING	18.000000	\$0.00	\$0.00
WL SCHOOL DEBT	8.090000	\$1,266.02	\$1,266.02
WL RECREATION	0.592000	\$92.64	\$92.64
WL SINKING FUND	0.990900	\$155.06	\$155.06
NORTHFIELD TWP	0.788500	\$123.39	\$123.39
NFLD POLICE	4.438500	\$694.59	\$694.59
NFLD FIRE	2.000000	\$312.98	\$312.98
BUILDING BOND	0.819500	\$128.24	\$128.24
NFLD LIBRARY	1.256100	\$196.57	\$196.57
WASH COM COLLEGE	3.426700	\$536.25	\$536.25
WASHTENAW ISD	5.410900	\$846.76	\$846.76
COUNTY HCMA	0.214000	\$33.48	\$33.48
COUNTY PARKS	0.479900	\$75.10	\$75.10
COUNTY NAT AREA	0.237600	\$37.18	\$37.18
COUNTY EECS	0.197200	\$30.86	\$30.86
COUNTY VET RELF	0.099200	\$15.52	\$15.52
ROADS	0.496300	\$77.66	\$77.66
Groves and Horse	0.000000	\$8.52	\$8.52
HORSESHOE LAKE O	0.000000	\$10.04	\$10.04
Mccarty #2	0.000000	\$8.34	\$8.34
Admin Fees		\$46.22	\$46.22
	47.537300	\$4,695.42	\$4,695.42

Taxing Authority	Millage Rate	Amount	Amount Paid
Interest Fees		\$0.00	\$0.00
	47.537300	\$4,695.42	\$4,695.42

****Disclaimer:** BS&A Software provides AccessMyGov.com as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

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Parcel Number: B -02-22-300-007

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/10/2018

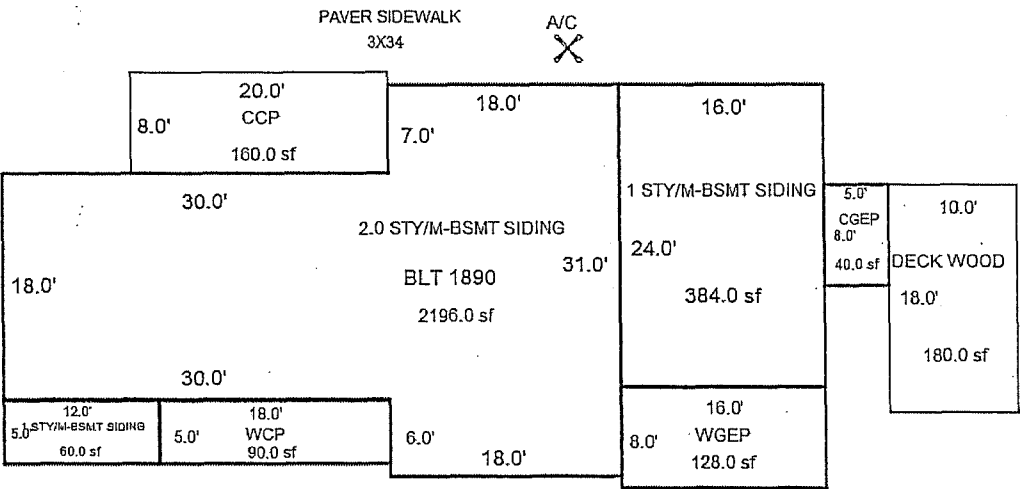
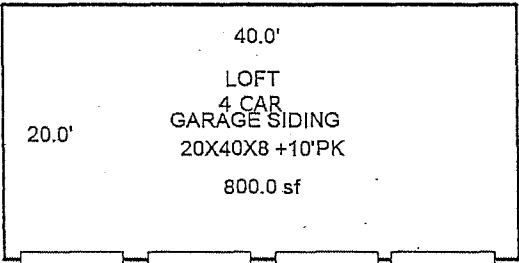
Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.							
SHURMUR CHERIE & KEITH M	COX DAVID L & MELODY A	334,300	07/10/2003	WD	ARMS-LENGTH	L4291 P248	CGR	100.0							
BERNICE MARION (TRUST)	ALKIRE CHERIE & SHURMUR K	170,000	04/03/1998	WD	ARMS-LENGTH	L3641 P44	PERS INTERVIEW	100.0							
CANE FREDERICK J & MARY L	BERNICE MARION (TRUST)	180,000	12/26/1995	LC	ARMS-LENGTH		PERS INTERVIEW	0.0							
Property Address		Class: RESIDENTIAL IMPRO		Zoning: AR-AG		Building Permit(s)		Date	Number	Status					
2015 E NORTH TERRITORIAL RD		School: WHITMORE LAKE (81140)		RENEW OF OLD PERMIT		08/16/1999		PB11277 99	100% COMPL						
		P.R.E. 100% 07/10/2003		BUILDING REPAIRS		04/29/1998		PB10084 98	CLOSED						
Owner's Name/Address		MAP #:		DEMOLITION		06/12/1996		8120 96	100% COMPL						
COX DAVID L & MELODY A 2015 E NORTH TERRITORIAL RD WHITMORE LAKE MI 48189		2018 Est TCV 400,990 TCV/TFA: 151.89		REMODEL		05/15/1995		7062 95	100% COMPL						
		X	Improved		Vacant	Land Value Estimates for Land Table 41000.41000 RESIDENTIAL									
		Public Improvements			* Factors *										
					Description	Frontage	Depth	Front	Depth	Rate	%Adj.	Reason	Value		
					RESIDENTIAL			9.038 Acres	14,103	100			127,459		
					ACREAGE	ROAD ROW		0.42 Acres	0	100	550	LIN'ROW	0		
					ACREAGE	ROAD ROW		0.56 Acres	0	100	733	LIN'ROW	0		
					10.01 Total Acres							Total Est. Land Value =	127,459		
					Land Improvement Cost Estimates										
					Description	Rate	County	Mult.	Size	%Good	Cash Value				
					D/W/P Brick on Sand	4.70	1.00		102	75	359				
					Total Estimated Land Improvements True Cash Value =								359		
Tax Description															
TRANS 12/26/95 UNREC L.C. ****FROM 0222300006 12/26/95NO 22-7A-1 COM AT S 1/4 COR SEC 22, TH S 89-41-34 W 737.61 FT TH N 61-10-00 W 1604.45 FT TO POB, TH CONT N 61-10-00 W 428.03 FT, TH 121.97 FT ALNGARC OF CURV-LFT-RAD 572.40 FT-CH N 67-16-16 W 121.74 FTTH N 02-16-04 E 766.00 FT, TH S 87-43-56 E 496.90 FT, TH S 02-16-04 W 999.98 FT TOPOB. PT OF SW 1/4, SEC 22, T1S-R6E; CONT 10.01 ACRES		X			Dirt Road Gravel Road Paved Road Storm Sewer Sidewalk Water Sewer Electric Gas Curb Street Lights Standard Utilities Underground Util.										
Comments/Influences															
2017-06-26 UPDATED SKETCH WITH NEW AREA CODE TABLE J.T.L 2017-06-26 NEW TO ROLL 2011: CENTRAL AIR, WCP TO CCP 160 SF, WD DECK 180SF, 2 OH DOORS TO 4OH DOORS ON GARAGE W/STORAGE, OMITTED POULTRY HSE & COOP AV=\$6,100 FOR 2010.GS NO MENTION OF LAND DIVISION RIGHTS W.D. L4291 P248 ***07/10/2003 CGR THIS PARCEL AND PARCEL B -02-22-300-008 WERE CREATED FROM THE SPLIT OF PARCEL B -02-22-300-006 ***12/26/1995		X			Topography of Site										
		X			Level Rolling Low High Landscaped Swamp										
		X			Wooded Pond Waterfront Ravine Wetland Flood Plain										
					Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value				
		Who When What			2018	63,700	136,800	200,500			159,779C				
		JTL 06/26/2017 SKETCHED			2017	61,900	135,100	197,000			156,493C				
		MG 08/26/2016 INSPECTED			2016	61,900	126,800	188,700			155,098C				
		MG 09/06/2016 PHOTO ONLY			2015	57,600	111,800	169,400			154,635C				
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ARCHIVED

Building Type		(3) Roof (cont.)		(11) Heating/Cooling			(15) Built-ins		(15) Fireplaces		(16) Porches/Decks		(17) Garage	
X	Single Family Mobile Home Town Home Duplex A-Frame	Eavestrough X Insulation 12 Front Overhang 12 Other Overhang		X	Gas Wood	Oil Coal	Elec. Steam	1	Appliance Allow. Cook Top Dishwasher Garbage Disposal Bath Heater Vent Fan Hot Tub Unvented Hood Vented Hood Intercom Jacuzzi Tub Jacuzzi repl.Tub Oven Microwave Standard Range Self Clean Range Sauna Trash Compactor Central Vacuum Security System	Interior 1 Story Interior 2 Story 2nd/Same Stack Two Sided Exterior 1 Story Exterior 2 Story Prefab 1 Story Prefab 2 Story Heat Circulator Raised Hearth Wood Stove Direct Vented Ga	Area 40 160 90 128 180	Type CGEP (1 Story) CCP (1 Story) WCP (1 Story) WGEP (1 Story) Treated Wood	Year Built: Car Capacity: 2 Class: C Exterior: Siding Brick Ven.: 0 Stone Ven.: 0 Common Wall: Detache Foundation: 42 Inch Finished ?: Auto. Doors: 4 Mech. Doors: 0 Area: 800 % Good: 0 Storage Area: 400 No Conc. Floor: 0	
X	Wood Frame	Drywall Paneled	X	Plaster Wood T&G										
Building Style: FARM HSE/PREWAR		Trim & Decoration												
Yr Built 1890 199	Remodeled 1999	Ex	X	Ord		Min								
Condition: Average		Size of Closets												
		Lg	X	Ord		Small								
		Doors		Solid	X	H.C.								
Room List		(5) Floors												
Basement 5 1st Floor 3 2nd Floor 3 Bedrooms		Kitchen: Linoleum Other: Carpeted Other: Linoleum												
(1) Exterior		(6) Ceilings												
Wood/Shingle Aluminum/Vinyl Brick X Vinyl X Insulation		X Drywall												
(2) Windows		(7) Excavation												
Many Avg. Few		Basement: 1542 S.F. Crawl: 0 S.F. Slab: 0 S.F. Height to Joists: 0.0												
X		(8) Basement												
Wood Sash Metal Sash X Vinyl Sash X Double Hung Horiz. Slide Casement X Double Glass Patio Doors X Storms & Screens		Conc. Block Poured Conc. Stone Treated Wood Concrete Floor												
(3) Roof		(9) Basement Finish												
Gable Hip Flat		Recreation SF Living SF Walkout Doors No Floor SF												
X		(10) Floor Support												
Gambrel Mansard Shed		Joists: 2 X 10 16" Unsupported Len: Cntr.Sup:												
X		(11) Heating/Cooling												
Asphalt Shingle		Public Water Public Sewer 1 Water Well 1000 Gal Septic 1 2000 Gal Septic												
Chimney: Brick		Lump Sum Items:												
		(12) Electric												
		No./Qual. of Fixtures												
		Ex.		X	Ord.	Min								
		No. of Elec. Outlets												
		Many		X	Ave.	Few								
		(13) Plumbing												
		Average Fixture												
		1 3 Fixture Bath												
		1 2 Fixture Bath												
		Softener, Auto												
		Softener, Manual												
		Solar Water Heat												
		No Plumbing												
		Extra Toilet												
		Extra Sink												
		Separate Shower												
		Ceramic Tile Floor												
		Ceramic Tile Wains												
		Ceramic Tub Alcove												
		2 Vent Fan												
		(14) Water/Sewer												
		Public Water												
		Public Sewer												
		1 Water Well												
		1000 Gal Septic												
		1 2000 Gal Septic												
		Lump Sum Items:												
		(15) Built-ins												
		Appliance Allow.												
		Cook Top												
		Dishwasher												
		Garbage Disposal												
		Bath Heater												
		Vent Fan												
		Hot Tub												
		Unvented Hood												
		Vented Hood												
		Intercom												
		Jacuzzi Tub												
		Jacuzzi repl.Tub												
		Oven												
		Microwave												
		Standard Range												
		Self Clean Range												
		Sauna												
		Trash Compactor												
		Central Vacuum												
		Security System												
		(15) Fireplaces												
		Interior 1 Story												
		Interior 2 Story												
		2nd/Same Stack												
		Two Sided												
		Exterior 1 Story												
		Exterior 2 Story												
		Prefab 1 Story												
		Prefab 2 Story												
		Heat Circulator												
		Raised Hearth												
		Wood Stove												
		Direct Vented Ga												
		Class: C												
		Effect: Age: 25												
		Floor Area: 2640												
		Total Base Cost: 177,153												
		Total Base New: 272,815												
		Total Depr Cost: 204,611												
		Estimated T.C.V: 180,058												
		(16) Porches/Decks												
		Area												
		Type												
		CGEP (1 Story)												
		CCP (1 Story)												
		WCP (1 Story)												
		WGEP (1 Story)												
		Treated Wood												
		CntyMult												
		X 1.540												
		E.C.F.												
		X 0.880												
		Bsmnt Garage:												
		Carport Area:												
		Roof:												
		(17) Garage												
		Year Built:												
		Car Capacity: 2												
		Class: C												
		Exterior: Siding												
		Brick Ven.: 0												
		Stone Ven.: 0												
		Common Wall: Detache												
		Foundation: 42 Inch												
		Finished ?:												
		Auto. Doors: 4												
		Mech. Doors: 0												
		Area: 800												
		% Good: 0												
		Storage Area: 400												
		No Conc. Floor: 0												
		Rate												
		Bsmnt-Adj												
		Heat-Adj												
		Size												
		Cost												
		1098												
		102,619												
		384												
		21,926												
		60												
		3,426												
		Rate												
		Size												
		Cost												
		1												
		1,600												
		2												
		270												
		1												
		3,975												
		1												
		5,000												
		1915.00												
		4650.00												
		68.91												
		24.35												
		30.06												
		38.66												
		7.25												
		180												
		1,305												
		1600.00												
		135.00												
		3975.00												
		5000.00												
		1915.00												
		4650.00												
		68.91												
		24.35												
		30.06												
		38.66												
		7.25												
		180												
		1,305												

DOG IN YARD EST INSPECTION 8/26/2016 MG



E NORTH TERRITORIAL RD

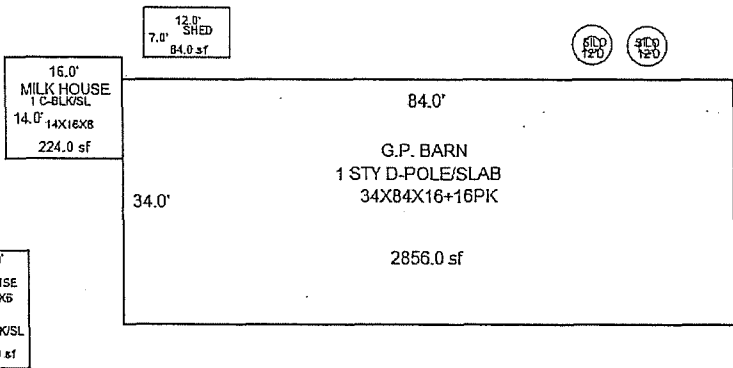
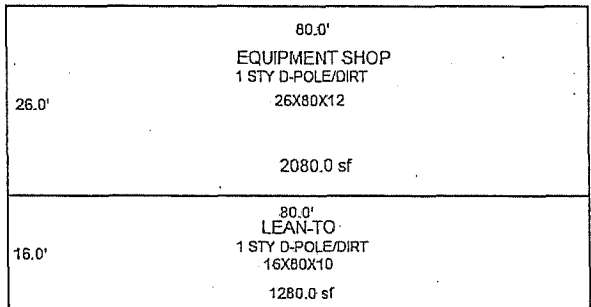
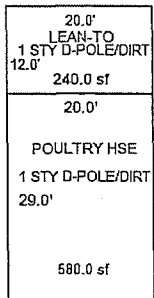
Sketch by Apex Sketch

*** Information herein deemed reliable but not guaranteed***

Building Type	Farm Implement (Equipmen	Farm Implement (Equipmen	Barn - General Purpose	Milk Houses	Milk Houses
Year Built					
Class/Construction	D, Pole	D, Pole	D, Pole	C	C
Quality/Exterior	Low Cost	Low Cost	Good	Average	Average
Base Rate/SF	6.70	5.70	19.80	31.45	31.45
# of Walls, Perimeter	4 Wall, 212	Lean-To, 192	4 Wall, 236	4 Wall, 60	4 Wall, 54
Perimeter Mult.	X 1.045 = 7.00	X 1.171 = 6.67	X 0.994 = 21.27	X 1.481 = 46.58	X 1.583 = 49.79
Height	12	10	24	8	6
Story Height Mult.	X 1.038 = 7.27	X 1.000 = 6.67	X 1.269 = 26.99	X 0.963 = 44.85	X 0.946 = 47.10
Heating System	No Heating/Cooling	No Heating/Cooling	Space Heater, Fan	No Heating/Cooling	No Heating/Cooling
Heat Adj./SF			+ 1.600 = 21.40		
Misc. Adjustment					
Misc. Adj./SF					
County Multiplier	X 1.53 = 11.12	X 1.53 = 10.20	X 1.53 = 41.30	X 1.53 = 68.63	X 1.53 = 72.06
Final Rate/SF	\$11.12	\$10.20	\$41.30	\$68.63	\$72.06
Length/Width/Area	80 x 26 = 2080	80 x 16 = 1280	80 x 34 = 2856	16 x 14 = 224	16 x 11 = 176
Cost New	\$ 23,128	\$ 13,060	\$ 117,954	\$ 15,372	\$ 12,682
Phy./Func./Econ. %Good	39/100/100 39.0	39/100/100 39.0	45/100/100 45.0	45/100/100 45.0	45/100/100 45.0
Depreciated Cost	\$ 9,020	\$ 5,094	\$ 53,079	\$ 6,918	\$ 5,707
+ Unit-In-Place Items	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Description, Size X Rate X %Good = Cost Itemized -> Unit-In-Place -> Items ->					
E.C.F.	X 0.85	X 0.85	X 0.85	X 0.85	X 0.85
% Good	39	39	45	45	45
Est. True Cash Value	\$ 7,667	\$ 4,329	\$ 45,117	\$ 5,880	\$ 4,851
Comments:		MTL/MTL			
Total Estimated True Cash Value of Agricultural Improvements / This Card: 67844 / All Cards: 93114					

DOG IN YARD DURING INSPECTION. EST 8/26/2016 MG

HOUSE



E NORTH TERRITORIAL RD

Sketch by Apex Sketch

*** Information herein deemed reliable but not guaranteed***

Building Type	Poultry Houses Floor Ope	Poultry Houses One-Story	Toolshed	Cylindrical Silo	Cylindrical Silo
Year Built					
Class/Construction	D, Frame	D, Pole	D, Frame	Concrete Stave	Concrete Stave
Quality/Exterior	Average	Cheap	Low Cost	Diameter: 12	Diameter: 12
Base Rate/SF	12.75	6.59	5.55	11650.00	11650.00
# of Walls, Perimeter	4 Wall, 82	Lean-To, 64	4 Wall, 38	Roof: No Roof	Roof: No Roof
Perimeter Mult.	X 1.149 = 14.65	X 1.478 = 9.74	X 1.965 = 10.91	+ -877 = 10773	+ -877 = 10773
Height	12	8	6	40	40
Story Height Mult.	X 1.038 = 15.21	X 0.963 = 9.38	X 0.946 = 10.32	N/A	N/A
Heating System	No Heating/Cooling	No Heating/Cooling	No Heating/Cooling	N/A	N/A
Heat Adj./SF				N/A	N/A
Misc. Adjustment				N/A	N/A
Misc. Adj./SF				N/A	N/A
County Multiplier	X 1.53 = 23.27	X 1.53 = 14.35	X 1.53 = 15.78	X 1.53 = 16483.45	X 1.53 = 16483.45
Final Rate/SF	\$23.27	\$14.35	\$15.78	\$16483.45	\$16483.45
Length/Width/Area	29 x 20 = 580	20 x 12 = 240	12 x 7 = 84	1	1
Cost New	\$ 13,494	\$ 3,443	\$ 1,328	\$ 16,483	\$ 16,483
Phy./Func./Econ. %Good	45/100/100 45.0	45/100/100 45.0	45/100/100 45.0	87/75/100 65.3	87/75/100 65.3
Depreciated Cost	\$ 6,072	\$ 1,549	\$ 597	\$ 10,755	\$ 10,755
+ Unit-In-Place Items	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Description, Size X Rate X %Good = Cost Itemized --> Unit-In-Place --> Items -->					
E.C.F.	X 0.85	X 0.85	X 0.85	X 0.85	X 0.85
% Good	45	45	45	87	87
Est. True Cash Value	\$ 5,162	\$ 1,317	\$ 507	\$ 9,142	\$ 9,142
Comments:					
Total Estimated True Cash Value of Agricultural Improvements / This Card: 25270 / All Cards: 93114					

*** Information herein deemed reliable but not guaranteed***

Memo

To: Northfield Township Board of Trustees
From: Marlene Chockley, Supervisor
RE: Tax Foreclosed Summerhomes and Wetland Parcels
Date: May 22, 2018

Trustees,

Acquisition of the Summerhomes parcels has been a priority of the Parks and Recreation Board. The wetland parcels have been acquired to protect the Horseshoe Lake area from flooding and for wildlife habitat.

County Treasurer Catherine McClary is preparing to auction this year's tax foreclosed properties and informed us that there are eleven parcels in Northfield Township this year that lie within the Township's park district designation. She is requesting the Township purchase the parcels under their right of first refusal.

In the past, Treasurer McClary has added \$250 to each parcel for "handling" costs (deeds are \$30 each to record, for example). She did not do that this year, but bundled them as "one" auction item to save costs.

The total taxes, etc. for the eleven parcels is \$8,303. If they are purchased, the Township will also owe the 2018 taxes which would amount to approximately \$400, before they go off the tax roll in future years.

I recommend that the Board continue the practice of acquiring parcels in these areas.

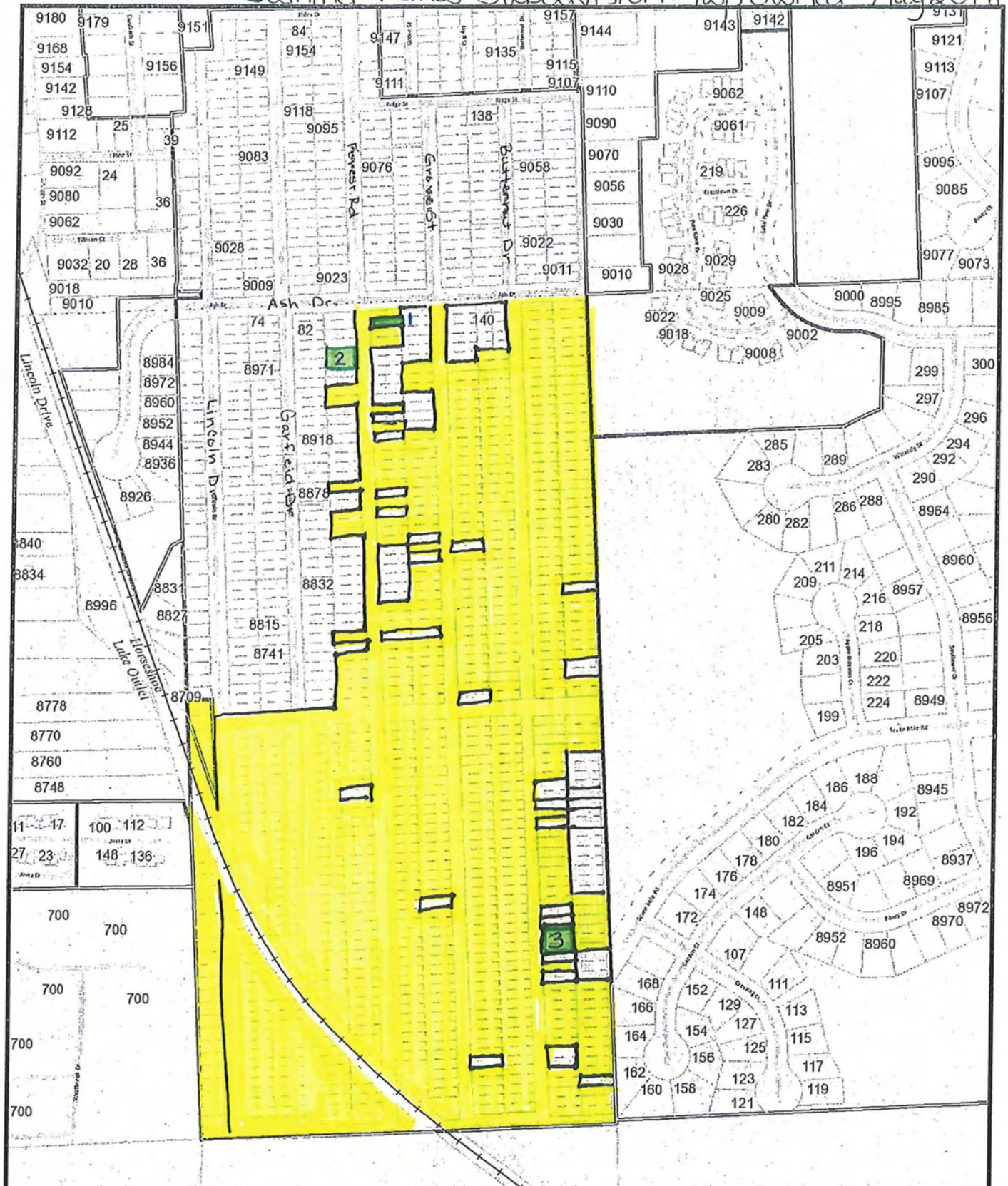
Thank you for your consideration.

Marlene Chockley

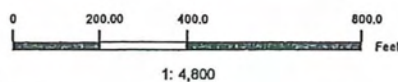
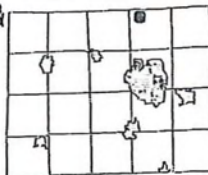
County Foreclosures May 2018

	Parcel ID	Location	Acres	Zoned	
1	B-02-08-203-003	Forest Dr.	0.069	RC - Recreation Conservation	Summer Homes Subdivision
2	B-02-08-204-043	Forest Dr.	0.138	RC - Recreation Conservation	
3	B-02-08-276-042	Butternut Dr.	0.207	RC - Recreation Conservation	
4	B-02-08-457-008	Bethune Ave.	0.207	RC - Recreation Conservation	Horseshoe Lake
5	B-02-08-462-001	Orchestra Ave.	0.671	RC - Recreation Conservation	
6	B-02-08-462-003	Lincoln Ave.	0.061	RC - Recreation Conservation	
7	B-02-08-462-008	Sidney Ave.	0.668	RC - Recreation Conservation	
8	B-02-17-140-007	Raymond Ave.	0.344	RC - Recreation Conservation	
9	B-02-17-140-010	Sidney Ave.	0.101	RC - Recreation Conservation	
10	B-02-17-141-001	Sidney Ave.	0.360	RC - Recreation Conservation	
11	B-02-17-141-003	Northfield Rd.	0.120	RC - Recreation Conservation	

Summer Homes Subdivision - Two Owned - May 2018



= Township Owned
 = Foreclosure



5/7/2018



Geographic Information System

NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washitaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal value of this data is hereby disclaimed.

#1

Parcel Number: B -02-08-203-003

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.			
PRYSTASH PHILIP E	BAYDOUN, MIKE A	10	09/20/2013	OTH	NON-MARKET TRANSFER		PERS INTERVIEW	100.0			
STATE OF MICHIGAN	PRYSTASH PHILIP E	1,450	08/19/1997	QC	NON-MARKET TRANSFER		PERS INTERVIEW	0.0			
Property Address		Class: RESIDENTIAL VACAN		Zoning: RC-RE	Building Permit(s)		Date	Number	Status		
FOREST DR		School: WHITMORE LAKE (81140)									
		P.R.E. 0%									
Owner's Name/Address		MAP #:									
BAYDOUN, MIKE A 7342 OAKMAN DEARBORN MI 48126		2019 Est TCV Tentative									
		Improved	X	Vacant	Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD						
		Public Improvements		* Factors *							
Tax Description		Dirt Road Gravel Road Paved Road Storm Sewer Sidewalk Water Sewer Electric Gas Curb Street Lights Standard Utilities Underground Utils.		Description		Frontage	Depth	Front	Depth	Rate %Adj. Reason	Value
UNBUILD NO LAKE				30.00	100.00	1.0000	1.0000	10	100	300	
30 Actual Front Feet, 0.07 Total Acres				Total Est. Land Value =		300					
*OLD SID - B 02-115-301-00 NO 45-353 LOT 579 WHITMORE LAKE SUMMERHOMES SUBD'N. Comments/Influences		X Level Rolling Low High Landscaped Swamp Wooded Pond Waterfront Ravine Wetland Flood Plain		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value	
				2019	Tentative	Tentative	Tentative			Tentative	
				2018	200	0	200			200S	
				2017	200	0	200			200S	
				2016	200	0	200			200S	
The Equalizer. Copyright (c) 1999 - 2009. Licensed To: Township of Northfield, County of Washtenaw, Michigan		CB 07/31/1993 COMPLETED CAG 12/31/1978 COMPLETED MAS 08/04/1977 COMPLETED		2019	200	0	200			200S	

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 Licensed To: Township of Northfield,
 County of Washtenaw, Michigan

*** Information herein deemed reliable but not guaranteed***

2

Parcel Number: B -02-08-204-043

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Pront. Trans.
PRYSTASH PHILIP E	BAYDOUN, MIKE A.	10	09/20/2013	OTH	NON-MARKET TRANSFER		PERS INTERVIEW	100.0
STATE OF MICHIGAN	PRYSTASH PHILIP E	1,450	08/19/1997	QC	NON-MARKET TRANSFER		PERS INTERVIEW	0.0
Property Address		Class: RESIDENTIAL VACAN		Zoning: RC-RE	Building Permit(s)		Date	Number
FOREST DR		School: WHITMORE LAKE (81140)						
Owner's Name/Address		P.R.E. 0%						
BAYDOUN, MIKE A. 7342 OAKMAN DEARBORN MI 48126		MAP #:						
		2019 Est TCV Tentative						
		Improved	X	Vacant	Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD			
		Public Improvements		* Factors *				
		Dirt Road		Description	Frontage	Depth	Front	Depth
		Gravel Road		UNBUILD NO LAKE	60.00	100.00	1.0000	1.0000
		Paved Road		60 Actual Front Feet, 0.14 Total Acres				
		Storm Sewer		Rate %Adj.	Reason			Value
		Sidewalk		10	100			600
		Water		Total Est. Land Value =				600
		Sewer						
		Electric						
		Gas						
		Curb						
		Street Lights						
		Standard Utilities						
		Underground Utils.						
		Topography of Site						
		Level						
		Rolling						
		Low						
		High						
		Landscaped						
		Swamp						
		X Wooded						
		Pond						
		Waterfront						
		Ravine						
		Wetland						
		Flood Plain						
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
		2019	Tentative	Tentative	Tentative			Tentative
		2018	300	0	300			300S
		2017	300	0	300			300S
		2016	300	0	300			300S
Tax Description								
*OLD SID - B 02-115-247-00 NO 45-290 LOT 424 & LOT 425 WHITMORE LAKE SUMMER HOMES SUBD'N.								
Comments/Influences								
CORRECTED ZONING ON RECORD CARD WHEN DISCOVERED BY LARRY ANDREE, ZONING ADMINISTRATOR. ALSO CORRECTED ECF NEIGHBORHOOD FOR 2003. ***06/11/2002 CGR								
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*** Information herein deemed reliable but not guaranteed***

3

Parcel Number: B -02-08-276-042

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

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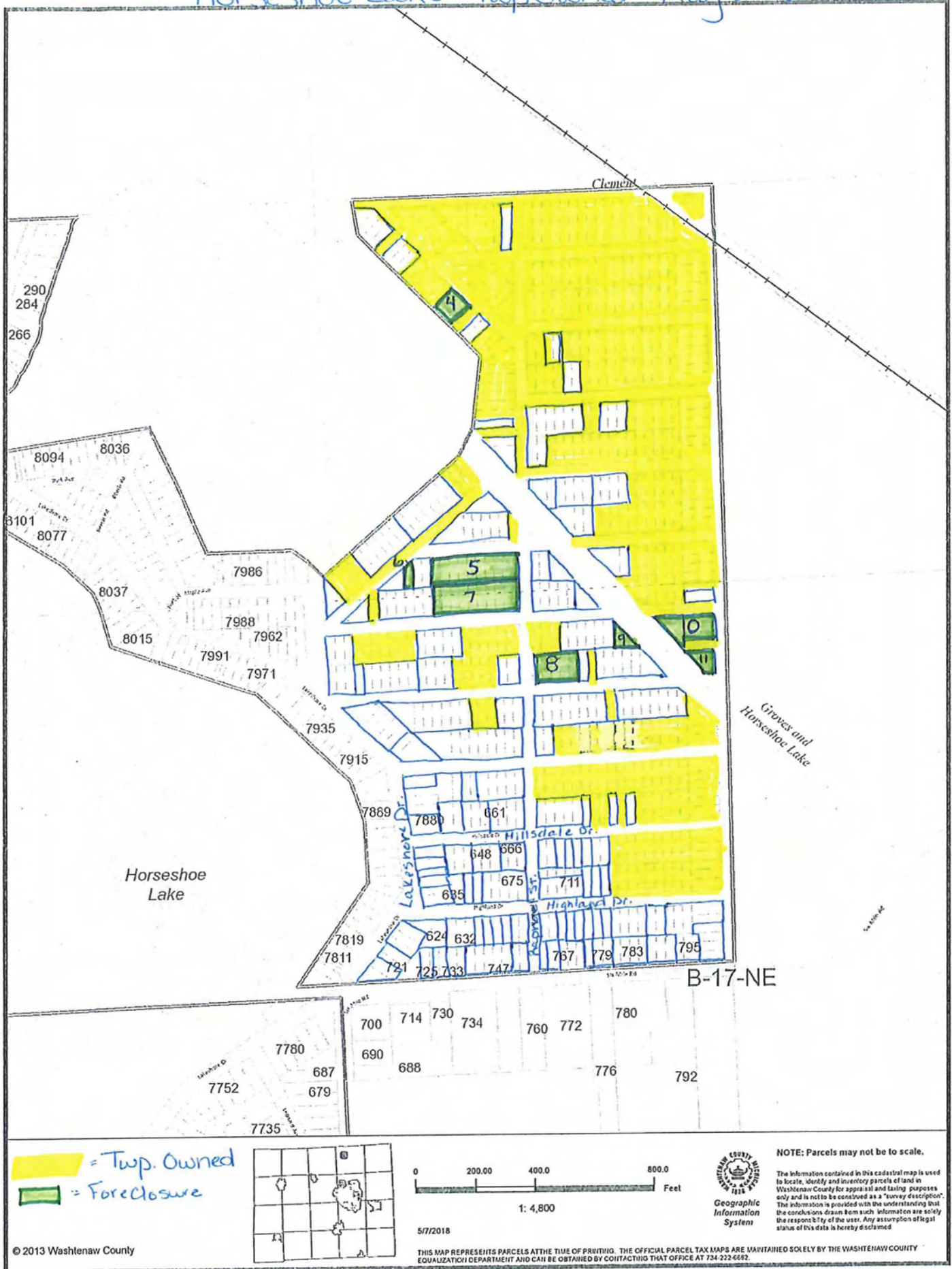
05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prct. Trans.
THOMAS KENNETH L	BAYDOWN, MIKE A	10	09/20/2013	OTH	NON-MARKET TRANSFER		PERS INTERVIEW	100.0
Property Address	Class: RESIDENTIAL VACAN	Zoning: RC-RE	Building Permit(s)	Date	Number	Status		
BUTTERNUT DR	School: WHITMORE LAKE (81140)							
	P.R.E. 0%							
Owner's Name/Address	MAP #:							
BAYDOWN, MIKE A 7342 OAKMAN DEARBORN MI 48126	2019 Est TCV Tentative							
	Improved X Vacant	Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD						
	Public Improvements	* Factors * Description Frontage Depth Front Depth Rate %Adj. Reason Value UNBUILD NO LAKE 90.00 100.00 1.0000 1.0000 10 100 900 90 Actual Front Feet, 0.21 Total Acres Total Est. Land Value = 900						
Tax Description	Dirt Road							
NO 45-499C-1 (-018-039) LOTS 931,932 & 933 WHITMORE LAKE SUMMER HOMES SUBDIVISION	Gravel Road							
Comments/Influences	Paved Road							
ASSESSMENT CHANGE NOTICE RETURNED IN MAIL. PUT IN PARCEL FILE.	Storm Sewer							
***03/15/2004 PH	Sidewalk							
	Water							
	Sewer							
	Electric							
	Gas							
	Curb							
	Street Lights							
	Standard Utilities							
	Underground Utils.							
	Topography of Site							
	Level							
	Rolling							
	Low							
	High							
	Landscaped							
	Swamp							
	X Wooded							
	Pond							
	Waterfront							
	Ravine							
	Wetland							
	Flood Plain							
	Who When What	Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
	CB 07/31/1993 COMPLETED	2019	Tentative	Tentative	Tentative			Tentative
		2018	500	0	500			500S
		2017	500	0	500			500S
		2016	500	0	500			500S

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 County of Washtenaw, Michigan

*** Information herein deemed reliable but not guaranteed***

Horseshoe Lake - Twp Owned - May 2018



#4

Parcel Number: B -02-08-457-008

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.			
STATE OF MICHIGAN	KIRSLIS RICHARD A & MARJO	4,000	08/22/2002	QC	NON-MARKET TRANSFER	L4185 P972	CGR	100.0			
Property Address		Class: RESIDENTIAL VACAN	Zoning: RC-RE	Building Permit(s)		Date	Number	Status			
BETHUNE AVE		School: WHITMORE LAKE (81140)									
		P.R.E. 0%									
Owner's Name/Address		MAP #:									
KIRSLIS RICHARD A & MARJORIE A 309 NORTH STREET MORENCI MI 49256		2019 Est TCV Tentative									
		Improved	X	Vacant	Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD						
		Public Improvements		* Factors *							
Tax Description		Dirt Road		Description	Frontage	Depth	Front	Depth			
*OLD SID - B 02-090-288-00 NO 40-613 LOTS		Gravel Road		UNBUILD LAKE	90.00	100.00	1.0000	1.0000			
613 - 615 INCL. LINCOLNREALTY CO.,		Paved Road		90 Actual Front Feet, 0.21 Total Acres							
HORSESHOE LAKE SUBDIVISION.		Storm Sewer		Rate %Adj.	Reason			Value			
Comments/Influences		Sidewalk						1,350			
		Water		Total Est. Land Value =				1,350			
		Sewer									
		Electric									
		Gas									
		Curb									
		Street Lights									
		Standard Utilities									
		Underground Utils.									
		Topography of Site									
		Level									
		Rolling									
		Low									
		High									
		Landscaped									
		Swamp									
		X	Wooded								
			Pond								
		X	Waterfront								
			Ravine								
			Wetland								
			Flood Plain								
		X	ROAD NOT THRU								
		Who	When	What	Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
		CB	07/31/1993	COMPLETED	2018	700	0	700			607C
		CAG	12/31/1978	COMPLETED	2017	700	0	700			595C
		MAS	09/21/1977	COMPLETED	2016	700	0	700			590C

*** Information herein deemed reliable but not guaranteed***

#5

Parcel Number: B -02-08-462-001

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prct. Trans.
LUPI VIRGINIA	LUPI RON R & LUCINDA	99	12/21/1983	QC	NON-MARKET TRANSFER	L1908 P571	PERS INTERVIEW	0.0
Property Address		Class: RESIDENTIAL VACAN		Zoning: RC-RE	Building Permit(s)	Date	Number	Status
ORCHESTRA AVE		School: WHITMORE LAKE (81140)						
Owner's Name/Address		P.R.E. 0%						
LUPI RON R & LUCINDA 7987 SHADY BEACH WHITMORE LAKE MI 48189		MAP #:						
		2019 Est TCV Tentative						
		Improved	X	Vacant	Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD			
Tax Description		Public Improvements		* Factors *				
*OLD SID - B 02-090-192-00 NO 40-373 LOTS 373-381 INCL. LINCOLN REALTY CO., HORSESHOE LAKE SUBDIVISION.		Dirt Road		Description	Frontage	Depth	Front	Depth
Comments/Influences		Gravel Road		UNBUILD NO LAKE	292.67	100.00	1.0000	1.0000
		Paved Road		293 Actual Front Feet, 0.67 Total Acres				
		Storm Sewer		Rate %Adj.	Reason			Value
		Sidewalk						2,927
		Water		Total Est. Land Value =				2,927
		Sewer						
		Electric						
		Gas						
		Curb						
		Street Lights						
		Standard Utilities						
		Underground Utils.						
		Topography of Site						
		Level						
		Rolling						
		Low						
		High						
		Landscaped						
		Swamp						
		X Wooded						
		Pond						
		Waterfront						
		Ravine						
		Wetland						
		Flood Plain						
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
		2019	Tentative	Tentative	Tentative			Tentative
		2018	1,500	0	1,500			408C
		2017	1,500	0	1,500			400C
		2016	1,500	0	1,500			397C
The Equalizer. Copyright (c) 1999 - 2009. Licensed To: Township of Northfield, County of Washtenaw, Michigan		CB 07/31/1993 COMPLETED						
		CAG 12/31/1978 COMPLETED						
		MAS 09/21/1977 COMPLETED						

*** Information herein deemed reliable but not guaranteed***

#6

Parcel Number: B -02-08-462-003

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.		
MICHIGAN, STATE OF	SIMCINA DAVID LEE	1,050	08/24/2001	QC	NON-MARKET TRANSFER		CGR	100.0		
Property Address		Class: RESIDENTIAL VACAN		Zoning: RC-RE	Building Permit(s)	Date	Number	Status		
LINCOLN AVE		School: WHITMORE LAKE (81140)								
		P.R.E. 0%								
Owner's Name/Address		MAP #:								
SIMCINA DAVID LEE 11612 SW 41ST AVE PORTLAND OR 97219-7410		2019 Est TCV Tentative								
		Improved	X Vacant	Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD						
		Public Improvements		* Factors *						
Tax Description		Dirt Road Gravel Road Paved Road Storm Sewer Sidewalk Water Sewer Electric Gas Curb Street Lights Standard Utilities Underground Utils.		Description	Frontage	Depth	Front Depth	Rate %Adj. Reason	Value	
*OLD SID - B 02-090-189-00 NO 40-370 LOT				UNBUILD NO LAKE	30.00	88.50	1.0000 0.9407	10 100	282	
370 LINCOLN REALTY CO., HORSESHOE LAKE SUBDIVISION.				30 Actual Front Feet, 0.06 Total Acres			Total Est. Land Value =		282	
Comments/Influences		Topography of Site								
VACANT LAND SALE										
		Level Rolling Low High Landscaped Swamp Wooded Pond X Waterfront Ravine Wetland Flood Plain		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value
				2019	Tentative	Tentative	Tentative			Tentative
				2018	100	0	100			100S
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Licensed To: Township of Northfield,		MAS 09/21/1977 COMPLETED		2016	100	0	100			100S
County of Washtenaw, Michigan										

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 County of Washtenaw, Michigan

*** Information herein deemed reliable but not guaranteed***

#7

Parcel Number: B -02-08-462-008

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prct. Trans.
LUPI VIRGINIA	LUPI RON R & LUCINDA	99	12/21/1983	QC	NON-MARKET TRANSFER	L1908 P571	PERS INTERVIEW	0.0
Property Address		Class: RESIDENTIAL VACAN		Zoning: RC-RE	Building Permit(s)		Date	Number
SIDNEY AVE		School: WHITMORE LAKE (81140)						
Owner's Name/Address		P.R.E. 0%						
LUPI RON R & LUCINDA 7987 SHADY BEACH WHITMORE LAKE MI 48189		MAP #:						
		2019 Est TCV Tentative						
		Improved	X	Vacant	Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD			
Tax Description		Public Improvements		* Factors *				
*OLD SID - B 02-090-182-00 NO 40-352 LOTS 352 - 360 INCL. LINCOLNREALTY CO., HORSESHOE LAKE SUBDIVISION.		Dirt Road		Description	Frontage	Depth	Front	Depth
Comments/Influences		Gravel Road		UNBUILD NO LAKE	290.67	100.00	1.0000	1.0000
		Paved Road		290 Actual Front Feet, 0.67 Total Acres				
		Storm Sewer		Rate %Adj.	Reason			Value
		Sidewalk						2,907
		Water		Total Est. Land Value =				2,907
		Sewer						
		Electric						
		Gas						
		Curb						
		Street Lights						
		Standard Utilities						
		Underground Utils.						
		Topography of Site						
		Level						
		Rolling						
		Low						
		High						
		Landscaped						
		Swamp						
		X Wooded						
		Pond						
		Waterfront						
		Ravine						
		Wetland						
		Flood Plain						
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
		Who	When	What	2019	Tentative	Tentative	Tentative
		CB	04/28/1993	COMPLETED	2018	1,500	0	1,500
		CAG	12/31/1978	COMPLETED	2017	1,500	0	1,500
		MAS	09/21/1977	COMPLETED	2016	1,500	0	1,500
								408C
								400C
								397C

*** Information herein deemed reliable but not guaranteed***

#8

Parcel Number: B -02-17-140-007

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Pront. Trans.						
LUPI DANIEL E	BAYDOUN, MIKE A.	10	09/20/2013	OTH	NON-MARKET TRANSFER		PERS INTERVIEW	100.0						
LUPI VIRGINIA	LUPI DANIEL E	99	12/21/1983	QC	NON-MARKET TRANSFER	L1908 P567	PERS INTERVIEW	0.0						
Property Address		Class: RESIDENTIAL VACAN		Zoning: RC-RE		Building Permit(s)		Date	Number	Status				
RAYMOND AVE		School: WHITMORE LAKE (81140)												
Owner's Name/Address		P.R.E. 0%												
BAYDOUN, MIKE A. 7342 OAKMAN DEARBORN MI 48126		MAP #:												
		2019 Est TCV Tentative												
		Improved	X	Vacant	Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD									
		Public Improvements			* Factors *									
Tax Description		Dirt Road Gravel Road Paved Road Storm Sewer Sidewalk Water Sewer Electric Gas Curb Street Lights Standard Utilities Underground Utils.			Description	Frontage	Depth	Front	Depth	Rate	%Adj.	Reason	Value	
OLD SID B02 090 151 00 NO 40-276 LOTS 276 - 280 INCLUSIVE LINCOLN REALTY CO'S HORSESHOE LAKE SUBDIVISION					UNBUILD NO LAKE 150.00 100.00 1.0000 1.0000 10 100 1,500									
Comments/Influences					150 Actual Front Feet, 0.34 Total Acres Total Est. Land Value = 1,500									
ASSESSMENT CHANGE NOTICE RETURNED IN MAIL. REMAILED TO DEER RUN ADDRESS AND CHANGED IT ON OUR RECORDS, AS WE HAD NO CONFIRMATION FROM MR. LUPI LAST YEAR. ***03/19/2003 PH														
ASSESSMENT CHANGE NOTICE RETURN IN MAIL. REMAILED TO 5599 DEER RUN LANE ADDRESS. ***03/14/2002 PH														
		Topography of Site												
		X Level Rolling Low High Landscaped Swamp Wooded Pond Waterfront Ravine Wetland Flood Plain												
		Who When What			2019	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value			
		CB 04/28/1993 COMPLETED			2018	800	0	800			800S			
					2017	800	0	800			800S			
					2016	800	0	800			800S			
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 County of Washtenaw, Michigan

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#9

Parcel Number: B -02-17-140-010

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Pront. Trans.
LUPI DANIEL E	BAYDOUN, MIKE A	10	09/20/2013	OTH	NON-MARKET TRANSFER		PERS INTERVIEW	100.0
LUPI VIRGINIA	LUPI DANIEL E	99	12/21/1983	QC	NON-MARKET TRANSFER	L1908 P567	PERS INTERVIEW	0.0
Property Address		Class: RESIDENTIAL VACAN		Zoning: RC-RE	Building Permit(s)		Date	Number
SIDNEY AVE		School: WHITMORE LAKE (81140)						
Owner's Name/Address		P.R.E. 0%						
BAYDOUN, MIKE A 7342 OAKMAN DEARBORN MI 48126		MAP #:						
Tax Description		2019 Est TCV Tentative						
OLD SID B02 090 172 00 NO 40-332 LOT 332 LINCOLN REALTY CO'S HORSESHOE LAKE SUBDIVISION		Improved X Vacant		Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD				
Comments/Influences		Public Improvements		* Factors *				
ASSESSMENT CHANGE NOTICE RETURNED IN MAIL. REMAILED TO DEER RUN ADDRESS. ***03/19/2003 PH ASSESSMENT CHANGE NOTICE RETURN IN MAIL. REMAILED TO 5599 DEER RUN LANE, DEXTER. ***03/14/2002 PH		Dirt Road Gravel Road Paved Road Storm Sewer Sidewalk Water Sewer Electric Gas Curb Street Lights Standard Utilities Underground Utils.		Description Frontage Depth Front Depth Rate %Adj. Reason Value UNBUILD NO LAKE 29.73 99.00 1.0000 0.9950 10 100 296 0 Actual Front Feet, 0.10 Total Acres Total Est. Land Value = 296				
Topography of Site								
Level Rolling Low High Landscaped Swamp X Wooded Pond Waterfront Ravine Wetland Flood Plain								
Who When What		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value
CB 04/28/1993 COMPLETED		2019	Tentative	Tentative	Tentative			Tentative
		2018	100	0	100			100S
		2017	100	0	100			100S
		2016	100	0	100			100S

*** Information herein deemed reliable but not guaranteed***

10

Parcel Number: B -02-17-141-001

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Pront. Trans.
LUPI VIRGINIA	LUPI RON R & LUCINDA	99	12/21/1983	QC	NON-MARKET TRANSFER	L1908 P571	PERS INTERVIEW	0.0
Property Address		Class: RESIDENTIAL VACAN		Zoning: RC-RE	Building Permit(s)		Date	Number
SIDNEY AVE		School: WHITMORE LAKE (81140)						
Owner's Name/Address		P.R.E. 0%						
LUPI RON R & LUCINDA 7987 SHADY BEACH WHITMORE LAKE MI 48189		MAP #:						
Tax Description		2019 Est TCV Tentative						
*OLD SID - B 02-090-174-00 NO 40-333 LOTS 333 - 336 INCL. LINCOLNREALTY CO., HORSESHOE LAKE SUBDIVISION.		Improved X Vacant		Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD				
Comments/Influences		Public Improvements		* Factors *				
		Dirt Road		Description	Frontage	Depth	Front	Depth
		Gravel Road		UNBUILD NO LAKE	182.00	90.00	1.0000	0.9487
		Paved Road		UNBUILD NO LAKE	20.03	31.00	1.0000	0.1513
		Storm Sewer		208 Actual Front Feet, 0.36 Total Acres				Rate %Adj. Reason
		Sidewalk						Value
		Water						1,727
		Sewer						30
		Electric						Total Est. Land Value =
		Gas						1,757
		Curb						
		Street Lights						
		Standard Utilities						
		Underground Utils.						
		Topography of Site						
		Level						
		Rolling						
		Low						
		High						
		Landscaped						
		Swamp						
		X Wooded						
		Pond						
		Waterfront						
		Ravine						
		Wetland						
		Flood Plain						
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
		2019	Tentative	Tentative	Tentative			Tentative
		2018	900	0	900			124C
		2017	900	0	900			122C
		2016	900	0	900			121C
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*** Information herein deemed reliable but not guaranteed***

11

Parcel Number: B -02-17-141-003

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/08/2018

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
LUPI VIRGINIA	LUPI RON R & LUCINDA	99	12/21/1983	QC	NON-MARKET TRANSFER	L1908 P571	PERS INTERVIEW	0.0
Property Address	Class: RESIDENTIAL VACAN	Zoning: RC-RE	Building Permit(s)	Date	Number	Status		
NORTHFIELD RD	School: WHITMORE LAKE (81140)							
	P.R.E. 0%							
Owner's Name/Address	MAP #:							
LUPI RON R & LUCINDA 7987 SHADY BEACH WHITMORE LAKE MI 48189	2019 Est TCV Tentative							
	Improved X Vacant	Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD						
	Public Improvements	* Factors *						
Tax Description	Dirt Road	Description Frontage Depth Front Depth Rate %Adj. Reason Value						
*OLD SID - B 02-090-145-00 NO 40-265 LOTS	Gravel Road	UNBUILD NO LAKE 80.30 65.00 1.0000 0.8062 10 100 647						
265 & 266 LINCOLN REALTY CO., HORSESHOE	Paved Road	80 Actual Front Feet, 0.12 Total Acres Total Est. Land Value = 647						
LAKE SUBDIVISION.	Storm Sewer							
Comments/Influences	Sidewalk							
	Water							
	Sewer							
	Electric							
	Gas							
	Curb							
	Street Lights							
	Standard Utilities							
	Underground Utils.							
	Topography of Site							
	Level							
	Rolling							
	Low							
	High							
	Landscaped							
	Swamp							
	X Wooded							
	Pond							
	Waterfront							
	Ravine							
	Wetland							
	Flood Plain							
	Who When What	Year Land Value Building Value Assessed Value Board of Review Tribunal/Other Taxable Value						
	CB 04/28/1993 COMPLETED	2019 Tentative Tentative Tentative						
	CAG 12/31/1978 COMPLETED	2018 300 0 300						124C
	MAS 09/21/1977 COMPLETED	2017 300 0 300						122C
		2016 300 0 300						121C

*** Information herein deemed reliable but not guaranteed***

To: Township Board

From: Steve Aynes, Township Manager

RE: Township Manager and Safety Director Performance Review

Date: May 17, 2018

The Township Manager Contract states that a Performance Review would be conducted annually during the month of June starting in June 2018.

It is also my understanding that the Board has on a couple of occasions reviewed the performance of the Safety Director.

The last time these reviews were conducted I understand was when Mr. Fink was serving as Township Manager.

Enclosed are copies of the forms I was told were used for the evaluations last time.

How does the Board wish to proceed? Do you want to evaluate only the Township Manager at this time? Do you wish to use the same forms or modify them? When do you wish to schedule the meeting(s) to review the Performance evaluations?

Employees may request that the Performance review be held in closed session.

Northfield Township

Township Manager Evaluation

Name: 	Date:
--	--

Ratings:

5	OUTSTANDING
4	GOOD
3	AVERAGE
2	MODERATE
1	POOR
DK	DON'T KNOW

1. Organizational Management

Scores

1.	Plans and organizes the implementation of policies adopted by the Board.	
Comments:		

2.	Plans and organizes responses to public requests and complaints in a timely, courteous manner.	
Comments:		

3.	Plans and organizes the implementation of the Board's goals.	
Comments:		

4.	Establishes and maintains a township organizational structure that delegates authority and determines accountability among department heads and their staff.	
Comments:		

5.	Determines the skills and job positions necessary to carry out Township business in the most efficient and cost effective way possible and hires qualified people to fill these positions.	
Comments:		

Township Manager Evaluation

2. Fiscal Management

Scores

1.	Plans and organizes the preparation of an annual budget in a readable, well-documented manner; crafts and refines budget policy; engages department heads in budget preparation; and educates the Board on specific budget issues that affect such policy.	
Comments:		

2.	Maintains necessary controls to administer adopted budget within approved revenues and expenditures per budget resolution policy.	
Comments:		

3.	Keeps Board informed of budget concerns.	
Comments:		

4.	Anticipates future financial needs of the Township, both for capital projects and operations, and plans to meet those needs.	
Comments:		

3. Program Development and Delivery

Scores

1.	Systematically completes special projects.	
Comments:		

2.	Keeps Board and staff apprized of project development, either verbally or in writing.	
Comments:		

3.	Encourages input from citizens, boards and commissions, and staff for program development.	
Comments:		

4. Intermediate/Long Range Planning

Scores

1.	Knowledgeable of new technologies, systems, and methods in relation to Township services.	
Comments:		

Township Manager Evaluation

2.	Knowledgeable of State and Federal legislation affecting the Township, and makes plans accordingly.	
Comments:		

3.	Anticipates future growth, trends, and needs of the Township, and plans and organizes for them.	
Comments:		

5. Relations with Township Board

Scores

1.	Is available to all Board members and addresses their questions and concerns in a timely manner .	
Comments:		

2.	Assists Board in developing policies.	
Comments:		

3.	Prepares materials for presentation in a concise, clear, and comprehensive manner.	
Comments:		

6. Relationship with employees

Scores

1.	Communicates emerging issues, staff concerns, and current plans and activities of staff to the Board in a timely manner, either verbally or in writing.	
Comments:		

2.	Maintains contact and professional interaction with all levels of the Township organization.	
Comments:		

3.	Establishes and maintains systems and programs for employee involvement in decision making to further the "team".	
Comments:		

Township Manager Evaluation

7. Relationship to the Public

Scores

1.	Ensures that attitude and feeling of helpfulness, courteousness, sensitivity, and fairness exists in employees coming in contact with the public.	
Comments:		
2.	Establishes and maintains an image of the Township to the community that represents service, vitality, and professionalism.	
Comments:		
3.	Establishes and maintains a liaison with public and private non-governmental agencies, organizations, and groups involved in activities and services relating to the Township.	
Comments:		
4.	Handles inquiries from the news media in a professional manner.	
Comments:		
5.	Maintains timely, appropriate, and courteous responses to citizen requests and concerns.	
Comments:		

8. Intergovernmental Relations

Scores

1.	Maintains communication with local governmental units with which the Township is involved or interfaces.	
Comments:		
2.	Involved in regional activities and leadership that will indirectly benefit the township, and promotes intergovernmental cooperation.	
Comments:		
3.	Deals effectively with other township, village, city, county, and state managers.	
Comments:		

Township Manager Evaluation

9. Overall Professionalism

Scores

1.	Continuing Education: Seeks professional improvement by attending pertinent seminars and conferences.	
Comments:		

2.	Up To Date: Stays informed of information and technology affecting the Township	
Comments:		

3.	Self Motivated:. Demonstrates initiative and resourcefulness.	
Comments:		

4.	Positivity: Maintains a positive attitude towards the Township and position.	
Comments:		

5.	Ethical: Expects high ethical standard for him/herself and staff.	
Comments:		

6.	Pro-Active: Addresses issues before they become problems.	
Comments:		

7.	Problem Solver: Creatively and aggressively pursues solutions to issues.	
Comments:		

8.	Leadership: Motivates staff to do their best.	
Comments:		

9.	Sensitivity: Aware of impacts that his/her decisions have on others.	
Comments:		

Township Manager Evaluation

10.	Good Judgment: Decisions made are logical and address health, safety, and welfare of citizens.	
Comments:		

11.	Communication: Able to effectively communicate with the public, both verbally and in writing.	
Comments:		

Additional Comments:

Township Manager Self-Evaluation:

Township Manager Comments:

Board Member Signature

Date

Township Manager Signature

Date

Northfield Township

Public Safety Director Evaluation

Name: _____	Date: _____
-------------	-------------

Ratings:

5	OUTSTANDING
4	GOOD
3	AVERAGE
2	MODERATE
1	POOR
DK	DON'T KNOW

1. Organizational Management

Scores

1.	Plans and organizes the implementation of policies adopted by the Board.	
Comments: _____		
2.	Plans and organizes responses to public requests and complaints in a timely, courteous manner.	
Comments: _____		
3.	Plans and organizes the implementation of the Board's goals.	
Comments: _____		
4.	Establishes and maintains a township organizational structure that delegates authority and determines accountability among department heads and their staff.	
Comments: _____		
5.	Determines the skills and job positions necessary to carry out Township business in the most efficient and cost effective way possible and hires qualified people to fill these positions.	
Comments: _____		

Public Safety Director Evaluation

2. Fiscal Management

Scores

1.	Plans and organizes the preparation of an annual budget in a readable, well-documented manner; crafts and refines budget policy; engages department heads in budget preparation; and educates the Board on specific budget issues that affect such policy.	
Comments:		

2.	Maintains necessary controls to administer adopted budget within approved revenues and expenditures per budget resolution policy.	
Comments:		

3.	Keeps Board informed of budget concerns.	
Comments:		

4.	Anticipates future financial needs of the Township, both for capital projects and operations, and plans to meet those needs.	
Comments:		

3. Program Development and Delivery

Scores

1.	Systematically completes special projects.	
Comments:		

2.	Keeps Board and staff apprized of project development, either verbally or in writing.	
Comments:		

3.	Encourages input from citizens, boards and commissions, and staff for program development.	
Comments:		

4. Intermediate/Long Range Planning

Scores

1.	Knowledgeable of new technologies, systems, and methods in relation to Township services.	
Comments:		

Public Safety Director Evaluation

2.	Knowledgeable of State and Federal legislation affecting the Township, and makes plans accordingly.	
Comments:		

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1.	Is available to all Board members and addresses their questions and concerns in a timely manner .	
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Scores

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2.	Maintains contact and professional interaction with all levels of the Township organization.	
Comments:		

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Public Safety Director Evaluation

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Scores

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Comments:		
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Comments:		
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Comments:		
4.	Handles inquiries from the news media in a professional manner.	
Comments:		
5.	Maintains timely, appropriate, and courteous responses to citizen requests and concerns.	
Comments:		

8. Intergovernmental Relations

Scores

1.	Maintains communication with local governmental units with which the Township is involved or interfaces.	
Comments:		
2.	Involved in regional activities and leadership that will indirectly benefit the township, and promotes intergovernmental cooperation.	
Comments:		
3.	Deals effectively with other township, village, city, county, and state managers.	
Comments:		

Public Safety Director Evaluation

9. Overall Professionalism

Scores

1.	Continuing Education: Seeks professional improvement by attending pertinent seminars and conferences.	
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3.	Self Motivated:.. Demonstrates initiative and resourcefulness.	
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Public Safety Director Evaluation

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11.	Communication: Able to effectively communicate with the public, both verbally and in writing.	
Comments:		

Additional Comments:

Public Safety Director Self-Evaluation:

Public Safety Director Comments:

Board Member Signature

Date

Public Safety Director Signature

Date

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Steve Aynes
Date: 5/17/2018
Re: Auditor Contract Agreement for 2019-2021

Dear Township Board,

The current contract with our auditors Pfeffer, Hanniford and Palka expires June 30, 2018. Attached is a 3 year contract to continue services with them. They are proposing to continue their services for 2019, 2020 and 2021 at the same rate as their current contract, \$18,000.00 per year.

Sincerely,

Steve Aynes
Northfield Township Manager

NORTHFIELD TOWNSHIP

FISCAL YEARS 2019, 2020, AND 2021

PFEFFER, HANNIFORD & PALKA, Certified Public Accountants, registered to practice in the State of Michigan (hereinafter referred to as **CERTIFIED PUBLIC ACCOUNTANTS**) and **NORTHFIELD TOWNSHIP**, A municipal corporation, of the State of Michigan (hereinafter referred to as **(TOWNSHIP)** contract on this day of _____ 2018, as follows:

1. For the fiscal years ending **June 30, 2019, 2020 and 2021**, the **CERTIFIED PUBLIC ACCOUNTANTS** shall conduct an audit of the financial statements of the **TOWNSHIP** for each year. The financial statements are the responsibility of the **BOARD**. Our responsibility is to express an opinion on the financial statements based on our audits. We will conduct our audits in accordance with auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the Township as well as evaluating the overall financial statement presentation.
2. The **CERTIFIED PUBLIC ACCOUNTANTS'** audit shall meet the requirements of Act No. 2, P.A. 1968, or as amended, and the related Bulletin for Audits of Local Units of Government in Michigan, dated June 1, 1968, or as amended, which is available from the State Treasurer.
3. If the **TOWNSHIP** receives federal financial assistance, grants, or other contracts, we may be required to, not only conduct the audit in accordance with auditing standards, but also in accordance with Government Auditing Standards and (or) in accordance with the Single Audit Act Amendments of 1996, OMB A-133. The testing of compliance and other fieldwork would be increased substantially because of the aforementioned. We would issue a separate engagement letter and fee proposal for the additional work to complete the audit in accordance with Government Auditing Standards and (or) the Single Audit Act Amendments of 1996, OMB A-133.
4. The reports on financial statements, as required by Act 2 of Public Acts of 1968, or as amended, shall contain an unqualified opinion by the **CERTIFIED PUBLIC ACCOUNTANTS** or such other opinion as he must render under the circumstances when he is unable to express an unqualified opinion.
5. The audit shall begin as soon after the signing of this contract as shall be convenient to the **CERTIFIED PUBLIC ACCOUNTANTS** and shall be completed with the Certified Public Accountant's report's issued not later than six (6) months after the conclusion of the fiscal year.
6. The **TOWNSHIP** shall have closed and balanced all funds and bank accounts, agencies and operations to be examined by the **CERTIFIED PUBLIC ACCOUNTANTS**.
7. The estimated audit fee for the years ended June 30, 2019, 2020 and 2021 will be \$18,000, \$18,000 and \$18,000 respectively. Additional services outside the scope of the audit will be billed at \$105 per hour.
8. The **TOWNSHIP** authorizes the **CERTIFIED PUBLIC ACCOUNTANTS** to immediately disclose any and all findings of suspected fraud, and/or embezzlement to the Deputy State Treasurer in charge of the Local Audit Division of the State Department of Treasury.
9. The **CERTIFIED PUBLIC ACCOUNTANTS** shall provide a reasonable number of reports for each of the funds to the **TOWNSHIP** officials.
10. This contract may be terminated by either party upon a ninety day (90) advance written notice.

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

NORTHFIELD TOWNSHIP

Northfield Township

Memorandum Resolution #18-579

This resolution does NOT prevent any board member from acting as an ambassador to our township. It does NOT prevent members from soliciting applicants for development or improvements. It does NOT prevent members from speaking to, taking calls, or answering questions when an applicant approaches the township.

What is does is preclude board members from participating in specific meetings listed in the resolution that are best handled by our professionals to prevent, as much as possible, detrimental complications to the process as listed in the resolution.

There is no benefit to the process having a board member participate, in fact it can put into question the integrity of the proceedings from other board members and the public.

Again, there is no one board member that represents the whole of the board nor the will of the community. Board member's presence and participation will give the impression that member does act with the voice of the board and the public and therefore influence the process.

Additionally, there is no one board member that has any information beneficial to the process that our professionals already have or have access to.

The goal is to avoid conflict, unnecessary micro-managing and keep the process free from doubt and controversy.

While we need a Code of Ethics, a Code of Ethics does not act as prevention it comes into play after the fact with the damage already done.

Resolution #18-579

A RESOLUTION OF THE NORTHFIELD TOWNSHIP BOARD OF TRUSTEES TO PRECLUDE BOARD MEMBERS AS INDIVIDUALS FROM PARTICIPATING IN CONCEPT MEETINGS, ADMINISTRATIVE REVIEW OF A SITE PLAN, STAFF REVIEW OF A SITE PLAN OR ENGINEER AND PLANNER FINAL REVIEW OF A SITE PLAN WITH APPLICANTS SEEKING SITE PLAN APPROVAL

WHEREAS, the Northfield Township Planning Commission, serving as a recommending entity, unanimously agreed on December 6, 2017, that in order to honor the public trust and to avoid actual or perceived conflict of interest, collusion, influence, partiality, political advantage, or giving the appearance a Commissioner has more authority than other Commissioners shall not participate in ex-parte communications, Concept meetings, Administrative Review of a Site Plan, Staff Review of a Site Plan or Engineer and Planner Final Review of a Site Plan as outlined in the Northfield Township Site Plan Process Manual with applicants seeking Site Plan approval.

WHEREAS, Northfield Township has contracted a Township Planner, Zoning Administrator, Township Manager and employed Building and Zoning Department staff to manage administrative processes related to Site Plan applications and approval; and

WHEREAS, the Northfield Township Board of Trustees as a voting entity also endeavors to honor the public trust and avoid actual or perceived conflict of interest, influence, partiality collusion, or political advantage in all government duties and functions; and

WHEREAS, Board members could intentionally or unintentionally be wrongly perceived as representing the will of the Board as a whole, or the Community as a whole, through their presence or active participation in any Concept Meetings, Administrative Review of a Site Plan, Staff Review of a Site Plan or Engineer and Planner Final Review of a Site Plan with applicants seeking Site Plan approval; and

WHEREAS, the Northfield Township Board of Trustees members have the authority to vote for approval or denial of any Site Plan, application, proposal, or contract;

NOW THEREFORE BE IT RESOLVED BY THE NORHTFIELD TOWNSHIP BOARD OF TRUSTEES, that members the Board of Trustees regardless of elected position, in order to avoid actual or perceived conflict of interest, influence, partiality, collusion, political advantage or giving the appearance that a board member has more authority than other members shall not participate in any Concept Meetings, Administrative Review of a Site Plan, Staff Review of a Site Plan or Engineer and Planner Final Review of a Site Plan as outlined in the Northfield Township Site Plan Process Manual with applicants seeking Site Plan approval.

ROLL CALL VOTE:

AYE: _____

NAY: _____

ABSENT: _____

PASSED AND Resolved by the Northfield Township Board of Trustees, Northfield Township, Michigan,
on this ____th day of _____, 2018

Marlene Chockley, Supervisor

ATTEST:

Kathy Manley, Clerk

To: Northfield Township Board
From: Steve Aynes, Township Manager
RE: Code Enforcement
Date: May 17, 2018

Genal Pratt has been serving as Code Enforcement Officer since November 6, 2017. The rate approved by the Board was \$ 25/hr. up to 20 hours per week.

Mike Rankin served as Code Enforcement Office from May 2017 to September 29, 2017.

I was told the prior Code Enforcement Officer stayed in the position about 2 years.

Currently Genal is continuing some aspects of the code enforcement position involving notices, meetings, and is willing to do drive by inspections. However, she is no longer willing to go on the property regarding any complaint.

Genal is willing to continue with these restrictions or to leave the position.

The Township could accept her resignation and either seek another part time employee or send out Request for Proposals (RFPs). The Township could continue her employment and also see about supplementing her service with another part time person or an outside firm.

The Township could seek proposals from an outside firm for the entire Code Enforcement service, but it may be difficult without contracting out the entire building Department and Code Enforcement service.

I would expect the process would take 60-90 days assuming that qualified individuals or firms would be interested in providing this service.

I have talked to one firm which might be interested in providing this service.

How would the Board like to proceed?