

# **NORTHFIELD TOWNSHIP BOARD AGENDA**

## *NOTICE OF SPECIAL MEETING*

**February 23, 2016 - - 6:30 PM**  
**8350 Main Street, 2<sup>nd</sup> Floor**

CALL TO ORDER  
PLEDGE/INVOCATION  
ROLL CALL  
ADOPT BALANCE OF AGENDA  
CALL TO THE PUBLIC

CLOSED SESSION PER MCL 15.268(8)(d) – To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained

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

Regular Business Meeting Begins at 7:00 pm

\* 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 BOARD AGENDA**  
**February 23, 2016 - - 7:00 PM**  
**8350 Main Street, 2<sup>nd</sup> Floor**

CALL TO ORDER  
PLEDGE/INVOCATION  
ROLL CALL  
ADOPT BALANCE OF AGENDA  
**LIFE SAVING AWARD CEREMONY**  
CALL TO THE PUBLIC  
CORRESPONDENCE AND ANNOUNCEMENTS

AGENDA ITEMS:

1. 8 Mile Bridge
2. ZBA Appointment

DISCUSSION ITEMS

1. DDA Redevelopment Liquor License
2. Parks & Rec Proposal
3. Sewer Ordinances for the Whitmore Lake Rd. SAD

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

\* Denotes previous backup; + denotes no backup in package

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## Memo

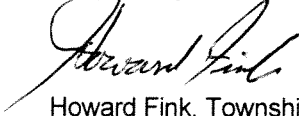
**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 2/18/2016  
**Re:** MDOT 8 Mile Bridge Concept

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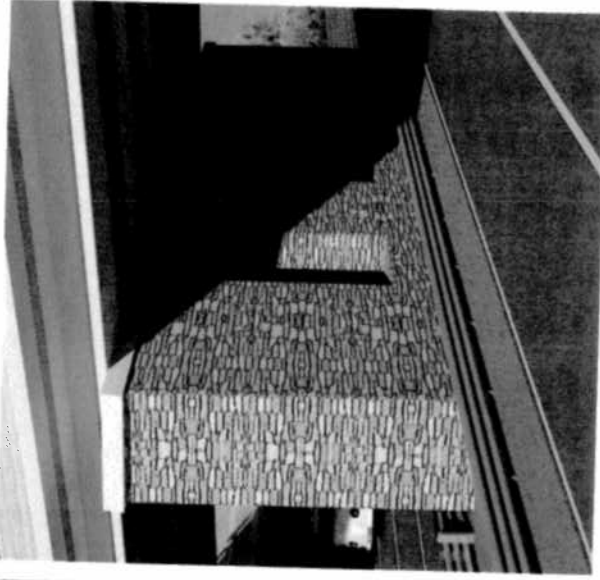
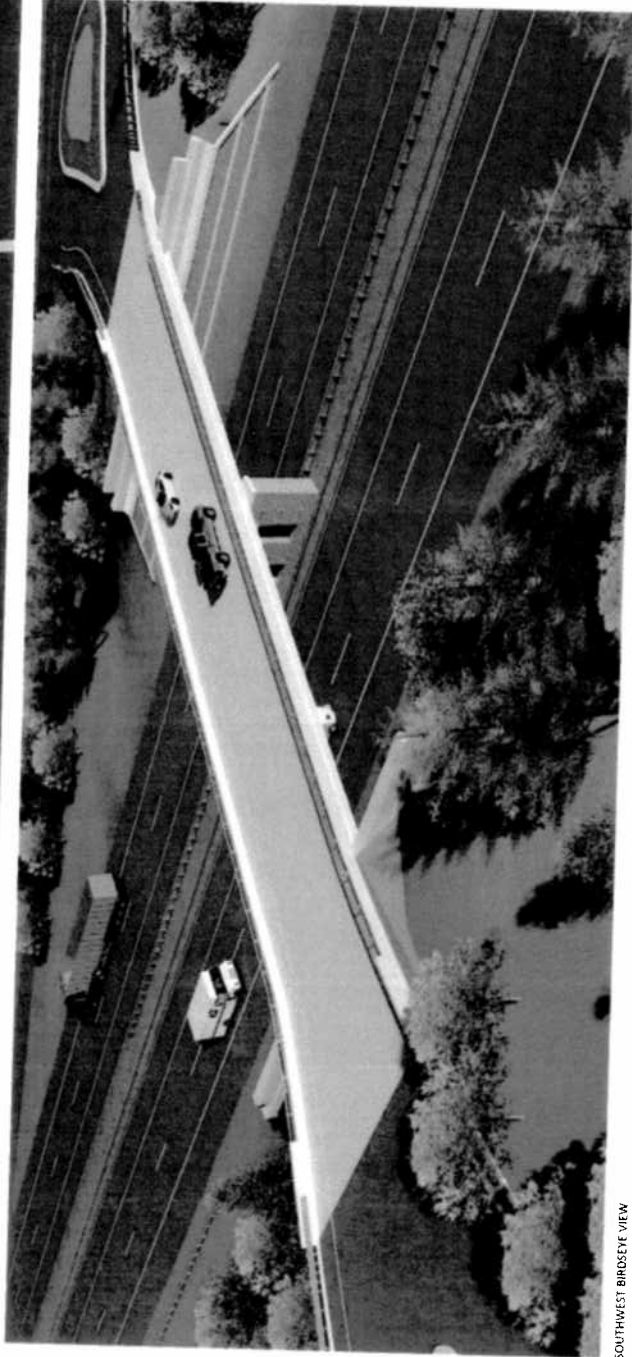
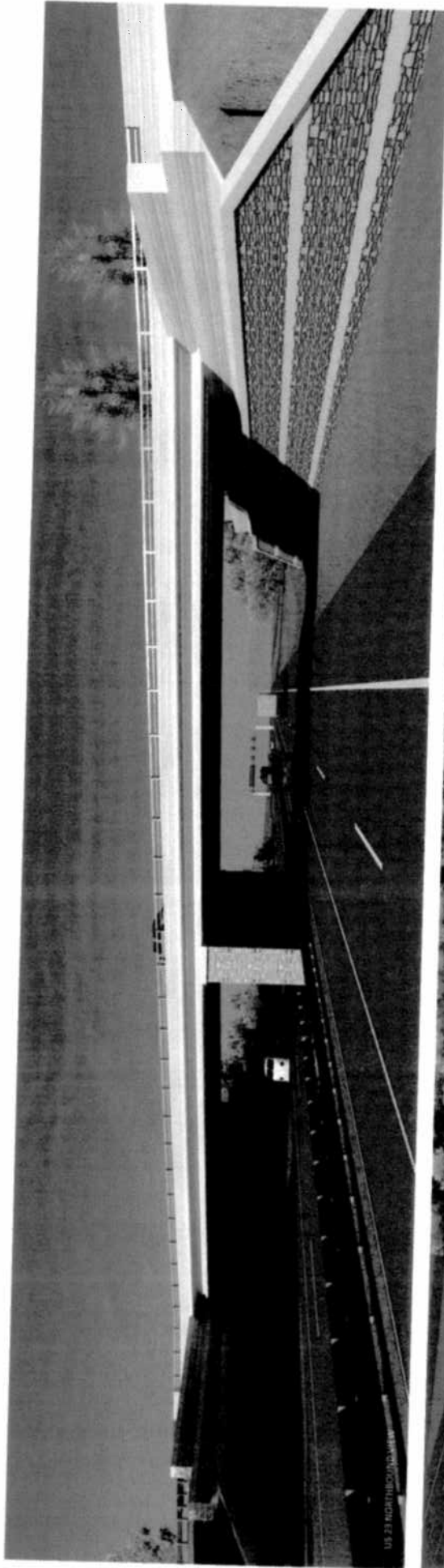
Dear Township Board,

Previously, we have discussed the board allocating resources for a gateway style lighting concept at the 8 Mile Road Bridge. Attached is the concept that MDOT has prepared. Unfortunately, this is all of the detail that I have. They have estimated approximately \$4,000 in costs per year for the lighting and maintenance costs, but costs could be lower or higher depending on electricity rates and how often the lighting needs maintenance. If the board wishes to proceed, this will need a formal motion to allocate these funds indefinitely and for me to sign the agreement with MDOT.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Howard Fink", is written over a horizontal line.

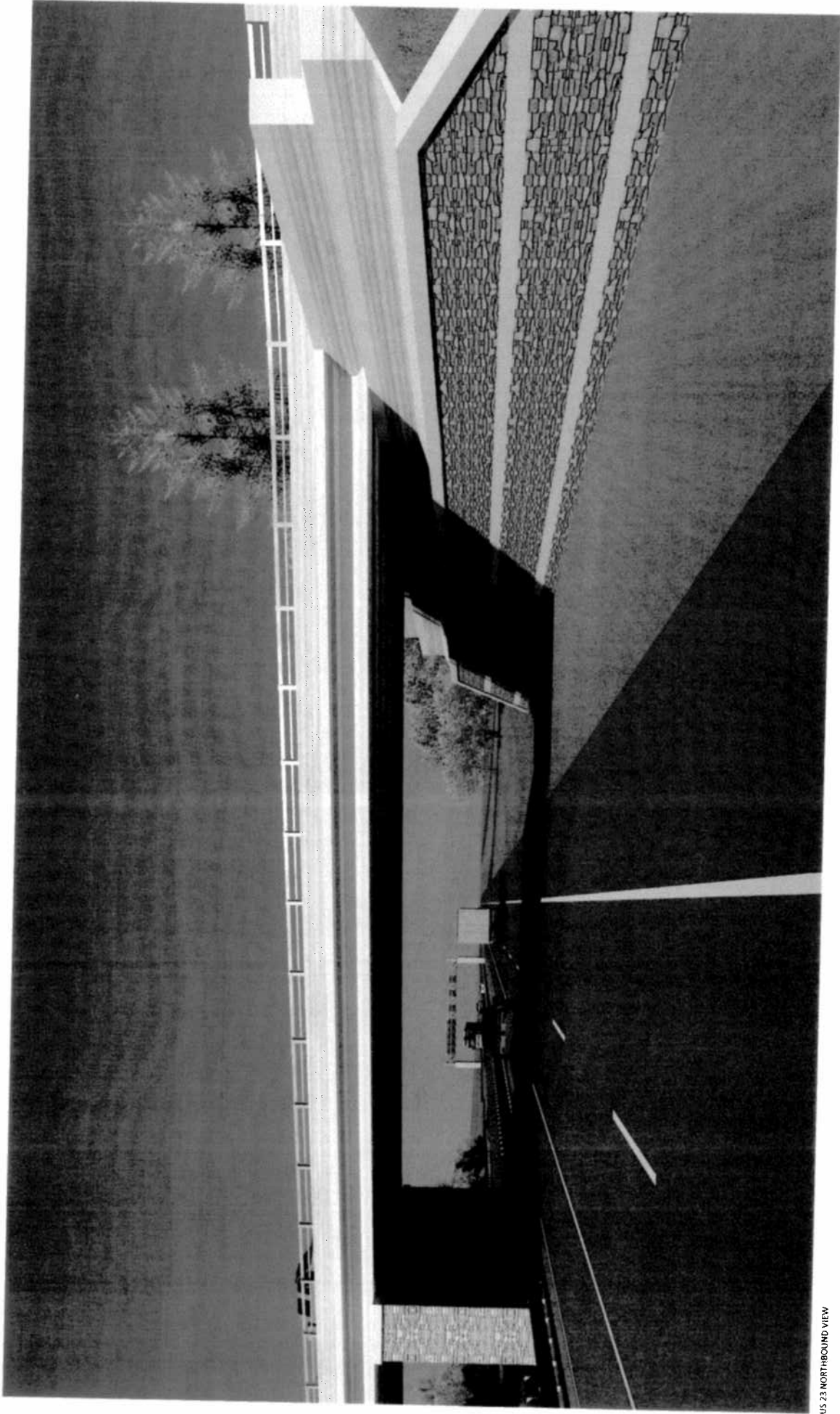
Howard Fink, Township Manager



PIER DETAIL VIEW

SOUTHWEST BIRDSEYE VIEW

U.S. 23 AESTHETIC CONCEPTS DEVELOPMENT - TERRITORIAL INTERCHANGE

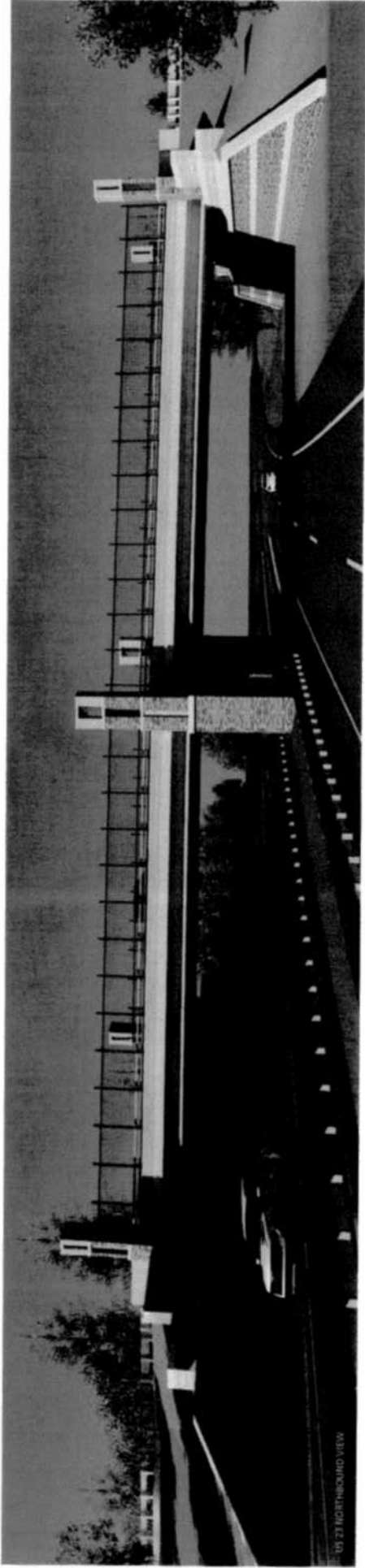


U.S. 23 NORTHBOUND VIEW

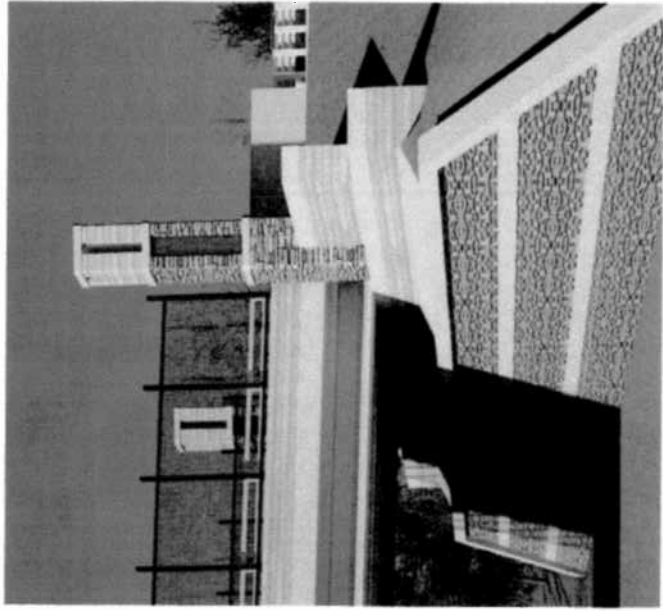
U.S. 23 AESTHETIC CONCEPTS DEVELOPMENT - TERRITORIAL INTERCHANGE

PARSONS

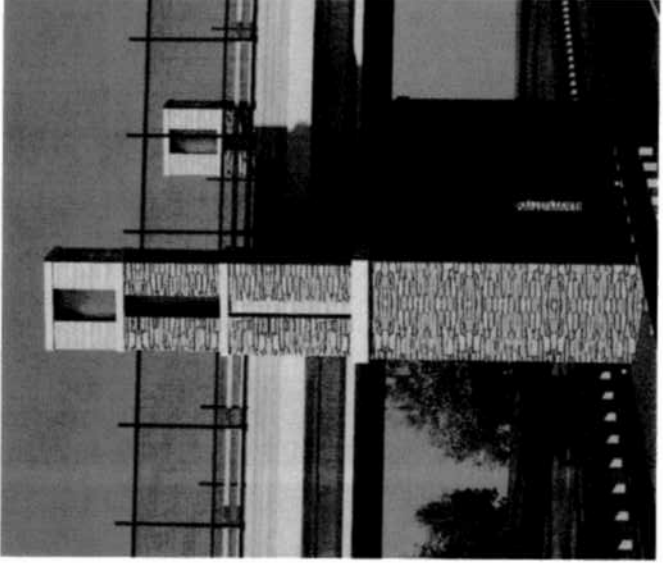




U.S. 23 NORTHBOUND VIEW



EAST PYLON DETAIL VIEW



CENTER PYLON DETAIL VIEW



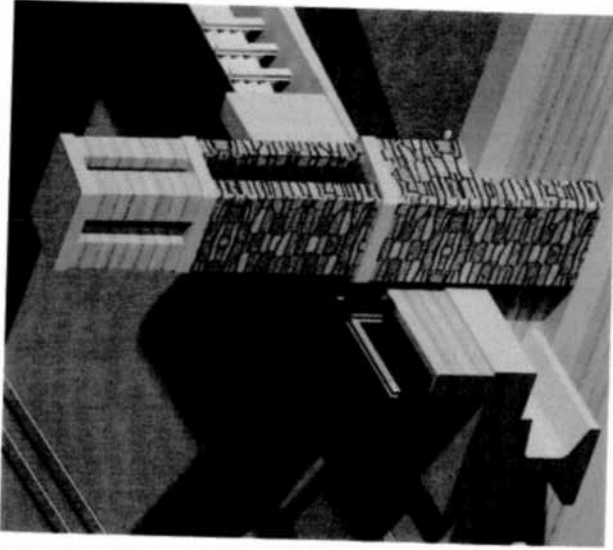
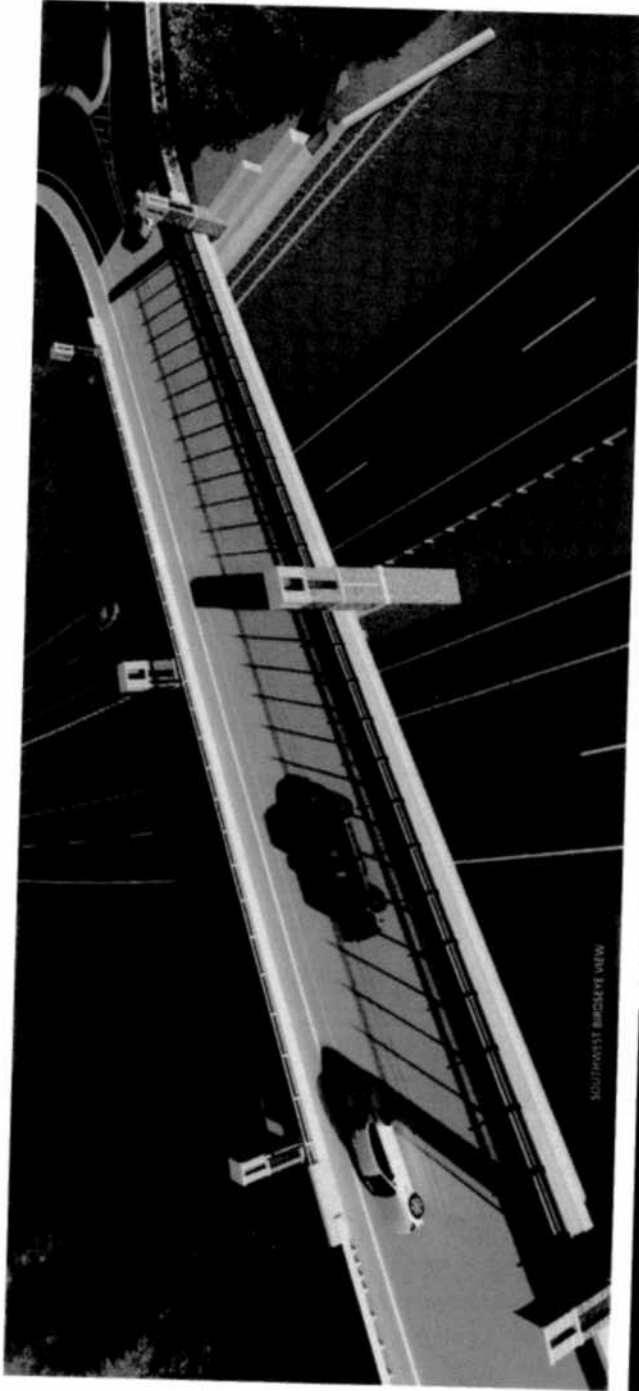
WEST PYLON DETAIL VIEW



SOUTHWEST BIRDS' EYE VIEW

U.S. 23 AESTHETIC CONCEPTS DEVELOPMENT - 8 MILE INTERCHANGE

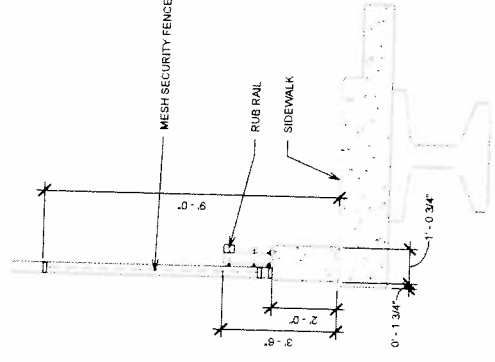




PYLON LIGHTING STUDY



DECK VIEW WEST



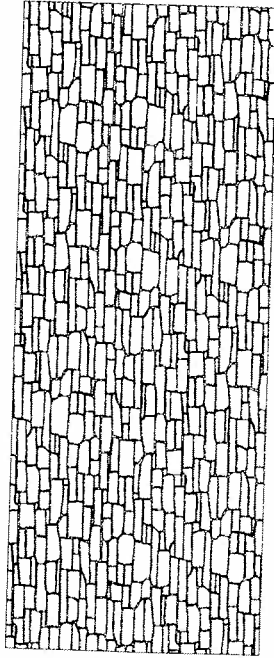
SIDEWALK/FENCE SECTION

U.S. 23 AESTHETIC CONCEPTS DEVELOPMENT - 8 MILE INTERCHANGE

PARSONS



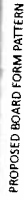




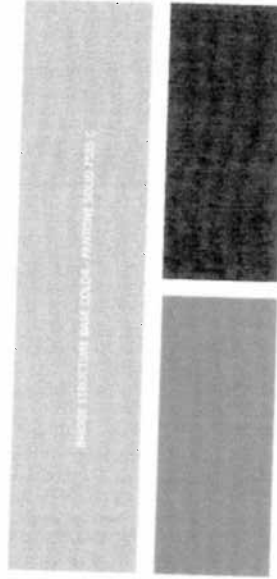
SAMPLE CUSTOM ROCK DRYSTACK FORMLINER PATTERN #1208



PROPOSED STONE COLOR PALETTE



PROPOSED BOARD FORM PATTERN



ACCENT COLOR 1 - CMYK 32, 31, 54, 1

ACCENT 2 - PANTONE SOLID COOL GRAY 11 C



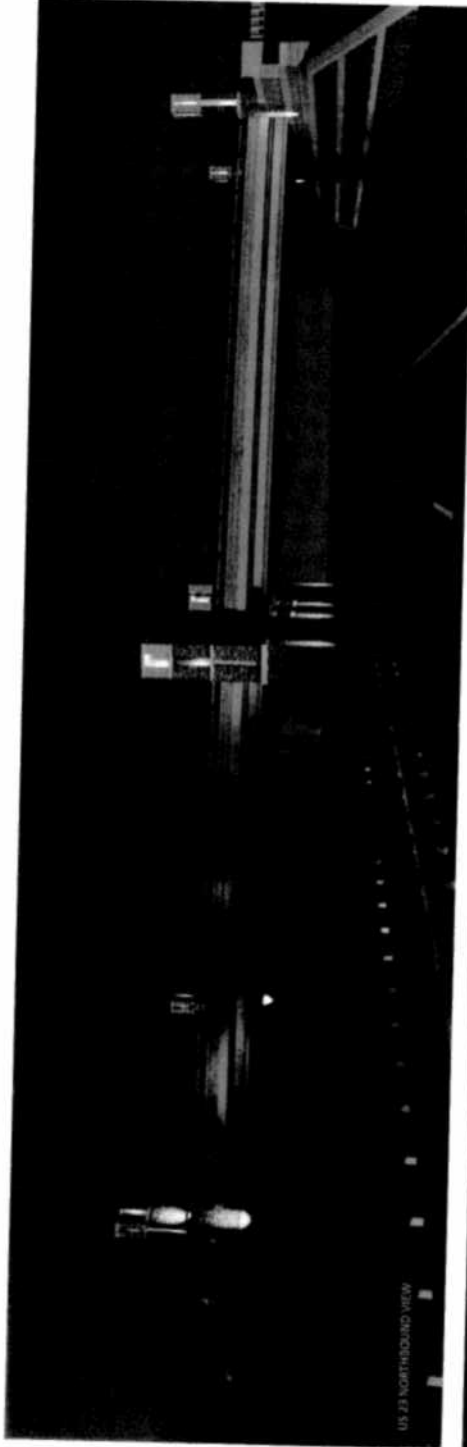
CUSTOM ROCK DRYSTACK FORMLINER SAMPLE PROJECT



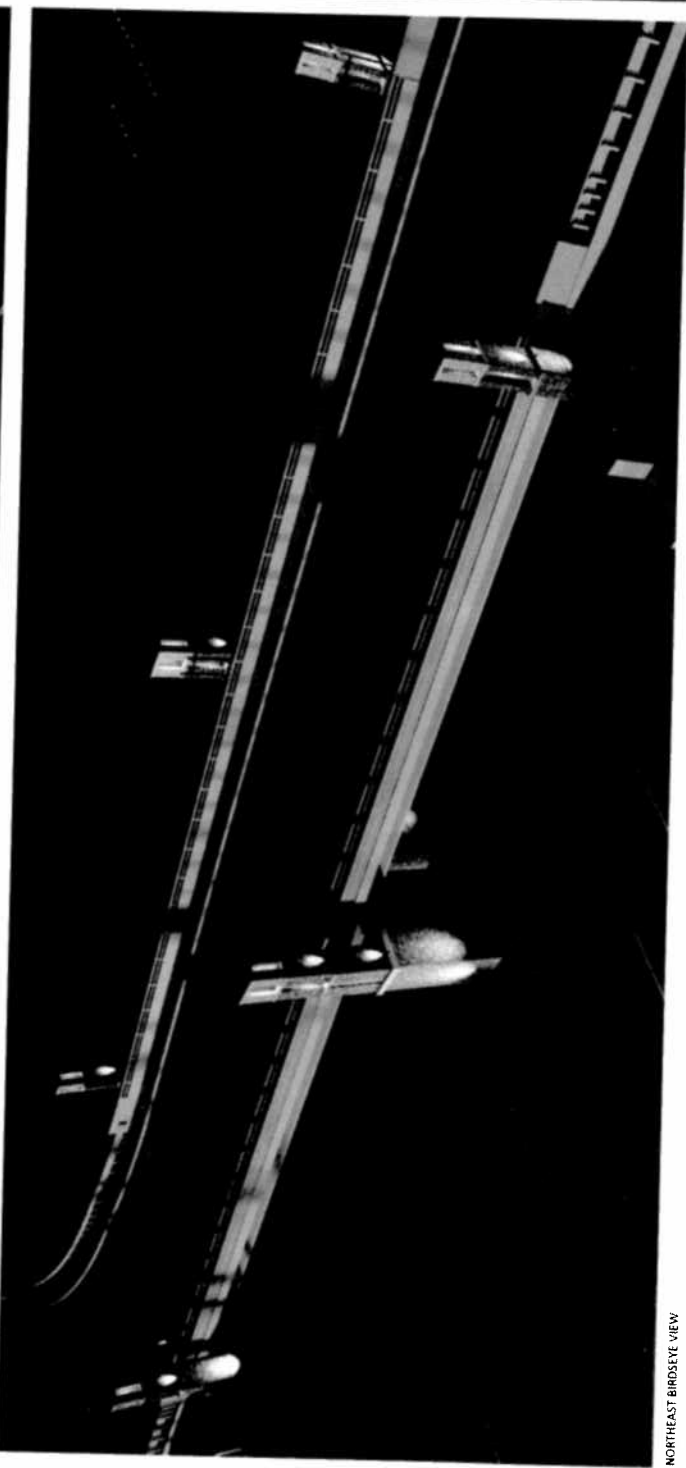
**CUSTOM ROCK DRYSTACK FORMLINER SAMPLE PROJECT**



CUSTOM ROCK DRYSTACK FORMLINER SAMPLE PROJECT



U.S. 23 NORTHBOUND VIEW



NORTHEAST BIRDEYE VIEW



END PYLON DETAIL

U.S. 23 AESTHETIC CONCEPTS DEVELOPMENT - 8 MILE INTERCHANGE - NIGHT VIEWS

PARSONS

MDOT  
MICHIGAN DEPARTMENT OF TRANSPORTATION

## Memo

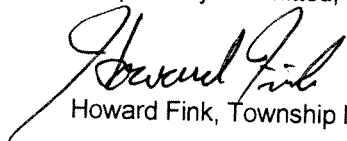
**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 2/18/2016  
**Re:** ZBA Appointment

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Dear Township Board,

It has come to our attention that Amy Steffens term on the ZBA has expired. Her appointment took over when Tim Anderson resigned from the ZBA. Attached is her email requesting re-appointment. If re-appointed, the new term would end December of 2018.

Respectfully Submitted,

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

Howard Fink, Township Manager

Amy Steffens  
9168 Lakewood Drive  
Whitmore Lake, Michigan 48189

February 18, 2016

Northfield Township Board of Trustees  
8350 Main Street  
Whitmore Lake, Michigan 48189

The Honorable Marilyn Engstrom,

I respectfully ask to be reappointed to the Northfield Township Zoning Board of Trustees. I have a Master's Degree in Urban Planning from Indiana University. I worked for five years at the IU Center for Urban Policy and the Environment, after which I spent nearly two years as a senior land use planner for the City of Indianapolis. I was appointed to the Indianapolis Board of Zoning Appeals by Mayor Greg Ballard in 2009, and I served until 2011. Currently, I am the zoning coordinator for Hamburg Township.

I look forward to continuing to use my experience to serve the residents of Northfield Township.

Regards,

Amy Steffens

### Redevelopment Liquor License (RLL):

Northfield Township currently has no Class C liquor licenses available. However, Redevelopment Liquor Licenses are special licenses, authorized by Michigan statute, PA 501, to facilitate investment within the Downtown Development District (DDA). These licenses are to be only granted to applicants within the DDA District.

As with all liquor licensing, it is approved by the Michigan Liquor Control Commission (MLCC). However, this application must first be submitted to the Northfield Township Downtown Development Authority (DDA) for review and be recommended to the Northfield Township Board of Trustees. The application must receive a resolution of support from the Northfield Township Board of Trustees to be submitted to the MLCC.

# DOWNTOWN DEVELOPMENT AUTHORITY

## Policy for Redevelopment Liquor License Requests (PA 501 of 2006)

**PURPOSE:** To establish the policy and procedure criteria for redevelopment liquor license requests to the Northfield Township Downtown Development Authority ('NDDA') in accordance with on-premise licenses created by Section 521a(1)(b) of Public Act 501 of the Public Acts of 2006.

**PROCESS:** Once a redevelopment liquor license application has been submitted to the Township Manager, and the necessary documentation has been received, the request will be directed to the NDDA. The NDDA will review the application and accompanying documents, and make a recommendation.

Once the NDDA makes a recommendation, it will be directed to the Northfield Township Board of Trustees for their consideration when deliberating a request to the Liquor Control Commission.

\*Meetings are contingent on having a quorum and scheduling, and locations may change.

**POLICY:** The NDDA may, pursuant to PA 501, recommend issuance of new liquor licenses for businesses located within the Development District, which meet the requirements of the law. A public review will be held during a regularly scheduled NDDA meeting in order to make a recommendation to the Board of Trustees. After the public review, the NDDA is permitted to make findings that issuing the license would prevent deterioration and promote economic growth. The policy of the NDDA is to use the following criteria in making its findings:

1. The business or individual requesting a license ('Applicant'), whether for a proposed or existing business, must document that the Applicant has a real property interest within the Development District as evidenced by deed, lease, purchase agreement or the like.
2. The Applicant must meet all the requirements of PA 501 which includes that it is engaged in dining, entertainment, or recreation; is open to the general public not less than 10 hours per day, 5 days per week; and has a seating capacity of not less than 25 persons.

3. For an existing business, the Applicant must demonstrate how the issuance of a license would prevent further deterioration in the Development District and promote economic growth. The NDDA will consider such factors as:
  - a. The business, an existing asset in the district, will be supported by the license and maintain its occupancy of existing space.
  - b. The business, with the new license, will contribute to the mix of dining/drinking, entertainment, and recreational establishments already existing.
  - c. The business demonstrates that neither an on-premise escrowed license or quota license is readily available under a standard of economic feasibility, as applied to the specific circumstances of the Applicant, that can include, but not be limited to the following:
    - i. The fair market value of the license, if determinable
    - ii. The size and scope of the proposed operation
    - iii. The existence of mandatory contractual restrictions or inclusions attached to the sale of the license
4. For a proposed business, the Applicant must demonstrate how issuance of the license would prevent further deterioration in the Development District and promote economic growth. The NDDA will consider factors such as:
  - a. The proposed business is described in a business plan
  - b. The proposed business represents a desired land use as determined by the DDA
  - c. The proposed business would promote economic growth by:
    - i. Creating new employment opportunities
    - ii. Adding tax value through the purchase of new equipment
    - iii. Generating significant tax value in new building improvements
5. The Applicant must:
  - a. Demonstrate that the business will be located in, and will remain in, the Development District while possessing a 501 liquor license.
  - b. Acknowledge that the license is not transferrable to another location.



6. The Applicant must meet all MLCC and Northfield Township requirements and regulations regarding the issuance of liquor licenses under Section 17k(1) of the Liquor Control Act and according to the Northfield Township Code of Ordinances.
7. The NDDA may decline to recommend the issuance of a license if it determines, based upon factors such as the density of similar establishments, that the establishment may have a negative impact upon the public health, safety, and welfare of the district and surrounding neighborhood.
8. Certification or other written evidence from the Township Manager demonstrating that all real and personal property taxes and township utility bills associated with the premises at which the liquor license will be used are paid to date.

## **RESOLUTION 16-538**

WHEREAS, the Board of Trustees establishes a Redevelopment area pursuant to MCL 436.1521a;

WHEREAS, the Northfield Township Downtown Development Authority District (the "DDA District") has realized considerable public and private investment within the past five years;

WHEREAS, the DDA District was established under appropriate statutory provision, that being MCL 125.1651 et seq.;

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

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

BE IT THEREFORE RESOLVED, the Board of Trustees hereby approves the designation of the Township of Northfield DDA District as the Development District and Area for purposes of the Redevelopment Project Area and Development District or Area Liquor Licenses (authorized by MCL 436.1521a).

This Resolution was adopted by Board of Trustees action on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Angela Westover, Township Clerk

I, Angela Westover, Township Clerk for the Township of Northfield, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Northfield Township Board of Trustees at a regular meeting on \_\_\_\_\_.

\_\_\_\_\_  
Angela Westover, Township Clerk

# 100% District

Parcel Number	Real Property Owner	Address	Construction Value Sum (5YEAR)	Permit Year / \$ Amount (5YEAR)
B-02-05-254-016	FAGIN FAMILY REAL ESTATE LLC	9531 Main St.	\$ 2,400	2011
B-02-05-328-003	WHITMORE LANES INC	9455 Main St.	\$ 5,000	2011
B-02-05-328-017	HZ LLC	9445 Main St.	\$ 1,000	2013
B-02-05-328-023	KOSMO-METZ, KATHERINE	9317 Main St.	\$ 10,985	2012 \$6485 / 2014 \$4500
B-02-05-363-014	NORTHFIELD HUMAN SERVICES, INC.	10 Jennings Rd.	\$ 60,000	2011
B-02-06-105-002	STANDBY 47 INC	9876 Main St.	\$ 2,000	2014
B-02-06-105-006	KALES JAMES A	9839 Main St.	\$ 3,695	2013
B-02-06-105-012	DREAM PROPERTIES OF WHITMORE LAKE L	148 Barker Rd.	\$ 3,800	2011
B-02-06-105-026	DESCHAINES INVESTMENT GROUP	9815 Main St.	\$ 96,000	2015
B-02-06-400-023	BELLORE WILLIAM	238 Jennings Rd.	\$ 25,775	2013 \$25475 / 2014 \$300
B-02-06-401-008	NORTHFIELD TOWNSHIP LIBRARY	125 Barker Rd.	\$ 853,162	2013 \$3162 / 2015 \$850000
B-02-08-250-009	NASOS INVESTMENTS, LLC	8769 Main St.	\$ 6,500	2012
B-02-08-250-015	REGENCY AT WHITMORE LK	8633 Main St.	\$ 4,000	2012
B-02-08-250-016	VALENTINE ROAD PROPERTIES LLC	8505 Main St.	\$ 45,500	2014
B-02-08-250-017	HATFIELD'S HOLDINGS, LLC	8475 Main St.	\$ 2,500	2014
B-02-08-250-020	MIDWEST POOL PROPERTIES LLC	8711 Main St.	\$ 68,000	2014
B-02-08-250-022	NASOS INVESTMENTS LLC	8761 Main St.	\$ 198,000	2013
B-02-08-327-001	WHITMORE ENTERPRISES LLC	8445 Main St.	\$ 14,000	2011
B-02-08-327-017	ALLSTAR ALARM, LLC	8345 Main St.	\$ 185,400	2012 \$180000 / 2013 \$5400
B-02-17-300-017	SPEEDWAY LLC	300 Six Mile Rd.	\$ 30,900	2012
B-02-19-200-010	STOCKWELL, EDWARD K & BRENDA K	700 W North Territorial Rd.	\$ 9,900	2011
B-02-20-300-002	BMH REALTY CO	366 E North Territorial Rd.	\$ 38,627	2011
B-02-20-300-005	BARNEVILLE INVESTMENTS, LLC	60 E North Territorial Rd.	\$ 21,950	2015
B-02-20-300-024	HAMLIN, BRADLEY R & EDWARD S	6542 Whitmore Lake Rd.	\$ 20,000	2012
B-02-20-300-032	WFD LLC	50 E North Territorial Rd.	\$ 11,170	2012
B-02-20-300-036	COLT V LLC	6900 Whitmore Lake Rd.	\$ 144,586	2015
B-02-21-300-004	COUNTY ROAD COMMISSIONER	1222 E North Territorial Rd.	\$ 20,000	2013
B-02-21-300-005	RHE-TECH INC	1500 E North Territorial Rd.	\$ 800,711	2013 \$250000 / 2014 \$550711
B-02-21-300-015	GYOA LEASING INC	1451 E North Territorial Rd.	\$ 20,000	2015
B-02-21-300-016	ADVANCED DISPOSAL SERVICES SOLID	1477 E North Territorial Rd.	\$ 1,000	2012

B-02-21-300-022	B.F. WALTER, LLC	1175 E North Territorial Rd.	\$	37,999	2012
B-02-21-300-023	B.F. WALTER, LLC	1175 E North Territorial Rd.	\$	3,000	2012
B-02-29-200-017	REGAL-THORNTON LLC	6270 Whitmore Lake Rd.	\$	104,000	2011
B-88-06-200-002	AT & T MOBILITY LLC #DE 01119A	777 W Eight Mile Rd.	\$	27,500	2011 \$7500 / 2012 \$20000
100 % District Total			\$	2,879,060	

## 50% District

Parcel Number	Real Property Owner	Address	Construction Value Sum (5YEAR)	Permit Year / \$ Amount (5YEAR)
B-02-20-300-003	BARNEYVILLE INVESTMENTS LLC	60 E NORTH TERRITORIAL	\$ 33,000	2012 \$3000 / 2012 \$30,000
50% District Total			\$ 33,000	

## Non-Motorized Path

Grand Total \$ 3,462,060

AFFIDAVIT OF PUBLIC AND PRIVATE INVESTMENT  
IN THE QUALIFIED DEVELOPMENT DISTRICT AREA  
FOR THE TOWNSHIP OF NORTHFIELD

I, Thomas Monchak, am the Assessor for the TOWNSHIP OF NORTHFIELD. I have examined the assessment records, accounting records, and building permit records for the Township of Northfield and made the following determination as to public and private investment in the Township of Northfield qualified development district (Downtown Development Authority District). Based on my review of these records, I have determined that the total amount of public and private investment in real and personal property within the qualified development district over the preceding five (5) year period, January 1, 2011 through December 31, 2015, is \$3,462,060.00, an amount that exceeds the minimum required by Public Act 501 of 2006m, Section 521a(1)b, I have made this determination to the best of my knowledge and ability on this \_\_\_\_ day of \_\_\_\_\_, 2016 in Washtenaw County, Michigan.

TOWNSHIP OF NORTHFIELD

\_\_\_\_\_  
Thomas Monchak, Assessor

I hereby certify that I have read the foregoing Affidavit and find it to be a true determination made by our Assessor of the public and private investment in the Township of Northfield qualified development district based on assessment records, accounting records, and building permit records for the period January 1, 2011 through December 31, 2015 to the best of my knowledge on this \_\_\_\_ day of \_\_\_\_\_, 2016 in Washtenaw County, Michigan.

SEAL

\_\_\_\_\_  
Angela Westover, Clerk, Township of Northfield  
8350 Main St., Whitmore Lake, MI 48189  
734-449-2880

## Introduction

The Northfield Township Parks and Recreation Board has been meeting, discussing, and implementing ways to improve Parks and Recreation for many years. We have had great success with a grass roots and all volunteer led effort to implement the Township's Dog Park (Bark Park). Recently, with the help of the Township Manager and staff, the Board has created a master plan to guide future parks and recreation planning and implementation over the next five years. Currently, we are in the process of investigating a BMX park and researching the creation of a river walk along the Horseshoe Lake Drain. We believe these projects, and well as many more identified in the master plan are of significant benefit to the residents of Northfield Township and to the general quality of life in our area.

This Board has been operating in a somewhat loose organizational structure. While the format of the Board had been defined many years ago, much of the original structure is no longer intact. We now find it necessary to define our structure, roles, authority, and funding levels in advancing Parks and Recreation in Northfield Township.

### *Board vs. Commission*

The Board of Trustees is solely responsible for administering funds and entering into contracts for Parks and Recreation implementation in Northfield Township (School District, Library, etc as exceptions). The Board can delegate this authority to other entities; the Planning Commission or special commissions created by the Board to oversee various items (assuming though that authority of contracts and fund allocation rests with the Board unless legally delegated).

Michigan Statute refers to two types of entities that are created for the purpose of Parks and Recreation Planning / Implementation for Townships; 1) Park Commissions and 2) Recreation Boards. Separate statutes are defined for the two entities. The first, a Park Commission is governed under the Township Parks and Places of Recreation Act (public act 157 of 1905, MCL 41.421, et seq) and a Recreation Board is governed under the Recreation and Playgrounds Act, (Public Act 156 of 1917, MCL 123.51, et seq).

Park Commissions have significant authority, including that of condemnation. They are typically, but not exclusively reserved for large Park Departments or an entity that oversees assets in multiple jurisdictions. Park Commissions are established under the following guidelines

"On receipt of a written petition signed by not less than 8% of the registered voters of a township, the township board of that township, at its first meeting after the receipt of the petition, shall submit the question of establishing a township park commission to the registered voters of the township at the next regular election to be held in the township."

Recreation Boards are more closely aligned with the way the current “commission” has been functioning. The statute provides virtually no required structure or defined authority other than basic functions and that which is provided by the board of Trustees. This is why the current Parks and Recreation “Commission” was originally called a Recreation Board. The current “Commission” is requesting the Board formally accept the following proposal as the organizational structure funding request for the creation of The Northfield Township Parks and Recreation Board.

### **Recreation Board Makeup**

The Current Board is proposing a 9 member body consisting of the following appointments, which will be voting members:

- 1) A representative of the Board of Trustees
- 2) A Planning Commission member (appointed by the Planning Commission).
- 3) A representative of the School Board
- 4) A representative of the DDA (appointed by the DDA)
- 5) Five additional members of the community

Non residents of Northfield Township can be appointed on the Parks and Recreation Board. Each term of office will be for three years (with the exception of the Trustee – who will be appointed for his or her full term of office) and individuals can serve consecutive terms, but must be reappointed. In order to stagger the terms so that not all the members come up for appointment at the same time, the following will be the first year appointment only.

- 1) A Planning Commission member – 3 year term
- 2) A representative of the School Board – 2 year term
- 3) A representative of the DDA (appointed by the DDA) – 1 year term
- 4) Members of the community
  - a. Seat #1 will be for 3 years
  - b. Seat #2 will be for 2 years
  - c. Seat #3 will be for 1 years
  - d. Seat #4 will be for 3 Years
  - e. Seat #5 will be for 2 Years

We are also requesting that the Township Manager and Director of Community Center be identified in their job descriptions as nonvoting staff members of the Parks and Recreation Board.



Appointments will be approved by the Board of Trustees but the recommendation will come from the Parks and Recreation Board. Removal of Officers will also be the sole jurisdiction of the Board of Trustees. Recommendation for removal of offices will be addressed in the Parks and Recreation Boards by laws. This will be similar to how planning commission appointments come from the Supervisor but are voted on by the Board of Trustees.

### **Funding**

Funding obviously is an issue that will generate debate. It is not the intention of the Parks and Recreation "Commission" to create "bigger" government, but to recognize that with some limited funding, the Parks and Recreation "Commission" can have a greater impact. We have proven our capacity to successfully implement projects, our passion for the work, and our drive to get it done. With some funding, (we are requesting \$10,000 per year) our group believes we can begin the work of taking that next step towards more Parks and Recreation assets in Northfield Township. Please note that the Parks and Recreation Board will remain a volunteer board, without compensation.

The Parks and Recreation Board has demonstrated competency in dealing with the allocation of funds and maintenance of the Dog Park. If the \$10,000 funding is allocated, the monies used would be to advance the projects outlined in the master plan and any parks and recreation improvements in Northfield Township. Some projects that come to mind for small dollar allocations are the community garden, river walk, BMX Park and beginning the work for the Seven Mile Preserve Park. Additional projects may be identified that are not currently in the Master Plan. The Parks and Recreation Board will have the authority to allocate funds for these various projects.

### **Conclusion**

The Board of Trustees is under no obligation to create a Parks and Recreation Board or any similar entity. This request, both for a formal approval of our Board and dedicated funding will allow us to take another leap in our capacity building and to create new parks and rec. assets for all Northfield Township residents.

## Memo

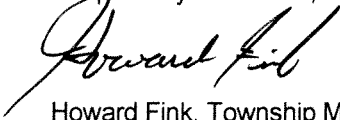
**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 2/18/2016  
**Re:** Ordinance for WLSAD

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Dear Township Board,

Most of the ordinance issues for the Whitmore Lake SAD have been addressed and staff is comfortable preparing the ordinance. The one item that is still outstanding is how long residents / business owners have to hook up to the sewer. We will need some direction from the board as to your wishes on this issue. Tim Hardesty and Brian Rubel will be present to make recommendations.

Respectfully Submitted,

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

Howard Fink, Township Manager



TETRA TECH, INC.

## INTEROFFICE MEMORANDUM

**TO:** Howard Fink, Northfield Township Manager  
**FROM:** Brian Rubel  
**DATE:** January 20, 2016  
**SUBJECT:** Potential Sewer Use Ordinance Revisions

On January 12, 2016, Tetra Tech participated in a conference call with the Township Manager, Township WWTP Superintendent and Township legal counsel. During this call, potential revisions to the Township's ordinances were discussed. Most of these items relate to the Whitmore Lake Road Special Assessment District sewer project although two items (prohibited items and fats, oils and grease) were being discussed prior to the SAD establishment.

We agreed to present these items for further discussion to the Board of Trustees at the January 26, 2016 workshop meeting. Tetra Tech prepared this memo to summarize the content of the January 12 conference call.

### POTENTIAL SEWER USE ORDINANCE REVISIONS

#### GRINDER PUMP STANDARDS

- Modify the ordinance to require a standardized grinder pump (to assist Township in stocking parts and maintenance)
- Modify the ordinance to require grinder pumps be installed by contractors prequalified by Northfield Township (so only contractors with proven workmanship complete work)

#### FUTURE CONNECTIONS

- Require a unique fee to the Whitmore Lake SAD for future connections made outside the SAD
- Fee likely would be \$3,000/REU in addition to the prevailing system development charge (i.e. the Township's existing connection fee)
- Collected funds would go to pay SAD debt and not deposited to the Township's sewer fund
- Connections would likely be restricted to gravity portion of system

#### CONNECTION TIMELINE

- The current ordinance requires connection to new systems within 90 days of notification by Township
- Consider modifying this to 1 year
  - Justifications for both a firm timeline and the 1-year duration:
    - 1 year is a standard timeline in other communities and projects
    - 1 year gives property owners more time than current ordinance
    - A timeline ensures users connect and more connections generates the revenue needed for the Township to operate and maintain the system. More connections also reduces the O&M.
    - A timeline provides justification that the sewer is needed to support the assessed funds

#### PROHIBITED ITEMS

- Modify the ordinance to more specifically prohibit disposing of wipes in sewer (this is a national problem, a Northfield Township problem and will be an even larger problem if not controlled in grinder pump customers)

#### FATS, OILS AND GREASE CONTROL

- Modify the ordinance to more specifically require grease traps at large food preparation facilities
- Require traps to be maintained, inspected and sampled (sampling performed to verify their effectiveness)