

Managers Report, May 2015

Parks and Recreation

We continue to work on the Parks and Recreation Master Plan. We met with the Whitmore Lake Schools to get their input into our plan, and they are reviewing it currently. Everyone involved is aware of the urgency to get this done, and are working towards that end.

Leave of Absence

As you all aware, I will be taking some considerable time off when Baby Finkins is born (cross between Fink and Bivins). I anticipate taking off two weeks, coming back a week and then take another two weeks off. All time off will be used with existing PTO. Given that I have no idea what to expect, I am sure that will be altered. I am always available via cell phone and will be coming in periodically to ensure that everything is moving forward. I will be having meetings with our consultants and staff so that existing projects continue to move forward.

Library Allocation Fee

Rick Yaeger provided Zaley Nelson a new calculation of his time (he more formally tracked it over the last year) spent on the library. Also, he asked the employees in the office what their sense of the percentage time was over the last year, and that number differed slightly from fiscal year 2014. I have no issues with Rick verifying a cost allocation. Based on this, the library total came out to be \$11,148 (appropriate document attached). The Board will need to make a decision if they want to change the cost allocation or stick to the previous year's amount. To prevent this from being a protracted conversation every year, Rick and I both suggest a 2 year amount to be set, so that the library can effectively budget from year to year. Also, you may wish to consider not altering the fee this year, as it would be retroactive to a two year set amount, but rather adjust the fee starting with the 2016 budget year moving forward. Either way, this is a policy decision by the Board of Trustees through negotiations with the Library Board.

Civic Event Permit, etc.

On the agenda are two civic event permits. A decision needs to be made on waiver of fees for these events; and in my opinion, a more general policy position on many of our events in the Township. I have included a copy of the Muni-Code ordinance governing this issue. Please note, that whatever is codified in Muni-Code is law. Any changes will need to be made from what is currently codified, regardless of past practice or decisions.

Fees

While I am not yet ready, we do need to make sure we have a policy in place on fee waivers. They can be done at a board level, or administratively, or both. For example, Tom Monchak approached me on waiving a permit fee for a property split; which he feels the resident was inconvenienced in our administrative process. To date, only the Board can waive fees. We need to debate how best to approach this.

People's Express

The People's Express contract is not on the agenda. I have mostly been communicating with Lenore Zelenock, and she is aware that they need to decide on how they wish to precede with the increase costs of both our Attorney's and Insurance company's recommendation to provide additional liability coverage for the Township. Some may see this as overkill, but I do not feel as such. A Township's contract with another entity to provide transportation of residents carries with it additional risk, and it's good that we have gone through this exercise. Eventually,

People's Express will need to decide how they wish to proceed, and then the Board will need to make a final determination.

Non Motorized Path

Title work has been completed on the Non Motorized path. Paul Burns' office now needs to review the title work and easements needed for the project. I am hoping to have first contact with many of the residents prior to me going on leave. Stay tuned.

Sidewalk Project along Main Street

The county and I have had our initial kickoff meeting with OHM and have reviewed the project in detail. OHM has been charged with beginning design and putting together (ASAP) a budget estimate, as well as a sense of the location of the sidewalk (if easements will be needed). My hope is that we are able to locate the sidewalk in the existing Main Street right of way, with permission from the County Road Commission. Stay tuned.

Sewer REU's

Now that the Sewer REU audit on commercial properties is complete, we will begin the next phase of our audit; residential properties. The intent of these exercises is to ensure that everyone is fairly and justly billed according to our ordinances. I cannot stress enough that fees charged must be consistent with our ordinance provisions. Anything to the contrary requires a quick recalculation or a change in our ordinances.

Economic Development

Once the Parks and Recreation Plan is in effect and finalized, I intend to concentrate more efforts on Downtown Planning. The first step in that process is to engage the DDA in an effort to getting additional liquor licenses. As I have previously indicated, I believe this is one of many first steps in helping revitalize Downtown Whitmore Lake. Additionally, I am going to move forward with the Board's wishes on Downtown Planning Process. I am proposing a subcommittee that would meet regularly to create such a plan, with myself as primary staff support and authorship of the document (all language, policy decisions and content would be reviewed and approved by the commission). As a first glance, I am proposing a 7 member commission made up of the following appointments: 1 BOT member, 1 DDA member, 1 resident from the rural zoning of the township, 1 resident from the urbanized area of the township, 1 member of Kiwanis (they have large interest in the use of 75 Barker), and three property owners (2 commercial and 1 residential) in Downtown Whitmore Lake. This provides the greatest cross section of opinions and diversities that represent our community.

Whitmore Lake SAD

We have received the critical easement for the Whitmore Lake Sewer Special Assessment District. Previously, we were looking for a discharge of mortgage from the property owner. We have received that discharge of mortgage. Paul Burns' office will be reviewing the title work to ensure that there is no additional discharge of mortgage needed (properties can have multiple mortgages on them). Once this is finalized, we will move forward with bidding. I am assisting the property owner in order to speed this up as much as possible. I anticipate there being significant progress on this very shortly. Whether I am in the office or not, Paul's office will be instructed to move this forward as quickly as possible.

Planning Consultant Contract

While it is not on the agenda for approval, Carlisle Wortman has submitted a small increase in fees in their current contract. This contract has not been updated since October 2009. They are

proposing a 2.5% increase in their rates and a \$50.00 per month increase in their monthly retainer (450.00 to 500.00). Given that this is a critical contract (legislative, rather than administrative in nature), by our own policy, this must be approved by the Board of Trustees. Please let me know when you want this on the agenda.

Budget workshop

The budget workshop is upon us. As a reiteration, the budget represents a big policy decision. As such, the majority of the next workshop will be dedicated to the budget, encompassing the general fund, police, fire, and sewer. There are a few budget amendments on the agenda for tonight, dealing with some overages in the salary line item of the Clerk's office and the miscellaneous line item for the Treasurer's office, which has been used to cover small claims court fees for collection of delinquent personal property taxes.

Code Enforcement

Bill Lenaghan will be present for a presentation at the next board workshop on the code enforcement activities in Northfield Township; his prioritization and overall numbers / results.

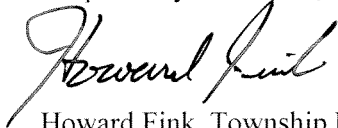
Earhart Drain

As the Board has decided, we will be dismissing our appeal of the apportionment hearing on the Earhart Drain Issue. I will be drafting a letter, which will be distributed to the entire board, as its author will be the Board as a whole, outlining our issues, concerns and hopefully ways to improve these processes for future drainage projects in our community.

Board Meeting Room

The Board has decided not to move forward with a costly expenditure to build out a board room. I think there may be value to still moving the room from the North to the South Side, with some VERY minor improvements. The South side acoustics and air flow seems better, and we might be able to leave the air conditioning on while the meeting is occurring. Your thoughts?

Respectfully Submitted,

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

Howard Fink, Township Manager

NORTHFIELD TOWNSHIP
Library Administrative Charge
Fiscal 2014 and 2015

Deputy Treasurer

- Total Wages & Benefits	55,239		
Property Tax %	50.0%		
Wages Related to Tax	<u>27,619</u>		
Library Portion of Tax	13.1%		
Total Deputy Treasurer	<u>3,618</u>		<u>3,618</u>

Treasury Clerk

- Total Wages	17,106		
Property Tax %	23.0%		
Wages Related to Tax	<u>3,934</u>		
Library Portion of Tax	13.1%		
Wages Related to Lib. Tax	<u>515</u>		<u>515</u>
Other CR %	18.8%		
Wages Related to Other CR	<u>3,216</u>		
Library Portion of Other CR	1.9%		
Wages Related to Lib. Other CR	<u>61</u>		<u>61</u>

Deputy Clerk

<u>Total Wages</u>			
- Accounts Payable	13,526	9.4%	1,271
- Payroll	4,058	12.7%	515
- Sewer Billing	2,705		0
- Elections	5,410		0
- Cash Receipts	1,353	9.0%	122
Total	<u>27,052</u>		<u>1,909</u>

Controller

- Total Wages	57,321	5.0%	<u>2,866</u>
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Overhead

- Hall & Grounds	27,589	10.0%	0
- PSB Maint & Ops	49,534	2.5%	0
Total			<u>0</u>

Total Library Administrative Fee			<u>8,969</u>
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PAM BOEGLER

Time Estimates

Sewer	25.0%
Taxes - Fiduciary	50.0%
Building	25.0%
	<u>100.0%</u>

Annual Wages	41,000
FICA @ 0.0765	3,137
Health	6,442
Life/Disability	560
Pension	4,100
Total	<u>55,239</u>

Tax Portion	50.0%	27,619
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Sewer %	25.0%
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Library %	13.1%
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Sewer Total	<u>13,810</u>
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Library Total	<u>3,618</u>
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MARY KENDAL

Time Estimates

Cash Receipting	75.0%	----->	75.0% Sewer and Taxes	-----> Sewer	75.0%	x	59.2%	=	44.4%
Building Related	25.0%		25.0% Other	Taxes	75.0%	x	40.8%	=	30.6%
Total	<u>100.0%</u>		<u>100.0%</u>						<u><u>75.0%</u></u>

Sewer	33.3%
Taxes	23.0%
Other	18.8%
Building	25.0%
	<u>100.0%</u>

Annual Wages	15,890
FICA @ 0.0765	1,216
	<u>17,106</u>

Sewer %	33.3%
Sewer Total	<u>5,696</u>

	Tax Portion	Other Portion
	23.0%	18.8%
	<u>3,934</u>	<u>3,216</u>
Library %	13.1%	1.9%
	<u>515</u>	<u>61</u>
Library Total	<u>576</u>	<u>576</u>

JEWELIE B

Time Estimates

Sewer Admin Charge

Accounts Payable	50.0%	13,526	-----> x	24.9% =	3,368
Payroll	15.0%	4,058	-----> x	13.4% =	544
Sewer Billing	10.0%	2,705	----->		2,705
Elections	20.0%	5,410			
Cash Receipts	5.0%	1,353	-----> x	20.6% =	279
Total	<u>100.0%</u>	<u>27,052</u>			<u>6,895</u>

Annual Wages		25,130
FICA @ 0.0765		1,922
		<u>27,052</u>

Library Admin Charge

Accounts Payable	50.0%	13,526	-----> x	9.4% =	1,271
Payroll	15.0%	4,058	-----> x	12.7% =	515
Sewer Billing	10.0%	2,705			
Elections	20.0%	5,410			
Cash Receipts	5.0%	1,353	-----> x	9.0% =	122
Total	<u>100.0%</u>	<u>27,052</u>			<u>1,909</u>

RICK YAEGER

Time Estimates

General	39.90%
Police	14.25%
Fire	14.25%
Bldg	2.85%
WWTP	23.75%
Library	5.00%
	<u>100.00%</u>

Annual Wages	53,248
FICA @ 7.65%	4,073
	<u>57,321</u>

Library Portion	5.0%
Total Library	<u>2,866</u>

NORTHFIELD TOWNSHIP

Library Administrative Charge

Fiscal 2016 and 2017

Deputy Treasurer

- Total Wages & Benefits	57,264		
Property Tax %	55.0%		
Wages Related to Tax	<u>31,495</u>		
Library Portion of Tax	13.1%		
Total Deputy Treasurer	<u>4,134</u>		<u>4,134</u>

Treasury Clerk

- Total Wages	20,911		
Property Tax %	10.2%		
Wages Related to Tax	<u>2,136</u>		
Library Portion of Tax	13.1%		
Wages Related to Lib. Tax	<u>280</u>		<u>280</u>
Other CR %	7.5%		
Wages Related to Other CR	<u>1,568</u>		
Library Portion of Other CR	1.6%		
Wages Related to Lib. Other CR	<u>26</u>		<u>26</u>

Deputy Clerk

<u>Total Wages</u>			
- Payroll	10,376	10.4%	1,077
- Sewer Billing	10,376		0
- Elections	8,647		0
- Cash Receipts	5,188	8.3%	430
Total	<u>34,588</u>		<u>1,507</u>

Controller

- Total Wages	60,219	7.5%	<u>4,516</u>
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Admin. Asst

- Total Wages	8,599	8.0%	<u>684</u>
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Overhead

- Hall & Grounds	34,340	10.0%	0
- PSB Maint & Ops	49,534	2.5%	0
Total			<u>0</u>

Total Library Administrative Fee			<u>11,148</u>
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PAM BOEGLER

Time Estimates

Sewer	25.0%
Taxes - Fiduciary	55.0%
Taxes - Non-Fiduciary	10.0%
Building/Zoning	10.0%
	<u>100.0%</u>

Annual Wages	42,230
FICA @ 0.0765	3,231
Health	7,050
Life/Disability	530
Pension	4,223
Total	<u>57,264</u>

Tax Portion	55.0%	31,495
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Sewer %	25.0%
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Library %	13.1%
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Sewer Total	<u>14,316</u>
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Library Total	<u>4,134</u>
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Source: Fiscal 2015 Budget

MARY KENDAL
Time Estimates

Cash Receipting	30.0%	----->	75.0%	Sewer and Taxes	----->	75.0%	x	54.6%	=	41.0%
Building Related	70.0%		25.0%	Other		75.0%	x	45.4%	=	34.0%
<u>Total</u>	<u>100.0%</u>		<u>100.0%</u>							<u><u>75.0%</u></u>

Sewer	12.3%
Taxes	10.2%
Other	7.5%
Building	70.0%
<u>Total</u>	<u>100.0%</u>

Annual Wages	19,425
FICA @ 0.0765	1,486
<u>Total</u>	<u>20,911</u>

Sewer %	12.3%
<u>Sewer Total</u>	<u>2,569</u>

	Tax Portion	Other Portion
	10.2%	7.5%
	2,136	1,568
Library %	13.1%	1.6%
	280	26
Library Total	<u>306</u>	

Source: Fiscal 2015 Budget

CRISTINA WILSON

Time Estimates

Sewer Admin Charge

Payroll	30.0%	10,376	----->	x	12.9%	=	1,337
Sewer Billing	30.0%	10,376	----->				10,376
Elections	25.0%	8,647					
Cash Receipts	15.0%	5,188	----->	x	22.1%	=	1,148
Total	<u>100.0%</u>	<u>34,588</u>					<u>12,861</u>

Annual Wages		32,130
FICA @ 0.0765		<u>2,458</u>
		<u>34,588</u>

Library Admin Charge

Payroll	30.0%	10,376	----->	x	10.4%	=	1,077
Sewer Billing	30.0%	10,376					
Elections	25.0%	8,647					
Cash Receipts	15.0%	5,188	----->	x	8.3%	=	430
Total	<u>100.0%</u>	<u>34,588</u>					<u>1,507</u>

Source: Fiscal 2015 Budget

RICK YAEGER

Time Estimates

General	32.50%	13 Hrs per Mth (13 divided by 40 = 32.5%)
Police	11.25%	4.5 Hrs per Mth (4.5 divided by 40 = 11.25%)
Fire	11.25%	4.5 Hrs per Mth (4.5 divided by 40 = 11.25%)
Bldg	5.00%	2 Hrs per Mth (2 divided by 40 = 5%)
WWTP	32.50%	13 Hrs per Mth (13 divided by 40 = 32.5%)
Library	7.50%	3 Hrs. per Mth (3 divided by 40 = 7.5%)
	<u>100.00%</u>	

Annual Wages	54,850
FICA @ 7.65%	4,196
	<u>59,046</u>

Library Portion	7.5%
Total Library	<u>4,428</u>

Source: Fiscal 2015 Budget

JENNIFER

Time Estimates

Sewer Admin Charge

Accounts Payable	30.0%	8,599	----->	x	23.2%	=	1,995
Administrative	70.0%	20,063				=	0
Total	<u>100.0%</u>	<u>28,662</u>					<u>1,995</u>

Annual Wages		26,625	
FICA @ 0.0765		<u>2,037</u>	
		<u>28,662</u>	

Library Admin Charge

Accounts Payable	30.0%	8,599	----->	x	8.0%	=	684
Administrative	70.0%	20,063				=	0
Total	<u>100.0%</u>	<u>28,662</u>					<u>684</u>

Source: Fiscal 2015 Budget

NORTHFIELD TOWNSHIP
Sewer/Library Administrative Charge
Overhead Charge

	H&G*		
	<u>Expenditures</u>		
Janitorial	6,000	General	60.0%
- FICA	460	Police	10.0%
Supplies	9,000	Fire	10.0%
Snow & Lawn Maint	4,800	WWTP	10.0%
Communication	8,280	Library	10.0%
Utilities	1,500		<u>100.0%</u>
Rental Eq.	4,300		
Total	<u>34,340</u>		
Sewer %	10.0%	Library %	10.0%
Sewer Portion	<u>3,434</u>	Library Portion	<u>3,434</u>
PSB Maint. & Ops	49,534	N/A N/A N/A N/A N/A N/A	
Sewer %	5.0%	Library %	2.5%
Sewer Portion	<u>2,477</u>	Library Portion	<u>1,238</u>
Total Sewer	<u>5,911</u>	Total Library	<u>4,672</u>

* Source = Fiscal 2015 Budget

Fiscal 2015 Budget

PROPERTY TAX REVENUES

	\$	% of TTL
- Gen	407,540	13.2%
- Law	1,380,946	44.6%
- Fire	617,577	19.9%
- PSB	281,178	9.1%
- Lib	409,550	13.1%
Total	3,096,791	100.0%

Fiscal 2015 Budget

EXPENDITURES

	\$	% of TTL
- Gen	1,479,629	28.2%
- Law	1,481,649	28.2%
- Fire	656,643	12.5%
- Lib	418,289	8.0%
- WWTP	1,219,734	23.2%
Total	5,255,944	100.0%

Based on Latest Tax and Sewer Bills on 4/20/15

SEWER AND TAX BILLS

Sewer Bills	2,557/Qtr	10,228	54.6%
Tax Bills	4,251 W/S	8,502	45.4%
Total		18,730	100.0%

Fiscal 15 Budget

PAYROLL

	\$	% of TTL
- Gen	478,253	23.9%
- Law	760,568	38.0%
- Fire	295,310	14.8%
- Lib	207,753	10.4%
- WWTP	259,903	12.9%
Total	2,001,787	100.0%

Fiscal 2015 Budget Reve

CASH RECEIPTS

	\$	% of TTL
- Gen	1,510,969	24.5%
- Law	1,482,146	24.1%
- SNARC	50,000	0.8%
- FNARC	100,000	1.6%
- Fire	657,152	10.7%
- Bldg	52,515	0.9%
- PSB	430,978	6.9%
- WWTP	1,362,073	22.1%
- Lib	510,650	8.3%
Total	6,156,483	100.0%

CASH RECEIPTS Less Prop Taxes

	\$	% of TTL
- Gen	1,103,429	17.9%
- Law	101,200	1.6%
- SNARC	50,000	0.8%
- FNARC	100,000	1.6%
- Fire	39,575	0.6%
- Bldg	52,515	0.9%
- PSB	149,800	2.3%
- WWTP	1,362,073	22.1%
- Lib	101,100	1.6%
Total	3,059,692	49.7%



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

April 28, 2015

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

Dear Howard:

Please find attached to this letter an Agreement for Consulting Services. Our current agreement was last updated in October of 2009. Since that time, our rates have not changed (either hourly rates or schedule fee rates).

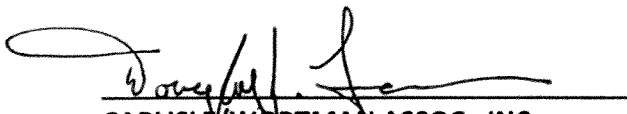
As you can imagine, our costs over the last 5 ½ years have not remained stagnant, but due to the challenges of the State and local economy, we elected to maintain our 2009 fees with no changes to Northfield Township during this time. We now propose a 5% increase for all of our fees to occur over a two (2) year period (2.5% per year). The first 2.5% increase would be reflected this June 1st, with the second 2.5% increase to occur one year later on June 1st, 2016.

In addition to our regular fees, we propose an increase in our monthly retainer from \$450.00 per month to \$500.00 per month. This increase is based on our increasing involvement with the Township over the years. Please see the attached agreement for specific details and proposed fees.

In an effort to improve services and meet the needs of the Township, Laura Kreps, AICP, an Associate with our firm will be assisting me in carrying out the services outlined in this agreement. Laura is an experienced planner and certified Zoning Administrator who will be able to assist in carrying out all aspects of the Planning and Zoning function for the Township.

Thank you for your consideration and I'd be happy to discuss this with you.

Sincerely,



CARLISLE/WORTMAN ASSOC., INC.
Douglas J. Lewan, PCP, AICP
Principal



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT, Entered into this 1st day of June, 2015, by the Charter Township of Northfield, hereinafter referred to as the “Client” and Carlisle/Wortman Associates, Inc. hereinafter referred to as the “Consultant.”

WHEREAS, The “Client” desires to engage the “Consultant” to provide Planning Services.

NOW, THEREFORE, In consideration of the foregoing, and of the mutual agreement hereinafter set forth, the parties hereto legally intending to be bound hereby do agree for themselves and their respective successors and assigns as follows:

SECTION 1.0

PLANNING SERVICES

The “Consultant” for his part agrees to provide services in accordance with the Scope of Work included in Section 3.0.

SECTION 2.0

COLLECTION OF DATA

It is understood that the “Consultant” will have the cooperation of the “Client” in the collection of basic data and other information for the above work.

SECTION 3.0

SCOPE OF WORK /PAYMENT FOR SERVICES

3.1 Monthly Retainer Services – A monthly retainer of \$500 shall include the following services:

- 1) Attendance at two (2) meetings each month as directed by the Township. These may be either Planning Commission meetings or Township Board meetings or any other meeting of a Township Committee or Board or Commission. Additional meetings each month to be billed on an hourly basis.

- 2) Unlimited telephone consultation on all matters related to planning and zoning, including e-mail correspondence with Township staff.
- 3) Advising, assisting, and coordinating with Township Officials in matters dealing with State laws and Township ordinances.

3.2 Additional Services – From time to time, additional services may be requested by the Township Planning Commission and/or Township Board of Trustees and will be billed at hourly rates included as Attachment I. Additional services may include:

- 1) Attendance at additional meetings as requested (not included in monthly retainer fee).
- 2) Preparation of periodic reports, planning studies and zoning amendments.
- 3) Other Planning and Zoning related work as directed by the Township, Planning Commission and/or Township Board of Trustees.
- 4) Consultation with residents, property owners, developers, etc. regarding planning and zoning issues and procedures, etc.

These services are purposely removed from the retainer as it is not possible to know the scope or cost of planning studies and zoning amendments as requested by the Township. If requested, a detailed scope of work would be provided for any services proposed under this section, otherwise work will be billed at our current hourly rates.

3.3 Development Review – Development review (site plans, subdivision plats, rezoning, etc.) shall be performed in accordance with the rate schedule included as Attachment II. Development review is a pass through cost to the Township.

3.4 Conduct training workshops (once annually as requested) for Township elected and appointed officials, on special planning topics as requested by the Township.

SECTION 4.0

REPRESENTATION

It is understood and agreed that Douglas J. Lewan, AICP, PCP, is the Principal-in-charge regarding all matters pertaining to this Agreement and may assign additional personnel or sub-consultants to assist in the execution of all matters pertaining to this contract, including Planning Commission meeting attendance.

SECTION 5.0

OWNERSHIP OF MATERIALS

All documents or other materials prepared by the “Consultant” under this Agreement shall be considered the property of the “Client”.

SECTION 6.0

LIMITATION OF LIABILITY

The “Consultant” agrees, to the fullest extent permitted by law, to indemnify and hold the “Client” harmless from damages and losses arising from the negligent acts, errors or omissions of

the "Consultant" in the performance of professional services under this Agreement, to the extent that the "Consultant" is responsible for such damages and losses on a comparative basis of fault and responsibility between the "Consultant" and the "Client". The "Consultant" is not obligated to indemnify the "Client" for the "Client's" own negligence.

SECTION 7.0

TERMS OF AGREEMENT

The term of this Agreement shall be for a period of two (2) years from the date of execution and shall be extended for successive periods, although the conditions may be modified by mutual agreement.

This Agreement may be terminated by either the "Client" or "Consultant" individually or jointly upon thirty (30) days written notice. Compensation during the notice period would be paid by the "Client" to the "Consultant" if services are faithfully rendered to the "Client".

IN WITNESS WHEREOF, the "Consultant" and the "Client" execute this Agreement as of the date first set forth in this Agreement.

WITNESS

CLIENT

Title:

Title:

Kathleen Wortman

CONSULTANT
Richard K. Carlisle

Richard K. Carlisle, AICP, PCP
President
Carlisle/Wortman Associates, Inc.

Kathleen Wortman

Douglas J. Lewan

Douglas J. Lewan, AICP, PCP
Managing Director
Carlisle/Wortman Associates, Inc.



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

Attachment I

Rate Schedule Northfield Township

<u>Personnel</u>	<u>Hourly Rate</u>	
	June 2015	June 2016
Principal	\$92	\$95
Senior Associate	\$82	\$84
Associate	\$77	\$79
Community Planner/Landscape Architect	\$72	\$74
Graphics (GIS) Technician	\$62	\$64
Support Staff	\$51	\$52
 <u>Expenses</u>		<u>Rate</u>
AutoCAD Operation		\$25/hr
Mileage		52¢/mi.
Supplies, Prints, Mailing		Cost + 20%



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Attachment II

Development Review Fee Schedule Northfield Township

- 1) Single-Family Subdivision Plat/Site Condo Review:
 - a. Sketch Plan Review - \$220 plus \$5.00 per acre
 - b. Preliminary Plat/Plan Review - \$385 plus \$20.00 per acre
(tentative and final)
 - c. Final Plat Review - \$330 plus \$20.00 per acre
- 2) Site Plan Review:
 - a. Concept Plan - \$330 plus \$20.00 per acre
 - b. Final Plan - \$385 plus \$20.00 per acre
- 3) Planned Unit Development:
 - a. Preliminary Plan - \$385 plus \$20.00 per acre
 - b. Final Plan - \$550 plus \$20.00 per acre
- 4) Rezoning Applications - \$440 plus \$10.00 per acre
- 5) Special Land Use Applications - \$440 plus site plan fee
- 6) Landscape Plans - Hourly
- 7) Variances - Hourly
- 8) Review of Revisions - ½ of initial fee based on above schedule