

proceed regarding property with the parcel number. 02-25-400-021. **Motion carried 7—0 on a voice vote**

**5.  
Hiring of Planner**

Mozurkewich recalled the presentations made on last month by four different planning agencies, and she call for comments from Board members. Iaquinto said the most value seems to lie with using Pennington and Nanney. Dockett said Preston's fees seem to be the most reasonable. Rowe noted that Pennington and Nanney indicated they would not be double billing, even though they would be working together. Rowe said after reviewing fees he does not see a significant savings among the planners who made presentations, and there is some benefit to staying with the current planning firm, Carlisle/Wortman.

Smith said there is benefit to having institutional knowledge, and while Pennington had that for many years, a change was made several years ago, and Lewan (with Carlisle/Wortman) is now the person who has been building that institutional knowledge. He said planning is a long-term process and requires a long-term commitment. He said while he has had some problems with them, he does not think they are significant enough to warrant changing planners. He said, however, if there were to be a change, it would make sense to revert back to Pennington.

Iaquinto said there have been many complaints from business owners about Carlisle/Wortman, including about high fees and not being able to contact the planners easily. He said his experience in working on the Planning Commission leads him to recommend Pennington because his institutional memory far exceeds that of Carlisle/Wortman. He said Pennington and Nanney's fees also seem more reasonable. Dockett agreed. Mozurkewich said when considering the work done under Carlisle/Wortman's retainer their fees may be just as reasonable as the others or more so. Rowe agreed, noting that the retainer covers things such as attending Planning Commission meetings.

Regarding the climate for businesses, Rowe said some of that may have been generated by the previous Board which gave direction to the planners. He added that most fees for planning services are set by the Township Board, not the planners. He said when he first looked at Pennington's report he was struck by the fact that it referred to "Charter Township of Northfield." He said if anyone should know Northfield Township is not a charter township, he should.

Mozurkewich said most of the cost savings will come from discontinuing office hours. She said she is not hearing agreement from Board members, so she suggested continuing with the current planners and changing the fee structure to see if that addresses some of the concerns. In answer to a question from Smith, Mozurkewich said the current contract with Carlisle/Wortman will be expiring soon, but they have indicated they would not hold the Township to completing that.

Iaquinto asked that Nanney be asked to submit a proposal for providing services on a retainer basis. Mozurkewich said she will ask for that.

**6.  
Purchase of Park Area Lots  
from Washtenaw County**

Manning reported that the County Treasurer has informed the Township that five lots in the future park area are in foreclosure for unpaid taxes. She noted that the current budget includes \$2,500 for such purchases and there are additional funds that could be used to cover the total cost. In answer to a question from Iaquinto, Manning confirmed these are all vacant lots, and the current purchase price being offered by the County is the equal to or less than their cost if they were allowed to go to auction. Dockett said DNR lots that become available need to be purchased by the Township, too, as they become available. Manning said she watches those, too.

- **Motion:** Rowe moved, Wilson supported, that Northfield Township purchase the lots as shown on the letter from the County Treasurer: parcels 02-08-201-007, 02-08-201-008, 02-08-240-018, 02-08-276-038, and 02-08-279-003, for a total value of \$3,648. **Motion carried 7—0 on a voice vote.**

**DISCUSSION ITEMS**

**1.  
Munivest Accounts**

Dante DeMiro said he is the founder of Munivest, and he distributed information about his firm. He explained how they have been handling the investment of the Township's funds. In answer to a question from Mozurkewich, DeMiro said 100% of the Township's investments with Munivest are insured.

Smith asked how liquid the Township's funds are. DeMiro said Michigan Act 20 includes regulations about this, and Munivest has increased the liquidity of the Township's funds. He said they can all be converted to cash within 72 hours. In answer to a question from Smith, Wilson said the total is currently between \$4,000,000-\$5,000,000. Smith asked what return the Township is getting on those funds. DeMiro said the returns through September have exceeded those of 2005, which is roughly \$35,000-\$40,000. He said he could provide specific answers, but would need to look at the records. Smith said it appears that 3.5% for a five year CD seems to be the highest currently available at a bank, so he would be concerned about a return of 8% being safe. DeMiro said he would be, too, but noted there are over 500 banks in the State.

In answer to a question from Iaquinto, Mozurkewich said the Township's auditors include the funds invested with Munivest in their audit. DeMiro said he will be interested in seeing their report. In answer to a question from Rowe, DeMiro his firm is not the custodian of any of the Township's funds. He said an independent third party, First Southwest, holds the assets. In answer to another

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Notes of Regular Meeting  
Public Safety Building; 8350 Main Street  
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question from Rowe, DeMiro said his firm is compensated either by a commission on new issues, or through a markup. He said it is similar to the handling fee charged taxpayers when they pay their tax bill.

**2.  
Cost Sharing at 9101 Main Street  
with Northfield Human Services (NHS)**

Mozurkewich referred to her memo of October 6, 2009, about this. She noted that Northfield Human Services (NHS) provides valuable transportation services to the Township's residents, so she is proposing that they continue to use the building rent free, but noted there are approximately \$13,690 in annual costs for supplies, maintenance, grounds, janitorial, trash removal, utilities, and insurance. She said unfortunately in the current economy the Township cannot afford to continue to pay for all of those costs alone.

She noted that Doug Anderson, NHS Executive Director, had asked for a number of months notice prior to the beginning of their fiscal year to allow them to plan for this. In answer to a question from Iaquinto, Mozurkewich said NHS uses about 50% of the 800-1,000 square feet in the building. Iaquinto estimated that could bring in \$10,000-\$12,000 in rent annually.

Nancy Enloe, NHS Board President, said when 9101 Main was built the grant funds for it were based on it housing a human services center and senior center. She said the Township was required by the grant to maintain the building for those purposes for 10 years, after which the Township would hold ownership. Mozurkewich noted that agreement expired in 2007.

Enloe said NHS is a non-profit which gets funding from grants and from the communities it serves. She said they have had difficulty getting funding from Northfield Township. She said it was initially supposed to get \$6,000 annually from Northfield Township, but has never received those funds, while other Townships pay them fees in varying amounts. Rowe said he does not know when funds started going to NHS, but he knows at some point that the amount was reduced to \$3,500 in light of the fact that space was being provided in the building. Enloe said they have no record of receiving any payments from the Township. Rowe said he is sure the Township could come up with some canceled checks.

Rowe said this should be discussed with Executive Director Anderson. He said if the Township is supposed to be paying NHS \$3000/year, that should be deducted from the amount being asked of them in shared costs. Manning said she believes there was an agreement concerning the payments to the Township being stopped in consideration of other benefits being provided to NHS.

**3.  
Recommendation and Presentation  
from Transition Committee**

Iaquinto listed the members of the Transition Committee and noted that input had been received from the public

and the Police and Fire Chiefs. He said the possibilities for using the Public Safety Building (PSB) include building out the second floor and moving Township offices there, and using space in the first floor in both the Fire and Police Departments by reconfiguring the existing floor plan on a temporary basis.

He said the cost of completing the second floor buildout for use by the Township offices and senior center, with 20% of the space available for future leasing, would be more than \$350,000. He said reconfiguring the first floor area would cost about \$50,000.

Iaquinto said the committee's recommendation is to move the Township offices into the first floor of the PSB. He noted the second floor buildout option would use 25%-30% of the Township's fund balance and it was agreed that is not advisable in this economic climate. He said the committee is also recommending that the Township sell 75 Barker Road and seek input from Northfield Human Services (NHS) about their interest in purchasing it.

He provided a floor plan of the building indicating the 2,000 square feet that would be occupied by the Township Offices as well as showing how uses of the other areas would be shifted within the Fire and Police Departments.

Mozurkewich noted other issues were considered, including using portables from the public schools, and moving the Township offices into a temporary setting on the second floor, then later building out the space properly, but it would be impractical to do that and would add expense.

Mozurkewich called for comments from the public. Ryan Burke, President of the Firefighters Association, asked questions about the costs involved in properly building out space for the Township Offices on the second floor. Iaquinto and Mozurkewich explained that the cost for doing that type of work is typically about \$40/square foot.

Smith said this discussion is rehashing the work the committee has already done. Dockett asked whether it is legal to move the Township Offices into this building given that funding was approved by the voters for public safety building. Mozurkewich said she sought a legal opinion on this, and she was advised there is no legal issue with using the space for Township purposes. Burke said the Firefighters Association is very unhappy with this plan. Iaquinto said Police and Fire will still have the use of the majority of the building, so it seems selfish of them to oppose this plan for use of a limited part of the building for Township offices. Burke said building out only the 2200 sq. ft. proposed for use by the Township Offices at \$40/sq. ft. would cost only \$80,000.

Gary Wells, Barker Road, said the Township's financial house is on fire, and if the Fire Department cannot see that they need to look at the budget. He noted State revenue sharing is down 12% this year and will be down further next year, and property values and tax income are going down. He said right now the Township needs help. He said family and community house those who need help, and all of the parts of the Township's family need to work together in this severe economic downtown. He said it is