

# Northfield Township

## MICHIGAN

# Township Talk

## Township Manager Updates

The past several months have been particularly busy in Northfield Township. Through guidance and good governance by the Township Board of Trustees, many exciting activities and long-needed improvements have begun or have been completed. Here is just a partial list of what we have been working on.

After the much-awaited groundbreaking ceremony held July 14, 2023, construction began at the Community Park to complete the driveway, parking area, sidewalk, and non-motorized trail. This work is being completed with the help of a \$300,000 MDNR Trust Fund grant and use of matching American Rescue Plan Act (ARPA) funds in the amount of \$130,000. Next will be construction of a connector path from the new park trail to the Barker Road Play Path. This project is being made possible through a \$225,000 Connecting Communities grant from Washtenaw County Parks & Recreation and matching ARPA funds in the amount of \$150,000. Other park development grants include a \$46,000 Building Healthy Places Grant, \$36,000 available Community Development Block Grant (CDBG) monies and a \$5,000 grant to erect a shade structure. In total, nearly \$900,000 has been earmarked for park improvements with no funding coming from the Township's general fund. All matching funds come from ARPA, made available through the Federal Government's Covid Relief Program.



To address the expected increase in activity and use of the park, our Community Center Director was promoted to Community Services Director and is now also responsible for Parks and Recreation activities. A new assistant was recently hired at the Community Center to help with the increased workload and services to the community. Be on the look-out for new programming coming to the Community Center and the Community Park.



The Township had a very successful Farmers Market season this year, which now falls under our Community Services Department. We plan to move the market back to the Community Park next market season and hope to increase our market dates. One of the features at this year's Farmer's Market was our first annual Local Business Expo conducted in conjunction with the September 17, 2023 market. The Business Expo featured 14 local businesses and organizations, allowing residents the opportunity to interact directly with our local business owners. We hope you'll join us at next year's expo.

A couple additional projects funded with ARPA monies include the rehabilitation of the boiler system at the Public Safety Building and an upgrade of controls for the HVAC system. The repair and upgrade of this system will cost approximately \$410,000 and will help provide for a more efficient and cleaner running system for the community's largest township owned public building.

The November 2022 election brought us the passage of a millage for land preservation. Subsequently, the Purchase of Development Rights Ordinance was adopted, and the Land Preservation Committee will be contracting for professional services to facilitate purchase of development rights and management of agricultural properties within the Township.

The Township Board conducted a workshop on September 27, 2023, to establish goals for the upcoming year and to revise the Township's Vision Statement (see page 4). Other notable business attraction actions on behalf of the Board include the purchase of seasonal banners for the downtown area, approval of a gateway sign and overpass improvements for northbound traffic on US-23 at Joy Road, and networking events held in conjunction with the Whitmore Lake Chamber of Commerce including our November event entitled "What's New in Northfield Township".

The largest upcoming project by far will be the Northfield Township Sewer Service Area design and development. The Township's gravity flow sewer system located in the hamlet area has reached capacity and is in need of repair and expansion. The Board of Trustees recently approved a contract with Tetra Tech to analyze, design and prepare bid documents for needed improvements.

Keep watching for more new and exciting projects!



# Treasurer's Office Tidbits

## Winter Tax Information

Taxes are due by **Wednesday, February 14, 2024**, to avoid interest and penalty. Failure to receive your tax bill does not exempt you from paying or being assessed late charges.

Taxes are payable at Northfield Township through February 29, 2024. Any unpaid taxes will be transferred to the Washtenaw County Treasurer for collection thereafter. The Township cannot legally accept tax payments after February 29, 2024.



Taxes are payable by cash, check, or credit/debit card. **Please verify all information is correct on your check before mailing.** Post-dated checks are not accepted and will be returned. If mailing your payment, be sure to allow sufficient time as **POSTMARKS ARE NOT ACCEPTED AS PAYMENT DATE.**

You may pay your taxes with credit/debit card or e-check on our website at [www.twp-northfield.org](http://www.twp-northfield.org) or by calling (833) 733-6290. Fees apply for this service. For your convenience, there are two 24-hour payment drop boxes at the Township offices. One is located on the sidewalk leading to the Township front doors (pictured here), and the other is in the vestibule at the Township office. We highly encourage you to utilize the 24-hour drop boxes as there have been delays in the mail.

If you have any questions, please call our office at (734) 449-2880 x114

*Warm Regards -  
Your Treasurer, Jacqueline Otto and  
Deputy Treasurer, Stacie MacDonald*

## Personal Property Tax for Businesses

Personal Property Statements are filed each year with the jurisdiction that the personal property was located in on December 31st. Personal property is valued at market (true-cash) value and assessed at 50% thereof. Personal Property Statements are mailed the first week of January and must be completed, signed and returned by February 20th. If a Personal Property Statement is not returned by the February 20th deadline, by law, the Assessor is required to estimate an assessed value.

MCL 211.9o provides for a personal property tax exemption for "eligible personal property", commonly referred to as the Small Business Taxpayer Exemption (Form 5076). The Small Business Tax defines "eligible personal property" as meeting all of the following criteria:

- The personal property must be or would be classified as industrial personal property or commercial personal property as defined in MCL 211.34c.
- The combined true cash value of all industrial personal property and commercial personal property owned by, leased by or in the possession of the owner or related entity claiming the exemption is less than \$180,000.
- The property is not leased to or used by a person that previously owned the property or a person that, directly or indirectly controls, or controlled, or under common control with the person that previously owned the property.

Businesses with true cash value under \$80,000 can file a one-time exemption. Businesses with true cash value between \$80,000 and \$180,000 can file Form 5076 annually with their Personal Property Statement. [Small Business Taxpayer Exemption \(Form 5076\)](http://www.michigan.gov/taxes/property/ppt/personal-property-tax-exemptions) can be found on-line at [www.michigan.gov/taxes/property/ppt/personal-property-tax-exemptions](http://www.michigan.gov/taxes/property/ppt/personal-property-tax-exemptions)

If you have other questions, please contact the Northfield Township Assessor's office or visit the Northfield Township website at [www.twp-northfield.org/tax-assessingFAQ](http://www.twp-northfield.org/tax-assessingFAQ)

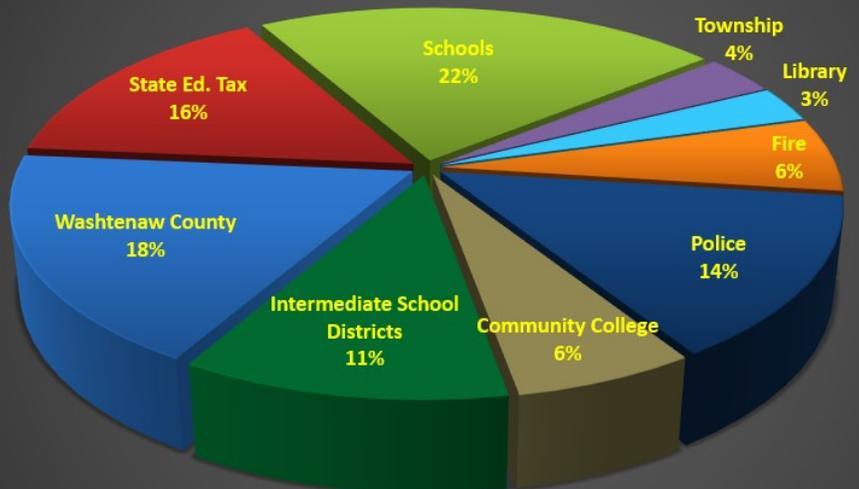
## 2023 Tax Detail

Pictured here is a breakdown of how your taxes are distributed. There are multiple School Districts and Community Colleges within the borders of Northfield Township. The percentages you see here are an average of what the schools collect.

Taxes disbursed to Washtenaw County go toward Washtenaw County Parks, Roads, Mental Health & Public Safety, the Enhanced Emergency Communication System, Veterans fund, Conservation and the Huron-Clinton Metroparks.

More details can be found on our website at [www.twp-northfield.org](http://www.twp-northfield.org) under the Treasurer's Office page.

Northfield Township Taxes, 2023



"Like us"

on Facebook:  
Northfield Township  
Government  
Office

## Board of Trustees

Honored to serve the residents of Northfield Township!

Please contact us with any comments, questions, or concerns.

[boardmembers@northfieldmi.gov](mailto:boardmembers@northfieldmi.gov)

(Board of Trustees email suffix:  
@northfieldmi.gov)



**Ken Dignan III**  
**Twp. Supervisor**  
dignank@  
(734) 546-7803



**Jacqueline Otto**  
**Twp. Treasurer**  
ottoj@  
(734) 368-2251



**Kathleen Manley**  
**Twp. Clerk**  
manleyk@  
(734) 231-1468

### Township Trustees



**Janet Chick**  
chickj@  
(734) 788-4954



**Nate Muchow**  
muchown@  
(734) 637-7557



**Tim Saville**  
savillet@  
(734) 255-4724



**Rachel Smith**  
smithr@  
(734) 623-9814

## Clerk's Corner

### Sewer Billing

**You now have the option to receive your sewer bill by e-mail!** If you would like to sign-up for sewer bills by e-mail, please send a message to [sewer@northfieldmi.gov](mailto:sewer@northfieldmi.gov) with the following information:

- Your Name
- Your sewer billing account number(s) or address(es)
- Your preferred e-mail address

Please note, sewer bills will continue to be mailed by postcard to those who do not elect to receive bills by e-mail.

Northfield Twp. sewer billing is on a quarterly billing cycle billed in arrears.

**February 1st** - covers service from Nov. 1 - Jan. 31

**May 1st** - covers service from Feb. 1 - Apr. 30

**August 1st** - covers service from May 1 - Jul. 31

**November 1st** - covers service from Aug. 1 - Oct. 31

**\*\*10% Late fee added if payments are received after the due date\*\***

**\*\*Failure to receive your bill does not waive past due penalties\*\***

### Election Information

With the passage of Proposal 22-2, voters now have the right to vote in-person at an early voting site prior to statewide and federal elections. This means that Northfield Township voters will be offered **9 days of early voting** for each of our elections in 2024:

- Presidential Primary - TBD (Feb. 27 or Mar. 12, 2024)
- Primary Election - August 6, 2024
- General Election - November 5, 2024

Washtenaw County has designated 5 sites for early voting.

**THE 2 EARLY VOTING SITES FOR NORTHFIELD TWP. ARE:**

- **Scio Township Hall**  
827 N. Zeeb Rd., Ann Arbor, MI 48103
- **Washtenaw County Learning Resource Center**  
4135 Washtenaw Ave., Ann Arbor, MI 48108



**Choose the voting option that is best for you:**

1. **Early Voting** - The new early voting option is open 9 consecutive days, beginning on the 2nd Saturday before the election and ending on the Sunday before the election. Early voting will NOT be available on the Monday before the election. To vote early, go to one of the above early voting sites, get a ballot, vote, then insert your ballot into the tabulator just like on election day. Make sure you are registered to vote before going to an early voting site by visiting [Michigan.gov/vote](https://Michigan.gov/vote) or contacting our Clerk's Office.
2. **Voting on Election Day** - Vote in person at your assigned precinct on election day. You can register to vote up to and on election day if needed.
3. **Absentee Ballot** - Drop off, mail in, or place your absentee ballot in Northfield Twp.'s 24-hour drop box. We must have your ballot **by 8:00pm on election day** for it to be counted. If you do not receive your Absentee Ballot, need to replace your ballot, or no longer wish to vote by Absentee Ballot, please contact us at the Clerk's Office.
4. **Overseas Voters** - If you are a uniformed service member, eligible family member, or an overseas civilian, you have additional special voting rights under the Federal Voting Assistance Program. Visit [fvap.gov](https://fvap.gov) for more information.

**Kathleen Manley, Clerk** [manleyk@northfieldmi.gov](mailto:manleyk@northfieldmi.gov)  
**April Laitinen, Deputy Clerk** [laitinena@northfieldmi.gov](mailto:laitinena@northfieldmi.gov)  
(734) 449-2880 ext. 113

**2023 Township Vision Statement:**

The Township of Northfield aspires to be a welcoming community that respects its environment, values its heritage and promotes its natural, historical, social and economic assets to foster a safe, business-friendly, prosperous, attractive place in which to live, work, shop, grow and play.

**Members and Alternates Needed:**

**Planning Commission, Parks & Recreation Board, LPC**

The following Boards and Commissions have member terms ending soon or vacancies:

**Planning Commission:** The Planning Commission advises Twp. officials on matters of planning and development of the community, approves site plans, and makes recommendations for land-use and the environment. The Planning Commission meets on the 1st and 3rd Wednesday of each month and members serve 3-year terms.

**Parks & Recreation Board:** Members of the Parks & Recreation Board are members of the community interested in advancing recreational opportunities within our township. Parks & Rec. members serve 3-year terms and meet on the 3rd Thursday of the month.

**Land Preservation Committee (LPC):** The Land Preservation Committee is a committee of residents put together by the Board of Trustees to look at ways to preserve agricultural and natural lands within the township. The LPC meets on the 1st Monday of the month.

If any of the above openings are of interest to you, please complete our "Boards and Commissions Application" found at [www.twp-northfield.org/job\\_postings](http://www.twp-northfield.org/job_postings) and submit your application to the Township Office.

**Be Stormwater Savvy**

Michigan rivers and tributaries stretch hundreds of square miles across the state. Rivers carry rain and snowmelt runoff into inland lakes and the Great Lakes. The amount of stormwater entering our rivers, lakes and streams along with the pollutants it carries can degrade aquatic habitat and water quality.



**10 Things You Can Do to Prevent Stormwater Runoff Pollution**

- Use fertilizers sparingly and sweep up driveways, sidewalks, and roads
- Never dump anything down storm drains
- Vegetate bare spots in your yard
- Compost your yard waste
- Avoid pesticides; learn about Integrated Pest Management (IPM)
- Direct downspouts away from paved surfaces
- Take your car to the car wash instead of washing it in the driveway
- Check car for leaks, and recycle motor oil
- Pick up after your pet
- Have your septic tank pumped and system inspected regularly

**From the LPC**

The township will start taking applications for farmland preservation in early 2024. Consultant Barry Lonik will renew his outreach efforts to interested landowners. If you want more information on the preservation process, Mr. Lonik can be reached at [blonik13@aol.com](mailto:blonik13@aol.com)

A land-owner interested in preserving their property would fill out the application form at the office or online. Once Board of Trustees approval is given and funding is secured, the land is protected with a "conservation easement".





**WINTER OFFERINGS**

**WLCR**

**Youth Rec**  
Basketball League Grades 1-6  
Junior Cheer and Pom  
Baton

**Trojan Fit Club - Adult Fitness**  
Zumba, Cardio Walking, TRX  
Sunrise Run Club, WERQ  
Cardio Drumming, Circuit Training  
Yoga x 2

**Aquatics**  
WaveMaker Swim School  
Open Swim/Lap Swim  
Waves Swim Team  
Waves Dive Team/Class  
Pool Party Reservations

**CLICK HERE TO REGISTER**





Don't let a good drop go bad!



[www.epa.gov/waters/Stormwater](http://www.epa.gov/waters/Stormwater)

**PLEASE DO NOT FLUSH:**

- ✗ **wipes** (even if they say "flushable")
- ✗ **paper towels/napkins**
- ✗ **sanitary items**



✓ **ONLY FLUSH TOILET PAPER**



**Fire Department Now Hiring**

Northfield Township Fire Department is seeking Paid-on-Call Firefighters to provide emergency services to our community. POC Firefighters respond to their station when a 911 call occurs. The majority of the calls are EMS related, followed by motor vehicle accidents and then fire related calls.



For more information, please call (734) 449-2385, follow the QR code provided, or go to [www.twp-northfield.org/job\\_postings](http://www.twp-northfield.org/job_postings)

**Township Ordinance Updates**

The following ordinances and amendments have been passed by the Board of Trustees since June 1, 2023:

- ◆ **Dissolution of the DDA**—Effective 7/31/23: The Board of Trustees has dissolved the Northfield Township Downtown Development Authority (DDA) and repealed the Tax Increment Finance Plan, which was the funding tool for the DDA.
- ◆ **Purchase of Development Rights Ordinance**—Effective Date 8/19/23: This ordinance establishes the township’s Development Rights Acquisition Fund, which will be funded by the preservation millage that was passed in 2022, and establishes the process which allows landowners the ability to preserve their farmland and adjoining natural areas.
- ◆ **Option to Receive Sewer Bills by E-mail**—Effective: 9/1/23: This is an amendment to the existing Sewer Billing Ordinance which allows users of the township’s sewer system the option to receive their bill by e-mail instead of post card.
- ◆ **Mobile Food Vendor Ordinance**—Effective 9/7/23: Also referred to as the Food Truck Ordinance, this ordinance establishes provisions and regulations for mobile food businesses. Permits under this ordinance allow for a mobile food vendor to conduct business within the township for one year. There is currently no fee for a Mobile Food Vendor Permit.
- ◆ **Special Events**—Effective 9/24/23: This ordinance amended the existing Assemblies Ordinance, updating the current policy for simplification and clarity purposes, and bringing the ordinance up to date with current technology, policy and procedures.
- ◆ **Regulations and Standards for Bars**—Effective 9/18/23: This ordinance amended zoning regulations for bars in the downtown area reducing the proximity radius to 500 feet.
- ◆ **Procedures for Concept and Pre-Construction Meetings**—Effective 9/24/23: This ordinance amends the procedures for development concept and pre-construction meetings allowing the Township Manager the ability to conduct these meetings.

In an on-going effort to update our township ordinances and help to eliminate confusion and/or conflicting information, the Board of Trustees has authorized the Township Manager to solicit bids for a comprehensive review of the Township’s Ordinances and Master Plan. Stay tuned for more ordinance updates.

To view the Township Ordinances, visit [www.twp-northfield.org/ordinances](http://www.twp-northfield.org/ordinances)



**Welcome Our New Officers!**

On the August 2023 ballot, township residents approved a renewal and increase to the township’s Police Operating Millage. With this millage the Northfield Township Police Department will hire additional full-time staffing to eliminate “one man staffing” on police shifts and allow for a full-time School Resource Officer to Whitmore Lake Public Schools. With recent retirements and resignations, this means hiring 5 new full-time Police Officers in order to complete our roster.

To date, the Police Department has been able to hire three new officers, with two additional new hires expected at the end of November. We have also been able to instate Officer Nick Piatt as our School Resource Officer. Thank you to all who voted to allow this millage to pass! Please give a warm welcome to our newest officers when you see them around town!



Ofc. Tom Goodroe



Ofc. Jim Guerrero



Ofc. Rene Champagne



School Resource Ofc. Nick Piatt

# Calendar of Events

## FY 2022/23 Audit Presentation:

7:00PM Tues. Dec. 12 at Board Meeting

## Township Office CLOSED

- \* December 22 & 25 - Christmas holiday
- \* December 29 & January 1 - New Year's
- \* January 15 - MLK, Jr. Day
- \* February 19 - Presidents Day

**Winter Taxes Due:** February 14, 2024

## Mitten Tree

The Mitten Tree is ready to be decorated with your donations of newly purchased or hand-made winter hats, scarves, earmuffs, gloves, mittens, socks, etc. **Donations due by Dec. 6.** Call (734) 449-2295 for more information. All Mitten Tree donations go to Adopt-a-Family and other local charities.

## Classic Christmas Craft Show

**Dec. 2 from 10:00am-3:00pm**  
8877 Main St., Whitmore Lake

Livingston Classical Academy is hosting its 1st annual "Classic Christmas Craft Show". Enjoy shopping, a food truck, pizza lunch, raffle baskets, music, pictures with Mr. & Mrs. Claus, (maybe even a surprise visit from the Grinch!), and more.

## Light Up The Library

**Tuesday, Dec. 5, 6:55-7:10PM**

Join us at the Library (125 Barker Rd.) to watch as Santa arrives by fire truck to Light Up The Library and enjoy seasonal music from the WLPS Marching Band.

## Storytime with Santa

**Wednesday, Dec. 6, 11:00AM-11:30AM**

Join us at the Library (125 Barker Rd.) as Santa reads us some holiday stories!

## Santa Visit & Pictures

**Thur. Dec. 7, 5:30PM-7:30PM**

**Fri. Dec. 8, 3:30PM-5:30PM**

**Sat. Dec. 9, 11:30AM-1:30PM**

Santa Claus is coming to NTAL (125 Barker Rd.). Watch a holiday movie while waiting for your turn to take a picture with Santa. You will receive a link to a digital copy of your photo. No registration required.

## Twinkle the Town

**Dec. 15 (tentative date)**

Please visit our website for details and/or changes.

## WLCR Pool Special Events

Register using QR code

**Dec. 17** 12pm-4pm Parents Shop Day Open Swim

**Jan. 7** 12pm-4pm Back to School Movie & Swim

**Feb. 3** 12pm-4pm Groundhog Day Open Swim

**Mar. 25-28** 10am-12pm Spring Break Open Swim



# Meeting Information

The Northfield Township Board of Trustees meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7:00 p.m. If you are unable to attend a meeting in person, you can view the recorded meetings on-line via Northfield Township's Livestream account: [www.livestream.com/accounts/1160710](http://www.livestream.com/accounts/1160710).

Meeting agendas and packets are available to view in the township office and on-line the Friday prior to the meetings on our Documents-On-Demand Page [northfieldtwpmi.documents-on-demand.com](http://northfieldtwpmi.documents-on-demand.com).

Other township meetings—all are open to the public:

**Planning Commission:** Meets at 7p.m. the 1st & 3rd Wednesdays of the month

**Zoning Board of Appeals:** Meets at 7p.m. the 3rd Monday of the month

**Park and Recreation Board:** Meets at 7p.m. the 3rd Thursday of the month

**Board of Review:** Meets in March, July and December

**Land Preservation Committee:** Meets at 6p.m. the 1st Monday of the month

## Winter Sidewalk Maintenance

By Township Ordinance and for the safety of our residents and visitors using our sidewalks, it is the responsibility of property owners to maintain, repair, and keep safe all sidewalks adjacent to or upon their lots and premises in or along the public street and alley rights-of-way in the township. This includes removal of snow and ice.

In the event of snow of greater than 1 inch on a residential property, the property owner has 24 hours to clear the snow and/or ice. For non-residential properties, any snow or ice accumulated prior to 6:00am is to be removed by noon that day. For more information, see the [Northfield Township Sidewalk Maintenance Ordinance](#).

## Sign Up For Everbridge

Sign up with Everbridge (formerly Nixle) to receive weather alerts, traffic alerts, safety notices and community notices by email and/or text message from the Washtenaw County Sheriff's Office and Northfield Township Department of Public Safety. Everbridge is a secure and identity-certified communication service that allows local, county, and state law enforcement agencies to connect with local residents over cell phone, email, and internet. Visit [www.washtenaw.org/alerts](http://www.washtenaw.org/alerts) to sign up!

# Office Information

Northfield Township Offices are open from 8:00 a.m. - 4:30 p.m., Monday through Friday, unless otherwise posted. Closed for lunch from 1:00-1:30 p.m.

Mailing Address: 8350 Main Street  
PO Box 576  
Whitmore Lake MI 48189

Phone: (734) 449-2880

Fax: (734) 449-0123

Website: [www.twp-northfield.org](http://www.twp-northfield.org)

Building Department (734) 449-5000

Community Center (734) 449-2295

Northfield Twp. Area Library (734) 449-0066

Wastewater Treatment Plant (734) 449-4159

Police Dept. (non-emergency) (734) 449-9911

Fire Dept. (non-emergency) (734) 449-2385

