January 19, 2026

Jered Otenwess, Supervisor
Joni L. Scott, Village Clerk
Village of Northport
P.O. Box 336
Glen Arbor, MI 49670

First Class Mail and via email to:
clerk@villageofnorthport.net

RE: Request for Qualifications – Legal Services

Dear Mr. Ottenwess and Ms. Scott:

Parker Harvey, PLC is pleased to submit this Response to the Village of Northport's Request for Qualifications for Village Attorney and Municipal Legal Services. Our firm has a long history of representing Michigan local governments, particularly townships and villages in northwest Michigan, and we would welcome the opportunity to serve as the Village's legal counsel.

If selected, Todd W. Millar will serve as the designated Village Attorney and primary point of contact, with support from other Parker Harvey attorneys as appropriate depending on the matter. Our team approach allows the Village to receive experienced municipal counsel while also having efficient access to attorneys with specialized experience in employment law, land use and zoning, real estate, taxation, and litigation.

We believe our firm's depth of municipal experience, familiarity with northern Michigan local government operations, and practical, responsive approach to governance issues make Parker Harvey an excellent fit for the Village of Northport.

FIRM INFORMATION

Firm Name: Parker Harvey, PLC
Form of Organization: Michigan Professional Limited Liability Company
Year Established: 2017
Primary Office: Traverse City, Michigan
Address: 901 South Garfield, Suite 200, Traverse City, Michigan 49686

Parker Harvey, PLC was formed in August 2017 by attorneys who previously practiced together

for many years at Smith, Haughey, Rice & Roegge, where they collectively represented municipalities and public entities throughout northern Michigan dating back to the early 1990s. The attorneys at Parker Harvey have worked together for over a decade and bring continuity, institutional knowledge, and stability to municipal clients.

PROPOSED VILLAGE ATTORNEY AND LEGAL TEAM

Lead Attorney:

Todd W. Millar
Bar Admission: State Bar of Michigan, 1993

Todd Millar has practiced law in northern Michigan for approximately thirty years, with a primary focus on representing townships, villages, and other municipal and quasi-municipal entities. He regularly serves as general counsel to local governments and advises elected officials, boards, commissions, and staff on governance, statutory compliance, ordinance drafting, contracts, intergovernmental agreements, public meetings, and records compliance.

Todd has extensive experience with:

- General Law Village Act compliance and village governance
- Open Meetings Act and Freedom of Information Act issues
- Ordinance drafting and amendment
- Intergovernmental agreements and shared services
- Public infrastructure, utilities, and marina-related matters
- Land use, zoning, and coordination with planning and engineering professionals
- Mediation and dispute resolution involving public entities

Todd's practice emphasizes practical, risk-aware advice that supports effective governance while minimizing litigation exposure.

Supporting Attorneys:

Anders Gillis
Bar Admission: State Bar of Michigan, 2013
Practice focus includes labor and employment law, litigation, collective bargaining, arbitrations, and employment-related municipal matters.

Andrew J. Blodgett
Bar Admission: State Bar of Michigan, 2005
Practice focus includes real estate, zoning, land use, development review, easements, and

property matters affecting municipalities.

Peter Boyles, Managing Partner
Bar Admission: State Bar of Michigan, 1994
Extensive experience representing municipalities before the Michigan Tax Tribunal and advising on taxation and valuation disputes.

Robert Parker, Partner
Bar Admission: State Bar of Michigan, 1980
His practice is devoted to real estate and land use issues. He has successfully litigated issues related to enforcement, interpretation of easements, restrictive covenants, and zoning restrictions.

RELEVANT MUNCIPAL EXPERIENCE:

Parker Harvey attorneys collectively have decades of experience advising Michigan local governments on:

- Village and township governance and administration
- Ordinance drafting, amendment, and enforcement
- Zoning, land use, and development review
- Public meetings and public records compliance (OMA and FOIA)
- Intergovernmental agreements and shared services
- Public infrastructure, utilities, and marina-related matters
- Employment, labor, and personnel issues
- Litigation and administrative proceedings involving municipalities

Our firm understands the unique needs of small communities, including balancing legal compliance with practical governance, public transparency, fiscal constraints, and responsiveness to residents.

AVAILABILITY, RESPONSIVENESS, AND APPROACH

We emphasize availability and timely communication. Village officials and staff will have direct access to the designated Village Attorney and supporting attorneys as needed.

- Typical response time: Same business day or next business day for routine matters
- Urgent matters: Prompt response, including after-hours availability when necessary
- Meetings: Attendance at regular and special Village Council meetings and other boards or commissions upon request, either in person or remotely

We take a proactive approach to municipal representation, helping identify issues early and offering practical solutions designed to avoid disputes and reduce long-term costs.

CONFLICTS OF INTEREST

Parker Harvey maintains formal conflict-checking procedures consistent with the Michigan Rules of Professional Conduct. We are not aware of any current conflicts that would impair our ability to represent the Village of Northport. Any potential conflicts that arise will be promptly disclosed and addressed.

REFERENCES

The following are current or recent municipal clients of Parker Harvey, PLC, which may also serve as references:

Long Lake Township
Contact: Ron Lemcool, Supervisor
8870 North Long Lake Road
Traverse City, MI 49685
supervisor@longlaketownship.com
231-946-2249

Leland Township
Contact: Susan Och, Former Supervisor
P.O. Box 238
Lake Leelanau MI 49653
lelandoch@gmail.com
231-409-2889

Torch Lake Township
Contact: Robert Cook, Supervisor
2355 N. US-31
Kewadin, MI 49648
supervisorcook@torchlaketownship.org
231-599-2036

PROPOSED FEE STRUCTURE

Option A – Hourly:
Attorneys: $250 per hour
Paralegals: $175 per hour

Option B – Monthly Retainer:
Monthly General Counsel Retainer: $3,000 per month. This includes routine general counsel services, ordinance review, calls, emails, and attendance at regular Village Council meetings, with separate reimbursement for driving expenses at IRS rates if in-person attendance is required.

Non-retainer matters (i.e., litigation, administrative hearings, appeals, etc.):
Attorneys: $250 per hour
Paralegals: $175 per hour

INSURANCE AND DISCLOSURES

Parker Harvey, PLC maintains professional liability insurance and general liability insurance in amounts not less than $1,000,000 per occurrence, as well as workers' compensation and unemployment insurance as required by law. We are not aware of any conflict of interest that would prohibit our engagement. But our firm regularly runs conflict checks through a software program and then also confirms that there is no conflict through a firmwide email before retention on new matters.

CONCLUSION

Parker Harvey, PLC, offers the Village of Northport experienced, accessible, and practical municipal legal counsel grounded in decades of service to northern Michigan communities. We would welcome the opportunity to serve as the Village Attorney.

Respectfully submitted,

Todd W. Millar
Parker Harvey, PLC