

Managers Report, March 2015

Parks and Recreation

We continue to work on the Parks and Recreation Master Plan. I anticipate having a full draft to be released to the Board of Trustees in April. The Eagle Scout project is moving along nicely. A lease has been sent to the Whitmore Lake School Superintendent and we anticipate having that back soon. Once we receive an executed lease by the School District, it will be on the agenda for review by the Board of Trustees.

Additionally, we are simultaneously working on the BMX park and are still in the investigational stages of that venture.

Board Retreat / Visioning Session

The Board Retreat seemed to be a huge success. From the feedback I received, everyone enjoyed the exercise and found the process quite valuable. Personally, it provides me with guidance and direction of 2015/2016 years goals and objectives. Since we did not have enough time to complete the exercise, I will be scheduling another session shortly. If the Links at Whitmore Lake will continue to have us, we will keep it at that location. My suggestion is that the Board enacts a policy to have a goal setting session at least annually.

During the meeting, the Board coalesced support for various overall guiding principles / goals to address in the upcoming year. Of those goals, we were able to discuss two in depth and identify specific action items to address. They were 1) Fiscal Priorities and 2) Discussion of Growth / Development in the Township.

With respect to fiscal priorities, much of the meeting was spent discussing funding priorities for our excess fund balance. I am going to establish a spreadsheet for the board's information to track our allocation over time. Additionally, I will begin working on creating a capital improvement fund so that we are setting aside monies on a regular basis consistent with our Capital Improvement Plan. Related to this issue, the Capital Improvement Plan is on the agenda for tonight's meeting. As my memo states, I do recommend the board coordinate this process.

With respect to the topic of development / growth, the discussion was of a more general nature. A few items came up that need further research and investigation. These items are as follows: 1) perform a legal analysis on various methods to control development, 2) prepare a land conditions map showing large - perkable parcels and 3) research models of communities that have had similar issues as ours in both the location and balance of development.

Peoples Express

We will be setting up a meeting with People's Express regarding the insurance requirements on the approved contract. Now that Lenore Zelenock is back from

vacation, I anticipate that meeting will occur next week. I will have additional updates as the discussions unfold.

Non-Motorized Path

On the agenda for this evening are quotes for soil boring and title work for the Non-Motorized Path. Please note that both of these items were not included in the original contract. Once the title searches are complete, we will begin working on Easement Acquisition. This will be quite possibly the most difficult part of the project. Otherwise, everything is moving along nicely.

Upstairs Construction

Following the retreat discussion, I will continue moving forward with the upstairs construction. I have two quotes on construction management and hope to receive a third shortly. From those three, I will provide a recommendation to the Board on who I think will be best for Northfield Township.

New Hires

Since Kathy Manley's resignation and the recent resignation of Jewelie Bruestle, much time has been spent trying to find new employees for these positions. On the agenda for tonight is the hiring of both the Assessing / Building Assistant and Deputy Clerk positions. We are happy with both candidates and believe they will be a great addition to Northfield Township. There are still some details to be worked out, principally if the positions qualify for exempt status. I will update the Board at the meeting with any additional information.

Sidewalk Project along Main Street

We had our first meeting with the County on the Sidewalk project along Main Street. Things are moving along nicely with this project and I will provide updates as they become available. We have decided on continuing the five foot sidewalk profile along Main Street. We will be looking at a lighted crosswalk (when individuals are present) over Main Street leading into the middle school. While this is a bit more expensive than traditional striping, it is recommended as this is a school crossing and kids will be the predominate users. Engineering and design has been put out as a request for quotations.

WALLY

The WALLY had their first public meeting of the feasibility study. Overall, it went well. I will continue to be involved and update you as details are released as part of the study. During a steering committee meeting, a great deal of discussion was had on funding and organizational structure. Initially, many felt as though this should be the focus of the conversation immediately. As the meeting progressed, it became obvious that WALLY, at its earliest, could not be implemented and built for 6-7 years, assuming a best case scenario. We all need to remember that the work now is laying a foundation for what may come in the future. Everyone is clear that while the feasibility study is important, the most critical part of the analysis is funding and operational structure.

Economic Development

It's important to recognize that we have had a significant company move into the township, Energy Design Services Systems, which is located in the vacant office / warehouse space in the Jomar Technology Park. They specialize in lighting design for national retailers. Additionally, we are working with a few companies on possible locations at 1081 North Territorial Road.

Health Insurance Committee

We held our first meeting of the health insurance committee. We discussed a number of topics, including types of plans available to us and ways to potentially reduce costs. Over the next few weeks / month, we will be looking at comparable communities in the general area and what they offer their employees. Also, we will be discussing what the committee feels is an appropriate level of benefit for our employees. Please let me know if you have any feedback on this issue or if you would like to join us in the discussion.

Cell Phone Tower

We are entering negotiations with Verizon Wireless for a cell phone tower lease at the fire station at North Territorial. This will be mostly for the financial benefit to the Fire Department and Township. We are currently working out the amount per month, percentage increase year over year, and specific details of the contract. Once the details have been finalized, I will update with more information.

Horseshoe Lake Refund

The majority of the refunds have been entered into our Accounts Payable system. Once this is complete, we will be able to process the last group of checks. We are hoping to have this done by the end of the week, and will mail all of the refunds at that time.

Respectfully Submitted,

Howard Fink, Township Manager