

**NORTHFIELD TOWNSHIP
Township Board
Minutes
January 13, 2015**

CALL TO ORDER

The meeting was called to order at 7:00 P.M. by Supervisor Engstrom at 8350 Main Street.

PLEDGE

Supervisor Engstrom led those present in the Pledge of Allegiance.

ROLL CALL

Marilyn Engstrom, Supervisor	Present
Angela Westover, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Absent with notice
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present (arrived at 7:02 P.M.)

Also present:

Township Manager Howard Fink
Wastewater Treatment Plant Superintendent
Tim Hardesty
Public Safety Director William Wagner
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

CONSENT AGENDA:

- **Minutes of December 9, 2014**
- **Bills**

- ▶ **Motion:** Engstrom moved, Chick supported, that the items in the consent agenda be approved as presented. **Motion carried 5—0 on a voice vote.**

[Thomas arrived at this point].

ADOPT BALANCE OF AGENDA

- ▶ **Motion:** Engstrom moved, Otto supported, that the balance of the agenda be adopted as presented. **Motion carried 6—0 on a voice vote.**

FIRST CALL TO THE PUBLIC

Proposed Master Plan Amendment/Growth. David Gordon, 5558 Hellner Road, provided copies of a list of questions from the public and asked that the Board provide answers. He said it seems the Board is not using the Master Plan as guide for growth in the Township and asked the Board to clarify its views on growth.

BOARD MEMBER COMMENTS

None.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

REPORTS

Department Heads

Fire. Public Safety Director Wagner briefly reviewed the written report for December, 2014.

- ▶ **Motion:** Chick moved, Otto supported, that hiring of Tiffany Roberts, Wyatt McAllister, and Zachary Kujawski be approved contingent on passing physicals and background checks. **Motion carried 6—0 on a voice vote.**

Police. Public Safety Director Wagner briefly reviewed the written report for December, 2014.

- ▶ **Motion:** Chick moved, Otto supported, that the resignation of Officer Jason Smith be accepted with regret effective January 13, 2015. **Motion carried 6—0 on a voice vote.**

- ▶ **Motion:** Chick moved, Engstrom supported, that purchase of an Inform Essential Recording Solution for the Northfield Township Police Department be approved at a cost of \$11,000 to be paid for with Federal Forfeiture funds. **Motion carried 6—0 on a voice vote.**

Wastewater Treatment Plant.

- ▶ **Motion:** Chick moved, Engstrom supported, to approve the purchase of a new alarm computer system as described in the Board Packet by the Wastewater Treatment Plant from Utilities Instrumentation Services at a cost of \$14,440; funds to come from the Wastewater Treatment Plan fund balance. **Motion carried 6—0 on a voice vote.**

Senior Center. Engstrom referred to the written report.

Other

Zoning Board of Appeals. Otto reported that an administrative meeting was held in December.

Planning Commission. ~~Otto~~ Chick reported that officer elections were held at the January 7th meeting, and the Commission granted a three year extension of the Northfield Preserve site plan and reviewed Ann Arbor Township's revised master plan proposal.

Parks and Recreation. Thomas said a meeting is scheduled for January 15th and a Parks and Recreation Plan will be ready for review soon.

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Township Manager. Fink referred to his written report and added:

- A Road Commission advisory subcommittee is working on a plan to bring all primary roads up to acceptable conditions in the next 10 years if funding is available, and they are asking the Township to provide a list of priorities.
- He has received several bids for construction of the Board Room and is working on a way to get this project done in an economical a way as possible.
- The spreadsheet for distribution of funds to members of the Horseshoe Lake Sewer District is complete and it will be made available to the members for 2-3 weeks to make sure there are no remaining concerns.
- It will probably take a few months to hire a replacement for Assessing Assistant Kathleen Manley, so it will be necessary to bring in some temporary help in the meantime.

In answer to a question from Westover, Fink said he is working with Eagle Scout Garrett Bone on his project of creating a musical garden on school property.

AGENDA ITEMS

1. Assessing Assistant Position

- ▶ **Motion:** Engstrom moved, Otto supported, that the resignation of Assessing Assistant Kathleen Manley be accepted, effective immediately, with regret.
Motion carried 6—0 on a voice vote.

Fink requested that this position be made full-time to support the assessing team with a starting wage of \$15-\$18/hour. He explained the incredibly difficult time all government units are having in finding qualified assessing staff today and said offering a full-time position with benefits will increase the possibility of attracting a qualified, long-term employee.

Fink said he will be presenting job descriptions of all office positions at an upcoming workshop session with recommendations for wage increases. In answer to a question from Braun, Fink said while the job description requires only the 2-day MCAT certification, he recommends that the Township put the person in this position through the 18 month MCAO certification process and pay for it. The Board briefly discussed qualifications and salary for the position.

- ▶ **Motion:** Otto moved, Engstrom supported, that the position for replacement of Kathleen Manley be approved, the position be made full-time, the job responsibilities be approved and the salary quoted within, and Fink being authorized to advertise as he sees fit.

Fink noted that he spoke with Trustee Dockett about this who stated he is vehemently opposed to making this position full-time because it expands government rather than shrinking it.

Motion carried 6—0 on a voice vote.

2. Civic Event Application: Michigan Pond Hockey Classic

Chief Wagner referred to a list of 10 contingencies he recommends for approval of this permit, noting that the biggest change from previous years is the hiring of at least two uniformed security guards to patrol the beer tent. In answer to a question from Chick, Wagner said he expects the applicant will comply with these conditions and staff from both the Police and Fire Departments will monitor compliance.

- ▶ **Motion:** Engstrom moved, Chick supported, that the Civic Event Permit applied for by Sam Iaquinto for the 2015 Pond Hockey Event be approved subject to the conditions presented by Chief Wagner.
Motion carried 6—0 on a voice vote

3. ZBA and Board of Review Appointments

- ▶ **Motion:** Engstrom moved, Thomas supported, that Bob Erickson be reappointed to the Board of Review effective immediately through December 31, 2016.
Motion carried 6—0 on a voice vote.
- ▶ **Motion:** Engstrom moved, Thomas supported, that Scott Chisholm be appointed to the Board of Review effective immediately through December 31, 2016.
Motion carried 6—0 on a voice vote.
- ▶ **Motion:** Engstrom moved, Chick supported, that Amy Steffens be appointed to the Zoning Board of Appeals effective immediately through December 31, 2015.
Motion carried 6—0 on a voice vote.

4. Brian Trim's Request for ZBA Partial Refund

Otto explained that Trim originally requested that no fee for his application regarding 254 Lakeview Drive (presented in June, 2014) be charged based on administrative error, but the ZBA determined there was no error. She said Trim then requested a discount based on fees which have been established for applications made at the August meeting each year.

Mr. Trim thanked the Northfield Township administration for being unusually helpful. He said the regulation he requested a variance from is being eliminated, and asked that his fee be refunded in full or in part. Otto noted a lot line adjustment was part of the application to place the existing house entirely on one parcel, and the ordinance is not necessarily going to be changed to eliminate the need for his variance.

In answer to a question from Thomas, Otto said Trim's request was properly before the ZBA because the lots were non-conforming per zoning ordinance standards.

- ▶ **Motion:** Engstrom moved, Braun supported, that a partial refund of \$425 be made to Brian Trim for his Zoning Board of Appeals application. **Motion carried 5—1 on a voice vote, Otto opposed.**

5.
Zoning Ordinance Amendments

- ▶ **Motion:** Chick moved, Thomas supported, to approve the addition of Article 53.0, Whitmore Lake North Territorial, to the Northfield Township Zoning Ordinance. **Motion carried 6—0 on a roll call vote.**
- ▶ **Motion:** Chick moved, Engstrom supported, to approve the amendment of Article 40.0. Light Industrial District of the Northfield Township Zoning Ordinance. **Motion carried 6—0 on a roll call vote.**
- ▶ **Motion:** Chick moved, Engstrom supported, to approve the amendment of Article 41.0, General Industrial District of the Northfield Township Zoning Ordinance. **Motion carried 6—0 on a roll call vote.**

6.
Asset Management Plan: Tetra Tech

- ▶ **Motion:** Chick moved, Engstrom supported, to approve the contract between Northfield Township and Tetra Tech for consulting work as described in the Asset Management Plan. This contract will run for one year beginning January 13, 2015 through January 12, 2016. The scope of the work is as described in the Board packet, noting the described scope is subject to change based on MDEQ requirements. **Motion carried 6—0 on a voice vote.**

7.
**Request for Authorization to File Suit against
Nowatzke Truck & Trailer/Colts V, LLC/
Transportation Logistics, LLC**

- ▶ **Motion:** Engstrom moved, Chick supported, that suit in Washtenaw County Circuit Court be authorized against all responsible parties including Nowatzke Truck & Trailer, Colts V, LLC, and Transportation Logistics, LLC for back sewer payments.

Tom Nowatzke said he made arrangements to purchase this property in 2009 over a five year period from Mr. Zuckerman, responsibility for sewer payments was not included in the land contract, and neither of them received sewer bills during that period.

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:
Wording removed is ~~stricken through~~;
Wording added is underlined.

Approved by the Township Board on February 10, 2015.

Motion carried 6—0 on a voice vote.

8.
Meals on Wheels Update

Fink reported that the next step in this process will be approving a job description, and the service will probably be operating in March or April.

SECOND CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

Development Vision for the Township. Chick reported the Planning Commission is interested in hearing what kind of development the Board would like to see in the Township in coming years so that the Board and Commission can be working together. Engstrom and Fink said this will be on the next workshop agenda which will also be a joint meeting with the DDA.

Fink said he will also handle setting up a visioning meeting in mid-February. He said this will be an official Township Board meeting to which the public will be invited. He said he will develop a structure for the meeting that will allow for open discussion.

Fire Department. Chick thanked the Northfield Township Fire Department for helping fight the fire in South Lyon.

Refund of ZBA Fees. Chick said she completely agrees with Otto's view regarding the refund to Mr. Trim, but voted for it as a matter of goodwill.

ADJOURNMENT

- ▶ **Motion:** Engstrom moved, Chick supported, that the meeting be adjourned. **Motion carried 6—0 on a voice vote.**

The meeting adjourned at 8:42 P.M.

Angela Westover, Clerk

Official minutes of all meetings are available on the Township's website at http://www.twp-northfield.org/government/township_board_of_trustees/