

**NORTHFIELD TOWNSHIP  
Township Board  
Minutes  
February 24, 2015**

**CALL TO ORDER**

The meeting was called to order at 7:005P.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	Present
Jacki Otto, Trustee	Present [arrived at 7:10 P.M.]
Tracy Thomas, Trustee	Present

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

**ADOPT AGENDA**

- ▶ **Motion:** Engstrom moved, Chick supported, that the agenda be adopted as presented.  
**Motion carried 5 6—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER COMMENTS**

In answer to questions from Dockett, Fink said minutes of prior meetings are not distributed with workshop session packets, and said he will be distributing information about the Board retreat prior to that meeting.

[Otto arrived at this point].

**CORRESPONDENCE AND ANNOUNCEMENTS**

None.

**AGENDA ITEMS**

**1.  
Whitmore Lake Junior Football and Cheer  
Request for Banner**

Jason Smith, Football Commissioner, presented copies of what the banner will look like.

- ▶ **Motion:** Chick moved, Engstrom supported, that the request to hang a banner over Main Street in front of the Post Office for Whitmore Lake for Junior Football and Cheer from March 3-26, 2015, be approved.  
**Motion carried 6 7—0 on a voice vote**

**DISCUSSION ITEMS**

**1.  
Rolling Meadows Liquor License**

Susan Ianni explained that she has signed a purchase agreement for the Rolling Meadows golf course which provides for a 30-day period of investigation to see if the business is viable. She said without a liquor license they cannot be competitive with other area golf courses. Fink confirmed there is one liquor license left in the Township and he is investigating whether conditions can be placed on the license, including insuring that it stays in the community in the future.

**2.  
Employee Handbook**

Fink explained that the changes in the proposed draft have been recommended by the Township's insurance carrier, and he had also indicated several areas where he would like to see additions. Dockett made suggestions regarding accrual of Personal Time Off (PTO) and pension participation. Fink noted the Township's plan is 100% funded and is financially very similar to the Municipal Employees' Retirement System (MERS) which the Police Department participates in.

**3.  
Job Descriptions**

Fink said he believes there needs to be a clearer process regarding staff pay increases to improve predictability and recognition for employees as well as for budgeting. Board members expressed concern that proposed step increases would not be related to job performance or be interpreted by staff as being guaranteed. In answer to a question, Hardesty said he wrote the job descriptions for the Wastewater Treatment Plant employees.

Fink acknowledged this is a big change and said the review will continue for several months.

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**4.  
Capital Improvement Plan (CIP) Update**

Chick recalled that the Planning Commission took on the responsibility for preparing the Township's first CIP two years ago, but updates are required annually by the State, and she questioned whether the Commission or the Board should be responsible for those. Fink said the Commission did a great job, but capital expenditures—such as buying fire trucks and installing sewers—are Board of Trustees decisions, so it would be better for the Board to go through the process of setting the priorities in the updates.

Dockett said the Commission should continue to do this work. Thomas, Chick, and Engstrom said this should be a Board responsibility. It was agreed to put this on a regular meeting agenda.

**5.  
US-23 Project Update**

Fink said he and Wagner did a lot of advocacy for this project, and as a result the relocation of Five Mile Road and roundabouts at the North Territorial interchange will be included in upgrades to US-23, and it is possible that the 8 Mile interchange will be rebuilt. He said he is analyzing data to support a case for including a Barker Road sound barrier, although it is unlikely that will be included.

Fink noted that the Policy Committee of the Washtenaw County Transportation Study (WATS), which he sits on, is in the process of making a recommendation on the current plan, after which it will go to the Southeast Michigan Council of Governments (SEMCOG) for inclusion in the Transportation Improvement Plan (TIP) amendment. He said he thinks it is quite possible this will actually be constructed in 2017, although there are advocates for alternatives, including a rail line through this corridor. He pointed out that almost all of the project is within Northfield Township, and noted the Michigan Department of Transportation (MDOT) will be holding a public meeting

about the project at the Township Hall on February 26<sup>th</sup> at 4:00 P.M.

**6.  
Sewer Capacity Study Update**

Fink said Tetra Tech will be able to make a presentation next month, to both the Board and Planning Commission.

**7.  
Horseshoe Lake Refund Update**

Fink said calculations for refunds appear to be correct, amounts are being entered into the system, and checks will probably be mailed in about a week.

**SECOND CALL TO THE PUBLIC**

None present.

**BOARD MEMBER COMMENTS**

**Board Retreat.** In answer to questions from Dockett, Fink said the retreat—a public meeting—will start at 4:00 P.M. at the Links of Whitmore Lake on Friday, February 27<sup>th</sup>, and he estimated it would last 3-4 hours.

**Master Plan.** Chick reported that the Planning Commission will probably be submitting a request for funding for a complete revision of the Master Plan

**Annual Report.** Chick suggested that the Township issue an annual Township Board report.

**ADJOURNMENT**

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

The meeting adjourned at 8:16 P.M.

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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 March 10, 2015.

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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/](http://www.twp-northfield.org/government/township_board_of_trustees/)