

NORTHFIELD TOWNSHIP

Township Board

Minutes

March 10, 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	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink
Wastewater Treatment Plant Superintendent
Tim Hardesty
Public Safety Director William Wagner
Community Center Director Tammy Averill
Township Attorney Paul Burns
Members of the community

CONSENT AGENDA:

- **Minutes of February 10 & 24, 2015**
- **Bills**
- **Tax Tribunal Lawsuit Resolution**

Dockett and Chick made corrections to the February 10th and February 24th minutes. Dockett said the refund the Township is making to a taxpayer shows it is sometimes worthwhile to make an appeal to the State Tax Tribunal.

- **Motion:** Engstrom moved, Thomas supported, that the items in the consent agenda be approved, with revisions to the minutes as stated.
Motion carried 7—0 on a voice vote.

ADOPT BALANCE OF AGENDA

Engstrom noted the addition of agenda item *Northfield Library Conditional Use Permit* as item 5b.

- **Motion:** Engstrom moved, Thomas supported, that the balance of the agenda be adopted as amended.
Motion carried 7—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Chuck Steuer, 760 Six Mile Road, made comments about Horseshoe Lake sewer fund refunds.

David Gordon, 5558 Hellner Road, commented on the Board Retreat.

BOARD MEMBER COMMENTS

Township Board Priorities. Dockett listed Township commitments for projects including sidewalks, the motorized path, a Board meeting room, the community center parking lot, fire trucks, employee raises, and extended employee hours. He said there will not be any extra money after those expenses, and paying down the debt would be his priority. Otto noted that paying down the debt on the Public Safety Building would result in a prepayment penalty on the bond.

Chick said at the retreat the Board agreed they want to make sure there are controls in place to protect open space and farming.

REPORTS

Department Heads

Fire. Chief Wagner summarized the written February report and answered questions from Dockett about repairs to the Public Safety Building sprinkler system. Fink responded to question from Dockett about health coverage expenses.

Police. Chief Wagner summarized the written February report and answered questions from Dockett about overtime and a new gun licensing law.

- **Motion:** Chick moved, Otto supported, that the purchase of a 2015 Ford Police Interceptor sedan by the Northfield Township Police Department at a cost of \$25,288, to be paid from the Federal Forfeiture Funds. **Motion carried 7—0 on a voice vote.**

Wastewater Treatment Plant. Hardesty referred to his written report.

- **Motion:** Engstrom moved, Chick supported, that the installation of an eight inch valve in the sewer line by Midwest Power Systems be approved at a cost of \$8,750.00. **Motion carried 7—0 on a voice vote.**

Senior Center. Averill referred to his written report and added that in-house lunches under the Senior Nutrition Program will begin on March 16th.

Treasurer. Braun referred to her written report.

Manager's Report. Fink referred to his written report and answered questions from Otto and Dockett about the proposed WALLY rail line noting this a long-term project and it is important for the Township to be involved in considering it and other long-term projects.

Other

Parks and Recreation. Thomas referred to information in the Manager's Report.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
March 10, 2015**

Zoning Board of Appeals. Otto reported that the ZBA granted variances to allow an addition to a house.

Planning Commission. Chick reported that the Commission took action on their goals, annual report, and moving forward with a revision to the Master Plan.

AGENDA ITEMS

**1.
Assessing/Building Department Offer:
Mary Bird**

Fink answered questions from Dockett about the benefits that would be offered and whether this would be a salaried or hourly position.

- **Motion:** Engstrom moved, Westover supported, to approve the hiring of Mary Bird as Assessing and Building Assistant at the hourly wage of \$18.00, increasing to \$18.50 after six months contingent upon a positive performance review.

Dockett said he would not support this because he is opposed to the position being full-time.

Motion carried 6—1 on a voice vote, Dockett opposed.

**2.
Resignation of Deputy Clerk:
Jewelie Bruestle**

- **Motion:** Westover moved, Thomas supported, that the resignation of Jewelie Bruestle from the position of Deputy Clerk be accepted with regret.
Motion carried 7—0 on a voice vote.

**3.
Changes to Deputy Clerk Position**

Dockett said he is opposed to this position being made full-time.

- **Motion:** Westover moved, Chick supported, that the Deputy Clerk position be changed from part-time hourly to full-time exempt. **Motion carried 6—1 on a voice vote, Dockett opposed.**

**4.
Deputy Clerk Offer:
Cristina Wilson**

- **Motion:** Westover moved, Engstrom supported, that the Cristina Wilson be hired as the Deputy Clerk at a starting rate of \$15.75 per hour.

In answer to a question from Dockett, Westover said Wilson has not previously worked on elections, but she is confident she will be able to handle that responsibility.

Motion carried 6—1 on a voice vote, Dockett opposed.

**5a.
Resolution for Liquor License
for Rolling Meadows**

- **Motion:** Engstrom moved, Dockett supported, that the liquor license for the Rolling Meadows Golf Course be supported.

In answer to a question from Otto, Fink said this is the last liquor license available from the State in the Township.

**Motion carried 7—0 on a voice vote.
Resolution adopted.**

**5b.
Northfield Township Library
Conditional Use Permit**

- **Motion:** Chick moved, Otto supported, to approve the Conditional Use Permit to allow an expansion of the Northfield Library facilities within the Whitmore Lake Downtown District pursuant to Section 30.04 of the Northfield Township Zoning Ordinance, located at 125 Barker Road, Parcel B-02-06-401-009.

Kate Bond with Boss Engineering reviewed the application, confirmed that the Planning Commission unanimously recommended approval.

Motion carried 7—0 on a voice vote.

**6.
Kiwanis Request to Use 75 Barker Road
for Rummage Sale**

- **Motion:** Engstrom moved, Chick supported, to approved the request by Kiwanis to use 75 Barker Road for a rummage sale April 26 through May 4, 2015. **Motion carried 7—0 on a voice vote.**

**7.
HVA/Emergent Health Partners Contract**

- **Motion:** Chick moved, Braun supported, that the 2-year fire dispatching service contract between Northfield Township and HVA/Emergent Health Partners be approved for a period beginning July 1, 2015, through June 30, 2017, at a cost to the Township of \$11,792.76 for contract year 1 and \$12,026.07 for contract year 2.
Motion carried 7—0 on a voice vote.

**8.
Lighting Project for Public Safety Building**

Firefighter Shaun Barrows, Wagner, and Fink reviewed the proposals from Green Electric (\$83,691) and EDSS (\$41,050) for LED light retrofitting, noting that Phase I represents the highest return on investment with a 2-3 year payback. Fink said it will be paid for from the Public Safety Building fund balance of \$54,214.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
March 10, 2015**

- **Motion:** Engstrom moved, Braun supported, to approve the EDSS contract for a total cost of \$41,050. **Motion carried 6—1 on a voice vote, Dockett opposed.**

9.

**Amendments to Zoning Ordinance Article 26.0;
MHC—Manufactured Housing Community District**

- **Motion:** Chick moved, Engstrom supported, to approve amendments to the Zoning Ordinance Article 26.0 MHC Manufactured Housing Community District which will bring the ordinance up to standards dictated in the State's Mobile Home Act. **Motion carried 7—0 on a voice vote.**

10.

**Township Distribution to
BC/BS Bronze Plan HSA for Couples**

Fink said this was left out of the original medical coverage, probably because there were not any couples choosing that plan, but it should be included as an option. In answer to a question from Dockett, Fink said this is part of the \$40,000 previously approved.

- **Motion:** Otto moved, Chick supported, to have the Township contribute \$5,000 to the Bronze Plan for couples. **Motion carried 6—1 on a voice vote, Dockett opposed.**

11.

Title Search Quote

In answer to questions from Dockett, Fink said this is a Township expense, as is the engineering, and he does not believe it is something that needs to be sent out for bids.

- **Motion:** Otto moved, Thomas supported, to approve \$175 per property for the title search of 13 properties for Phase 3 of the Barker Road Non-Motorized Pathway at total cost of \$2,275 by Select Title Agency. **Motion carried 7—0 on a voice vote.**

12.

Soil Borings Quote

Fink reported design is complete on the project, so soil borings and obtaining easements will be next. He recommended approval of the bid from G2 Consulting for soil borings.

- **Motion:** Otto moved, Chick supported, to approve soil borings for Phase 3 of the Barker Road Non-Motorized Pathway by G2 Consulting Group at a cost of \$2,500. **Motion carried 7—0 on a voice vote.**

13.

Capital Improvements Plan (CIP)

Fink noted that the Planning Commission prepared the CIP last year, but he recommends that the Board prepare it this year since it concerns how money is allocated for capital improvements.

- **Motion:** Chick moved, Otto supported, to authorize the Northfield Township Board of Trustees to develop the Township's 2016 Capital Improvement Plan. **Motion carried 7—0 on a voice vote.**

14.

Resolution in Support of the US-23 Project

Fink said it is important for the Township to participate in the planning for infrastructure, and he will take this resolution to the Policy Committee of the Washtenaw Area Transportation Study (WATS) where an amendment to the Tax Increment Financing (TIF) plan will be voted on to allow this project to proceed.

- **Motion:** Engstrom moved, Chick supported, that the *Resolution of the Northfield Township Board of Trustees Supporting the US-23 Construction Improvements and Transportation Systems Management* be approved. **Motion carried 7—0 on a roll call vote. Resolution adopted.**

SECOND CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

Dockett said he appreciated the time Assessor Tom Monchak spent speaking to him today about his property assessment.

Otto noted the 4th of July Parade Committee's funding is starting and can be found on GoFundMe.

ADJOURNMENT

- **Motion:** Engstrom moved that the meeting be adjourned. **Motion carried 7—0 on a voice vote.**

The meeting adjourned at 8:55 P.M.

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 _____, 2015.

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/