

NORTHFIELD TOWNSHIP Township Board Workshop Minutes June 24, 2014

CALL TO ORDER/PLEDGE

The workshop was called to order at 7:03 P.M. by Supervisor Engstrom at 8350 Main Street.

Supervisor Engstrom led those present in the Pledge of Allegiance.

ROLL CALL

Marilyn Engstrom, Supervisor	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
Bradly Maynes, Township Attorney
Members of the community

ADOPTION OF AGENDA

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

FIRST CALL TO THE PUBLIC

May Devlin, 9211 Brookside, thanked Fink and Thomas for helping to fix the problem at Brookside and Jennings Roads.

CORRESPONDENCE & ANNOUNCEMENTS

Fink reported on the Township newsletter that will be going out soon and on the need for the Board and Planning Commission to consider policy regarding the extension of Donna Lane/Seven Mile Road in light of a new development which may be built at that location.

AGENDA ITEMS

1. Interviews for Clerk Position

Engstrom read a letter from Mark Stanalajczo, who was out of town on military duty, regarding his interest in being appointed Clerk.

Robert Erickson, Angie Westover, and Susan Shink each answered the same series of five questions regarding their applications for the Clerk position as well as additional questions posed by Board members.

Engstrom noted that the Board will be making a decision regarding this appointment on July 8th.

2. Discuss Assessor Position Options

Fink noted the Township Assessor resigned as of last Friday, and recommended that the Board select one of two assessment services firms—WCA Assessing or Assessment Administration Services—he had researched to provide assessing services on a part-time basis in the interest of saving money(\$10,000 - \$20,000 annually) and for long-term stability in the department.

Representatives of both firms made presentations about their services, and each said the other would do a fine job for the Township. Dockett said he is opposed to this, preferring to have a full-time Assessor available to answer questions from the public.

3. Review Liability Insurance Options/Quotes

Fink said he had been very unhappy with the Township's previous broker, and as a result Berends, Hendricks, Stuits—currently representing the PAR plan for the Township—removed that broker from the Township's account. He said the Township now has two incredibly competitive liability insurance proposals on the table: a new proposal from Berends, Hendricks, Stuits for the PAR Plan, as well as one from Nickel and Saph representing Trident Argonaut. He said the proposals are only a few thousand dollars apart in premium, and each would represent at least \$30,000 in savings for the Township.

Jack Voss, CEO of Voss Insurance Services, who had been hired by the Township to provide an independent assessment of the two proposals, provided a written comparison of the two proposals to the Township's current policy and recommended that the Township accept the new proposal from the PAR Plan. He said regardless of the choice the Board makes it will be an excellent decision because both are excellent companies that are very much alike in what they are doing for townships and cities.

Stephen Saph, Jr. of Nickel and Saph Argonaut provided a detailed review of the Trident proposal, and Ken Cuning of Berends, Hendricks, Stuits provided an overview of the PAR Plan proposal.

Fink said he thinks Voss was not aware of the information provided about the coverage limits with Trident, so he will have to reexamine that issue. He added that the inverse condemnation coverage proposed by Nickel and Saph is very important because that is type of claim the Township spent a lot of money on recently.

He said he is very torn about this decision because the difference between these two proposals is very narrow.

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**4.
Old St. Patrick Labor Day Weekend Festival
Civic Event Application**

Engstrom noted this is the same application that is typically submitted for this event. Otto said she did not see insurance information with the application.

**5.
Zoning Department Duties Allocation**

Dockett said Boegler told him there have been no significant changes in her activities. Braun said the Deputy Treasurer should not be the person handling zoning duties. Fink agreed.

Fink said there previously had been a full-time person handling zoning duties, but that person was let go and Boegler started doing some of this work. Dockett said Boegler was in the Building Department years ago.

Fink said the functions needed to be covered are preparation of Planning Commission packets, working with others in the office when they have questions (and Wortman also needs to be trained in this), and the actual permits which should be divided between those that have to go through the planning consultant or manager and the smaller ones (porches, fences, etc.). He said the first two can be handled by Manley, but Wieland needs to continue to handle the larger permits, and he (Fink) will take on the smaller permits. He said Wieland cannot continue to handle the current work load.

In answer to a question from Chick, Fink said he has already talked to Manley about this. He said he will take this slowly and evaluate along the way and report back to the Board.

**6.
Tom Lombardi Resignation from DDA**

Engstrom said letters of interest for this position are welcome. In answer to questions, Engstrom and Fink said DDA members do not need to be business owners nor must they be Township residents.

**7.
Jeff Vega Resignation from
Parks & Recreation Commission**

Thomas said several candidates are already being considered.

**8.
Barbara Griffith Watkins and David Horton
Requests for Reinstatement to the DDA**

Engstrom noted this will be voted on by the Board on July 8th.

SECOND CALL TO THE PUBLIC

George Brown, 7868 Shady Beach, said the Township has been through some troubling times recently, and everyone currently on the Board is doing a great job and he thanked Engstrom for her leadership. He said Fink ran the best Township Clean-up ever.

He also gave his opinion on the candidates for Clerk.

BOARD MEMBER ISSUE/COMMENTS

Horseshoe Lake Sewer District Study. In answer to a question from Dockett about the Horseshoe Lake sewer district, Fink says the analysis is complete, he has a letter from Steve Mann, and he will put this on the next workshop agenda.

Clerk Position. Otto thanked those who applied for the Clerk's position, those who stayed to the end of the meeting, and everyone who answered the Board's questions.

Bark Park. Thomas reported that the Bark Park was officially dedicated on Saturday.

9. ADJOURNMENT

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

The meeting adjourned at 10:06 P.M.

Submitted by Lisa Lemble.

Approved by the Township Board on _____, 2014.

Angie Westover, Clerk

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