

**NORTHFIELD TOWNSHIP
Township Board
Minutes
June 12, 2018**

CALL TO ORDER

The meeting was called to order at 7:12 P.M. by Supervisor Chockley at 8350 Main Street.

PLEDGE

Supervisor Chockley provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Public Safety Director William Wagner
Community Center Director Tammy Averill
Township Manager Steven Aynes
Recording Secretary Lisa Lemble
Members of the community

FIRST CALL TO THE PUBLIC

Edward Acho, owner of Polly Market in Whitmore Lake, asked that the approval of the Lil Porky's liquor license be reconsidered. David Gordon, 5558 Hellner Road, commented on threats against code enforcement officers, spending in rural areas, land preservation planning, and transparency regarding the personnel review of the Township Manager.

BOARD MEMBER REMARKS

Board members responded to comments regarding the liquor license for Lil Porky's, land preservation planning, and road maintenance and noted that State law allows public employees to request a closed session for personnel reviews. They also provided information about the legal requirements for assessing and collecting personal property taxes, said the County clean-up day was very successful, noted the Township has a noise ordinance, suggested considering additional road maintenance projects, and proposed open discussion sessions with the public on some Board meeting agendas.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

ADOPT CONSENT AGENDA

- ▶ **Motion:** Chockley moved, Manley supported, that the consent agenda be adopted with (a) the addition of the Land Preservation and Supervisor's reports, and (b) removal of ~~with~~ the Police Department report.
Motion carried 7—0 on a voice vote.

ADOPT BALANCE OF AGENDA

- ▶ **Motion:** Chockley moved, Beliger supported, that the balance of the agenda be adopted as presented.
Motion carried 7—0 on a voice vote.

REPORTS/UPDATES

Zoning Board of Appeals. Otto reported that on May 21st the ZBA granted setback variances to allow an addition to the Sutton Schoolhouse. The next meeting is June 18th.

Planning Commission. Chick reported that on June 6th the Commission approved a proposal by the Library for addition of a gazebo, continued work on revising the zoning ordinance, and authorized drafting of Dog Park rules. The Board discussed whether the Township planner or attorney should write the Bark Park ordinance and where the funding for that work will come from. It was agreed the Township Manager will look into this.

Parks and Recreation. The Board recalled that the Board had directed Parks and Recreation to research cost and recommend the location for signage in the downtown park and asked them again to carry through on that. Their next meeting is July 19th.

Financial/Treasurer and Fund Balance. Zelenock briefly reviewed the written reports, and said a proposal regarding banking will be brought to the Board at the next meeting.

Manager. Regarding possible expenses for future North Village park development, Aynes said this came up in discussions with two developers who are interested in the site, but nothing specific is known now. Regarding proposed 2% pay increases for staff, Aynes said the budget is currently only a draft.

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AGENDA ITEMS

**1.
Police Department Promotions**

Wagner referred to his memo. Zelenock noted these proposed promotions for David Powell would add \$750 \$7,500 in expenses, and that is included in the budget.

- ▶ **Motion:** Chockley moved, Otto supported, to promote Detective Jason Roberts to Sergeant.
Motion carried 7—0 on a roll call vote.
- ▶ **Motion:** Chockley moved, Otto supported, for creation of a new position of Detective Sergeant and promotion of David Powell to that position.
Motion carried 7—0 on a roll call vote.
- ▶ **Motion:** Chockley moved, Zelenock supported, to approve the interim-temporary promotion of Scott Schultz to Sergeant.
Motion carried 7—0 on a roll call vote.
- ▶ **Motion:** Chockley moved, Beliger supported, that Cory Johnston be promoted to the position of Full-time Patrol Officer.
Motion carried 7—0 on a roll call vote.
- ▶ **Motion:** Chockley moved, Otto supported, that the temporary-interim position of full-time officer be filled by part-time officer Frank Wright.
Motion carried 7—0 on a roll call vote
- ▶ **Motion:** Chockley moved, Otto supported, to amend the Letter of Understanding with the Northfield Township Police Officer's Association to replace the ~~name name~~ of Cory Johnston with Frank Wright in all places where that occurs in the document.
Motion carried 7—0 on a roll call vote.

**1a.
Police Department Report**

In answer to a question, Wagner said there have been fewer traffic stops recently, resulting in fewer tickets issued. He said this is partly due to officers being involved in significant investigations and also to the reduced amount of traffic through downtown since US-23 reopened.

Otto thanked Wagner for applying for grant funding for a prescription drug takeback program.

**2.
Fiscal Year 2018-19 Budget Discussion**

Aynes referred to the draft budget, noted it calls for increasing the fund balance to 70% of annual expenses, and recommended:

- Expanding contracted services for appraisal, and moving the position filled by Mary Bird solely into the

planning/zoning/building budget to greatly improve efficiency.

- Reviewing options for maintenance, improvements, or expansion of the sewer system, and
- Considering ways to increase funding for roads and to plan for other capital improvements, such as parks.

Aynes answered questions about allocation of the code enforcement officer salary, Barker Road engineering, mileage expenses for banking, and Parks and Recreation funding.

- ▶ **Motion:** Zelenock moved, Beliger supported, that the \$2 sewer fee increase be removed from the draft budget until there is communication with the public about it.

It was noted this is an increase recommended by the Township engineer for operating expenses, and this is still only a draft budget, but it can be amended after adoption.

Motion carried 6—1 on a roll call vote, Chick opposed.

There was a brief discussion of current and projected growth rates in Green Oak Township which could have an effect on the sewer system capacity and the need for a holding tank.

There was discussion about how the \$12,000 capital outlay for the Public Safety Building rental (for additional proposed improvements to Township offices and meeting spaces) will be allocated, and whether it should be included in the budget now or added when the income is received.

- ▶ **Motion:** Zelenock moved, Otto supported, to remove the \$12,000 for capital outlay in Fund 217-PSB Rental Property Rental-Fund. **Motion carried 6—1 on a roll call vote, Dockett opposed.**
- ▶ **Motion:** Zelenock moved, Beliger supported, to remove the \$13,718 contribution from the General Fund to Fire & Medical Rescue.
Motion carried 7—0 on a voice vote.

The Board also:

- asked Aynes to research what two \$1,000 "professional fees" line items are for.
- briefly discussed the proposed 2% salary increase for administrative staff;
- noted that \$11,000 will be due in 2021 for voting equipment, and the decision had been made to budget this over four years, so \$2,750 needs to be included in this budget.
- Said the DDA budget seems incorrect and needs to be reviewed.

- ▶ **Motion:** Zelenock moved, Chick supported, to remove the \$15,000 allocated in Fund 214 for the estimate for assessing 75 Barker Road.
Motion carried 7—0 on a voice vote.

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3.

**Consider Increasing System Development Charges
and Quarterly Fees to Rate Study Base Rate**

- ▶ **Motion:** Beliger moved, Otto supported, to table action on Increasing System Development Charges and Quarterly Fees to Rate Study Base Rate to July.
Motion carried 7—0 on a voice vote.

4.

**Letter of Support for KaBOOM!
Play Everywhere Grant:
Barker Road Play Path**

- ▶ **Motion:** Zelenock moved, Manley supported, to approve the Letter of Support for the KaBOOM! Play Everywhere Grant for the Barker Road Play Path.
Motion carried 7—0 on a voice vote.

5.

**North Village RFP Update:
Scoring Criteria and
Establish Committee to Score RFPs**

- ▶ **Motion:** Zelenock moved, Chockley supported, that the Planning Commission and the Township planner handle the scoring criteria for the North Village RFPs.

There was discussion about whether it is appropriate for the Planning Commission to score proposals since it will also be approving site plans.

Motion withdrawn.

- ▶ **Motion:** Zelenock moved, Chockley supported, that Township Planner Paul Lippens develop the scoring criteria for North Village proposals.

Aynes said this could be handled by the Planning Commission, the Township Manager, and the Township Planner, the Downtown Planning Group, or a group of other individuals.

Motion carried 5—2 on a roll call vote, Dockett and Beliger opposed.

- ▶ **Motion:** Zelenock moved, Chick supported, that establishment of a committee to score the RFPs be tabled until it can be determined if the Planning Commission can legally score the RFPs.

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

6.

**Resolution 18-589:
Lincoln Drive Drain Maintenance and Repair**

Chockley explained the Township's share of the \$12,000 expense would be 35% or \$4,200.

- ▶ **Motion:** Chockley moved, Zelenock supported, to approve Resolution 18-589; authorizing the Water Resources Commissioner to exceed the statutory spending and assessment limit of five thousand (\$5,000.00) dollars per year for maintenance and repair of the Lincoln Drive Drain.

Dockett said catch basins are filled with gravel by the Road Commission and the Water Resources Commission does not maintain the drains properly. Chockley said the Commission would like to make a presentation to the Board, and she will get it added to an agenda.

Motion carried 7—0 on a roll call vote. Resolution adopted.

- ▶ **Motion:** Beliger moved, Otto supported, to place item 9, Resolution 18-579, as the first agenda item on the June 26th agenda.
Motion carried 7—0 on a voice vote.

- ▶ **Motion:** Beliger moved, Otto supported, to table Agenda Items 7, Resignation of Code Enforcement Officer, and 8, Township Manager's Recommendation for Code Enforcement Officer, to a future meeting.
Motion carried 7—0 on a voice vote.

7.

Resignation of Code Enforcement Officer

Tabled.

8.

**Township Manager's Recommendation
for Code Enforcement Officer**

Tabled.

9.

**Resolution 18-579:
Preclusion of Board of Trustees Members
from Participating in Building and Zoning Meetings**

Tabled to the June 26, 2018, agenda.

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**10.
Bills**

- ▶ **Motion:** Chockley moved, Chick supported, to pay the bills.

Dockett asked questions about expenses for a security lock system and engineering fees to TetraTech, and listed the amounts of a number of bills for professional fees.

Motion carried 7—0 on a roll call vote.

**APPROVAL OF MINUTES
May 22, 2018**

Beliger asked that a statement she made be amended.

- ▶ **Motion:** Chockley moved, Zelenock supported, that the minutes of May 22, 2018, be approved as amended. **Motion carried 7—0 on a roll call vote.**

SECOND CALL TO THE PUBLIC

David Gibbons, 8985 Garfield Drive, and David Gordon, 5558 Hellner, made comments about Parks and Recreation Committee activities, providing information to the public

about the Township Manager performance review, road conditions, the budget discussion, the sewer system, and Board comments about spending by the Township and other government agencies.

BOARD MEMBER COMMENTS

Board members made comments about how to fund road and drain maintenance, taxation, information provided by the Township Manager, supporting local businesses, improving the efficiency of Board meetings, and setting goals for the Township Manager.

CORRESPONDENCE AND ANNOUNCEMENTS

Board members announced Fourth of July weekend activities.

ADJOURNMENT

- ▶ **Motion:** Chockley moved, Zelenock supported, that the meeting be adjourned. **Motion carried 7—0 on a voice vote.**

The meeting adjourned at 10:22 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 June 26, 2018.

Kathleen Manley, Clerk

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