

NORTHFIELD TOWNSHIP BOARD AGENDA
February 28, 2017 - 7:00 PM
8350 Main Street, 2nd Floor

CALL TO ORDER
INVOCATION/PLEDGE
ROLL CALL
ADOPT BALANCE OF AGENDA
CALL TO THE PUBLIC
BOARD CLARIFICATION
CORRESPONDENCE AND ANNOUNCEMENTS

AGENDA ITEMS

1. Receive recommendation of wastewater treatment superintendent and authorize reorganization of the department and hiring of additional staff person as required
2. Request to approve the Conditional Use Permit for the Washtenaw County Road Commission Northeast Service Center at 1222 E North Territorial Rd. Parcel ID#: B-02-21-300-004 – Zoned LI-Limited Industrial
3. Update on open personnel positions +
4. Establish a personnel committee to review and update the employee handbook and job descriptions +
5. Clarification of the non-statutory duties/township manager job description
6. Determination of assignment of the non-statutory duties +
7. Resolution #17-554 to amend the 2017 budget within the general and building department funds and establishing the Whitmore Lake Sewer District budget
8. Resolution #17-555 to amend the 2017 budget within the general fund
9. Consideration of outstanding easements for the Barker Rd Non-Motorized Path, also known as the Debra Mozurkewich Memorial Path

2nd CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

NORTHFIELD TOWNSHIP MICHIGAN

Northfield Township Board of Trustees February 23, 2017 Communications**

RECEIVED: February 4, 2017. An email to Treasurer Zelenock from Mary Tabbert speaking against hiring a Township Manager.

RECEIVED: February 7, 2017. An email to Treasurer Zelenock from Frank Wassilak speaking against hiring a Township Manager.

RECEIVED: February 9, 2017. An email to Treasurer Zelenock from Kathleen Zarske and Nathan Pitts speaking against hiring a Township Manager.

RECEIVED: February 9, 2017. An email to Treasurer Zelenock from Leah and Michael Prucka speaking against hiring a Township Manager.

RECEIVED: February 10, 2017. An email to Treasurer Zelenock from Eric Helsel speaking against hiring a Township Manager.

RECEIVED: February 10, 2017. An email to Treasurer Zelenock from Steve and Marilyn Harrington speaking against hiring a Township Manager.

RECEIVED: February 11, 2017. An email to Treasurer Zelenock from Tom Wegmann and Franda Grimes speaking against hiring a Township Manager.

RECEIVED: February 11, 2017. An email to Treasurer Zelenock from Cynthia Hogston speaking against hiring a Township Manager.

RECEIVED: February 11, 2017. An email to Treasurer Zelenock from Roger and Cathy Paison speaking against hiring a Township Manager.

RECEIVED: February 11, 2017. An email to Treasurer Zelenock from Bob and Joyce Erickson speaking against hiring a Township Manager.

RECEIVED: February 11, 2017. An email to Treasurer Zelenock from Corey Johnston in favor of hiring a Township Manager.

RECEIVED: February 12, 2017. An email to Treasurer Zelenock from Laura Goring speaking against hiring a Township Manager.

- RECEIVED: February 13, 2017. An email to Treasurer Zelenock from Susan Erickson speaking against hiring a Township Manager.
- RECEIVED: February 13, 2017. An email to Treasurer Zelenock from Patricia and Timothy Kabel speaking against hiring a Township Manager.
- RECEIVED: February 14, 2017. An email to Treasurer Zelenock from Lynn Slagle in favor of hiring a Township Manager.
- RECEIVED: February 14, 2017. An email to Treasurer Zelenock from John Arends speaking against hiring a Township Manager.
- RECEIVED: February 15, 2017. An email to Treasurer Zelenock from Tim Schafer speaking against hiring a Township Manager.
- RECEIVED: February 15, 2017. An email to Treasurer Zelenock, Supervisor Chockley and Clerk Manley from Kurt Weiland commenting about hiring a Township Manager.
- RECEIVED: February 17, 2017. An email to Treasurer Zelenock from Betty Franks and Joe Silvis speaking against hiring a Township Manager.
- RECEIVED: February 18, 2017. An email to Treasurer Zelenock from Christine and Jay Miles speaking against hiring a Township Manager.
- RECEIVED: February 10 – February 15, 2017. Phone Messages to Treasurer Zelenock regarding Township Manager – 9 Against 1 In Favor
- RECEIVED: February 23, 2017. An email to Treasurer Zelenock from Dave Drummond speaking against hiring a Township Manager.

**Any Communications received on this topic after February 23, 2017 will be added as an addendum to the packet at a later date.

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:04 AM
To: Jennifer Carlisle
Subject: Fw: Township a Manager position

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Mary Tabbert <mitabbert1405@att.net>
Sent: Saturday, February 4, 2017 5:11 PM
To: Lenore Zelenock
Subject: Re: Township a Manager position

I would like to give you my opinion. I don't think we need a township manager. We are a small community and since my taxes haven't gone down I am all for conserving money. Every year the taxes go up but our retirement money stays the same. So I would vote NO to hiring an unnecessary position. Give the existing workers a little bit more pay and spread the duties. With 97% of the townships not having a manager I don't think we need one. It's a luxury we cannot afford.
Thank you.

Mary J Tabbert
1400 Six Mile Rd
Northfield Twp. Mi

Sent from my iPad

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:04 AM
To: Jennifer Carlisle
Subject: Fw: NORTHFIELD TOWNSHIP MANAGER REPLACEMENT

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Wassilak <user606258@aol.com>
Sent: Tuesday, February 7, 2017 7:58 PM
To: Lenore Zelenock
Subject: NORTHFIELD TOWNSHIP MANAGER REPLACEMENT

Ms. Zelenock,

I've recently become aware that our township manager has resigned and the Trustees are considering hiring another manager. I would prefer that the township not proceed with this, but rather have the current Supervisor assume the responsibilities of this position. I would prefer having the savings in salary costs applied first, to reduce any outstanding debts the Township has, then used to improve the township infrastructure, roads in particular.

Thank you.

Frank Wassilak

8640 Nollar Road

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:04 AM
To: Jennifer Carlisle
Subject: Fw: township manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Kathleen Zarske <katezarske@gmail.com>
Sent: Thursday, February 9, 2017 3:31 PM
To: Lenore Zelenock
Subject: township manager

My husband and I agree that there should be no township manager.
We can not make the meetings but we agree that there is no need to pay an extra person to do the job the Supervisor should be able to do.

Best,
Kathleen Zarske & Nathan Pitts
5961 Leland Dr
Ann Arbor, MI 48105

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:03 AM
To: Jennifer Carlisle
Subject: Fw: new manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: leahprucka@aol.com <leahprucka@aol.com>
Sent: Thursday, February 9, 2017 7:45 PM
To: Lenore Zelenock
Subject: new manager

Dear Lenore,

Thank you for your responsible service to our township. We appreciated your postcard notifying us of the manager vacancy and the subsequent vote it prompted. It is the opinion of both adults at this residence that the township does not need to fill the position of manager. Save our money. We already pay too much. The mileage rate is high enough. Our little township can function fine without a manager.

Thank you,
Leah and Michael Prucka
5315 Walnut Creek Lane

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:03 AM
To: Jennifer Carlisle
Subject: Fw: Township manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Eric Helsel <erichsl@gmail.com>
Sent: Friday, February 10, 2017 2:53 PM
To: Lenore Zelenock
Subject: Township manager

Dear Ms. Zelenock,

I hope that you can use this as part of an official resident response.

I am NOT in favor of hiring a new township manager. This is a waste of tax-payer money with little or no return. These duties should fall under the township supervisor, which if I'm not mistaken, is an elected official.

If you need further input from me, please don't hesitate to contact me, or you may also have another person from the township do so.

Regards,

Eric Helsel

8977 Ash Drive, Whitmore Lake

574-261-2958

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:03 AM
To: Jennifer Carlisle
Subject: Fw: Supervisor or Manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Stephen Harrington <stephenharrington@att.net>
Sent: Friday, February 10, 2017 6:47 PM
To: Lenore Zelenock
Subject: Supervisor or Manager

We support having a Supervisor. We were very disappointed with the expense of the manager and his lack of knowledge of our township. I'm active with the Green Oak Township Historical Society, therefore I have had the opportunity to see the Green Oak Charter Township Supervisor at work. Mark StCharles is outstanding. He knows the township and does his homework. Hopefully our Supervisor will do a good job for us.

Steve and Marilyn Harrington
66525 W 8 Mile Road

We also own 66425 W 8 Mile Road (The Nathan B Devereaux Octagon house was built by my great grandfather.)

Sent from my iPhone :-) Marilyn

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:03 AM
To: Jennifer Carlisle
Subject: Fw: township manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: FRANDAGRIMES@aol.com <FRANDAGRIMES@aol.com>
Sent: Saturday, February 11, 2017 7:27 AM
To: Lenore Zelenock
Subject: township manager

Yes, operate without a manager. Thanks for the post card. Tom Wegmann and Franda Grimes

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:01 AM
To: Jennifer Carlisle
Subject: Fw: Township Manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Cindy Hogston <clh0610@gmail.com>
Sent: Saturday, February 11, 2017 11:00 AM
To: Lenore Zelenock
Subject: Township Manager

Lenore

Thank you for the informational postcard. Communication is a significant problem in our Township.

An example of the poor communication was the hiring of Howard Fink. We had no idea that a manager had been hired until well in to his time here. Another example was the purchase of the land near the post office. Several people have wondered how our Township paid for the land.

We think that our Township does not need a Supervisor and a Manager (we have often wondered why we had both!). So Mr. Fink's job does not need to be filled. It is not a good use of the tax payers money.

Benny, Ernestine and
Cynthia Hogston

Sent from my iPhone

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:01 AM
To: Jennifer Carlisle
Subject: Fw: Twp manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Roger & Cathy Paison <rpaison@yahoo.com>
Sent: Saturday, February 11, 2017 2:04 PM
To: Lenore Zelenock
Subject: Twp manager

I feel we do not need a township manager. Several times I had conversations with the township manager. We have "tiny houses" popping up on rushton. Are they being taxed? All the old manager was concerned about was smoking outside. Save the money for the new park in whitmore lake.

Sent from Yahoo Mail for iPad

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:00 AM
To: Jennifer Carlisle
Subject: Fw: Thanks for the Postcard

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Robert Erickson <rjerickson10@aol.com>
Sent: Saturday, February 11, 2017 4:48 PM
To: Lenore Zelenock
Subject: Thanks for the Postcard

Hi Lenore,

Thanks for taking your time (and money) to send the update on the Township Manager. . and, we agree with you! Some rationale on why we are against hiring a Township Manager:

Considering just the financial aspect alone is reason enough not to hire a Township Manager. You provided a very good analysis of the costs of having a manager and savings to township without one. Let's face it, Northfield Township is not what one would consider a wealthy community. We can't afford to ignore this opportunity to save tax dollars. Having another \$50K -\$100K per year in the Township coffers would be so helpful --and could be put to good use to improve the community in many ways.

We're opposed to hiring a manager not just based on the financial savings. There's also another reason, that to us is very important. Not having a township manager would put the management of the township back where it belongs—in the hands of the elected trustees! We don't believe a paid employee has the same responsibility or connection to the voters that an elected official does. Granted, the lack of a manager puts more work on each trustee. But didn't each trustee run because they wanted to do the work? Our thoughts are that if a person went through the process of getting elected as a Northfield Township Trustee, why would they want to push the responsibility to a manager rather than do the job themselves? As noted in the past few years, when you have a manager who takes control, this "power" grows and the manager starts to run the trustees, not answer to them. So, maybe those who want to rely on a manager rather than do the job themselves, should rethink why they wanted to be a trustee.

It may be time to consider more putting additional reimbursement back into the Trustee positions to make the extra work more reasonable.

Yes! Let's operate without a manager like 97% of the Michigan townships do--and save our tax dollars.

Thanks again for all your work!

Bob and Joyce Erickson

7803 Lakeshore Rd

Whitmore Lake, Mi 48189

734-550-9266

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:00 AM
To: Jennifer Carlisle
Subject: Fw: Township manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Corey Johnston <cjtjohnston@yahoo.com>
Sent: Saturday, February 11, 2017 4:58 PM
To: Lenore Zelenock
Subject: Township manager

I would like to see the manager replaced with another. I saw the figures for the twp manager and despite his salary we still had a profit. So yes please replace Howard!

Corey Johnston
9077 Butternut Rd.

Sent from Yahoo Mail on Android

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:00 AM
To: Jennifer Carlisle
Subject: Fw: Township manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Laura gmail <lagoring@gmail.com>
Sent: Sunday, February 12, 2017 3:09 PM
To: Lenore Zelenock
Subject: Fwd: Township manager

>
>
> Ms. Zelenock
>
> My mother (Mary Goring) and I, are opposed to the township wasting money on a manager. We have lived here since 1976 and never remember having a township manager. Why should we have a manager when we vote on a supervisor and the rest of the elected officials. The way i personally look at it, we are adults and should know what need to do not need a manager if we have a supervisor. I'd rather see that money spent on the township trying to recruit new businesses to come into the township and stay.
>
> Thank you listening.
>
>
> Laura Goring
>
>
> Sent from my iPhone

Jennifer Carlisle

From: Lenore Zelenock
Sent: Wednesday, February 15, 2017 11:57 PM
To: Jennifer Carlisle
Subject: Fw: Township Manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Susan Ericksen <sueericksen56@gmail.com>
Sent: Monday, February 13, 2017 3:08 PM
To: Lenore Zelenock
Subject: Township Manager

Dear Ms. Zelenock,

First, let me express my appreciation that you took the time and self paid your recent postcard re: the upcoming vote for hiring another township manager. In the past, I have not found our township very receptive to such input.

I must confess that I am not aware of the differences in requirements between the township supervisor and a township manager. I would wonder whether or not there is an unnecessary overlap? That said, I would tend to side with your position that we have much better things to do with \$100,000 a year than hire another manager. Unfortunately, I am not able to attend the meeting tomorrow evening, but would welcome any feedback you can provide.

Sincerely,

Susan Ericksen

3421 E. Joy Rd

Jennifer Carlisle

From: Lenore Zelenock
Sent: Wednesday, February 15, 2017 11:57 PM
To: Jennifer Carlisle
Subject: Fw: Manager Position

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Patricia Kabel <patkabel@hotmail.com>
Sent: Monday, February 13, 2017 1:05 PM
To: Lenore Zelenock
Subject: Manager Position

Hello and thank you for contacting everyone regarding the vacant Manager position.

I was reading the job descriptions for Manager and Supervisor on the township website and see that the Manager

position is much more detailed. To place this added responsibility on the current Supervisor seems somewhat unfair, unless the job descriptions could be combined into something like a Managing Supervisor position with, I would think, a pay increase to compensate for the added responsibility. Then also to consider, is the current Supervisor qualified and willing to take on the added responsibility.

I can't imagine why this small township would need both positions filled, it is just another waste of taxpayer money. How about putting the extra money into gravel road upkeep? My husband and I have lived in the same place since 1987, and have seen very little if any improvement to our roads, sometimes they are nearly impassable.

Thank you for taking the time to read this email and bringing the vacancy to everyone's attention.

Sincerely,

Patricia and Timothy Kabel

3631 Six Mile Road

South Lyon, MI 48178

Sent from Mail for Windows 10

Jennifer Carlisle

From: Lenore Zelenock
Sent: Wednesday, February 15, 2017 11:53 PM
To: Jennifer Carlisle
Subject: Fw: Township manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: lynna slagle@sbcglobal.net <lynna slagle@sbcglobal.net>
Sent: Tuesday, February 14, 2017 5:00 PM
To: Lenore Zelenock
Subject: Township manager

Hello Lenore

I received your postcard. Thank you for sending it out. I believe that Northfield Township needs a township manager.

If you would like to contact me, my cell number is [734 449 8577](tel:7344498577)

Best regards
Lynn Slagle

Sent from my Sprint Phone.

Jennifer Carlisle

From: Lenore Zelenock
Sent: Wednesday, February 15, 2017 11:54 PM
To: Jennifer Carlisle
Subject: Fw: twp manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: John <johna1177@yahoo.com>
Sent: Tuesday, February 14, 2017 6:38 AM
To: Lenore Zelenock
Subject: twp manager

Treasurer Zelenock,

It's refreshing to see someone in your position take an interest in the opinion of the people you represent. This is one citizen who appreciates your effort. The township manager issue has been one I have been opposed to ever since I learned we had one. I would be strongly opposed to replacing the township manager. Thank you for your consideration in this matter.

John Arends

Jennifer Carlisle

From: Lenore Zelenock
Sent: Wednesday, February 15, 2017 11:53 PM
To: Jennifer Carlisle
Subject: Fw: New Manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Tim Schafer <timvschafer@gmail.com>
Sent: Wednesday, February 15, 2017 9:55 AM
To: Lenore Zelenock
Subject: New Manager

Hi Lenore,

My wife and I received your postcard regarding the need to replace our township manager. We agree with you that there are better ways to spend our tax dollars than on another manager especially in light of the fact that so many other communities seem to be functioning well without paid managers. Please keep us posted on developments and if there is anything further we should do. Thanks for your concern.

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 16, 2017 12:12 AM
To: Jennifer Carlisle
Subject: Fw: Manager?

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Kurt Weiland <WeilandK@pittsfield-mi.gov>
Sent: Wednesday, February 15, 2017 12:41 PM
To: Lenore Zelenock
Cc: Marlene Chockley; Kathy Manley
Subject: Manager?

Hello Lenore, as a Northfield resident I received your post card with regards to the manager position and wanted to share a few thoughts. It appears to me the review of the Township's needs must expand beyond the last five years. Up until 2008 the Township had a fulltime Zoning/Building Administrator, plus the three elected Officials who worked almost full time. This provided elected leadership in the office as well a Department head to manage day to day operations. When the Board chose to hire a Township Manager it reduced the pay to the elected officials and used that to help pay for the manager. It appeared to me that the thought was we do not need the elected officials because the manager will do their jobs for them and all they need to do is come to meetings. The hiring of a Township manager does not replace the need for hard working Township Officials and the leadership that they can provide to the staff and the residents.

So what I am trying to say is that it does not matter if you hire another Township Manager/Department head-office manager, the role of the Township Supervisor is still very important to Township government and I believe Northfield Township needs to give the position the respect that it deserves.

Your statement that the township manager resigned unexpectedly seems naive, the average stay for a City or Township manager is 3-5 years, once the question of if keeping the township manager position became an election topic you had better believe that the manager would be seeking new opportunities in order to provide for his family.

I fully support all the elected officials, this does not mean I always agree with them but as a government employee for almost twenty five years I respect what it takes to put yourself out there to go through the election

process, and I feel it is my role to be honest in my views, and do my best to protect the elected officials from missteps when possible. It has also been very rewarding for me to have had the opportunity to help Northfield Township over the last ten years with administering the State Construction Codes. The goal has been to keep your department open until there is enough work to have your own inspectors again someday.

I wish you the best of luck in your new role as the Northfield Township Treasurer

Regards,

Kurt Weiland

Director of Building Services

Pittsfield Charter Township

Building Official Northfield Township

30 year Northfield Township resident

Jennifer Carlisle

From: Lenore Zelenock
Sent: Saturday, February 18, 2017 8:24 AM
To: Jennifer Carlisle
Subject: Fw: Board Meetings - Betty Franks & Joseph Silvis

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: BJSAMBUCA@aol.com <BJSAMBUCA@aol.com>
Sent: Friday, February 17, 2017 11:22 AM
To: Lenore Zelenock
Subject: Board Meetings - Betty Franks & Joseph Silvis

Hi Lenore,

**We agree with you whole-heartedly NOT to hire a new manager for the township. It is:
Wasted dollars.**

**We cannot attend the Board meetings but we want to give you our support for this issue.
Thank you for your service to Northfield township.**

**Betty Franks and Joe Silvis
5900 Sutton Road
Ann Arbor -- 48105**

Jennifer Carlisle

From: Lenore Zelenock
Sent: Saturday, February 18, 2017 8:54 PM
To: Jennifer Carlisle
Subject: Fw: No new manager!

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Chris & Jay Miles <fourmiles@sbcglobal.net>
Sent: Saturday, February 18, 2017 9:37 AM
To: Lenore Zelenock
Subject: No new manager!



Hi,

Thank you for the postcard containing information about the township manager. We did not know he resigned. We are **opposed** to the township hiring a new manager. The township supervisor and township board were elected to manage our township. I'm not even sure what the manager did!

We would much rather see the \$100,000 go to the new township land/park development instead of for the salary of an unnecessary township position.

If needed, I will begin a petition in our neighborhood and attend the meeting on the 28th.

Sincerely,

Christine and Jay Miles

9096 Wildwood Lake Drive

734-347-7518

Jennifer Carlisle

From: Lenore Zelenock
Sent: Tuesday, February 21, 2017 1:42 PM
To: Jennifer Carlisle
Subject: Manager Comments via Phone Messages

Hello Jennifer,

Hope all is well today.

Below are comments on the manager I received via phone messages.

<u>Date</u>	<u>Type</u>	<u>Manager?</u>	<u>Person</u>	<u>Address</u>
02/10/17	Phone	No	Dollie & James Boggs	6077 Earhart
02/10/17	Phone	No	Catherine Wongstrom	7880 Earhart
02/13/17	Phone	Yes	Stacey Specht	PO Box 663
02/13/17	Phone	No	Brenda Thalacker	260 E. Shore
02/13/17	Phone	No	Camilla Dixon	9153 Jay
02/14/17	Phone	<u>No</u>	Susan McCormick	7403 Earhart
02/14/17	Phone	No	Phillip Neal	5907 Bedford Place
02/14/17	Phone	No	Frank Pfeiffer Jr.	3800 5 Mile
02/15/17	Phone	No	Greg Mulick (Spelling?)	
02/15/17	Phone	No	Jack Brugger	5995 Leland

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

Jennifer Carlisle

From: Lenore Zelenock
Sent: Thursday, February 23, 2017 1:39 PM
To: Jennifer Carlisle
Subject: Fw: manager

Sincerely,

Lenore Zelenock
Treasurer, Northfield Township

From: Dave Drummond <ddrum1945@yahoo.com>
Sent: Thursday, February 23, 2017 10:37 AM
To: Lenore Zelenock
Subject: manager

I am very glad Fink quit. I don't want to see us waste money on another manager because some people think all they have to do is come to meetings and vote. If it means greater responsibility and time for some people then we should compare our compensation levels to other similar townships.

Sent from Yahoo Mail on Android

Memo

To: Northfield Township Board of Trustees
From: Marlene Chockley, Supervisor
RE: Wastewater Treatment Superintendent
Date: 2/23/2017

Dear board of trustees,

The wastewater treatment plant has run very smoothly under the administration of Tim Hardesty. He is a committed professional who has managed the plant and his personnel well. He is leaving us in very good condition.

As we look to replace him, we are fortunate to have Dan Willis, a very strong internal candidate for the position of superintendent of the wastewater treatment plant. Dan has been at the plant even longer than Tim and knows the system well. Tim recommends Dan highly. Dan applied 4 years ago for the very same position and I have included his resume and letters of recommendation from that time for your information.

I recommend that we transition Dan Willis to the superintendent position at an annual salary of \$63,000 and allow him to hire another person of his choosing to the department to complete his team.

Thank you for your consideration.



Marlene Chockley

**JAMES E. COX
NORTHFIELD TOWNSHIP
WATER POLLUTION CONTROL FACILITY
11500 LEMEN ROAD WHITMORE LAKE MICHIGAN
PHONE 734-449-4159 FAX 734-449-4302**

To: Northfield Township Board of Trustees

From: Tim Hardesty-Wastewater Treatment Plant Superintendent

Date: February 28th, 2017

Subject: Treatment Plant Personnel

Tim Hardesty:	Plant Superintendent	Hire Date: January 1979
Dan Willis:	Collection Systems Supervisor	Hire Date: May 1978
Brian MacDonald:	Lab Supervisor	Hire Date: May 2010
Jon White:	Maintenance Supervisor/Operator I	Hire Date: October 2011
Mike Spirl:	Operator II	Hire Date: November 2012

The Wastewater Plant Superintendent must possess a class "B" license.

Licenses' currently held by plant personnel:

Tim Hardesty	"B"
Dan Willis	"B"
Brian MacDonald	"C"
Jon White	"D"

Mike Spirl is planning on "writing" for his Class D license this year, Jon White is planning on writing for his Class C license, and Brian MacDonald has completed the necessary requirements to be able to write for his Class B license this year. All plant personnel have been cross training in all phases of plant operation since their date of hire. The current plan, **if approved by the Board of Trustees**, is to promote Dan Willis to the Superintendent position, promote Mike Spirl to the Collection Systems Supervisor position, and Brian MacDonald is working toward becoming the Plant Superintendent in the future.

Job Description

Class Title: Wastewater Treatment Plant Superintendent

Classification: Exempt Employee, Department Head

Reports to: Township Manager-Northfield Township Board of Trustees

Job Summary:

Manages, plans and directs the operation of the Township's wastewater treatment plant, and the collection system to ensure the wastewater facility is in compliance with treatment standards set by the Michigan Department of Environmental Quality (MDEQ). Superintendent will supervise related personnel, manage maintenance and repair operations to ensure proper maintenance of associated equipment.

Essential Job Functions:

- Supervise activities related to Wastewater Treatment Plant and lift station operations
- Oversee laboratory testing, and prepare reports for the MDEQ
- Develop the annual operating budget for review by the Township Manager
- Ensure compliance with applicable State, Federal, and local regulations regarding the municipal sewer treatment plant systems
- Establish and maintain effective relationships with citizens, community groups, employees, and vendors. Represent the Township at meetings and in communications with engineers, regulatory agencies and consultants. Respond to public inquires and complaints, and assists the public as needed.
- Direct repair operations, establish work schedules, assign overtime, and develop training for employees
- Order equipment and supplies for Wastewater Treatment Plant

Required Knowledge, Skills, Abilities, and Minimum Qualifications

- High school diploma or GED required, some college credit or degree in a related field is preferred
- Minimum five years of wastewater experience
- State of Michigan Class B License
- A valid State of Michigan Driver's License
- Ability to maintain daily computer files and reports
- Thorough knowledge of Wastewater Treatment Plant operations, equipment, and monitoring requirements
- Knowledge of mechanics and electricity
- Thorough knowledge of gases and chemicals associated with wastewater treatment plant operation
- Ability to operate all department equipment safely and efficiently
- Ability to resolve personnel issues
- Ability to deal with the public regarding problems created by the system
- **Ability to establish and maintain effective relationships with other employees, Township officials, and the general public**
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously
- Ability to work under general supervision and make responsible decisions
- Ability to use good judgment

Ancillary Job Functions

- Investigate and resolve citizen complaints related to operations of the wastewater department
- Participate in Township meetings, staff meetings, and seminars as needed
- Serve on-call 24/7 as needed
- Assist other departments and perform other related duties as assigned

Work Environment

- May occasionally be required to work in confined spaces
- May be exposed to inclement outdoor weather, risk of electrical shock, potentially hazardous bodily fluids, or loud noise levels
- May be required to wear a respirator in certain situations

WILLIAM DANIEL WILLIS

61501 Rambling Way
South Lyon, MI 48178
(248) 323-1389

CAREER OBJECTIVE

I am applying for the Northfield Township Waste Water Treatment Plant Supervisor position and believe I have the necessary managerial and personal skills that the job needs.

EDUCATION

Waste Water System Supervisor with 30+ years of plant and management experience.

Classes and certifications include:

- Michigan Class B operator's license since 1983.
- Michigan Storm Water Management.
- Certified in confined space, backhoe and forklift operation.
- AWWA – Applied Hydraulics, Lift Station, and Valve Maintenance.
- CSUS – Waste Water Treatment Plants 1-3, Operation of Waste Water Collection Systems, Advanced Waste Water Treatment Plants, Small Waste Water System Operations.
- MDEQ – Activated Sludge, Aerobic Sludge Digestion, Waste Water Lab 1-3, Waste Water Lab QAQC, Basic Chemistry, Basic Electricity.
- MSU - Management in the Waste Water Field.
- WCC – Fundamentals of Accounting 1,2.

WORK EXPERIENCE

Northfield Township WWTP,

1978 to Present

11500 Lemen Road, Whitmore Lake MI 48185

System Supervisor

- Duties include the maintaining of the collection system including: 14 pump stations, miles of sewer, sewer staking, connection inspection, cleaning and televising, mechanical, electrical, and piping repairs.
- Assists in operation of the waste water plant.
- In charge of the Miss Dig Program.
- Responsible for the MDEQ Biosolids Program.
- Supervised the sewer expansion at North Territorial Rd., 7 Mile Rd., and the construction of the 8 Mile Rd. and Eastshore Rd. pump stations.

Hamburg Township WWTP,

1993 to Present

6400 East M-36, Hamburg MI 48139

Plant Operator

- Part time.
- Supervised the plant for 8 months while a certified operator was found.

COMPUTER SKILLS

Office Applications: Microsoft Excel and Office.

Plant Applications: SCADA System, Miss Dig.

References

Dr. Bahram Zamani
Michigan Department Of
Environmental Quality
Biosolids division
(517) 625-4652

Brian Jonckeere
Drain Commissioner
Livingston County MI
(517) 404-6421

Brian Rubel
Senior Project Manager
Tetra Tech
(734) 665-6000

Cindy Pine
Former Supervisor
Hamburg Township MI
(810) 231-4971

Doug Del-Favero
Northfield Township Z.B.A.
(734) 449-3720



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

August 18, 2011

Dr. Bahram Zamani
5438 Park Lake Road
East Lansing, Michigan 48823

Mr. James Cox, Plant Supervisor
Northfield Waste Water Treatment Plant
11500 Lemen Road
Whitmore Lake, Michigan 48189

Dear Mr. Cox:

SUBJECT: Recommendation Letter for Mr. William Daniel Willis

I am writing on behalf of Mr. William Daniel Willis, whom I understand applied for the position of the Northfield Plant's Supervisor which will be vacant as the result of your retirement and departure.

I highly recommend that Mr. Willis be considered for this position since I am completely familiar with his work habits, knowledge and experiences through years of program related interactions at both the Northfield as well as when he temporarily accepted to manage the operation of the Hamburg Township facility. Mr. Willis later assignment provided me with a big relief as he organized the normal operation of this facility specifically related to the Biosolids Program.

In addition to his important job characteristics, which are needed to run and manage the normal operation of your facility, Mr. Willis is also a truly people-oriented individual, extremely easy to work with due to his pleasing and outgoing personality (also a real asset) to your facility. Mr. Willis relates well with others and has shown a remarkable tenacity to stay with a task until it is completely, quickly and professionally done.

As a state regulator, these characters assured me that he will defiantly do a great job with leadership, as you did for number of years.

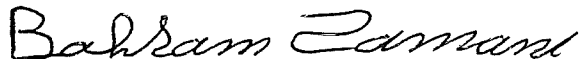
I must emphasize that as a customer, I am concerned about the services, which I receive. I also believe that credit should be given where it is deserved. To that end, I wish again to commend Mr. Willis, as I found him to be very pleasant, friendly and dutiful in gaining the DEQ customers satisfaction and full trust.

My experience with Mr. Willis is that he works diligently to obtain the required information and removed the problems and obstacles which finally make the completion of various tasks trouble free and pleasant with no time.

He cared enough to respond to all requests promptly and seems to enjoy what he is doing at your facility. I am sure that he will continue to be an effective, caring, pleasant individual, and also a productive future manager as you were for number of years.

Hopefully, the information provided here will be helpful in your evaluation, as I am certain that he will relish the challenge of the new position and will be very productive. I urge you to very strongly consider him for this position.

Sincerely,



Bahram Zamani, Ph.D., CPSS., IRSS.
Environmental Health & Quality Scientist
Lansing District Office, Biosolids Program
Resources Management Division
Michigan Department of Environmental Quality
Phone: (517) 899-9258 Personal Cell
(517) 625-4652 Office
(517) 242-3720 Office Cell

File Name: Thanks-Dan-Willis-Northfield WWTP (August 18, 2011)

Re: Recommendation for Dan Willis

The Honorable Northfield Township Board of Trustees

I wish to offer my recommendation of Dan Willis in consideration for the position of the Northfield Township wastewater system operator. I have known Dan for more than 10 years, having been involved with him on wildlife conservation projects in Livingston County.

In my experience, Dan has always exhibited great integrity on any of the projects we have worked on. In addition, Dan's knowledge of wastewater operations has been evident by his interest in sanitary systems here in Livingston County. As operators ourselves of numerous systems in Livingston County, Dan's experience is apparent. In fact, Dan has come to visit our facilities in order to see how we administer our sanitary and septage programs. On occasion, I have consulted with Dan on issues facing our system in order to take advantage of his expertise in this area.

I would again offer my sincere confidence in Dan's knowledge and integrity, as well as my belief that Dan would serve the Township well in the capacity of wastewater system operator

If you have any questions regarding Dan's abilities or character, please feel free to contact me at your convenience.

Sincerely,



Brian Jonckheere
Livingston County Drain Commissioner

e-mail: bjonckheere@co.livingston.mi.us
Phone: 517-546-0040
Fax: 517-545-9658
2300 E. Grand River Ave.
Suite 105
Howell, MI. 48843



TETRA TECH

August 17, 2011

Re: Letter of Reference for Dan Willis

To Whom it May Concern:

I have worked with Dan Willis for approximately fifteen years while I have served as Northfield Township's consulting engineer. In my association with Dan, I have found him to be a conscientious, thorough, and dedicated professional. There are several attributes that I believe have made Dan successful, including:

Communication – Dan has the ability to effectively communicate complex technical subjects pertaining to the wastewater industry to the general public. This is especially important being employed by a public agency.

Teamwork – I have witnessed Dan work well with his supervisor and colleagues.

Leadership – Dan effectively leads tasks and sees them through to a definitive conclusion. He is quick to recognize the contribution of others and more than carries his portion of the workload.

Decision Making – Dan has consistently made excellent decisions on projects. He balances the wastewater needs of the Township against fiscal and other constraints.

Reliability – I have frequently needed Township staff to perform parts of a larger project. Dan has always completed these assignments both thoroughly and within the agreed upon timeline.

I have enjoyed my working relationship with Dan Willis and believe him to be a great asset to Northfield Township. I believe he would be successful in any position within a wastewater utility.

Sincerely;

Brian M. Rubel, P.E.
Senior Project Manager

8205 Alta Vista Dr.
Pinckney, Mi 48169
August 18, 2011

Search Committee for the Northfield Township
Wastewater Treatment Plant Operator

To Whom It May Concern:

This letter is to lend support to the application of Dan Willis for the position of Plant Superintendent of Northfield Township's WWTP. Dan has been a respected part-time employee of Hamburg Township for at least 8 years, lending expertise and experience to our township's plant. For over one-half year, he served as our temporary Plant Operations Director.

Dan has the qualities of a quiet leader who knows his subject and who is happy to mentor less experienced staff in the complexities of the plant. He works well with both staff and management and has that rare ability to stay clear of politics in a political environment.

Based on my four years' overlap with Dan between 2004 and 2008, I believe Northfield Township would be well served to hire Dan Willis for the top position in its treatment plant.

Sincerely,

Cindy Pine, former Hamburg Township Supervisor

August 18, 2011

Governing Body of Northfield Township,

After learning of the upcoming retirement of our Waste Water Treatment Plant Director Jim Cox, I would like to recommend his likely replacement Dan Willis.

I have worked with Dan from when Eastshore Pump Station #1 was in front of our Condo through its relocation to the side of our Condo until the present time.

When Jim was busy with other issues Dan was always the "go to" guy. Dan's professionalism and respect for the people he works with made him a pleasure to work with. From him getting trees replaced that was destroyed in the relocation process to his coordinating of individual electric meters for the Condo Association and the township.

I have been impressed with his knowledge of the entire Waste Water Treatment Plant process, the plant itself and all the outside pump stations.

In closing, I would like to ask you to please keep our Waste Water Treatment Plant running successfully and efficient as it is now and have Dan Willis replaces our retiring Director Jim Cox.

Respectfully,

A handwritten signature in cursive script that reads "Doug Del Favero". The signature is written in black ink and is positioned above the printed name.

Doug Del Favero

February 21, 2017

Board of Trustees
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189-0576

**Subject: Washtenaw County Road Commission Northeast Service Center at 1222 E North Territorial Rd.;
Conditional Use Review; Plans Dated 1/26/17 and received by Northfield Township on 1/26/17.**

Dear Board of Trustees:

We have reviewed the proposed application for conditional use approval submitted by Washtenaw County Road Commission (WCRC) for its Northeast Service Center to be located at 1222 E. North Territorial Road (Parcel ID#: B-02-21-300-004). The service center will include a warehouse and material distribution center. This parcel is approximately 15 acres and is located on the south side of E. North Territorial Road, about 1 mile east of the interchange with US-23. The site was recently rezoned to Limited Industrial (LI), which permits warehouse and material distribution centers as Permitted Uses, provided all products and materials are enclosed within the building. The WCRC proposes outdoor storage of materials and indoor repair of WCRC vehicles, both of which are Conditional Uses in the LI district.

The most recent plans from the applicant are dated January 26, 2017, and enclosed are the following letters to the Planning Commission for these plans, which are the most recent review letters:

- OHM review letter from Jacob Rushlow, dated February 9, 2017.
- McKenna Associates Conditional Use Review letter, dated February 9, 2017.
- McKenna Associates Site Plan Review letter, dated February 9, 2017.

At the February 15, 2017 Planning Commission meeting, the Planning Commission held a duly noticed public hearing on the conditional land use permit application. There were no comments received from the public at this hearing.

After deliberations, the Planning Commission adopted the following two (2) motions at the February 15th meeting:

- To recommend approval of the WCRC conditional land use permit to the Township Board of Trustees, subject to the conditions stated in McKenna's Conditional Use Review letter of February 9, 2017 and OHM's review letter of February 9, 2017.
- To approve the WCRC site plan, subject to the conditions stated in McKenna's Site Plan Review letter of February 9, 2017 and OHM's review letter of February 9, 2017.

With the recommendation on the conditional land use permit by the Planning Commission, the conditional land use application now goes to the Township Board of Trustees for final action.

CONDITIONAL USE COMMENTS

For a conditional use approval to be granted, the Planning Commission and Township Board must find that the proposed conditional uses satisfy the criteria of Section 36-838 (General Conditional Use Approval Requirements) of the Zoning Ordinance. In our Conditional Use Review letter of February 9th, we stated that all of the standards of Section 36-838 would be met if the conditions noted in our Site Plan Review letter of February 9th were also met. At the February 15th Planning Commission meeting, the applicants indicated that they intend to meet all of the conditions stated in the review letters from McKenna and OHM.

RECOMMENDATION

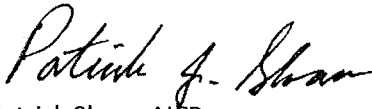
Provided the conditions in the McKenna and OHM letters of February 9, 2017 are fulfilled, the proposed outdoor storage use and indoor vehicle repair use meet all of the Conditional Use standards of the Section 36-838 of the Zoning Ordinance. Therefore, we recommend that the Township Board of Trustees adopt the findings of the February 9, 2017 McKenna Conditional Use Review letter and approve the proposed outdoor storage use and indoor vehicle repair use at 1222 E. North Territorial as indicated on the site plans dated January 26, 2017, subject to the following conditions:

1. That the site plan include the details and conditions noted in the McKenna Site Plan Review letter of February 9, 2017 and the OHM review letter of February 9, 2017; and
2. That all vehicle repair take place indoors only.

If you have any questions about this report, please contact us.

Respectfully submitted,

McKENNA ASSOCIATES



Patrick Sloan, AICP

Senior Principal Planner

cc: Jacob Rushlow, P.E., Township Engineer, OHM
Mike Bernbeck, Washtenaw County Road Commission
Marty Ruiter, Hobbs+Black Architects
Bob Wanty, P.E., Washtenaw Engineering
Joe Maynard, P.E., Washtenaw Engineering

February 9, 2017

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189-0576

**Subject: Washtenaw County Road Commission Northeast Service Center at 1222 E North Territorial Rd.;
Conditional Use Review #2; Plans Dated 1/26/17 and received by Northfield Township on 1/26/17.**

Dear Commissioners:

We have reviewed the proposed application for conditional use approval submitted by Washtenaw County Road Commission for its Northeast Service Center to be located at 1222 E. North Territorial Road (Parcel ID#: B-02-21-300-004). The service center will include a warehouse and material distribution center. This parcel is approximately 15 acres and is located on the south side of E. North Territorial Road, about 1 mile east of the interchange with US 23.

The site was recently rezoned to Limited Industrial (LI), which permits warehouse and material distribution centers as Permitted Uses, provided all products and materials are enclosed within the building. The WCRC proposes outdoor storage of materials and indoor repair of WCRC vehicles, both of which are Conditional Uses in the LI district. Our review of the revised site plan is in a separate letter dated February 9, 2017.

Site Photo: 1222 N. Territorial Road (Source: Google Maps 2016)



CONDITIONAL USE COMMENTS

For a conditional use approval to be granted, the Planning Commission and Township Board must find that the proposed use satisfies the criteria of Section 36-838 General Conditional Use Approval Requirements in the Zoning Ordinance as follows:

- 1. Will be harmonious with and in accordance with the general objectives, intent and purpose of this chapter.** For vehicle repair, the applicant proposes only to repair vehicles inside the main building. The floor plan of the main building shows areas for storage of equipment, parts, and fluids. There is no outdoor vehicle repair proposed on the site, and we would recommend making this a condition of Conditional Use approval. The building is also not open to the public and is only intended to service WCRC trucks, so there will not be the same types of concerns about traffic volume and noise as there would be if this was a general vehicle repair business that was open to the public or serviced off-site vehicles. The purpose of the LI district as stated in the Zoning Ordinance is for the areas of the Township whose principal use is or ought to be light manufacturing and other limited industrial uses. The proposed repair of WCRC vehicles inside the building is harmonious with this purpose.

For proposed outdoor storage, the standards of Section 36-701 apply, which are conditions and regulations specific to outdoor storage of materials. Our accompanying site plan review letter of February 9, 2017 recommends the following two (2) conditions for fulfilling the requirements of Section 36-701:

- That the storage bins include 2 additional rows of blocks on the southernmost side, east side, and northernmost side located east of the Vector Truck Dump structure so that the perimeter of this storage area is at least 7 feet in height.
- That the evergreen trees along the west side of the site in the area where the berm is lower (i.e., to the east of the wetland area) be increased in height to at least 8 feet.

If these conditions are met, the proposed outdoor storage use will be harmonious with this purpose.

- 2. Will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.** The existing land use and existing zoning classifications of the site and all surrounding parcels are summarized in the following table:

Location	Existing Land Use	Existing Zoning
Site	Vacant	RTM – Research, Technology, and Manufacturing
North	Industrial (Creative Automation) and Agriculture	RTM – Research, Technology, and Manufacturing
West	Agriculture	RTM – Research, Technology, and Manufacturing
South	Agriculture	AR – Agriculture
Southeast (corner)	Agriculture	AR – Agriculture
East	Industrial (Rhe Tech) and Agriculture	GI – General Industrial
Northeast (corner)	Industrial (Gyoa)	GI – General Industrial

The character of the general vicinity is manufacturing and industrial along E. North Territorial Road. The site abuts some agricultural uses to the west, south, and southeast but the parcel to the west is zoned RTM and the parcels to the south and east do not have any frontage along North Territorial and are not of the same general character. The WCRC proposes indoor vehicle repair of its own trucks, which is harmonious with the character of the general vicinity as an industrial area. As noted above, there are two (2) conditions of site plan approval recommended to make the outdoor storage use compliant with the Zoning Ordinance. Also, much of the south side of the site will remain undeveloped and retain its existing vegetation (26 deciduous trees and 100 mature shrubs are retained in this area). If the above conditions are met, the outdoor storage uses would be harmonious with the character of the general vicinity, as several of the industrial and manufacturing sites in the vicinity have outdoor storage.

3. Will be compatible with the natural environment and existing and future uses in the vicinity.

The site is bordered by railroad track and Rhe Tech to the east, Creative Automation and Gyoa to the north, vacant RTM-zoned property to the west, and vacant AG-zoned property to the south. As stated in this letter and our accompanying site plan review letter of February 9, 2017, if the conditions regarding increasing the height of the evergreens to 8 feet on the west side and increasing the height of the storage bin wall to 7 feet in the required areas, this standard will be met.

Section 36-723(g) of the Zoning Ordinance requires tree mitigation for 12 landmark trees removed from the site, and the applicant proposed planting 75 deciduous trees for mitigation. Over time, these trees will provide a net benefit for the natural environment. Additionally, Section 36-511(7)(b) of the Zoning Ordinance requires a 20-foot wide landscaped area in the front yard, and the applicant proposes a 40-foot wide berm with a staggered double row of evergreens (7'-8' high White Spruce trees) spaced approximately 15'-20' apart. Therefore, the proposed landscaping and screening in the front yard area meets, and likely exceeds, the requirements of the Zoning Ordinance.

4. Will be compatible with the Township land use development plan. The Future Land Use designation of the property is I – Industrial, and the Zoning Plan of the Master Plan supports the current LI zoning of the site. The intent of the Industrial Future Land Use designation is to provide locations for industrial operations that can help manage their potential negative impacts such as noise, odor, traffic, and outdoor storage of materials. Our accompanying site plan review letter of February 9, 2017 states that additional information is required with respect to raising the height of the evergreen trees on the west side of the site to 8 feet and raising the height of the storage bin wall to 7 feet in the required areas. If these conditions are met and the outdoor storage meets the requirements of the Zoning Ordinance, the use will be compatible with the Master Plan. Because there are proposed to be 12 employees and 15 trucks on-site for WCRC operations, the impact on the number of vehicle trips on North Territorial Road will be minor. Detailed comments regarding the traffic impact of the site are addressed on our site plan review letter of February 9, 2017.

5. ***Will be or can be served adequately by essential public facilities and services.*** Access is to North Territorial Road, a County Primary road. The Master Plan classifies N. Territorial as a Minor Arterial Road, which is intended to funnel traffic to arterial roads, like US-23. Access to US-23 is available about 1 mile west of the site. The site is served by public facilities and has access to emergency services. We do not know what the site's impacts will be on the Township's sanitary sewer system, so we will defer this question to the appropriate Township engineer. Our site plan letter of February 9, 2017 notes that there is a 1,500-gallon oil/water separator at the Vactor Dump Truck Area and on the north side of the main building, and the details are included on the site plan. The vehicles will be washed inside the main building and the trench drains inside the building connect to the wastewater system. We will defer to the Township's engineers regarding any impacts on the wastewater system.
6. ***Will not be hazardous or disturbing to existing or future neighboring uses.*** The adjacent zoning classifications of the site are GI to the east (railroad track and Rhe Tech), RTM to the north (Creative Automation) and west (agriculture use), GI to the northeast (Gyoa), and Agriculture (AG) to the south (agriculture use). As noted above and in the conditions of our site plan review letter of February 9, 2017, if the following information is shown on the plans, we do not expect the proposed conditional uses to be hazardous or disturbing to existing or future neighbors:
- That the schedule on the landscape plan show which 9 evergreen trees are allocated to meet the tree mitigation requirement.
 - Per Section 36-701(2)(b)(2), that the storage bins include 2 additional rows of blocks on the southernmost side, east side, and northernmost side located east of the Vactor Truck Dump structure so that the perimeter of this storage area is at least 7 feet in height.
 - That the evergreen trees along the west side of the site in the area where the berm is lower (i.e., to the east of the wetland area) be increased in height to at least 8 feet.
 - Per Section 36-728(C), that the refractive version of the XTOR Crosstour Maxx LED fixture on Sheet C-504 be removed and only the full cutoff version is used.
 - Per Section 36-728(D), that the height of the light fixtures be no higher than 16 feet. This may result in additional fixtures, which are permitted by the Zoning Ordinance if all requirements of Section 36-728 are met.

Finally, because the site to the south is zoned AR, it could potentially have residences someday. The proposed outdoor storage area is about 500 feet north of the southern lot line, and much of the area on the south side of the site will be maintained in its current state (26 deciduous trees and 100 mature shrubs are retained in this area).

7. ***Will not create excessive additional requirements at public cost for public facilities and services.*** If the recommended conditions of site plan approval are met, the proposed use should not create excessive additional requirements at public cost for public facilities and services. The proposed outdoor storage use and indoor vehicle repair will have to meet all building codes for the assembly use.

RECOMMENDATION

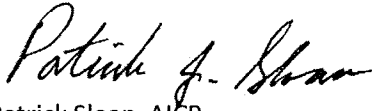
Provided the conditions in our site plan review letter of February 9, 2017 are fulfilled, the proposed outdoor storage use and indoor vehicle repair use meet all of the Conditional Use standards of the Zoning Ordinance. Therefore, we recommend that the proposed outdoor storage use and indoor vehicle repair use be recommended for approval to the Northfield Township Board of Trustees, subject to the following conditions:

1. That the site plan include the details and conditions noted in our accompanying site plan review letter of February 9, 2017; and
2. That all vehicle repair take place indoors only.

We look forward to reviewing these findings with you. If you have any questions about this report, please contact us.

Respectfully submitted,

McKENNA ASSOCIATES



Patrick Sloan, AICP

Senior Principal Planner

- cc: Marlene Chockley, Township Supervisor
Kathleen Manley, Township Clerk
Tim Hardesty, Township Wastewater Superintendent
William Wagner, Township Public Safety Director
Jacob Rushlow, P.E., Township Engineer, OHM
Mike Bernbeck, Washtenaw County Road Commission
Marty Ruitter, Hobbs+Black Architects
Bob Wanty, P.E., Washtenaw Engineering
Joe Maynard, P.E., Washtenaw Engineering



ARCHITECTS. ENGINEERS. PLANNERS.

February 9, 2017

Northfield Township
8350 Main Street, Suite A
Whitmore Lake, Michigan 48189

Attention: Mary Bird, Building and Zoning Department

**Regarding: Washtenaw County Road Commission Northeast Service Center
Conditional Use Review #2
OHM Job #0151-16-1048
Site Plan Review #2
OHM Job #0151-16-1041**

Dear Ms. Bird:

We have reviewed the site plan submittal, received by this office on January 30, 2017, for the proposed Washtenaw County Road Commission Northeast Service Center, located on North Territorial Road, just south of the Ann Arbor Railroad, in accordance with Township guidelines and General Engineering Standards. A brief description of the project has been provided below, followed by our comments.

The applicant is proposing to construct a new Washtenaw County Road Commission Service Center. The site will contain a service center building, fueling center, outdoor storage bins, and salt storage building. Access to the site is provided by one main drive from North Territorial Road. Stormwater management is proposed via overland flow, underground conveyance, and two (2) infiltration basins; one located at the southwest corner (rear) of the site behind the proposed salt storage building and the other located on the north end of the site in front of the service center building. The site will be serviced by public sanitary sewer and will obtain water supply from a private onsite well. The water supply well along with an underground storage tank will provide fire protection for the site.

CONDITIONAL USE

The most recent conditional use application includes major and minor repairs of vehicles and the outdoor storage of materials. Since the original conditional use review, the commercial communication apparatuses have been removed from the plans by the applicant.

Minor or Major Repair of Vehicles

The application indicates that these operations will occur within the proposed building/garage. We note that from the submitted utility plans it appears that the truck wash areas in the building are proposed to collect and discharge wastewater into the public sanitary sewer system. This connection will require approval from the Township wastewater treatment plant (WWTP) superintendent and additional details regarding the proposed waste stream will be required.

As submitted, the conditional use application for minor or major repair of vehicles appears to be in substantial compliance with the Township requirements. We take no exception to this proposed conditional use from an engineering perspective with the condition that the truck wash area floor drains be approved for discharge into the public sewer by the WWTP superintendent or alternatively discharged into a collection system for recycling or proper offsite disposal.

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



Outdoor Storage of Materials

General materials storage and vector truck dump storage are proposed on the east side of the property within three-sided concrete bins. We note that the vector truck dump storage is proposed to be covered and is also proposed to have a discharge pipe connected into the public sanitary sewer system. This connection will require approval from the Township wastewater treatment plant (WWTP) superintendent and additional details regarding the proposed waste stream will be required. Salt storage is proposed on the south side of the site with a covered storage system that includes brine storage tanks. We note that the proposed salt storage and brine storage appears to meet the threshold management quantity (TMQ) and the applicant will therefore be required to follow the MDEQ Part 5 rules. Total volume/quantity of expected storages will need to be provided. Additionally, Zoning Ordinance Section 36-701 (part e) requires that the applicant provide the area and height of the proposed storage as well.

As submitted, the conditional use application for outdoor storage of materials appears to be in substantial compliance with the Township requirements. We take no exception to the proposed conditional use from an engineering perspective with the condition that the vector truck dump storage be approved for discharge into the public sewer by the WWTP superintendent or alternatively discharged into a collection system for recycling or proper offsite disposal.

SITE PLAN

General

1. The location(s) of the fuel tanks and all associated infrastructure shall be clearly identified on the site plan. Currently this information is only provided with architectural details.
2. A copy of the soil boring and/or infiltration report shall be provided with the next submittal.
3. The proposed salt storage facility and brine storage tanks appear to meet the threshold management quantity (TMQ) and the applicant will therefore be required to follow the MDEQ Part 5 rules. We recommend that a copy of the facilities pollution incident prevention plan (PIPP) be provided with their site plan submittal.

Paving and Grading

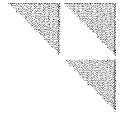
4. Preliminary wall elevations near the outdoor storage bins shall be provided on the plans. Currently, typical dimensions are only provided with architectural details.
5. The limits of the proposed easement required for construction of the entrance drive deceleration taper shall be shown on the plans.

Drainage

6. All proposed catch basins/inlets shall be labeled on the Stormwater Management Plan (Sheet C-104).

Utilities

7. Volume calculations of required fire protection storage, along with the underground storage tank volume, shall be included on the plans to ensure that the proposed storage tank is adequately sized.
8. It currently appears that tree plantings have been proposed directly above the proposed sanitary sewer service and proposed storm sewer. Plantings are not permitted within close proximity to sewer lines avoid conflicts and future maintenance issues. Either the proposed tree locations or the sewer lines shall be revised.
9. The property is proposed to be serviced by the Township's public sanitary sewer. The applicant is proposing to tap a new sanitary sewer lead into an existing manhole. An REU factor will need to be assigned for this facility based on the proposed use and building size in accordance with the Northfield Township Utility Ordinance. This will need to be reviewed with the Northfield Wastewater Superintendent prior to engineering approval of construction plans.



Permits and Other Agency Approvals

It should be noted that copies of all permits and permit applications shall be forwarded to this office. Before final engineering approval can be issued, the applicant must submit all necessary permits/approvals, including, but not limited to, the following agencies:

- Northfield Township Fire Department approval for fire code compliance and emergency vehicle access
- Northfield Township Building Department
- Northfield Township WWTP for proposed discharge of truck wash and vector truck wastewater
- Washtenaw County Water Resources Commission for soil erosion and sedimentation control (SESC)
- Washtenaw County Department of Public Health for well construction
- Michigan Department of Environmental Quality for NPDES permitting

Conclusion and Recommendations

As submitted, the site plan appears to be substantial compliance with the Northfield Township Site Plan requirements. We recommend the Planning Commission consider approval of the site plan conditional on the above-mentioned comments being addressed administratively during the construction plan review process.

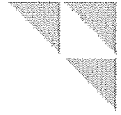
Additionally, in an effort to assist the applicant with preparation of construction plans, we are providing the following comments that should be considered prior to submittal of construction plans for detailed engineering review: Please note that these comments are not all inclusive and additional comments may be generated based on the construction plan information provided for review.

1. Proposed sidewalk and handicap parking spaces shall be ADA compliant. Additional spot grades and slopes are needed to verify compliance with ADA requirements.
2. The drainage areas listed in the Storm Sewer Calculation Table shall be verified. According to the table, pipe run R8-R7 is listed to convey Drainage Area 1, but according to the drainage area map, it appears that this run should convey Drainage Area 7.
3. Additional construction details and plan elevations shall be provided for the proposed stone bed swale located to the northwest of the proposed parking area. It is currently unclear how this will function as an infiltrative swale and not overflow into the main access drive for the site.
4. Utility profiles for water, sanitary, and storm sewer piping shall be provided on the plans to ensure that crossings can be accomplished without conflict.
5. The applicant shall clarify the gravel material to be used for the gravel pavement section as the plan view does not currently match the detail provided, nor is 23AA a typical aggregate material specification.
6. The applicant shall note that the "Vector Truck Dump" area shall be labeled as covered on the site plan and all other applicable sheets for clarification.

Please feel free to contact Jacob Rushlow at (734) 466-4517 or jacob.rushlow@ohm-advisors.com if you have any questions or concerns regarding this review.

Sincerely,
OHM ADVISORS

Jacob Rushlow, P.E.
Township Engineer



cc: Marlene Chockley, Township Supervisor (via e-mail)
Kathleen Manley, Township Clerk (via e-mail)
Tim Hardesty, Northfield Township Wastewater Superintendent (via e-mail)
William Wagner, Public Safety Director (via e-mail)
Larry Roman, Planning Commission Chair (via e-mail)
Patrick Sloan, AICP, McKenna Associates (via e-mail)
Kurt Weiland, Building Official (via e-mail)
Joe Maynard, P.E., Washtenaw Engineering (via e-mail)
Martin Ruiters, Hobbs & Black Architects (via e-mail)
Mike Bernbeck, WCRC (via e-mail)
File

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February 9, 2017

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Subject: Washtenaw County Road Commission Northeast Service Center at 1222 E North Territorial Road; Site Plan Review #2; Plans Dated 1/26/17 and received by Northfield Township on 1/26/17.

Dear Planning Commissioners:

Washtenaw County Road Commission (WCRC), the owner of the parcel at 1222 North Territorial Road (Parcel ID#: B-02-21-300-004), proposes to construct a warehouse and material distribution center for its Northeast Service Center. This parcel is approximately 15 acres and is located on the south side of N. Territorial Rd., about 1 mile east of the US-23 interchange. The site was formerly the location of Moore's Recreation and the old building on the parcel was recently demolished. The site was recently rezoned to Limited Industrial (LI), which permits warehouse and material distribution centers as Permitted Uses, provided all products and materials are enclosed within the building. WCRC also proposes outdoor storage of materials and indoor repair of WCRC vehicles, both of which are Conditional Uses in the LI District. Our comments on the Conditional Use application for the proposed outdoor storage and vehicle repair are in a separate letter. Although a communication tower and a future brine well area were shown on the previous version of the plans, these have been removed on the revised plans and are no longer proposed.

We have reviewed the site plan for compliance with the Township's Zoning Ordinance and with sound planning and design principles, and we offer the following comments for your consideration (items requiring correction or additional information are underlined):

Site Photo: 1222 N. Territorial Road (Source: Google Maps 2016)



COMMENTS

- 1. Use.** The site is zoned LI, Limited Industrial District. The district is intended to permit light manufacturing, limited industrial uses, and similar uses that generate a minimum of noise, glare, odor, dust, vibration, and air and water pollutants. Permitted uses include warehousing and distribution centers; provided all products and materials are enclosed within a building and an accessory use, building or structure. Conditional uses include outdoor storage of materials and equipment to be used as part of the principal business and minor or major repair. The site plan includes descriptions of some of the uses, which are proposed to include the following:

Principal Permitted Use (Warehousing and Material Distribution Center):

- A. Main Building.** Office, truck storage, and truck servicing and minor repair.
- B. Salt Barn.** The salt barn is proposed south of the main building. Because the salt storage is indoors, the salt barn is an accessory use per Section 36-509(9).
- C. Fueling Station.** A fuel tank for WCRC trucks is proposed on the west side of the site approximately 850 feet from the right-of-way of N. Territorial Road. The fuel tank is an accessory use per Section 36-509(9) and the overhead canopy (19 feet in height) is an accessory structure. The details of the fueling tank and canopy are on Sheet A-402.
- D. Water Storage Tank for Vehicle Washing.** A water tank for washing WCRC trucks is proposed on the north side of the main building approximately 245 feet from the right-of-way of N. Territorial Road. The water tank is an accessory use per Section 36-509(9). The details of the water storage tank are on Sheet P-200.

Conditional Uses:

- A. Outdoor Storage of Materials and Equipment (Section 36-510(9)).** There are 4 – 50' x 50' storage bins proposed south of the main building near the east side of the site. While our comments on the Zoning Ordinance requirements for outdoor storage of materials and equipment are in this letter, our comments on the Conditional Use standards are in a separate letter.
 - B. Major and Minor Repair of Vehicles (Section 36-510).** While minor repair of the WCRC vehicles could be interpreted as an accessory use per Section 36-509(9), the major and minor vehicle repair use it is reviewed as a Conditional Use under Section 36-510(1). Section 36-510(1) requires all work, materials, equipment and waste products to be contained within a completely enclosed building. All of the vehicle maintenance is proposed to take place inside the main building, and the floor plan of the main building shows areas for storage of equipment, parts, and fluids.
- 2. Dimensional Requirements.** Section 36-511 of the Zoning Ordinance includes the dimensional requirements for lot area (1 acre; 20,000 sq. ft. with sanitary sewer); lot width (150 feet; 80 feet with sanitary sewer); lot coverage (25%), front yard setback (85 feet), side yard setback (20 feet); rear yard setback (35 feet), and height (45 feet). All of these standards have been met for the lot, principal building, accessory buildings, and other structures.
 - 3. Access and Circulation.** The site will have one driveway at N. Territorial Rd. The front of the building will have a turnaround area to minimize trucks backing up. The rear portion of the site will have a large asphalt and concrete area that will be sufficient for circulation, loading, and unloading. A traffic analysis for the proposed service center was included in the application, based on 12 employees on the site. The AM peak hour would generate 3 additional trips entering and 5 additional trips exiting, while the PM peak hour would generate 3 additional trips entering and 4 additional trips exiting. Because there will be fewer

than 50 vehicle trips during the peak hour, Section 36-717(c) does not require a Traffic Impact Study.

4. **Parking and Loading.** Material distribution centers require 1 parking space for each person employed on the premises plus 1 space for each truck stored on the premises. Sheet C101 of the site plan states that there will be 12 employees and 15 trucks stored on the premises. The site plan states that the trucks will be stored indoors, so at least 12 parking spaces are required outdoors. There are 19 parking spaces proposed, which is sufficient for employees (including drivers) and visitors.

Section 36-762(12) of the Zoning Ordinance requires parking spaces to be at least 200 sq. ft. in area and at least 10 feet wide. The parking spaces on Sheet C-101 have been resized to be 200 sq. ft. in area and 10 feet wide, so the parking spaces comply with these requirements. The barrier free spaces, however, may be reduced to 8 feet in width per the Americans with Disabilities Act.

The minimum required aisle width is 22 feet, and both parking aisles are greater than 22 feet wide.

Section 36-766 requires 1 loading space at least 10 feet in width and 55 feet in length. The entire paved area south of the main building is dedicated to loading and unloading, so labeling this entire area for loading/unloading is sufficient.

5. Landscaping and Screening.

- a. **Parking Lot Landscaping.** Section 36-722(m) of the Zoning Ordinance requires 1 canopy tree per 8 parking spaces. With 18 parking spaces proposed, 3 canopy trees are required. There are 3 Northern Red Oak trees proposed on the north side of the parking lot.
- b. **Tree Mitigation.** For landmark trees that are removed, Section 36-723(g) requires replanting of 100% of the original diameter at breast height (DBH) removed. There are 12 landmark trees proposed for removal that total 223.5 inches DBH. On Sheet L-101 of the site plan, there are 66 deciduous trees and 9 evergreen trees proposed, all with 3-inch calipers (225 total inches). While the landscape plan includes a schedule showing which 66 deciduous trees are allocated to meet this requirement, the schedule must also show which 9 evergreen trees are allocated to meet this requirement.
- c. **Transition Strips.** Section 36-511(7) of the Zoning Ordinance requires every lot in the LI District to have a 25-foot wide transition strip along any lot line that abuts a lot in the AR and RTM Districts that consists of a screen wall or hedge between 4'-8' in height. Therefore, a transition strip is required along the south and west lot lines.
 - i. **Western Transition Strip.** The transition strip on the west side of the site (abutting an RTM District) consists of a berm and 52 deciduous trees. The berm is at least 4 feet high and the trees in the transition strip are the required mitigation trees. The berm ends about 200 feet north of the southern lot line, at which point the topography and vegetation (dense brush) are left in their current state.
 - ii. **Southern Transition Strip.** The transition strip on the south side of the site (abutting an AR District) consists of keeping the topography and vegetation (trees and brush) in their current state. Sheet L-101 of the revised plans delineates the brush areas and includes a list of the trees (including caliper sizes) and shrubs in these areas. Overall, there are 26 deciduous trees and 100 mature shrubs in this area. Along the 409.4-foot southern lot line, the average is 1 tree per 15.75 feet and 1 shrub per 4.1 feet. This existing vegetation creates the hedge effect

intended by Section 36-511(7).

While front lot lines are exempt from the transition strip requirements, Section 36-511(7)(b) requires a 20-foot wide landscaped area in the front yard. The front yard contains a 40-foot wide berm with a staggered double row of evergreens (7'-8' high White Spruce trees) spaced approximately 15'-20' apart. This landscaped berm meets the requirements of Section 36-511(7)(b).

- d. **Berms.** Berms are proposed along the frontage of the site along N. Territorial Rd., on the north and west sides of the parking area, and along the west side of the site in the required transition strip. Section 37-722(f) requires the slopes of berms to not exceed 1 foot vertical for each 3 feet width and planted to prevent erosion. The proposed berms appear to meet the slope requirements and will contain a mixture of groundcover, trees, and shrubs.
- e. **Fences.** An existing fence around the perimeter of the east, south, and west sides of site is proposed to remain. A new 6-foot high fence is proposed along the front of the site (between the stormwater pond and the main building) to enclose the perimeter fence for site security and safety. The details of the fence is on Sheet C-502. Section 36-715 of the Zoning Ordinance permits fences in industrial districts of up to 12 feet in height, but prohibits barbed wire on any fence under 10 feet in height. No barbed wire is proposed on the fence.
- f. **Screening of Materials Stored.** Section 36-701 of the Zoning Ordinance includes requirements for the storage and screening of outdoor materials. The outdoor storage proposed consists of 4 – 50' x 50' storage bins proposed south of the main building near the east side of the site. Section 36-701(2)(b)(2) requires these areas to be surrounded by a solid, unpierced fence or wall at least 7 feet in height and not less in height than the materials stored therein. The block walls are shown on Sheet C-101 and the profile and specifications, including the height of the block walls, are on Sheet A-402. Each block is 2 feet in height and 2 rows are proposed, so the height of the block walls is 4 feet. We recommend that 2 additional rows of blocks be added to the southernmost side, east side, and northernmost side located east of the Vactor Truck Dump structure so that the perimeter of this storage area is at least 7 feet in height.

Although Section 36-701(4)(d) requires outdoor storage to be screened on all sides by wood or masonry material, it is not practical to screen the west side of the storage area with a solid fence or wall because this is the access point. This section allows the Planning Commission to require vegetative screening for buffering purposes. Additionally, a Zoning Ordinance amendment is currently under review by the Township Board of Trustees that would require outdoor storage areas to be screened from view on all sides by a staggered double row of evergreen trees at least 8 feet in height and spaced 15 feet on center at the time of planting. A staggered double row of evergreen trees have been added along the west side of the site in the area where the berm is lower (i.e., to the east of the wetland area). These trees are spaced 15 feet on center and are 7'-8' in height. We recommend that the height of these trees be increased to at least 8 feet.

6. **Natural Features.** Section 36-723 of the Zoning Ordinance requires a natural features impact statement, which is provided on Sheet C-002. While the tree mitigation comments are previously addressed, there are 4 landmark trees located in a small wetland area on the west side of the site that will be preserved. The wetland will also not be disturbed, and protective measures are proposed to preserve the wetland and 4 trees.

- 7. Stormwater Management.** Stormwater ponds are proposed on the north and south sides of the site, and an infiltration drainage area is proposed on the east side of the main building. We will defer stormwater management comments to the Township Engineer.
- 8. Prevention of Spills and Discharges.** Section 36-867(10) of the Zoning Ordinance requires sites which include storage of hazardous materials, waste, fuels, salt, or chemicals to be designed to prevent spills and discharges of polluting materials to the surface of the ground, to the air, to groundwater, or to nearby waterbodies. The following is a summary of the materials stored and the prevention measures proposed on the plans. We will defer to the Fire Department and Township Engineer regarding the adequacy of the prevention measures proposed:
- a. **Main Building.** There is a separate “fluids room” in the main building. The building also includes trench drains that connect to a 1,500-gallon oil/water separator on the north side of the building.
 - b. **Vector Dump Truck Area.** The vector dump truck area will be located adjacent to the outdoor storage bins and will include a sand/catch basin and a 1,500-gallon oil/water separator. The sand/catch basin detail is on Sheet P-100.
 - c. **Vehicle Wash Area.** A water tank for washing WCRC trucks is proposed on the north side of the main building approximately 245 feet from the right-of-way of N. Territorial Road. The trucks will be washed inside the main building and the wastewater will go to a trench drain.
 - d. **Salt Storage Barn.** The storage of salt will be inside the salt barn. There will be three 20,000-gallon brine tanks stored under the awning on the east side of the salt barn. The locations of the brine tanks are illustrated on Sheet A-401.
 - e. **Fuel Tank.** A fuel tank for WCRC trucks is proposed on the west side of the site approximately 850 feet from the right-of-way of N. Territorial Road. Details of the fuel tank area are on Sheet A-402, and we will defer to the Fire Department and Township Engineer regarding spill or discharge prevention requirements.
- 9. Lighting.** Lighting plans, including light fixture specifications and photometric plan, are on Sheets C-503, C-504, E-100, and E-200. Section 36-728(C) of the Zoning Ordinance requires the fixtures to be full cutoff fixtures. All of the fixtures are full cutoff fixtures except the XTOR Crosstour Maxx LED fixture on Sheet C-504 has a full cutoff version and refractive lens version. We recommend that the refractive lens version be removed from the plan and that only the full cutoff version be used.

Section 36-728(D) permits the height of a light fixture to be no higher than 16 feet for parking lots with less than 100 spaces. Therefore, the light poles must be reduced from 33 feet to 16 feet in height. This change will include adjusting the photometric plan and possibly adding more fixtures. We recommend that this be done as a condition of approval, provided the illumination levels do not exceed the limits described in Section 36-728(E).

Finally, Section 36-728(E) requires the light levels to not exceed 25 footcandles directly below a fixture, 0.1 footcandles along a residentially-zoned lot line, or 0.3 footcandles along a non-residential lot line. The illumination on the photometric plan meets these requirements.

- 10. Trash Enclosure.** Section 36-701(3) of the Zoning Ordinance requires dumpsters to be located an enclosure constructed of opaque materials on at least three sides, with an opening or gate on the fourth side. The proposed dumpster enclosure is located on the south side of the main building and the enclosure is a 6-foot high solid vinyl fence on three sides with a 6-foot high solid vinyl gate on

the fourth side. A note has been added to Sheet C-502 stating that the color of the vinyl fencing will match the proposed building color scheme. The building colors are labeled on Sheet A-400. Section 36-701(3) also requires the storage area to have a 4-inch thick concrete floor, and a 6-inch thick concrete floor is proposed.

- 11. Building Façade and Floor Plans.** The front of the main building faces N. Territorial Road and will be located 368.2 feet from the right-of-way line. The office portion of the main building will have face brick (beige, tan, and black) and a seam metal roof (red). The remainder of the main building will have beige insulated metal wall panels and a low-pitched membrane roof. The building elevations and material descriptions are shown on Sheet A-400. The major mechanical equipment is proposed to be indoors, so only roof vents and minor mechanical equipment will be visible on the roof.

The salt storage building is located south of the main building and will be located about 1,000 feet from the right-of-way line of N. Territorial Rd. The bottom portion of the building will have concrete walls and the upper portion of the building will have T-111 wood siding. The plans state that the tint color of the T-111 siding is to be tan. The roof will have brown asphalt shingles.

- 12. Signs.** Article 26 of the Zoning Ordinance includes all of the requirements for the number, height, area, and placement of signs. The only sign shown on the plan is a temporary sign on Sheet A-001 that identifies the site, architect, and contractor. Section 36-790 permits this temporary sign, with a maximum height of 15 feet and a maximum area of 32 sq. ft. The temporary sign is 8 feet in height and 32 sq. ft. in area. A permit will be required for this temporary sign. The permanent sign(s) can be approved administratively after site plan approval. Signs in industrial districts are regulated in Section 36-793. Other sign details are shown on the Civic Details sheets.

RECOMMENDATION

The revised plans include almost all of the details we requested in our previous review letter of January 12, 2017. The remaining details noted in this letter are relatively minor and can easily be resolved.

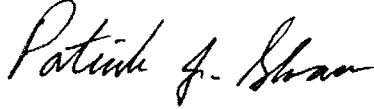
Therefore, we recommend that the site plan be approved with the following conditions:

1. That the schedule on the landscape plan show which 9 evergreen trees are allocated to meet the tree mitigation requirement.
2. Per Section 36-701(2)(b)(2), that the storage bins include 2 additional rows of blocks on the southernmost side, east side, and northernmost side located east of the Vactor Truck Dump structure so that the perimeter of this storage area is at least 7 feet in height.
3. That the evergreen trees along the west side of the site in the area where the berm is lower (i.e., to the east of the wetland area) be increased in height to at least 8 feet.
4. Per Section 36-728(C), that the refractive version of the XTOR Crosstour Maxx LED fixture on Sheet C-504 be removed and only the full cutoff version is used.
5. Per Section 36-728(D), that the height of the light fixtures be no higher than 16 feet. This may result in additional fixtures, which are permitted by the Zoning Ordinance if all requirements of Section 36-728 are met.

We look forward to reviewing these findings with you. If you have any questions about this report or require additional information, please contact us.

Respectfully submitted,

McKENNA ASSOCIATES, INCORPORATED



Patrick Sloan, AICP
Senior Principal Planner

cc: Marlene Chockley, Township Supervisor
Kathleen Manley, Township Clerk
Tim Hardesty, Township Wastewater Superintendent
William Wagner, Township Public Safety Director
Kurt Weiland, Township Building Official
Jacob Rushlow, P.E., Township Engineer, OHM
Mike Bernbeck, Washtenaw County Road Commission
Marty Ruitter, Hobbs+Black Architects
Bob Wanty, P.E., Washtenaw Engineering
Joe Maynard, P.E., Washtenaw Engineering

Northfield Township
Township Manager
with consideration of the township attorney's comments

SUMMARY:

~~Serves as the Chief Administrative Officer, and Personnel Manager for implementing the policies and directives of the Board of Trustees. Provides overall coordination of all Township operations and directs Township operations. Oversees the management and direction of all Township departments, enterprises, and consulting services. Under the Uniform Budget and Accounting Act, maintains responsibility and oversight of the preparation of the annual budget.~~

RESPONSIBILITIES:

- Serve as Chief Administrative Officer. (Not sure about this one).
- ~~Serve as Personnel Manager.~~ Lawyer indicated overly broad.
- Administer Union and Non-Union contracts.
- Provide policy analysis to Township Board on proposed legislation and programs.
- ~~Manage departmental and enterprise managers.~~ Lawyer indicated overly broad.
- ~~Direct section administrators.~~ Lawyer indicated overly broad.
- Manage personnel that directly report to the township manager.
- Coordinate with the Clerk's Office, development of Township Board agenda and background information, and assist in establishing Board agendas following their recommendations.
- Manage Township projects and initiatives.
- Ensure implementation of Township policies and procedures. Review and recommend updates to policies and procedures including the employee manual.
- Oversee all contract administration.
- ~~Under the Uniform Budget and Accounting Act, maintain responsibility and oversight of the preparation of the annual budget.~~ Budget is a Supervisor Statutory Duty. Administer the budget as adopted by the Board and keep the Board advised as to the financial conditions and needs of the Township.

- Oversee Freedom of Information Act requests. coordinator, maintain responsibility for F.O.I.A denials. Create a F.O.I.A. Policy.
- Investigate citizen complaints.
- Facilitate intergovernmental coordination.
- ~~Ensure all departments, enterprises, and administrative functions operate consistent with State and Federal laws.~~ Lawyer says overly broad. Ensure all departments which report to the manager operate consistent with State and Federal laws.
- Review and report on legislative changes affecting Northfield Township, responding to citizen inquiries as well as inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press.
- Attend all meetings of the Township Board of Trustees. Provide key information related to the financial and operational issues of the discussion.
- Recommend administrative policies, projects, procedures, ordinances, and planning objectives to the Township Board.
- Develop and implement operational and administrative procedures and programs designed to increase efficiency and reduce costs.
- Coordinate and provide support for the activities of the Township's Commissions and Committees.
- Provide general oversight of all functions of the Township and the Township Board's behalf; conduct research and perform administrative duties as delegated by the Board of Trustees.
- ~~Act as Personnel Officer for the Township. Responsible for performance reviews of all department heads and non-union personnel~~ Lawyer indicated overly broad. Responsible for performance reviews for all direct reports.
- Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines.
- Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board.
- Update the capital improvement plan.
- Implement the Master Plan for growth and preservation. Facilitate development and preservation efforts consistent with the Master Plan as directed by the Board of Trustees.

- Perform other duties as required.

GENERAL INFORMATION

Education / Experience:

- Bachelor's Degree in Public Administration, or related field, with significant experience. Master's Degree level preferred. Extensive experience without a Bachelor's Degree would be considered.
- Minimum of five years of progressively more responsible administrative experience in municipal government involving budget preparation, personnel administration, finance, as well as planning and policy development. Prior experience as a Township Manager is beneficial.
- Excellent customer service skills and ability to work in a fast pace environment.
- Must be able to work in a team oriented office setting and maintain cooperative working relationships with staff, public officials, and the public.
- Comprehensive ability to effectively utilize a personal computer, and related word processing, spreadsheet, and database management programs.
- Excellent verbal and written communications skills, and ability to constructively deal with conflict and afford effective resolutions.
- Proven ability to organize and manage competing priorities.

Hours:

Full-time

Benefits:

As provided under Employee Handbook

Starting Salary:

Negotiable

Reports to:

Township Board of Trustees

**Northfield Township
Township Manager
DRAFT REVISED 2-23-17**

SUMMARY:

Serves as the Chief Administrative Officer. Provides overall coordination of Township operations and directs Township operations.

RESPONSIBILITIES:

- Serve as Chief Administrative Officer.
- Administer Union and Non-Union contracts.
- Provide policy analysis to Township Board on proposed legislation and programs.
- Manage personnel that directly report to the township manager.
- Coordinate with the Clerk's Office, development of Township Board agenda and background information, and assist in establishing Board agendas following their recommendations.
- Manage Township projects and initiatives.
- Ensure implementation of Township policies and procedures. Review and recommend updates to policies and procedures including the employee manual.
- Oversee all contract administration.
- Administer the budget as adopted by the Board and keep the Board advised as to the financial conditions and needs of the Township.
- Oversee Freedom of Information Act requests and maintain responsibility for F.O.I.A. denials. Create a F.O.I.A. Policy.
- Investigate citizen complaints.
- Facilitate intergovernmental coordination.
- Ensure all departments which report to the manager operate consistent with State and Federal laws.

- Review and report on legislative changes affecting Northfield Township, responding to citizen inquiries as well as inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press.
- Attend all meetings of the Township Board of Trustees. Provide key information related to the financial and operational issues of the discussion.
- Recommend administrative policies, projects, procedures, ordinances, and planning objectives to the Township Board.
- Develop and implement operational and administrative procedures and programs designed to increase efficiency and reduce costs.
- Coordinate and provide support for the activities of the Township's Commissions and Committees.
- Provide general oversight of all functions of the Township on the Township Board's behalf; conduct research and perform administrative duties as delegated by the Board of Trustees.
- Responsible for performance reviews for all direct reports.
- Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines.
- Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board.
- Update the capital improvement plan.
- Facilitate development and preservation efforts consistent with the Master Plan as directed by the Board of Trustees.
- Perform other duties as required.

GENERAL INFORMATION

Education / Experience:

- Bachelor's Degree in Public Administration, or related field, with significant experience. Master's Degree level preferred. Extensive experience without a Bachelor's Degree would be considered.
- Minimum of five years of progressively more responsible administrative experience in municipal government involving budget preparation, personnel administration, finance, as well as planning and policy development. Prior experience as a Township Manager is beneficial.

- Excellent customer service skills and ability to work in a fast pace environment.
- Must be able to work in a team oriented office setting and maintain cooperative working relationships with staff, public officials, and the public.
- Comprehensive ability to effectively utilize a personal computer, and related word processing, spreadsheet, and database management programs.
- Excellent verbal and written communications skills, and ability to constructively deal with conflict and afford effective resolutions.
- Proven ability to organize and manage competing priorities.

Hours:

Full-time

Benefits:

As provided under Employee Handbook

Starting Salary:

Negotiable

Reports to:

Township Board of Trustees

RESOLUTION 17- 554

**TOWNSHIP OF NORTHFIELD, MICHIGAN
A RESOLUTION OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY,
MICHIGAN, TRANSFERRING MONIES AND AMENDING THE 2017 BUDGET WITHIN
THE GENERAL AND BUILDING DEPARTMENT FUNDS AND ESTABLISHING THE
WHITMORE LAKE SEWER DISTRICT BUDGET**

WHEREAS, in the appropriation of funds for the year 2017 there is a need to transfer certain monies from the WWTP Fund,

WHEREAS, in the appropriation of funds for the year 2017 there is a need to transfer certain monies from the Federal NARC Fund,

WHEREAS, in the appropriation of funds for the year 2017 there is a need to amend the General and Building Department Funds and,

WHEREAS, in the appropriation of funds for the year 2017 there is a need to establish a budget for the Whitmore Lake Sewer District Fund.

BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN, that the following transfers and amendments be approved:

See Attached Transfer and Amendment Schedule

DULY RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN, THIS 28th DAY OF FEBRUARY, 2017.

Marlene Chockley, Supervisor

Kathleen Manley, Clerk

NORTHFIELD TOWNSHIP

8350 Main St.

734-449-2880

To: Township Board

Date: February 28, 2017

From: Rick Yaeger

RE: Amendment #2 and Budgeted Transfers/Contributions

Attached you will find a schedule showing amendments for the Fiscal 2017 year. The amendments have brief explanations as to why they are being done except for the Whitmore Lake Sewer District and they impact the General and Building Department Funds only.

The Amendment to the Whitmore Lake Sewer District is to establish the F2016-2017 Budget which was not done at Budget time due to not enough information at the time budgets were prepared.

In addition, there are two Transfers/Contributions that are budgeted that I am seeking approval to make. It is listed on the last page of the amendment schedule.

Thank You,

Rick Yaeger
Controller – Northfield Township

NORTHFIELD TOWNSHIP
Amendment #2
FYE 2017

		AMENDMENT #2	
		Increases	Decreases
<u>GENERAL FUND - #101</u>			
<u>TRANSFER AMENDMENT</u>			
- None			
Total Transfer Increases/Decreases		0	0
<u>REGULAR AMENDMENT</u>			
<u>REVENUE</u>			
- NONE			
Total Revenue Amendments		0	0
<u>EXPENDITURES</u>			
<u>Clerk</u>			
- Increase Video Operator Fees to cover back pay from Nov'14 - June'16		7,055	
<u>Board of Review</u>			
- Increase Tribunals and Drains for Property Taxes on Community Park Property		20,080	
<u>Treasurer</u>			
- Decrease Deputy Salaries to help offset other increases			11,885
- Increase Clerical/Dep/Super/Election salaries to cover new front desk clerk		2,905	
- Increase Hospitalization to cover insurance for the Deputy		7,595	
- Decrease Life/Disability Insurance to help offset other increases			175
- Decrease Pension to help offset other increases			2,735
- Increase Contractual Services to cover Temp. Agency Fees for Front Desk Clerk		11,025	
- Increase Training & Development to cover additional Training Classes		1,000	
<u>Legal/Professional</u>			
- Increase Engineering to cover charges for the balance of the year		10,000	
<u>Roadwork</u>			
- Increase Road Improvements for County Drains at Large due to a higher charge than anticipated		8,500	
<u>Capital Outlay</u>			
- Increase Land Acquisition for the purchase of vacant parcels		500	
Total Expenditure Amendments		68,660	14,795
Total Recommended Amendments		(53,865)	
FYE 2017 Amended Contribution to Fund Balance		(617,648)	
FYE 2017 Ending Contribution to Fund Balance		(671,513)	
Beginning Fund Balance		1,603,499	
Ending Fund Balance		931,986	

<u>BUILDING DEPARTMENT FUND - #287</u>			
<u>TRANSFER AMENDMENT</u>			
- None			
Total Transfer Increases/Decreases		0	0
<u>REGULAR AMENDMENT</u>			
<u>REVENUE</u>			
- Increase Building Permit Fees for Higher than anticipated Activity		35,000	
Total Revenue Amendments		35,000	0
<u>EXPENDITURES</u>			
<u>Government Shared Services</u>			
- Increase Building Inspections due to increased activity		10,000	

NORTHFIELD TOWNSHIP
Amendment #2
FYE 2017

AMENDMENT #2

	Increases	Decreases
<u>Legal/Professional</u>		
- Increase Zoning Administration for work done by McKenna & Associates	1,000	
<u>Operating Costs</u>		
- Increase Communication for Higher than anticipated Charges	90	
Total Expenditure Amendments	11,090	0
Total Recommended Amendments	23,910	
FYE 2017 Amended Contribution to Fund Balance	(34,105)	
FYE 2017 Ending Contribution to Fund Balance	(10,195)	
Beginning Fund Balance	99,346	
Ending Fund Balance	89,151	

WHITMORE LAKE SEWER DISTRICT - #825

TRANSFER AMENDMENT

- None

REGULAR AMENDMENT

REVENUE

- Increase SAD Interest for Annual Amount Collected	38,000	
Total Revenue Amendments	38,000	0

EXPENDITURES

Operating Costs

- Increase Depreciation Costs for Annual Depreciation	12,000	
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Debt Service

- Increase Agent Fees Related to Bond Processing	500	
- Increase Debt Service - Interest for Annual Interest paid on Bond	26,140	
Total Expenditure Increases	38,640	0

Total Recommended Amendments (640)

FYE 2017 Amended Contribution to Fund Balance 0

FYE 2017 Ending Contribution to Fund Balance (640)

Beginning Fund Balance 756,488

Ending Fund Balance 755,848

TRANSFER/CONTRIBUTION APPROVAL

1) Annual Sewer Admin. Fee Transferred from WWTP to the General Fund	37,500
2) Annual Transfer from Fed. NARC to Police to Cover a Portion of PSB Bond Payment	35,000

RESOLUTION 17- 555

**TOWNSHIP OF NORTHFIELD, MICHIGAN
A RESOLUTION OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY,
MICHIGAN, AMENDING THE 2017 BUDGET WITHIN THE GENERAL FUND**

WHEREAS, in the appropriation of funds for the year 2017 there is a need to amend the General Fund.

**BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF NORTHFIELD,
WASHTENAW COUNTY, MICHIGAN**, that the following amendment be approved:

See Attached Amendment Schedule

**DULY RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF NORTHFIELD,
WASHTENAW COUNTY, MICHIGAN, THIS 28th DAY OF FEBRUARY, 2017.**

Marlene Chockley, Supervisor

Kathleen Manley, Clerk

NORTHFIELD TOWNSHIP

8350 Main St.

734-449-2880

To: Township Board

Date: February 28, 2017

From: Marlene Chockley

RE: Amendment #3

Attached you will find a schedule showing amendments for the Fiscal 2017 year. These amendments are strictly due to the Non-Motorized Path and impact the General Fund only.

Thank You,

Marlene Chockley
Supervisor – Northfield Township

NORTHFIELD TOWNSHIP

Amendment #3

FYE 2017

	AMENDMENT #3	
	<u>Increases</u>	<u>Decreases</u>
<u>GENERAL FUND - #101</u>		
<u>TRANSFER AMENDMENT</u>		
- None		
Total Transfer Increases/Decreases	<u>0</u>	<u>0</u>
<u>REGULAR AMENDMENT</u>		
<u>REVENUE</u>		
- Increase Grant Income for the Remaining \$'s from the County for the Non-Motorized Path	221,633	
Total Revenue Amendments	<u>221,633</u>	<u>0</u>
<u>EXPENDITURES</u>		
<u>Legal/Professional</u>		
- Increase Engineering to cover Balance Owed for the Non-Motorized Path	16,600	
<u>Roadwork</u>		
- Increase Road Improvements for the Townships portion of the Non-Motorized Path	137,950	
- Increase Road Improvements for Easements needed to complete the Non-Motorized Path	33,500	
- Increase Grant Expense for Construction \$'s needed to complete the Non-Motorized Path	221,633	
Total Expenditure Amendments	<u>409,683</u>	<u>0</u>
Total Recommended Amendments	<u>(188,050)</u>	
FYE 2017 Amended Contribution to Fund Balance	<u>(671,513)</u>	
FYE 2017 Ending Contribution to Fund Balance	<u>(859,563)</u>	
Beginning Fund Balance	<u>1,603,499</u>	
Ending Fund Balance	<u>743,936</u>	

Memo


To: Northfield Township Board of Trustees
From: Marlene Chockley, Supervisor
RE: Remaining non-motorized path easements
Date: 2-23-17

Board of trustees,

I have been in contact with the two property owners from whom we have not obtained easements yet for the non-motorized path.

Each of the owners are willing to sign over their easements for a sum of \$15,000 each. Each request an additional payment to replace the landscaping that will be removed. One requests \$1500 and the other \$2000.

When I receive the paperwork from our attorney, I will get their signatures and we can determine at the meeting if we want to accept the agreement.



Marlene Chockley