

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Minutes**  
**January 22, 2013**

**CALL TO ORDER**

The meeting was called to order at 7:05 P.M. by Supervisor Engstrom at 8350 Main Street.

**PLEDGE/INVOCATION**

Supervisor Engstrom led those present in the Pledge of Allegiance and Otto provided a brief prayer.

**ROLL CALL**

|                              |         |
|------------------------------|---------|
| Marilyn Engstrom, Supervisor | Present |
| Shelle Manning, Clerk        | Present |
| Kathy Braun, Treasurer       | Present |
| Wayne Dockett, Trustee       | Present |
| Janet Chick, Trustee         | Present |
| Jacki Otto, Trustee          | Present |
| Tracy Thomas, Trustee        | Present |

Also present:

Susan Laity, Senior Center Director  
Public Safety Director William Wagner  
Controller Richard Yaeger  
Recording Secretary Lisa Lemble  
Members of the community

**CONSENT AGENDA:**

- **Minutes**
- **Bills**

Dockett asked that Minutes and Bills be removed from the Consent Agenda for discussion.

**ADOPT BALANCE OF AGENDA**

Manning asked that items 6 and 8 be moved up on the agenda.

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

**FIRST CALL TO THE PUBLIC**

Several neighbors asked the Board to enforce ordinances to regulate a shooting range operating at 5911 Sutton Road. A member of the public asked that Township information on the cable TV channel be updated and expressed concern about the limited office hours of elected officials.

**CLOSED SESSION TO DISCUSS WRITTEN  
CONFIDENTIAL/PRIVILEGED COMMUNICATION  
FROM ATTORNEY**

- ▶ **Motion:** Engstrom moved, Manning supported, that the Board go into closed session to discuss written confidential/privileged communications from the Township's attorney.  
**Motion carried 7—0 on a roll call vote.**
- ▶ **Motion:** Manning moved, Chick supported, that the Board return to open session.  
**Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Otto moved, Engstrom supported, to release confidential memo dated 11/26/12 by ~~Brad~~ Fred Lucas to attorney Jerry Lax and to waive confidential privilege regarding it. **Motion carried 7—0 on a voice vote.**

**REPORTS**

- *Zoning Board of Appeals.* Nothing to report.
- *Planning Commission.* Chick reported upcoming public hearings on a capital improvements plan and changes to the agricultural district of the zoning ordinance.
- *Treasurer.* Braun distributed the December cash activity report and the investment report for the last six months.

**BUSINESS ITEMS**

**A.**

**Changing Trustee Pay Back to Per Meeting**

Dockett proposed that the Board compensation be changed back from a flat \$5,000 ~~\$2,500~~ per Trustee per year to the former \$125 per meeting attended. Board members and attorney Paul Burns indicated that such salary changes are not legal during the current term of office. Dockett said he will donate proportional amounts of his compensation for any meetings missed to organizations of his choice.

**B.**

**Compensation for Clerk**

The Board discussed options for paying Manning for non-statutory duties she has been performing since the new Board took office and the desire for her to continue that work until it can be transitioned to a full-time Township Manager.

- ▶ **Motion:** Otto moved, Thomas supported, that the Supervisor be directed to execute the *Supplemental Services and Compensation Agreement* with these addendums: (a) retroactive pay to November 20, 2012, and (b) that the agreement will end upon written

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notice to the employee by the Board rather than upon the hiring of a Township Manager. **Motion carried 5—1—1 on a roll call vote, Manning abstaining, Dockett opposed.**

**1.  
Use of Robert's Rules for Meetings**

[Tabled December 11, 2012].

The Board considered samples of modified versions of Robert's Rules provided by Otto..

- ▶ **Motion:** Otto moved, Chick supported, that Wagner and Burns be authorized to prepare a draft of Robert's Rules which includes a cheat sheet to be presented to the Board on for consideration at the meeting of February 12, 2013. **Motion carried 6—1 on a voice vote, Dockett opposed.**

**2.  
Budget Amendments**

Rick Yaegar, Township Controller, referred to the *Amendment #1 to Fiscal 2013 Budget* which he had provided to the Board. He explained that he does this several times per year, and most of the items included reflect decisions already made by the Board. He also answered questions from Board members and said he would like to make transfers related to 4<sup>th</sup> of July activities and the Police Department's portion of Public Safety Building expenses.

- ▶ **Motion:** Manning moved, Thomas supported, that the budget amendments be approved with the addition of additional Clerk compensation and with the cost of removing the Fire Station #2 75 Barker Road fuel storage tank being taken from the reduction of Township Manager funds, and that the transfer requests be approved as presented. **Motion carried 7—0 on a voice vote.**

**3.  
Resignation of Cheryl Wright,  
Senior Center Administrative Assistant**

- ▶ **Motion:** Manning moved, Chick supported, that Cheryl Wright's letter of resignation, effective January 25, 2013, be accepted with regret. **Motion carried 7—0 on a voice vote.**

**4.  
Process for Replacing Senior Center Director**

The Board discussed how to proceed with the hiring process, possible alternatives including use of volunteers, the value of the Center to the community, the cost of running the Senior Center, and the particular skills required for the Director position.

- ▶ **Motion:** Manning moved, Thomas supported, that Interim Township Manager Wagner be authorized to advertise for a full-time Senior Center Director. **Motion carried 5—2 on a voice vote, Dockett and Braun opposed.**

**5.  
Changing Board Meeting Packet Timeline**

- ▶ **Motion:** Chick moved, Dockett supported, that Board of Trustees meeting packets be available for distribution to Board members on the Thursday prior to the next scheduled meeting, and that submission of Board member agenda items to the Clerk's office be accepted no later than the Wednesday prior to the next scheduled board meeting.
- ▶ **Amended motion:** Chick moved, Dockett supported, that Board of Trustees meeting packets be available for distribution to Board members by the close of business on the Thursday prior to the next scheduled meeting, and that submission of Board member agenda items to the Clerk's office be accepted no later than noon on the Wednesday prior to the next scheduled board meeting. **Amended motion carried 7—0 on a voice vote.**

**6.  
Changing Trustee Pay Back to Per Meeting**

See item A.

**7.  
Policy for Appointing Replacements  
for Elected Officials**

The Board reviewed State laws regarding appointments to fill Board vacancies. Several members expressed a desire for transparency and public input in the process.

- ▶ **Motion:** Otto moved, Chick supported, that the proposed policy for *Appointing Replacements for Elected Board Members* be adopted, with the deletion in number V under *Resignation* of the wording "...and, if necessary, narrow down the interested parties to 3 to interview."
- ▶ **Amended motion:** Otto moved, Chick supported, that the proposed policy for *Appointing Replacements for Elected Board Members* be adopted, with the wording "...and, if necessary, narrow down the interested parties to 3 to interview." deleted within number 4 under *Death* and number 5 under *Resignation*. **Amended motion carried 6—1 on a voice vote, Dockett opposed.**

**8.  
Compensation for Clerk**

See item B.

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**9.  
Organizational Chart**

Wagner reported that the candidate for Township Manager has indicated he could accept the organizational chart showing the Senior Center, Controller, Wastewater Treatment, Building and Zoning, and administrative staff in the Township office reporting to him. Wagner added that this chart matches the contract as currently drafted.

- ▶ **Motion:** Manning moved, Chick supported, that the proposed Northfield Township organizational chart be approved as presented.
- ▶ **Amended motion:** Manning moved, Chick supported, that the proposed Northfield Township organizational chart be approved as presented, and that the job description be amended to match the organizational chart and the proposed contract. **Amended motion carried 7—0 on a voice vote.**

**10.  
Request for Fireworks for Pond Hockey**

- ▶ **Motion:** Manning moved, Otto supported, that the fireworks permit for the Michigan Pond Hockey Sports Charity event on February 8<sup>th</sup> be approved as presented. **Motion carried 7—0 on a voice vote.**

**11.  
2013 Property Tax Hardship Guidelines**

- ▶ **Motion:** Engstrom moved, Manning supported, that the *Northfield Township 2013 Policy Guidelines for Property Tax Hardship Reductions* be adopted as presented. **Motion carried 7—0 on a roll call vote. Resolution adopted.**

**12.  
MINUTES**

- ▶ **Motion:** Manning moved, Otto supported, that the minutes of the regular Township Board meeting of January 9, 2013, be accepted as amended, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

**13.  
BILLS**

Wagner and Manning answered questions from Dockett and Engstrom about bills from Webb Contractors, Creative Cars, J&M Micro Tech Services, and the State of Michigan.

- ▶ **Motion:** Engstrom moved, Chick supported, that the bills be paid. **Motion carried 7—0 on a voice vote.**

**SECOND CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER COMMENTS**

Chick reported that the Planning Commission would like to schedule a joint meeting with the Board. Dockett objected to mileage being paid to Township employees to go to the Post Office to get mail.

**ADJOURNMENT**

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

The meeting adjourned 10:58 P.M.

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Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Approved by the Township Board on February 12, 2013.

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Michele K. Manning, Clerk

Official minutes of all meetings, as well as expanded notes, are available on the Township's website at [http://twp.northfield.mi.us/boards/twp\\_board](http://twp.northfield.mi.us/boards/twp_board)