

**NORTHFIELD TOWNSHIP
Township Board
Minutes
June 13, 2017**

CALL TO ORDER

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

PLEDGE

Supervisor Chockley led those present in the Pledge of Allegiance.

ROLL CALL

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

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Community Center Director Tammy Averill
Township Attorney Bradford Maynes
Recording Secretary Lisa Lemble
Members of the community

CONSENT AGENDA:

Minutes were added to the agenda as Item 10.

ADOPTION OF AGENDA

An update from the Farmland and Natural Areas Committee, Board Discussion of the budget, and Mr. Dockett's Pay were added to the agenda, and Hiring of a Part-Time Police Officer was removed.

- ▶ **Motion:** Chick moved, Otto supported, that the agenda be adopted as amended. **Zelenock requested a roll call vote. Motion carried 5—2 on a roll call vote, Zelenock and Dockett opposed.**

FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside and Julia Henshaw, 4681 Six Mile, commented on the successful Kiwanis anniversary celebration and Township cleanup day and reported on the activities of the Farmland and Natural Areas Committee.

BOARD MEMBER COMMENTS

Board members discussed denials of business applications by the Township planning consultant and enforcement activities passed on comments from residents who had noise concerns and want to see the new downtown park used, reported on checking references of Township Manager candidates, and noted \$6,660 was raised for completing the Barker Road non-motorized path. They also commented on the successful Township cleanup day,

a Planning Commission ordinance proposal, proposed donations for the downtown park, collection of taxes, and the request for funding from the Farmland and Natural Areas Committee

CORRESPONDENCE AND ANNOUNCEMENTS

Chockley invited interested parties to submit applications to serve on various Township entities, including Parks and Recreation, Board of Review, and Zoning Board of Appeals.

REPORTS

Fire and Police. Wagner briefly answered questions.

Wastewater Treatment Plant. Willis answered questions about overtime, sewer taps, the plant water supply, and the flow monitoring study.

Senior Center. Chockley answered a question about a Seniors focus group held by the Township planner, and Averill announced the summer film series and briefly answered questions about Center field trips.

Zoning Board of Appeals. No meetings held in May or June.

Planning Commission. Chick reported on public hearings and zoning ordinance changes considered at the June 4th meeting.

Farmland and Natural Areas Committee. Zelenock reported on the June 8th meeting, noted there is an open position, reviewed the request for funding, and announced the next meeting on July 13th.

Parks and Recreation. Beliger reported no meeting was held in May, 37 of the 40 garden plots are being used, and the next meeting is June 15th.

Financial. Zelenock reported interest is now being earned on the Township's checking account, said she is considering options for reinvestment of a certificate of deposit, and briefly answered questions.

Supervisor. Chockley referred to her written report and the zoning enforcement officer's report, answered questions, and noted that opportunities for residents to provide input on the Downtown Strategic Plan include an open house on June 20th and an ice cream social and meet and greet on July 8th.

Chockley called a five minutes recess.

PUBLIC HEARING
AND BOARD DISCUSSION

1.
Fiscal Year 2017-18 Budget

Chockley made introductory remarks about the budget, noting that it is not complete without input from the public and Board members.

- ▶ **Motion:** Chockley moved, Chick supported, that the public hearing be opened.
Motion carried 7—0 on a voice vote.

Andrew Lakatos, 9249 Lakewood, Mary Devlin, 9211 Brookside, and Susan Shink, 600 W. Joy Road, made comments, including:

- The new downtown park is a focal point for the community with lake access. A citizens committee should be formed to make plans for development and to raise funds.
- Interest is not declining in Community Center activities, rather trips are too expensive for many members. There should be a rainy day fund for repairs to the building.
- The Farmland and Natural Areas Committee has a plan that it will submit to the Board in support of its funding request. Webster Township's economy realizes a \$5 return for every \$1 spent on land preservation.

Board members discussed various topics, including:

- Best estimates for revenue and expenses being used, rather than trying to build in a cushion by underestimating revenue.
- Making budget amendments during the year if unexpected expenses are incurred.
- Including explanatory comments for unusual items (e.g. sale of fire trucks).
- Setting appropriate salary levels to properly compensate and retain valuable staff.
- Other staffing expenses, including transportation for the zoning enforcement officer and other staff (providing a vehicle vs. paying mileage) and recording secretary costs.
- Sources of funding for People's Express other than the Township.
- How to use rent received for the Fire Station #2 cell tower.
- Whether to fund the request from the Farmland and Natural Areas Committee.

- ▶ **Motion:** Chockley moved, Chick supported, that the public hearing be closed.
Motion carried 7—0 on a voice vote.

Chockley invited the public, Board members, and department heads to contact her with any further comments. Dockett asked that the fund balance be shown on the financial reports each month.

There was discussion about whether to continue to collect a 1% administrative fee with property taxes (about \$140,000 total) to offset the \$213,000 cost of operating the Board of Review, assessing, and the Treasurer's office.

AGENDA ITEMS

1.
Amendments to Fiscal Year 2016/17 Budget

- ▶ **Motion:** Chick moved, Chockley supported, to Adopt a Resolution of the Township of Northfield, Washtenaw County, Michigan, Amending the 2017 Budget (Amendment #4) within the Medical Rescue Fund as provided in the packet. **Motion carried 5—2 on a roll call vote, Beliger and Dockett opposed. Resolution adopted.**

2.
Civic Event Permit: 4th of July Parade

- ▶ **Motion:** Beliger moved, Chick supported, to approve the Civic Event Permit for the Fourth of July Parade. **Motion carried 5—0—2 on a voice vote, Otto and Zelenock abstaining as members of the committee.**

3.
Resolution 17-564:
Road Closure for 4th of July Parade

- ▶ **Motion:** Chockley moved, Beliger supported, that the Resolution Regarding a Temporary Road Closure Requested by Kiwanis Foundation of Whitmore Lake (as amended to correct the name of the entity) be approved. **Motion carried 7—0 5—0—2 on a voice vote, Otto and Zelenock abstaining as members of the committee.**

4.
Hiring of
Front Desk Clerk/Building Department Assistant

- ▶ **Motion:** Chockley moved, Beliger supported, that Christina Rollison be hired for the front desk clerk position at the rate of \$15/hour to start June 14, 2017. **Motion carried 7—0 on a roll call vote.**

5.
Hiring of Part-time Police Officer

Removed from the agenda.

6.
Sale of Used VHF Pagers

- ▶ **Motion:** Beliger moved, Chick supported, that the sale of the VHF pagers be authorized. **Motion carried 7—0 on a voice vote.**

7.
Decision to Extend Conditional Offer
for Township Manager Position

- ▶ **Motion:** Beliger moved, Dockett supported, to extend a conditional offer to Lianne Clair for the position of Township Manager. **Motion failed 3—4 on a roll call vote; Chick, Manley, Zelenock, and Chockley opposed.**

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Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
June 13, 2017**

- ▶ **Motion:** Chick moved, Otto supported, to extend a conditional offer to Steven Aynes for the position of Township Manager. **Motion carried 4—3 on a roll call vote; Manley, Chockley, and Zelenock opposed.**

**8.
Consider Fifer Investigations
to Conduct Background Check
on Township Manager Candidate**

- ▶ **Motion:** Otto moved, Chick supported, to hire Fifer Investigations to Conduct a Level III background check on Steven Aynes at a cost not to exceed \$1,000. **Motion carried 5—2 on a roll call vote, Zelenock and Manley opposed.**

**9.
Bills**

Chockley answered several questions from other Board members.

- ▶ **Motion:** Chockley moved, Zelenock supported, that the bills be accepted and the open bills be paid. **Dockett requested a roll call vote. Motion carried 6—1 on a roll call vote, Dockett opposed.**

**10.
Minutes**

Beliger made a correction to a motion, and several other minor corrections were noted.

- ▶ **Motion:** Chockley moved, Chick supported, that the minutes of May 4, 9, and 16 special meetings be adopted as presented, and the minutes of the May 9 and 23 regular meetings, and the May 17 and 30, 2017, special meetings be adopted as amended and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

**11.
Mr. Dockett's Pay**

- ▶ **Motion:** Beliger moved, Otto supported, that Mr. Dockett be provided with one paycheck per year for his salary, with the costs incurred being absorbed by the Township.

There was discussion about whether Dockett should pay the cost charged for the check being written and what the legal options for making the payment are.

Motion carried 6—0—1 on a roll call vote, Dockett abstaining.

DISCUSSION ITEMS

**1.
Proposed 2017 Millage Rates**

Chockley explained that fire millages will on the ballot in August, so the Assessor recommends that millage rates be approved at the August 22nd meeting.

**2.
Employment Contract
for Independent Contractors**

Otto said she would like the matter of an employment policy for independent contractors on the next agenda.

SECOND CALL TO THE PUBLIC

Chuck Steuer, 760 Six Mile and Patrick Kelley, 8310 Main Street made comments about the Six Mile Road culvert costs and the need to change the August 8th Board meeting date due to the election being held that day.

BOARD MEMBER COMMENTS

Board members called for Fourth of July Parade volunteers, urged support for local businesses, and expressed concern about planning consultant fees. They also thanked the Township Manager candidates and congratulated Mr. Aynes.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

ADJOURNMENT

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

The meeting adjourned at 10:12 P.M.

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:
Wording removed is ~~stricken through~~;
Wording added is underlined.

Approved by the Township Board on July 11, 2017.

Kathleen Manley, Clerk

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