

NORTHFIELD TOWNSHIP BOARD OF TRUSTEES

MEETING AGENDA

May 11, 2021 - 7:00 PM via Zoom

The Northfield Township Board of Trustees is meeting electronically due to the state of emergency declared by Washtenaw County Board of Commissioners. Members of the public may contact members of the board via email or voice message in advance of the meeting in order to provide input.

boardmembers@northfieldmi.gov

(734) 449-2880

Members of the public may participate via Zoom by visiting <https://zoom.us/j/94138075698>

or dialing (312) 626-6799

Webinar ID: 941 3807 5698

Public participants will be able to address the board virtually during the public comment periods on the agenda.

Visit http://www.twp-northfield.org/government/how_to_join_a_virtual_meeting.php for more information.

CALL TO ORDER

INVOCATION / PLEDGE

ROLL CALL

APPROVE MINUTES from April 27, 2021 Regular Meeting

APPROVE MINUTES from May 4, 2021 Special Meeting + will be added as an addendum once they are available

CONSENT AGENDA

1. Receive the Fire Department Report
2. Receive the Police Department Report
3. Receive the Wastewater Treatment Report
4. Receive the Community Center Report
5. Receive the Financial and Fund Balance Reports
6. Accept Check Disbursement Report for Paid Bills (check dates from 4/9/2021-5/6/2021) for a total of \$269,669.00 from all funds in the Municipal Investment Fund (MIF) account and \$39,897.32 from the 2020 WWTP Construction Fund
7. Approve Payment of Open Bills (expected check run date 5/12/21) for a total of \$46,746.53 from all funds in the Municipal Investment Fund (MIF) account and \$13,976.99 from the 2020 WWTP Construction Fund

ADOPT BALANCE OF AGENDA

PETITIONS AND COMMUNICATIONS

Citizen Comment (Please limit comments to Agenda Items): **PLEASE LIMIT YOUR COMMENTS TO 3 MINUTES PER PERSON**

Citizen Comment is provided at both the beginning and at the end of the meeting. The purpose of public comment is to provide an opportunity for a member of the public to speak. The role of the board is to listen attentively, and we thank you in advance for sharing your thoughts and ideas.

- All members of the public speaking during "Public Comment" will need to state their name and address for the record.
- The Board's role is to listen to the care and concerns of the community.
- The board, or designee, will follow up concerning the comments as soon as possible when necessary. Please contact the township office if you have any additional questions.

BOARD MEMBER COMMENTS / CLARIFICATION

* Denotes previous backup; + denotes no backup in packet

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.

CORRESPONDENCE

- People's Express Quarterly Report

OLD BUSINESS

1. 75 Barker Rd Update +
2. Northfield Community Park Request for Proposals (RFP) Update +
3. Discuss Job Posting for Building Inspector +
4. Consider 2021-2022 Liability Insurance Renewal through Berends Hendrick Stuit

NEW BUSINESS - ACTION ITEMS

1. Consider Establishment of Park Boundaries for Northfield Community Park (North Village)
2. Consider WWTP Request to Replace Skimmer Arms and Trough on Settling Tanks at a Cost Not to Exceed \$23,555 (back-up provided with WWTP Monthly Report)
3. Consider WWTP Request to Replace Grit Pump at a Cost Not to Exceed \$18,320 (back-up provided with WWTP Monthly Report)
4. Consider Mail Machine Lease Renewal
5. Consider Hiring of April Lantinen as Part-time Clerical Assistant/Elections
6. Consider Recommendation to Appoint Kristen Delaney to DDA term expiring June 30, 2024
7. Consider Recommendation to Appoint Judith Moldenhauer to the Land Preservation Committee to replace Julia Henshaw, term ending December 31, 2023
8. Amend Effective Dated for Fiscal Year 2021-22 Non-Union Raises

NEW BUSINESS – DISCUSSION ITEMS

1. Review Fiscal Year 2021-22 Budget for Police, Fire, Building Grounds and DDA
2. Discuss Reserved "Public Comment" on the Agendas +

TRUSTEE/LIAISON REPORTS

1. Receive the Supervisor's Update +
2. Receive the Treasurer's Report
3. Receive the Clerk's Report
4. Receive the Planning Commission Report +
5. Receive the ZBA Report + (no meeting in April)
6. Receive the Parks and Recreation Board Report +
7. Receive the Land Preservation Committee Report

ANNOUNCEMENTS

- Public Hearing May 25, 2021 – Chestnut Development Preliminary PUD

PETITIONS AND COMMUNICATIONS

Citizen Comment (Open): PLEASE LIMIT YOUR COMMENTS TO 3 MINUTES PER PERSON

BOARD MEMBER COMMENTS/MANAGER CLARIFICATION

ADJOURNMENT

* Denotes previous backup; + denotes no backup in packet

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NORTHFIELD TOWNSHIP
Township Board Special Meeting
Minutes
May 4, 2021

CALL TO ORDER

The meeting was called to order at 7:00 P.M. by Supervisor Dignan via tele-conference.

INVOCATION/PLEDGE

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

ROLL CALL

Kenneth Dignan, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Janet Chick, Trustee	Present
Nate Muchow, Trustee	Present
Joshua Nelson, Trustee	Present
Jacki Otto, Trustee	Present

All stated they were participating from Northfield Township in Washtenaw County, Michigan.

Also present:

Public Safety Director William Wagner
Township Attorney James Fink
Members of the community

ADOPT AGENDA

- ▶ **Motion:** Dignan moved, Otto supported, that the agenda be adopted as presented.
Motion carried 7—0 on a roll call vote.

PETITIONS & COMMUNICATIONS

Adam Olney, Whitmore Lake, asked that the invocation not reference a specific religion.

**BOARD MEMBER COMMENTS/
MANAGER CLARIFICATION**

None.

NEW BUSINESS

1.

Ballot Language for Public Safety Millage Renewal

Township attorney James Fink noted that the language should be “renewal and increase” in the fourth paragraph.

- ▶ **Motion:** Dignan moved, Chick supported, that Resolution 21-640 be adopted with the said amendments to the fourth “whereas” paragraph to state “renewal and increase” of this authorization.

The Board and Chief Wagner clarified that this is a renewal of an existing millage with a small increase to allow full-time, rather than part-time, staffing, but overall taxes for

the department will decrease because payments for the Public Safety Building are coming to an end.

Motion carried 7—0 on a roll call vote.

2.

Closed Session

- ▶ **Motion:** Dignan moved, Otto supported, that the Board go into closed session pursuant to MCL15.268(h) to receive attorney-client privileged communication which is exempt from disclosure by state or federal statute.

At Zelenock’s request, Fink explained that the purpose of the closed session is to allow discussion a privileged communication he prepared.

Motion carried 7—0 on a roll call vote.

After discussion, the Board returned to open session.

3.

Action as a Result of Closed Session

- ▶ **Motion #1:** Dignan moved, Chick supported, to instruct staff and the Clerk to schedule a public hearing for the Chestnut Development proposal sent to the Township Board by the Planning Commission in accordance with Section 125.3103 of the Michigan Zoning and Enabling Act, act 110 of 2016, and to notice it appropriately.

Zelenock stated she would not vote in favor of this because she believes the proposal should be sent back to the Planning Commission to get more understanding and feedback on the conditions they placed on their recommendation.

Motion #1 withdrawn.

- ▶ **Motion #2:** Dignan moved, Chick supported, to instruct staff and the Clerk to schedule a public hearing for the Chestnut Development proposal sent to the Township Board by the Planning Commission in accordance with Section 125.3103 of the Michigan Zoning and Enabling Act, act 110 of 2016, and to notice is appropriately. This will be scheduled on the Township Board agenda of May 25, 2021, with the agenda cleared of all items except those that are required, that only a public hearing be held with possible action on the public hearing, and that there also be a second call top the public. **Motion #2 carried 6—1 on a roll call vote, Zelenock opposed.**

- ▶ **Motion #3:** Otto moved, Chick supported, to instruct the Planning Commission to prepare an amendment to the zoning ordinance to include the language for public hearing by the Township Board for PUDs in compliance with the Michigan Zoning and Enabling Act. **Motion #3 carried 7—0 on a roll call vote.**

4.
**Consideration of Continuing
Independent Contractor Services**

Otto reported the Personnel Committee is finalizing the agreement for the recording secretary position, which the labor attorney indicated should be an independent contractor, but it is their understanding the videographer—which the labor attorney indicated should be an employee—does not want to have a contract. Zelenock recommended that the Personnel Committee meet with the Township labor attorney to get these issues finalized before the next fiscal year.

5.
**Consideration of Job Posting for
Township Manager Position**

► **Motion:** Chick moved, Otto supported, that the Township Board hire the Michigan Municipal League as recommended by Township labor attorney Stacy Belisle to provide either their “basic” or “typical” job search services for the Township Manager position.

Muchow said he would prefer to have the Township try to post the position first before paying a firm to do this. There was discussion about whether a firm is required and what the professional requirements for the position are.

► **Amendment to motion:** Manley moved, Chick supported, that the motion be amended to have Michigan Municipal League provide their “basic” services at a cost not to exceed \$14,000.

Nelson said although he sees the value of the position, he is also concerned about spending money on this without the Township first posting the position. Zelenock agreed, adding that no firms have been interviewed and the money could be spent elsewhere. Otto said she sees this as an investment because she sees a need to get better, more qualified candidates than the last time this search was done. Chick agreed and said the cost of hiring the wrong person can be higher than this cost.

**Amendment to motion carried 5—2 on a roll call vote,
Zelenock and Muchow opposed.**

► **Amended motion:** Chick moved, Otto supported, that the Township Board hire the Michigan Municipal League as recommended by Township labor attorney Stacy Belisle to provide their “basic” job search services for the Township Manager position at a cost not to exceed \$14,000.

The Board discussed whether there is a need to make other decisions (determine the salary, interview firms, etc.) prior to taking this action.

**Amended motion carried 4—3 on a roll call vote,
Zelenock, Muchow, and Nelson opposed.**

ANNOUNCEMENTS

Muchow noted fireworks will be held on July 2nd this year and the parade will be held on July 3rd. Otto reported the DDA purchased the materials needed for the eight anchor benches and she will be requesting volunteers to install these parts.

PETITIONS & COMMUNICATIONS

No comments.

**BOARD MEMBER
COMMENTS/CLARIFICATION**

Board members discussed the information published by the Township regarding the Chestnut Development proposal, whether it was appropriate, and the process used in writing and publishing the information.

ADJOURNMENT

► **Motion:** Dignan moved, Chick supported, that the meeting be adjourned.
Motion carried 7—0 on a voice vote.

The meeting adjourned at 8:13 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 _____, 2021.

Kathleen Manley, Clerk