

**NORTHFIELD TOWNSHIP  
Township Board Special Meeting  
Minutes  
April 22, 2014**

**CALL TO ORDER**

Supervisor Engstrom called the meeting to order at approximately 6:30 PM

- **Motion:** Otto moved, Thomas supported, that the resolution be adopted as presented  
**Motion carried 5—0 on a roll call vote.**  
**Resolution adopted.**

**PLEDGE/ROLL CALL**

Pledge of Allegiance

Roll call:

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

Also Present: Township Manager, Howard Fink

**2.  
Hiring of Dawn King (Police Department)**

- **Motion:** Thomas moved, Engstrom supported, that Dawn King be hired part-time to the Police Department.  
**Motion carried 5—0 on a roll call vote.**

**BOARD MEMBER COMMENTS**

No Comments

**ADOPT BALANCE OF AGENDA**

Supervisor Engstrom made a motion to add to the agenda Item 2. Hiring of Dawn King to the Police Department.

- **Motion:** Engstrom moved, Otto supported, that the balance of the agenda be adopted as amended.  
**Motion carried 5—0 on a voice vote.**

**ADJOURNMENT**

- **Motion:** Engstrom moved that the meeting be adjourned.  
**Motion carried 5—0 on a voice vote.**

Meeting adjourned at approximately 6:50 PM

**AGENDA ITEMS**

**1.  
Resolution Submitting Fire Service and  
Medical Rescue Millage Renewal Proposal**

Dockett questioned if it expired in 2013 why it was on the agenda now. Mgr. Fink explained that the current millage expires with the 2013-14 fiscal year which ends in July 2014. In order for it to be on the August ballot for the next cycle, it needs to be approved now.

**NORTHFIELD TOWNSHIP  
Township Board Workshop  
Minutes  
April 22, 2014**

**CALL TO ORDER**

Supervisor Engstrom called the workshop to order at approximately 7:00 PM

**PLEDGE/ROLL CALL**

Pledge of Allegiance

Roll call:

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

Also Present: Township Manager, Howard Fink; WWTP supervisor, Tim Hardesty; Township Inspector, Kurt Weiland; John Pfeffer; Representatives from the Library Board, TetraTech, and OHM; members of the community

**ADOPT BALANCE OF AGENDA**

Supervisor Engstrom made a motion to adopt the agenda as presented.

- **Motion:** Engstrom moved, Manning supported, that the balance of the agenda be adopted as amended.

**Motion carried 5—0 on a voice vote.**

**CALL TO THE PUBLIC**

Bob Lupi spoke regarding experience/issues with the Board of Review and Assessor.

Dale Brewer spoke regarding experience/issues with Board of Review and Assessor.

George Brown spoke regarding 75 Barker. It is positive for the Township to own this property as it allows for community organizations to utilize the building.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Township Manager, Howard Fink, spoke regarding the current Cable Franchise Agreement. Will start investigating other options for the residents.

Manager Fink spoke regarding office rental at 75 Barker. Will be put up for vote at a future meeting.

Manager Fink spoke regarding Environmental Assessment for US-23 project.

**AGENDA ITEMS**

1. Library Allocation: Discussion regarding administrative charge for the library for statutory duties done by the Township. Issues addressed:
  - a. As a board, what is your policy on including statutory duties vs. not including statutory duties?
  - b. Should overhead for the building (hall and grounds, maintenance, etc.) be included in cost?
  - c. What is the appropriate number for the Township?Mgr. Fink recommended costs with fiduciaries as presented.

Conversation ensued on various items including cost allocations being done for all departments, the possibility of the library doing their own bookkeeping, removing fees for hall and grounds / maintenance costs from the cost allocation, and if a sunset clause should be added.

The board agreed that the numbers presented minus the overhead for hall and grounds, and maintenance fees would be an appropriate charge. This item will be on the agenda at a future meeting for final vote.

2. Wastewater Rate Study Analysis  
Slide Show Presentation from TetraTech - Brain Rubel. Thanks to Mr. Hardesty, Mr.

Yaeger, and Mr. Fink for their help with this project.  
Turned it over to Vic Cooperwasser – specialty in rate studies.

Recommended flat rate change from \$71.55/quarter to \$84.00/quarter based on rate study analysis to meet revenue requirements over the next five years.

Recommended Metered customer rate change from \$4.97/thousand gallons to \$5.60/thousand gallons for five years to cover revenue requirements.

One Time Fee for new customers/new connection: recommended to keep it at the current rate of \$3,550

Conversation ensued on various items including why other communities wastewater costs are so high, when these changes would go into effect, and notifying residents of the changes.

The board was in favor of the rate changes. This will be on a future meeting agenda for final vote.

Tim Hardesty commented that he received a draft notice of our discharge permit and in that the state is requiring us to put together a plan for asset management. We are going to have to look at how much it will cost to replace equipment. Need to start putting money away for that.

### 3. Non-Motorized Path RFP

Mgr. Fink recommended that the Board put phase three of the non-motorized path out for bid to engineering firms. But before we do that, the board should set criteria on how they want to accept the proposals. Recommended to set criteria ahead of time and understand what is most important. Draft of a work plan was given to the board with five criteria. Need to assign percentages to the criteria:

- A. Firm's Work plan
- B. Qualify of staff in firm
- C. Proximity to Northfield Twp
- D. Past cost savings delivered to clients
- E. Requested fees

Conversation ensued on various items including adding Change Control/Change Orders to the work plan, and changing some of the draft.

Board members were fine with the percentages presented. This item will be brought to the board for final approval.

Jacob Rushlow from OHM recommended some additions to the work plan: Who would be responsible for acquiring proper easements? Also, knowing the funding source is important for the engineering firms to know.

### 4. Fund Balance

Mgr Fink recommended having a discussion to develop a township fund balance policy. What are the needs and specific issues relating to Northfield Township?

Mgr. Fink recommended the fund balance should be somewhere between 75% and 100% of expenditures. Asked the board to think about where any excess monies, if there is any, should go.

Conversation ensued on various items including using the excess to pay off some of the township's debts, establishing what the consequences would be for going over or under the agreed upon fund balance amount, and how this would be monitored.

### 5. Building Department Information

Township Inspector, Kurt Weiland presented information regarding the building department fee schedule. Answered questions on some of the items presented.

Mgr. Fink indicated that at the next workshop they would discuss what to require permits on.

### 6. SEMCOG Tap Grant

#### a. Downtown Streetscape

#### b. Pathway / Riverwalk

Mgr Fink gave a short background on a recent grant received by the DDA that was not used. He indicated that the DDA is trying to invigorate a new streetscape grant. The DDA is willing to commit their money toward the project but is hesitant to do so until the board agrees to supply any additional monies that may be needed.

Mgr. Fink encouraged the board to think about what we want our downtown to be? What is our vision of the downtown?

Additionally, the Parks and Rec Board has been working on the Master Plan, and there has been

discussion of a “Riverwalk” path from Barker Road to the Jennings Road Athletic Complex.

Mgr. Fink indicated that the DDA is looking for direction from the board in regards to moving forward with the grant. Where do we want to go with the streetscape grant? Does the “Riverwalk” sound like an opportunity we’d want to look into?

Manning suggested a future workshop devoted to putting together a “vision plan” for the Township.

### **2nd CALL TO THE PUBLIC**

Chuck Steuer commented on the streetscape plans. He also commented on the Non-motorized Path RFP and suggested that the 5 points of selection criteria be clearly defined.

### **BOARD MEMBER COMMENTS**

Dockett asked Howard to present a lease agreement to the board for 75 Barker. He also reminded people to use and support local businesses, and to support the armed services.

Dockett commented on the remarks by Mr. Lupi regarding the Board of Review. These items should be looked into.

Manning agreed with Dockett regarding the information from Mr. Lupi. Asked that we check into the situation.

Supervisor Engstrom indicated that she and Mgr. Fink were aware of the situation and have already been working on a resolution. Also stated that Northfield Township has a great Board of Review. If there are any questions or comments, please contact them and they’d be happy to help.

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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 \_\_\_\_\_ 2014.

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Michele K. Manning, Clerk

Official minutes of all meetings are available on the Township’s website at  
[http://twp-northfield.org/board\\_of\\_trustees\\_minutes\\_and\\_agendas/index.php](http://twp-northfield.org/board_of_trustees_minutes_and_agendas/index.php)

### **ADJOURNMENT**

- **Motion:** Engstrom moved, Thomas supported, that the meeting be adjourned.  
**Motion carried 6—0 on a voice vote.**

Workshop adjourned at 10:00 PM