

**NORTHFIELD TOWNSHIP  
Township Board  
Minutes  
June 10, 2014**

**CALL TO ORDER**

The meeting was called to order at 7:00 P.M. by Supervisor Engstrom at 8350 Main Street.

**PLEDGE**

Supervisor Engstrom led those present in the Pledge of Allegiance.

**ROLL CALL**

Marilyn Engstrom, Supervisor	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink  
Wastewater Treatment Plant Superintendent  
Tim Hardesty  
Public Safety Director William Wagner  
Police Sgt. Martin Smith  
Community Center Director Tammy Averill  
Township Attorney Paul Burns  
Recording Secretary Lisa Lemble  
Members of the community

**CONSENT AGENDA:**

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

Dockett asked that the minutes be pulled for discussion. Engstrom added these as item 16.

- ▶ **Motion:** Otto moved, Engstrom supported, that the consent agenda be accepted as amended.  
**Motion carried 6—0 on a voice vote.**

**ADOPT BALANCE OF AGENDA**

Engstrom added *Results of Closed Session Discussion* as item 15.

- ▶ **Motion:** Engstrom moved, Otto supported, that the balance of the agenda be adopted as amended.  
**Motion carried 6—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

**Road Maintenance.** Mary Devlin expressed concern about untrimmed plants at Jennings and Brookside creating a

dangerous traffic situation which the Road Commission has not addressed despite her repeated calls.

**CORRESPONDENCE AND ANNOUNCEMENTS**

None.

**REPORTS**

**Department Heads**

*Police.* Public Safety Director Wagner read his written report summary for the month of May.

- ▶ **Motion:** Chick moved, Engstrom supported, that Jordan Salmi be hired as a Firefighter Trainee contingent upon a background check and passing of a physical. **Motion carried 6—0 on a voice vote.**

*Fire.* Sgt. Smith read the report summary for the month of May.

*Wastewater Treatment Plant.* Hardesty referred to his written report, and he reported that a sewage leak of an estimated 10,000-15,000 gallons emptied into the Horseshoe Drain. He said Washtenaw County did not require any testing regarding this.

*Senior Center.* Averill referred to her written report and requested action on an item the Board had discussed at the workshop session.

- ▶ **Motion:** Otto moved, Engstrom supported, to allow Averill to pay a \$50 per session honorarium in appreciation for karaoke services to Jack and Arnie Davis. **Motion carried 6—0 on a voice vote.**

*Financial.* Braun referred to the Revenue and Expenditure report for May.

**Other**

*Zoning Board of Appeals.* Otto noted a meeting is scheduled for June 16, 2014.

*Planning Commission.* Chick reported that on June 4<sup>th</sup> the Commission recommended approval of several zoning ordinance amendments and heard input from residents in response to a request from Biltmore Development to amend the Master Plan to allow construction of a large housing development on Whitmore Lake Road south of N. Territorial.

*Parks and Recreation.* Thomas reported that the grand opening of Bark Park will be on Saturday, June 21<sup>st</sup>.

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*Township Manager.* Fink referred to his written report and provided information about liability insurance bids, the resignation of the Assessor, vendor donations for 4<sup>th</sup> of July events, resumes for the office of Clerk, and preparations for the upcoming election.

General Operating	1.160 mills	
Fire/Medical Rescue	1.924 mills	2011-2013 inclusive
Police Protection	1.00 mills	2011-2015 inclusive
Police Protection	1.50 mills	2011-2015 inclusive
Police Protection	2.00 mills	2012-2015 inclusive
Building Bond	As required to make bond payment	

**PUBLIC HEARING: BUDGET**

- ▶ **Motion:** Otto moved, Thomas supported, that the public hearing be opened.  
**Motion carried 6—0 on a voice vote.**

Engstrom called for comments from the public. There were none.

- ▶ **Motion:** Otto moved, Chick supported, that the public hearing be closed.  
**Motion carried 6—0 on a voice vote.**

THEREFORE, BE IT RESOLVED, that the maximum allowable millage levies for 2014 are as follows:

General Operating	.7997 mills
Fire/Medical Services	1.9240 mills
Police Protection	.9735 mills
Police Protection	1.4603 mills
Police Protection	1.8684 mills
Building Bond	.8760 mills

In answer to a question from Dockett, Fink said these are the maximum millage rates allowed. Dockett said would like lower millages to be assessed given the excess fund balance the Township has.

**Motion carried 5—1 on a roll call vote, Dockett opposed. Resolution adopted.**

**BUSINESS ITEMS**

**1.  
Budget Amendment Resolution**

- ▶ **Motion:** Otto moved, Engstrom supported, that a *Resolution of the Township of Whitmore Lake, Washtenaw County, Michigan, Transferring Monies and Amending the 2014 Budget within the General, Police, Fire, State & Federal NARC, Building Department, WWTP, Seven Mile Sewer, Horseshoe Lake and N.T. Sewer Fund Budgets* be approved as presented. **Motion carried 6—0 on a roll call vote, Resolution adopted.**

**2.  
Proposed Millage Rates Resolution**

- ▶ **Motion:** Otto moved, Engstrom supported, adoption of the 2014 millage rates:

Proposed 2014 Millage Rates

WHEREAS, Truth in taxation, Public Act 5 of 1982 requires publication of a notice to hold a public hearing to allow the Northfield Township Board of Trustees to approve additional millage not subject to rollback; and

WHEREAS, based on 2014 assessed valuation as submitted by the Northfield Township assessor and reviewed by the County Board of Commissioners, established at \$320,985,930 the general allocation and voter-authorized millage rate is subject to Truth in Taxation rollback, as well as Headlee rollback; and,

WHEREAS, it is within the complete authority of the Northfield Township Board of Trustees to establish the number of mills to be levied from within its authorized millage rate; and,

WHEREAS, the following millages are authorized by the electorate and allocated by the county:

**3.  
Budget Adoption: General Appropriations Act Approval**

Chick explained that the Board voted on all of these previously, but without proper public notice

- ▶ **Motion:** Chick moved, Engstrom supported, that the *Northfield Township General Appropriations Act* be adopted as presented. **Motion carried 5—1 on a roll call vote, Dockett opposed. Resolution adopted.**

**4.  
Resignation of Township Assessor, Jay Singh**

- ▶ **Motion:** Otto moved, Chick supported, that the resignation of Township Assessor, Jay Singh, be accepted per his interoffice memo dated June 9, 2014. **Motion carried 6—0 on a voice vote.**

**5.  
Hiring of a Part-Time Police Officer**

- ▶ **Motion:** Chick moved, Otto supported, that Michael Buxton be hired as a Part-Time Police Officer effective July 5, 2014, contingent upon substantial completion of standard medical, drug, and psychological testing. **Motion carried 6—0 on a voice vote.**

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**6.  
Dividing Donations for the 4<sup>th</sup> of July  
Parade and Fireworks**

Otto thanked Township vendors Tetra Tech, OHM, Paul Burns, Carlisle-Wortman, Microtech, and Webb Mechanical for their generous donations totaling \$2,050.

- ▶ **Motion:** Otto moved, Engstrom supported, that the parade committee be awarded \$1,025 and the fireworks committee be awarded \$1,025.  
**Motion carried 6—0 on a voice vote.**

**7.  
Reaffirmation of Amendments to Ordinances  
Previously Approved by the Township Board  
and Planning Commission**

Chick explained that these amendments were previously approved by the Township Board, but the required public notice had not been done.

*a. Section 2.03, Definitions.*

- ▶ **Motion:** Chick moved, Thomas supported, that an amendment to Section 2.03, Definitions, be approved to include a new definition of “farm” be approved as presented in the Board packet.  
**Motion carried 6—0 on a voice vote.**

*b. Section 3.19, Water and Sewage Facilities.*

- ▶ **Motion:** Chick moved, Thomas supported, an amendment to Section 3.19, Water and Sewage Facilities and associated definitions found in Section 2.03 be approved as presented in the Board packet.  
**Motion carried 6—0 on a voice vote.**

*c. Section 10.01.D, Accessory Uses and Buildings.*

- ▶ **Motion:** Chick moved, Thomas supported, that an amendment to Section 10.01.D, Accessory Uses and Buildings revising the locations of accessory structures be approved as presented in the Board packet.  
**Motion carried 5—1 on a voice vote, Dockett opposed.**

*d. Article 12, AR District.*

- ▶ **Motion:** Chick moved, Thomas supported, that language revisions to Article 12, AR District, be approved as presented in the Board packet.  
**Motion carried 6—0 on a voice vote.**

*e. Article 13, AR-2 District.*

- ▶ **Motion:** Chick moved, Thomas supported, to approve the deletion of Article 13, AR-2 District, as presented in the Board packet.  
**Motion carried 6—0 on a voice vote.**

*f. Article 20, LR Low Density Residential District.*

- ▶ **Motion:** Chick moved, Thomas supported, that language revisions to Article 20, LR Low Density Residential District, be approved as presented in the Board packet.  
**Motion carried 6—0 on a voice vote.**

*g. Article 60.34, Food Cart Vending.*

- ▶ **Motion:** Chick moved, Thomas supported, that an amendment to Article 60.34, Food Cart Vending, as well as associated definitions in Section 20.03 be approved as presented in the Board packet.  
**Motion carried 5—1 on a voice vote, Dockett opposed.**

*h. Article 62, Sign Regulations.*

- ▶ **Motion:** Chick moved, Thomas supported, that amendments to Article 62, Sign Regulations, be approved as presented in the Board packet.  
**Motion carried 5—1 on a voice vote, Dockett opposed.**

*i. Section 65.05, Repairs and Maintenance.*

- ▶ **Motion:** Chick moved, Thomas supported, that an amendment to Section 65.05, Repairs and Maintenance, be approved as presented in the Board packet.  
**Motion carried 5—1 on a voice vote, Dockett opposed.**

**8.  
Approval of Amendments to Ordinances, as  
recommended by the Planning Commission**

Chick explained that the following are amendments recently recommended for approval by the Planning Commission.

*a. Article 11, RC Recreation.*

- ▶ **Motion:** Chick moved, Thomas supported, to approve revisions and the addition of current language to Article 11, RC Recreation, as provided in the Board packet.  
**Motion carried 6—0 on a voice vote.**

*b. Article 21, SR-1 Single-Family Residential.*

- ▶ **Motion:** Chick moved, Thomas supported, to approve revisions and the addition of current language to Article 21, DR-1 Single-Family Residential, as provided in the Board packet.  
**Motion carried 6—0 on a voice vote.**

*c. Article 22, SR-2 Single-Family Residential.*

- ▶ **Motion:** Chick moved, Thomas supported to approve revisions and the addition of current language to Article 22, SR-2 Single-Family Residential, as provided in the Board packet.  
**Motion carried 6—0 on a voice vote.**

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d. *Article 25, MR Multi-Family Residential.*

- ▶ **Motion:** Chick moved, Thomas supported, to approve revisions and the addition of current language to Article 25, MR Multi-Family Residential, as provided in the Board packet. **Motion carried 6—0 on a voice vote.**

e. *Article 25. Addition of Section 60.34, Day Care Facilities.*

- ▶ **Motion:** Chick moved, Thomas supported, to approve revisions to Section 60.34, Day Care Facilities, as provided in the Board packet. **Motion carried 5—1 on a voice vote, Dockett opposed.**

f. *Article 25, Addition of Section 60.35, Adult Foster Care Facilities.*

- ▶ **Motion:** Chick moved, Thomas supported, to approve revisions to Section 60.35, Adult Foster Care Facilities, and associated definitions to section 2.03 as provided in the Board packet. **Motion carried 5—1 on a voice vote, Dockett opposed.**

g. *Article 63, Conditional Use Standards.*

- ▶ **Motion:** Chick moved, Thomas supported, to approved revisions to Article 63, Conditional Use Standards, as provided in the Board packet. **Motion carried 5—1 on a voice vote, Dockett opposed.**

h. *Article 68 Amendments.*

- ▶ **Motion:** Chick moved, Thomas supported, to approve revisions to Article 68 Amendments as provided in the Board packet. **Motion carried 5—1 on a voice vote, Dockett opposed.**

i. *Open Space Development Option.*

- ▶ **Motion:** Chick moved, Thomas supported, to approve the Open Space Development Option as provided in the Board packet. **Motion carried 5—1 on a voice vote, Dockett opposed.**

j. *Article 69, Public Notice.*

- ▶ **Motion:** Chick moved, Thomas supported, to approve Article 69, Public Notice, as provided in the Board packet. **Motion carried 6—0 on a voice vote.**

**9.**

**Approval of Independent Insurance Analyst**

- ▶ **Motion:** Otto moved, Braun supported, that Fink be authorized to contract with Voss Insurance Services with a maximum fee of \$1,350. **Motion carried 6—0 on a voice vote.**

**10.**

**Approval of  
Township Manager Employment Contract**

Engstrom explained this would extend Fink's current contract by two years. She noted that the Board held a review of Fink's job performance in closed session and received glowing reviews from all Board members.

- ▶ **Motion:** Engstrom moved, Chick supported, that Howard Fink's employment contract be amended as presented, which will terminate on November 20, 2016.

Dockett said he thinks Fink is doing a wonderful job, but he does not support the use of a contract for any employee.

**Motion carried 5—1 on a voice vote, Dockett opposed.**

**11.**

**Non-Motorized Path Request for Proposals**

The Board discussed the pros and cons of requesting engineering bids for Phase 3 of the Barker Road Non-Motorized Pathway from the entire engineering community or only firms with a working relationship with the Township.

- ▶ **Motion:** Thomas moved, Dockett supported, to approve the proposed RFP for engineering services for Phase III of the non-motorized path, and to open up the bidding to all engineering firms. **Motion carried 6—0 on a voice vote.**

**12.**

**Acquisition of Foreclosed Properties for Parkland**

- ▶ **Motion:** Otto moved, Chick supported, that authorized Fink to purchase Parcel B-02-08-276-029 and B-02-08-276-022 at the cost of the minimum total bid of \$1,605. **Motion carried 6—0 on a voice vote.**

**13.**

**Approval of Fund Balance Policy**

- ▶ **Motion:** Otto moved, Braun supported, to establish the fund balance percentage at 85% in excess funds at 855 for the general fund. **Motion carried 6—0 on a voice vote.**

**14.**

**Washtenaw County Road Commission Projects**

- ▶ **Motion:** Otto moved, Thomas supported, that the agreement between the Washtenaw County Road Commission and Northfield Township be executed, with the estimated amount to be spent by the Township on these projects during 2014 at \$80,122.10. **Motion carried 6—0 on a voice vote.**

15.  
Results of Closed Session Discussion

- ▶ **Motion:** Otto moved, Chick supported, that Fink and Burns be given permission to provide an offer to Darlene Curtis in writing and in accordance with the recommendations made during the close session of the Township Board.  
**Motion carried 6—0 on a voice vote.**

16. Minutes

- ▶ **Motion:** Thomas moved, Engstrom supported, that the minutes of the regular Township Board meeting of May 13, 2014, and the workshop session of May 27, 2014, be accepted as presented, and to dispense with the reading. **Motion carried 6—0 on a voice vote.**

SECOND CALL TO THE PUBLIC

No comments.

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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 July 8, 2014.

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Angie Westover, Clerk

Official minutes of all meetings, as well as expanded notes, are available on the Township's website at [http://www.twp-northfield.org/government/township\\_board\\_of\\_trustees/](http://www.twp-northfield.org/government/township_board_of_trustees/)

BOARD MEMBER COMMENTS

- Chick read a statement praising Fink's work for the Township. Otto supported those comments.
- Thomas asked the Board to direct the Township Manager to take the minutes of this meeting and send them to the Washtenaw County Road Commission in hopes of getting some action on the issue raised by Mary Devlin during the First Call to the Public.

ADJOURNMENT

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

The meeting adjourned 8:37 P.M.