

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Including Joint Meeting with Planning Commission**  
**LIVE Minutes**  
**July 14, 2015**

**CALL TO ORDER**

The meeting was called to order at 7:04 P.M. by Supervisor Engstrom at 8350 Main Street.

**ROLL CALL**

Township Board:

|                              |         |
|------------------------------|---------|
| Marilyn Engstrom, Supervisor | Present |
| Kathy Braun, Treasurer       | Present |
| Angela Westover, Clerk       | 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  
Police Lt. Tim Greene  
Deputy Fire Chief Chris Bishop  
Community Center Director Tammy Averill  
Township Attorney Paul Burns  
Recording Secretary Lisa Lemble  
Members of the community

**CONSENT AGENDA:**

- Minutes of June 9 and 23, 2015
- Bills

- **Motion:** Engstrom moved, Chick supported, that the items in the consent agenda be approved as presented. **Motion carried 7—0 on a voice vote.**

**ADOPT BALANCE OF AGENDA**

- **Motion:** Engstrom moved, Chick supported, that the balance of the agenda be adopted as presented. **Motion carried 7—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

**Nowatzke Site Plan.** Dale Brewer, 11548 E. Shore Drive, said a building permit for this project has been issued, but many conditions of Planning Commission approval have not been met and there are many code violations. **Faith Wheeler, 371 Grove, said Horseshoe Lake residents are concerned with the retention pond on this site.**

**Planning Consultant.** Ed Wojtyvs, 6235 Hellner Road, said the resignation of Carlisle Wortman Associates is a big loss

for the Township, and he suggested the Township Board reconsider the relationship.

**Business Leaving.** Faith Wheeler, 371 Grove, said she has heard that PNC Bank is leaving the community because they cannot find a place to build a drive-through facility.

**BOARD MEMBER COMMENTS**

No comments.

**CORRESPONDENCE AND ANNOUNCEMENTS**

None.

**REPORTS/UPDATES**

**Department Heads**

**Fire.** In answer to questions from Dockett, Deputy Chief Bishop said MDOT is erecting towers along US-23 for use in monitoring traffic.

**Police.** Dockett said he has a lot of questions about the hiring of a salvage vehicle inspector, so it was agreed to add this as an agenda item to the next agenda.

- **Motion:** Chick moved, Otto supported, that the Board approve the hiring of Patrick Leedle for the position of part-time probationary police officer as of July 15, 2015. **Motion carried 7—0 on a voice vote.**

- **Motion:** Chick moved, Otto supported, that the Board approve the purchase of an Access Control System, with a cost to the Public Safety Building of \$49,032.99, a cost to the Senior Center of \$2,566.61, and a cost to Fire Station #2 of \$2,801.34, all budgeted out of the federal forfeiture fund. **Motion carried 7—0 on a voice vote.**

**Wastewater Treatment Plant.** In answer to a question from Dockett, Superintendent Hardesty said there was no lasting damage to 75 Barker Road from a small flood.

**Community Center.** No questions.

**Other**

**Financial.** No questions.

**Zoning Board of Appeals.** No meeting has been held since the last Township Board meeting.

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Planning Commission. Chick reported that on July 1<sup>st</sup> the Commission discussed the community survey being prepared.

Parks and Recreation. Thomas reported their next meeting is July 16<sup>th</sup>.

Township Manager. In answer to questions from Dockett, Fink explained insurance issues which have prevented the request from People's Express being placed back on a Township agenda. Otto provided information related to office equipment purchases being considered. Fink noted several items were moved from this agenda to the July 28<sup>th</sup> meeting in the interest of time. Dockett and Chick said consideration should be given to improving the sound system in the meeting room. Fink said acoustics could be improved with some relatively inexpensive measures, including moving to the other side of the building.

**AGENDA ITEMS**

**1.**

**Police Union Contracts**

Fink said he and Chief Wagner negotiated and recommend approval of this year three contract, and he reviewed the summary report, noting that it includes a 2.5% wage increase, a shift premium, and signing bonuses.

▶ **Motion:** Otto moved, Chick supported, that the three year contract agreement as outlined in the Northfield Township and Police Officers Association of Michigan Collective Bargaining Agreement be approved as of July 1, 2015 through June 30, 2018.  
**Motion carried 7—0 on a voice vote.**

▶ **Motion:** Otto moved, Chick supported, that the three year contract agreement as outlined in the Northfield Township and Command Officers Association of Michigan Collective Bargaining Agreement be approved as of July 1, 2015 through June 30, 2018.  
**Motion carried 7—0 on a voice vote.**

**2.**

**Purchase of  
Washtenaw County Foreclosure Properties**

Fink recommended approval of the lot in the Horseshoe Lake area wetland, but suggested purchase of the other lot be delayed until the river walk concept is more fully developed. In answer to questions, Fink said if the property does not sell the Township would probably still have to pay the minimum bid to purchase it at some time in the future.

▶ **Motion:** Engstrom moved, Thomas supported, that Howard Fink be authorized to obtain parcel 02-17-138-010 at the tax foreclosure sale for Washtenaw County for a total amount of \$865.  
**Motion carried 7—0 on a voice vote.**

**3.**

**Senior Nutrition Program Assistant Position**

Otto highly recommended Barsegian. In answer to a question from Dockett, Fink said this is funded with a grant, although the Township Board approved up to \$3,000 in additional funds to be used for this program at Averill's discretion.

▶ **Motion:** Otto moved, Thomas supported, to accept Amber Barsegian as the Community Senior Nutrition Program Assistant.  
**Motion carried 7—0 on a voice vote.**

**4.**

**Authorization for Fred Lucas to Represent the Township  
in Michigan Tax Tribunal Case No. 15-002827;  
BMH Realty Co. vs. Township of Northfield**

▶ **Motion:** Engstrom moved, Chick supported, that Fred Lucas be authorized to represent the Township in Michigan Tax Tribunal Case No. 15-002827; BMH Realty Co. vs. Township of Northfield.  
**Motion carried 7—0 on a voice vote.**

**JOINT MEETING WITH PLANNING COMMISSION**

The meeting was called to order at 7:53 P.M. by Planning Commission Chair Marlene Chockley.

**ROLL CALL**

|                      |                    |
|----------------------|--------------------|
| Planning Commission: |                    |
| Janet Chick          | Present            |
| Marlene Chockley     | Present            |
| Brad Cousino         | Absent             |
| Kenneth Dignan       | Present            |
| Sam Iaquinto         | Present            |
| Larry Roman          | Absent             |
| Mark Stanalajczko    | Absent with notice |

**1. Review RFPs for Planning Consultant**

**A. Presentations**

Wade Trim Associates, Inc. Chip Smith said Wade Trim has about 400 employees in nine states, and he reviewed their core values and services they offer. He said they believe in working to build community consensus, and gave examples of communities they have worked with to accomplish this.

In answer to questions, Smith said:

- He believes in providing leadership by making sure the Commission is trained in best practices to give them confidence that they are making ethical and defensible decisions.
- Wade Trim has worked with many communities of Northfield Township's size, including Milford and other areas on the suburban fringe.

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- A lot of weight should be given to broad community input on issues through a community survey depending on the questions asked and the response rate. It is important to acknowledge all input and insure that people believe the process was open, inclusive, and transparent. Many ways of getting input should be used.
- They do not bill for travel costs or phone calls, and consultations are included in their monthly retainer.
- His firm has not represented Grand Sakwa or Biltmore Development in the last seven years, and Nicholas Lomako with the firm has experience with lawsuits concerning density issues.

[CIB Planning, Inc. in collaboration with OHM Advisors.](#)

Carmine Aventini of CIB Planning said he would be the person working with the Township on a daily basis, and he introduced Aaron Domini and Heather Seyfarth of OHM Advisors. Domini said OHM has about 30 planning staff in Michigan and Ohio, and providing planning services requires building a relationship with the client and reaching the silent majority. He said their services include visioning, master planning, economic development, downtown planning, and securing project funding.

Aventini described his experience with consensus building in Fenton regarding a downtown plan.

In answer to questions, Aventini said:

- He believes in providing leadership by making recommendations and explaining what the ramifications of various decisions could be.
- He has worked with communities as small as 1,000 people, and while there are differences in character which are important to maintain, the issues are the same.
- He was heavily involved in preparing a citizen survey for Brighton Township and they spent a lot of time developing questions so that useful information would be learned. Breaking responses down geographically is important. A survey is only one tool to use in gathering community input.
- Grand Sakwa and Biltmore Development have not been clients of his, and earlier in his career he was involved in some legal issues regarding density, but the bigger issue is what is trying to be accomplished with setting lot size; the results are what is important.
- He is recognized as being knowledgeable about open space preservation.
- He submitted a sample fee schedule and details can be worked out. In most communities all fees outside of zoning and master plan issues are billed back to applicants. Developers are less concerned about fees than approval time, and having a plan that makes it clear what the community wants is important.

[Beckett & Raeder, Inc.](#) John Iacoangeli introduced Leah DuMouchel, and provided information about the firm and

their individual experience and credentials which include teaching about planning issues and training regarding form-based codes and community engagement. He said their approach is based on community engagement, good quality data, inter-related planning to make sure a community's plans are aligned, and accessibility. He noted they assist Planning Commissions with preparation of motions and findings of fact for legal defensibility. He said they are experienced and innovative, they know waterfronts and agriculture, they listen to a community's concerns and advise the Commission, and they are known for their expertise in place making.

In answer to questions, Iacoangeli and DuMouchel said:

- [They define leadership](#) by the ability to listen, collaborate, and effect change.
- The key to dealing with external development pressures is developing strategies depending on whether those pressures are considered advantages or liabilities. The key in a small community is to reach out to stakeholders to work with them.
- [In other communities with groups having opposing views their firm has built consensus](#) based on the shared desire to do what is best for the community. In one community an independent survey was used as a basis for development of a master plan, and everyone walked away with something they could live with. Healing a divided community is a long road and it requires work, communication, and transparency.
- [With few exceptions they work only with municipalities](#), so have not represented Grand Sakwa or Biltmore Development.
- "Place making" is making a place more attractive so that people want to be there.
- [DuMouchel would be](#) the firm's representative at Planning Commission meetings.
- [Their retainer is \\$750/month](#) for up to 12 hours or professional services.

[McKenna Associates](#). Patrick Sloan said the firm has 20 planners working in 80 communities on about 200 projects per year. He reviewed the goals of the Township's Master Plan, noting that both rural preservation and compatible economic development are called for. He said many of their clients share these goals, and he provided examples of the firm's work with them.

[He said he works with York](#), Lyon, Dexter, Van Buren Townships, and he noted that the three members of their team grew up in Scio Township and Ann Arbor.

[He said their retainer of \\$695/month](#) would cover two meetings and unlimited consultations, and he described the additional services they offer. He said they do not always make a recommendation, but provide information about best practices to allow the Commission to make decisions.

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[Sloan described the experience and certifications](#) of the staff, including use of graphics to best get ideas across. He said they offer expertise in form-based codes, complete streets, and place making, and he provided examples of how they have used these in other communities.

He described extra services they would provide as part of their retainer, said they are experienced in providing leadership, and reviewed complex development projects they have managed.

In answer to questions, [Sloan said](#):

- [Leadership, depending on the community](#), can be facilitation of outcomes the community wants, often via community engagement to determine what they want. Northfield Township's Master Plan is not clear about the type of commercial development desired and where, and he would try to get more community input about that.
- [Keeping in touch with the community](#) can include staying in touch with the Commission and Board to learn what people in the community are saying to them, listening to comments from neighbors about development proposals, and publicizing proposals to change documents such as the Master Plan. They represent many similar lake communities and have a track record of success with them.
- [He does not know](#) if the firm has represented Grand Sakwa or Biltmore Development, but he can find out. [Township Attorney Paul Burns noted](#) that Phil McKenna testified as an expert witness on behalf of Northfield Township in the Grand Sakwa case.]
- [It is possible](#) that there could be a conflict of interest between Northfield Township and other townships they represent, but they would follow the recognized code of ethics in that case.

**B. [Discussion](#).**

Postponed due to time.

**BOARD OF TRUSTEES DISCUSSION ITEMS**

**1. Van Curler Property**

Iaquinto asked if there is interest in discussing purchase of this property by the Township since it is currently on the market. Dockett said he would be against this. Chick and Engstrom said it would be worth investigating. Chockley said this might be the only opportunity the Township ever has to have a waterfront park. It was agreed to put this on the July workshop agenda for further discussion.

**SECOND CALL TO THE PUBLIC**

[Acoustics. Udo Huff, 6451 Whitmore Lake Road, suggested](#) getting students from the University of Michigan School of Architecture involved in improving the meeting room acoustics.

**Purchase of Van Curler Property.** [Mary Devlin, 9211 Brookside, said](#) this would be a great site for affordable senior housing and a location for the drive-through bank that PNC would like to build among other things. [Faith Wheeler, 371 Grove, agreed](#) that public access to the lake and senior housing would be community benefits.

**BOARD MEMBER COMMENTS**

**Purchase of Van Curler Property.** [Dockett said](#) when he was child there were four public beaches on the lake, but people drowned ~~and the Township was sued~~ resulting in a lawsuit. He added that others on the lake will not be in favor of it. [Braun noted there are fewer than 5,000 taxpayers, and she questioned the ability to fund the purchase through a millage.](#)

**ADJOURNMENT**

Engstrom adjourned the meeting at 10:24 P.M.

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These are the official Minutes converted to hypertext.

Clicking on a link will fire up the video of this meeting at the point where the item you clicked was discussed.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

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