

NORTHFIELD TOWNSHIP
Township Board
Joint Meeting with Planning Commission
Minutes
March 28, 2017

CALL TO ORDER

The meeting was called to order at 7:03 P.M. by Supervisor Chockley at 8350 Main Street.

INVOCATION/PLEDGE

Otto provided an invocation and Supervisor Chockley led those present in the Pledge of Allegiance.

ROLL CALL

Township Board	
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
Planning Commission	
Janet Chick	Present
Brad Cousino	Absent
Sam Iaquinto	Absent with notice
Cecila Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Also present:

Wastewater Treatment Plant Superintendent Dan Willis
Township Engineer Brian Rubel, Tetra Tech
Township Attorney Brad Maynes
Township Planner Patrick Sloan, McKenna Associates
Township Planner Paul Lippens, McKenna Associates
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

Chockley asked that *Acceptance of Two Outstanding Easements for Non-Motorized Path* be added to the agenda as Item 5.

- **Motion:** Zelenock moved, Chick supported, that the agenda be adopted as amended.
Motion carried 7—0 on a voice vote

FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, and David Gordon, 5558 Hellner Road, made comments about proposed plans for the Township and hiring of a Township manager,

BOARD MEMBER CLARIFICATIONS

Otto replied to comments made during the Call to the Public.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

JOINT SESSION WITH PLANNING COMMISSION

1.

**Downtown Planning Group Presentation:
North Village Concept Plan**

Chockley called on Barbara Griffith to introduce the members of the Downtown Planning Group. Paul Lippens of McKenna Associates presented the North Village Master Plan. He described the public engagement efforts, including a survey, and noted that top features people hope will develop as a result of the development of the downtown community park is a beach/lake access, a restaurant/bar, and a bakery/deli. He noted that Design Workshop participants were generally open to a variety of development options, including private development as long as it subsidizes public improvements, and that any development needs to complement the downtown area, with public elements (including parking) needing to come first.

Lippens explained the planning group would like the Township to issue an RFP for the site to help determine what might be possible for a public/private development. He answered questions from Township Board members and Planning Commissioners.

2.

**Downtown Strategic Action Plan
and Design Framework: McKenna Associates**

Paul Lippens of McKenna Associates briefly described the process McKenna recommends to move forward with a strategic plan for the downtown area from looking at key sites to considering parking needs and developing design guidelines.

3.

**Proposed 2017 Community Development
Work Plan: McKenna Associates**

Patrick Sloan of McKenna Associates reviewed McKenna's proposal to continue to work on updating the Master Plan, develop the downtown strategic action plan and a design framework, update the Parks and Recreation Master Plan to incorporate the North Village plan, and assist with the Township's capital improvement program (CIP). He also recommended that the zoning ordinance be updated in light of recently enacted State law.

Sloan answered questions, and Board members provided input to the Planning Commission concerning various projects, development ideas, and methods of getting public input, including the community survey.

Chockley recessed the meeting for five minutes.

BOARD OF TRUSTEES AGENDA ITEMS

1.

**Change Order for Whitmore Lake Road
Sewer Assessment District (SAD)**

Township Engineer Brian Rubel explained that this project was completed under budget.

- ▶ **Motion:** Chick moved, Otto supported, to approve the change order showing a reduction of \$36,763.08 for the Whitmore Lake sanitary sewer extension, to authorize the supervisor to sign the change order, and to approve the application for payment.
Motion carried 7—0 on a voice vote.

2.

**Sewer System Interceptor
Flow Monitoring Proposal**

- ▶ **Motion:** Chockley moved, Chick supported, to accept the proposal from Tetra Tech dated March 22, 2017, for interceptor flow monitoring in an amount not to exceed \$34, 800 without prior written approval, and to authorize the Supervisor to sign the proposal document.

Rubel said the grant application for \$595,000—90% of the project cost—for this project was submitted in 2013 and he expects to hear about funding by November of this year. Dan Willis noted the grant will reimburse the Township for many hours of work Township staff have already performed. The Board discussed seeking other engineering bids.

Dockett requested a roll call vote. Motion carried 5—2 on a roll call vote, Beliger and Dockett opposed.

3.

Promotion of Mike Spirl to System Supervisor

- ▶ **Motion:** Chockley moved, Beliger supported, that Mike Spirl be promoted to the position of System Supervisor at a base salary of \$45,000 as recommended by Dan Willis, Wastewater Treatment Plant Superintendent.
Motion carried 7—0 on a voice vote.

4.

Update on Controller Position

Zelenock reviewed the memo of March 23rd outlining the difficulties encountered in hiring a new Controller.

- ▶ **Motion:** Zelenock moved, Chick supported, to hire a temporary controller if it is deemed necessary before a permanent part-time controller can be hired.
Motion carried 7—0 on a voice vote.

5.

**Acceptance of Two Outstanding Easements for
Non-Motorized Path**

- ▶ **Motion:** Chockley moved, Otto supported, to authorize the acceptance of two outstanding easements for the Barker Road Non-Motorized Path if the offers are accepted. **Dockett requested a roll call vote. Motion carried 4—3 on a voice vote, Beliger, Zelenock, and Dockett opposed.**

SECOND CALL TO THE PUBLIC

Andy Lakatos, 9249 Lakewood Drive, made comments about the Barker Road Non-Motorized Path construction.

BOARD MEMBER COMMENTS

Board members made comments about supporting local businesses, the Barker Road Non-Motorized Path, the Wastewater Treatment Plant, the source of grant funding, the community survey, and how the Board makes decisions. They thanked the Downtown Development Group, Planning Commission, and other Township committees for their work on community plans.

ADJOURNMENT

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

The meeting adjourned at 9:54 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 April 11, 2017.

Kathleen Manley, Clerk

Approved by the Planning Commission on April 19 2017.

Larry Roman, Chair

John Zarzecki, Secretary

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<http://www.twp-northfield.org/government/>