

NORTHFIELD TOWNSHIP
Township Board
Minutes
December 12, 2017

CALL TO ORDER

The meeting was called to order at 7:06 P.M. by Supervisor Chockley at 8350 Main Street.

PLEDGE

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

ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger	Present
Janet Chick, Trustee	Absent with notice
Wayne Dockett, Trustee	Absent with notice
Jacki Otto, Trustee	Present

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Community Center Director Tammy Averill
Township Engineer Brian Rubel, Tetra Tech
Township Manager Steven Aynes
Township Attorney Brad Maynes
Recording Secretary Lisa Lemble
Members of the community

ADOPT CONSENT AGENDA

- **Minutes**
- **Bills**
- **Department Head Report**
- **Donations Report**
- **North Village Expenditure Report**

At Beliger's request minutes were added to the agenda as item 15. In answer to questions, Averill reported on the Gala, the Portrait Artists Group, and Dinner with Santa at the Community Center. Willis answered a question about flow seasonal rates.

- ▶ **Motion:** Otto moved, Manley supported, that the consent agenda be adopted as amended, with minutes removed. **Motion carried 5—0 on a voice vote.**

ADOPT BALANCE OF AGENDA

Chockley asked that Termination of MMPW Services for Snow Plowing be added as item 3.1 and Approval of Snow Plowing Contract with J&M be added as item 3.2, and that Item 11 be removed from the agenda as Amy Steffens has withdrawn her application. Otto asked that the Pond Hockey Civic Event Application be moved up on the agenda.

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

FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, commented on Mr. Dockett's pay, land preservation, Land Preservation Committee by-laws, and a report about the health of area residents, and the financial health of the Township,

BOARD MEMBER COMMENTS

Beliger said it was fun to participate in putting up decorations downtown. Zelenock answered questions from David Gordon about land preservation and the Land Preservation Committee by-laws.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

REPORTS/UPDATES

Zoning Board of Appeals. There was no meeting in November; there will be a meeting on December 18th.

Planning Commission. On December 6th the Commission discussed zoning amendments, application procedures, updating the Master Plan, and the North Village Request for Proposals as approved by the Board.

Parks and Recreation. The next meeting is scheduled for December 21st.

Land Preservation. The next meeting is scheduled for December 14th, and a public information session is being planned for February 8th.

Financial/Treasurer. Zelenock referred to her written report.

Fund Balance. Zelenock answered questions about the fund balance.

Supervisor. Chockley referred to her written report and expanded on the remarks about land preservation. She and Wagner commented on the attached 2015 Health Findings report in response to comments during the Call to the Public.

Manager. Aynes referred to his written report. He also reported that he met with the potential renter for the second floor of the Public Safety Building and found that they are interested in all of the remaining available space on that floor. The Board agreed he should continue to pursue this.

AGENDA ITEMS

0.

Civic Event Application: Pond Hockey

Sam Jaquinto, representing Michigan Pond Hockey Sport Charities answered questions about parking. Chief Wagner expressed concerns about open consumption of alcohol and provision of alcohol to locations other than the beer tent. Jaquinto confirmed that beer will be provided only in the beer tent.

- ▶ **Motion:** Chockley moved, Otto supported, to approve the Civic Event Application of the Michigan Pond Hockey Sports Charities with reimbursement for parking to be as established for the 2017 event, for February 9-11, 2018, with the condition that no open alcohol be allowed on Township Property, and that the condition of the parking area be restored following the event in the spring.
Motion carried 5—0 on a roll call vote.

1.

**Hiring of Wastewater Treatment Plant Operator:
Hunter Lewis**

- ▶ **Motion:** Chockley moved, Beliger supported, to approve the hiring of Hunter Lewis as Wastewater Treatment Plant Operator II at the beginning salary of \$30,000 per year, contingent upon passing all required checks.

In answer to a question, Willis said he interviewed two candidates, and neither has experience in this area, but Lewis has some experience as a machinist.

Motion carried 5—0 on a roll call vote.

2.

**Hiring of Paid On-Call Firefighter:
Jessica Burns**

- ▶ **Motion:** Chockley moved, Zelenock supported, to approve the hiring of Jessica Burns as a Paid On-Call Firefighter, contingent on successful completion of background check and physical.
Motion carried 5—0 on a voice vote.

3.

**Hiring of Police Department Clerk/Dispatcher:
Tracy Yurkunas**

- ▶ **Motion:** Chockley moved, Otto supported, to hire Tracy Yurkunas as part-time Police Department Clerk/Dispatcher from January, 2018, to July 1 2018, at the rate of \$20 per hour. On July 1, 2018, at which time she will become a full time Clerk/Dispatcher, she will be paid at the rate of pay for that position, contingent upon successful background check.

Wagner answered questions about the full-time rate of pay and benefits starting in July.

Motion carried 5—0 on a voice vote.

3.1

Termination of MMPW Services for Snow Plowing

- ▶ **Motion:** Chockley moved, Beliger supported, to terminate the snow removal contract with MMPW Services/Unique LLC pursuant to section 9(2) of the contract, and to direct the attorney to work with Chief Wagner to notify MMPW Services.
Motion carried 5—0 on a voice vote.

3.2

Approval of Snow Plowing Contract with J&M

- ▶ **Motion:** Chockley moved, Otto supported, to approve the contract with J&M Landscaping for this year's snow removal contract.

Wagner said J&M bid this year, proposed competitive prices, are local, and provide lawn mowing for the Township.

Motion carried 5—0 on a voice vote.

4.

Asset Management Plan Contract

- ▶ **Motion:** Chockley moved, Otto supported, to accept the proposal from Tetra Tech for Stormwater, Asset Management, and Wastewater (SAW) Scope of Services and Fee Proposal provided in the packet, and to authorize the Township Manager to sign the contract.

Brian Rubel of Tetra Tech answered questions, noting that the Wastewater Treatment Plant (WWTP) staff will probably purchase a software package to manage this information. He explained that the grant allows for up to \$85,000 to be spent for software and computers. He noted that even with the required match from the Township, which has already been met, the Township will be able to retain about \$91,000 from the grant which will add to the Township's fund balance. He also explained that the goal will be to train WWTP staff to keep the resulting document updated in future years. Willis, Aynes, and several Board members recommended continuing with Tetra Tech for this project for a variety of reasons.

Motion carried 5—0 on a roll call vote.

5.

**Resolution: 17-577:
2017-18 Budget Amendments**

There were questions about whether the North Village RFP expenses were supposed to come out of the McKenna's retainer, and whether the Master Plan funding had been approved. Aynes explained McKenna's proposal for fees for the RFP, the Master Plan, and zoning ordinance amendment work. The Board discussed the scope of the work involved in these items. Zelenock said she would like an explanation from McKenna about the additional proposed expenses.

Chief Wagner cautioned against moving the \$25,000 contribution to Fire & Medical Fund to the General Fund. He provided background about the history of that fund's

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contributions to pay down the Public Safety Building bonds which has prevented it from building sufficient reserves for equipment replacement.

- ▶ **Motion:** Otto moved, Manley supported, to table Budget Amendment 3 to the Fiscal Year 2017-18 budget the first January Board meeting.
Motion carried 5—0 on a voice vote.

6.

McKenna Proposal for Master Plan Review and Zoning Ordinance Amendments

- ▶ **Motion:** Chockley moved, Otto supported, to table the McKenna Proposal for Master Plan Review and Zoning Ordinance Amendments to January, 2018.
Motion carried 5—0 on a voice vote.

7.

2018 Board Meeting Schedule

- ▶ **Motion:** Chockley moved, Beliger supported, to accept the 2018 Board Meeting dates as distributed.
Motion carried 5—0 on a voice vote.

8.

2018 Holiday Schedule

- ▶ **Motion:** Chockley moved, Manley supported, to accept the Holiday Schedule as distributed.
Motion carried 5—0 on a voice vote.

9.

Civic Event Application: Pond Hockey

Moved the beginning of the agenda.

10.

Planning Commission Appointments

- ▶ **Motion:** Chockley moved, Otto supported, that Brad Cousino and John Zarzecki be reappointed to the Planning Commission for terms ending December 31, 2020; and that Eamonn Dwyer be appointed to the Planning Commission to serve the remainder of the two year term vacated by the resignation of Amy Steffens, ending December 31, 2019.
Motion carried 5—0 on a voice vote.

11.

ZBA Appointments

Removed from the agenda.

12.

Board of Review Alternate Appointment

- ▶ **Motion:** Chockley moved, Zelenock supported, that Christopher Salata be appointed to serve as an alternate member of the Board of Review for a term ending December, 2018.
Motion carried 5—0 on a voice vote.

13.

Prioritize Goals from Board Retreat

Chockley referred to the spreadsheet in the packet showing rankings from Board members for each item. Aynes noted that some of the items require allocation of funds and other require engaging consultants. Beliger noted that priority rankings from Dockett were not included in this information. It was agreed he can provide his preferences when he returns in 2018. It was noted that many items listed require the involvement of multiple parties, such as downtown revitalization needing the work of the Planning Commission and the Board in addition to the Downtown Development Authority.

It was agreed this is a good start and it can be revised in the future.

14.

Electricity Provider

Aynes referred to his memo and explained that the Township's attorneys had objections to the contract supplied by Constellation, the current provider. He recommended returning to DTE, although he noted an undetermined penalty will apply for the first year.

In answer to questions, Maynes said the contract had several basic deficiencies, and the inclusion of an indemnification clause was a serious issue. Aynes said another provider was initially considered, but their rates were higher.

- ▶ **Motion:** Otto moved, Chockley supported, that the Township manager be directed to return to DTE for provision of the Township's electric service.

- ▶ **Amendment to motion:** Chockley moved, Otto supported, to amend the motion to include option 1—the 12 month commitment.
Motion carried 5—0 on a roll call vote.

- ▶ **Amended motion:** Otto moved, Chockley supported, that the Township manager be directed to return to DTE for provision of the Township's electric service, choosing option 1—the 12 month commitment.
Motion carried 4—1 on a roll call vote, Zelenock opposed.

15.

Minutes

Several corrections were made to the November minutes.

- ▶ **Motion:** Chockley moved Zelenock supported, to approved the minutes of November 14 and November 28, 2017, as amended, and to dispense with the reading. **Motion carried 5—0 on a voice vote.**

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SECOND CALL TO THE PUBLIC

George Brown, 7868 Shady Beach, asked to meet with the Township Manager regarding plans for future park development using property being acquired by the Township near Horseshoe Lake, and he asked whether some Township-owned properties should be sold. He also thanked Chockley and Beliger for the work they did putting up decorations in the Township.

David Gordon commented on the issue of electricity service providers and Board goals and priorities.

BOARD MEMBER COMMENTS

Board members reminded residents of upcoming events and meetings, commented on Board goals, noted Kiwanis

still has trees for sale, and wished everyone Happy Holidays, Merry Christmas, and a Happy New Year.

CORRESPONDENCE AND ANNOUNCEMENTS

Chockley invited the public to a walk-in Hepatitis A clinic on December 19th.

ADJOURNMENT

► **Motion:** Chockley moved, Beliger supported, that the meeting be adjourned.

Motion carried 5—0 on a voice vote.

The meeting adjourned at 10:14 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 January 9, 2018.

Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at http://www.twp-northfield.org/government/township_board_of_trustees/