

# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

#### April 24, 2018

#### CALL TO ORDER

The meeting was called to order at 7:01 P.M. by Clerk Manley at 8350 Main Street.

#### INVOCATION/PLEDGE

Otto provided a brief invocation and led those present in the Pledge of Allegiance.

#### ROLL CALL

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

Also present:

Township Manager Steven Aynes  
Township Attorney Bradford Maynes  
Recording Secretary Lisa Lemble  
Members of the community

#### ADOPT AGENDA

- ▶ **Motion:** Chick moved, Zelenock supported, that the agenda be adopted as presented.  
**Motion carried 5—0 on a voice vote.**

#### FIRST CALL TO THE PUBLIC

Chuck Steuer, 760 Six Mile Road, Parks and Recreation Committee member, spoke about the dog park, including about rules for use and requirements that should apply for anyone filing a complaint with the Township, and about parking for the 4<sup>th</sup> of July Fireworks.

#### BOARD MEMBER RESPONSE

Otto read a statement from Tawn Beliger about dog park rules requesting that an action item be placed on the agenda. Dockett also commented the issue of dog park rules. Chick noted that the Board had received information about this and it will be on the next agenda.

#### CORRESPONDENCE AND ANNOUNCEMENTS

Zelenock reported that she spoke with MDOT officials who told her they will make sure the missing Six Mile lights are replaced. In answer to a question from Zelenock, Aynes said he just received information about possibly tax abatement for the downtown area, and he will be researching that and reporting to the Board.

#### AGENDA ITEMS

##### 1. Civic Event Application: 4<sup>th</sup> of July Fireworks

Dennis Cazan, President of 4<sup>th</sup> of July Committee, appeared in support of the application, noting that they would like to put up a banner over Main Street before Memorial Day.

- ▶ **Motion:** Otto moved, Chick supported, to accept the Whitmore Lake Civic Event Application for the 4<sup>th</sup> of July Fireworks.
- ▶ **Amendment to motion:** Zelenock moved, Dockett supported, to amend the motion to make approval subject to the Public Safety Director signing off.

Maynes noted the banner would require approval from the Road Commission.

##### Motion withdrawn.

- ▶ **Motion:** Zelenock moved, Otto supported, to accept the Whitmore Lake Civic Event Application for the 4<sup>th</sup> of July Fireworks, subject to approval of the Road Commission and Public Safety Director, and subject to peddler permits being approved at least 48 hours in advance of the event.

There was discussion about when the banner could go up. It was agreed that would need to be addressed separately because the proposal in the permit application to have the banner up from May 25<sup>th</sup> through July 14<sup>th</sup> exceeds the 30 days allowed under the ordinance. Cazan also asked about parking, and it was agreed that would have to be addressed separately.

##### Motion carried 5—0 on a roll call vote.

There was discussion about whether no swimming signs need to be posted on the waterfront portion of the Township's property.

- ▶ **Motion:** Otto moved, Chick supported, to approve parking in the North Village Park next to the post office for the 4<sup>th</sup> of July Fireworks, and that the Township post "No Lake Access" signs on the frontage of the lake.

At Zelenock's request Cazan explained how parking will be handled and said there is no charge, but donations for the event are accepted. Zelenock suggested that to treat all groups equally fees be charged and 5% up to \$500 be given to the Township from the proceeds for park maintenance (as was done for the Pond Hockey event).

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- ▶ **Amendment to motion:** Zelenock moved, Manley supported, to add a 5% donation up to \$500 to the Township for the use of the parking.  
**Amendment to motion carried 5—0 on a voice vote.**

- ▶ **Amended motion:** Otto moved, Chick supported, to approve parking in the North Village Park next to the post office for the 4<sup>th</sup> of July Fireworks, that the Township post “No Lake Access” signs on the frontage of the lake, and to add a 5% donation up to \$500 for the use of the parking. **Amended motion carried 5—0 on a roll call vote.**

**2.  
Civic Event Application:  
German Park Annual Picnics**

Wally Jarvis, President of the German Park, appeared.

- ▶ **Motion:** Chick moved, Manley supported, to approve the Civic Event Application for German Park to run from 6/30/2018 to 8/25/18, and to approve the alcohol permit, subject to approval by Public Safety Director William Wagner.  
**Motion carried 5—0 on a roll call vote.**

Jarvis noted this is German Park’s 80<sup>th</sup> year and he welcomed the Board to join them in celebrating.

**3.  
Request for Amendment  
to LAWNET Lease Agreement**

Aynes recommended that the LAWNET lease be amended to delay the start to July 1<sup>st</sup> due to construction delays. Dockett said he will continue to vote against this lease as it there is no way to know if the Township will need that space during the next five years.

- ▶ **Motion:** Manley moved, Otto supported, to approve Aynes signing a revision to the LAWNET lease to begin 7/1/2018, extending the end date to 6/30/2023.  
**Motion carried 4—1 on a roll call vote, Dockett opposed.**

**4.  
Clarification of MDOT Request to Waive Fees**

Aynes referred to his April 19<sup>th</sup> memo clarifying fees charged by the Township to MDOT related to the Park & Ride project and which fees had been paid or waived. Referring to the \$40 address assignment fee paid by Aynes because the Township did not approve that waiver, Dockett said he would be in favor of reimbursing Aynes.

The Board discussed the pros and cons of waiving various fees.

- ▶ **Motion:** Otto moved, Dockett supported, to reimburse Aynes the \$40 he paid for the MDOT address assignment fee. **Motion carried 5—0 on a voice vote.**

The Board asked Aynes to develop a policy on which fees the Township should waive.

**5.  
Library Request to Waive Fees**

- ▶ **Motion:** Manley moved to waive the \$2,200 site plan review and \$1,800 conditional use permit for construction of a Library pavilion.  
**Motion died for lack of a second.**

Board members noted Township taxpayers would have to cover those costs if the fees were waived.

**6.  
Request for Township Contribution  
for Annual Clean-up Day**

- ▶ **Motion:** Manley moved, Otto supported, that the Township contribute \$2,000 toward the costs of the County Clean-up Day on June 9<sup>th</sup>.  
**Motion carried 5—0 on a voice vote.**

**7.  
Request to Auction Township Items**

Manley explained that having this auction prior to the County Cleanup Day will allow the Township to use the cleanup day to discard of any remaining items.

- ▶ **Motion:** Manley moved, Chick supported, to allow Aynes to hold an auction for unwanted items on the second floor of the Public Safety Building as soon as possible. **Motion carried 5—0 on a roll call vote.**

**8.  
Section 125 Premium Only Plan P.O.P.) Document**

a. *HSA Participation Agreement.* Aynes explained that this agreement would continue the use of Health Savings Accounts employees have had for many years.

- ▶ **Motion:** Otto moved, Chick supported, to accept the Health Savings Account proposal through Burnham & Flowers insurance group for the indefinite period of time that started January 1, 2017, as approved by the Township labor attorney. **Motion carried 4—1 on a roll call vote, Dockett opposed.**

b. *Resolution 18-584: Certificate of Resolution for the HSA Participation Agreement.*

- ▶ **Motion:** Otto moved, Chick supported, to accept Resolution 18-584 for the HSA Participation Agreement. **Motion carried 4—1 on a roll call vote, Dockett opposed. Resolution adopted.**

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**DISCUSSION ITEMS**

**1.  
Closed Session Frequency and Content**

The Board discussed that the last closed session was held only for the Township labor attorney to tell the Board that there was nothing new to report, and that it seemed like an unnecessary expense and use of time. At the Board's request Aynes said he will provide an accounting of labor attorney costs. The Board also discussed the unemployment claim by Lt. Greene.

The Board discussed whether closed sessions should be held before or after regular sessions.

**2.  
Independent Contractor Agreements for  
Recording Secretary and A/V Operator:  
Legal Opinion**

The Board discussed the memo from labor attorney Stacy Belisle regarding her opinion as to whether the recording secretary and A/V operator are independent contractors or employees. Lemble noted she had not previously seen the opinion letter, and much of the information used as the basis of the opinion is incorrect.

It was agreed that Aynes will set up meetings within the next month with all people providing services to the Township who could be considered independent contractors.

**SECOND CALL TO THE PUBLIC**

Chuck Steuer commented on the request for waiving of fees by MDOT.

**BOARD MEMBER COMMENTS**

Board members urged people to support local businesses, thanked Manley for chairing the meeting, referred to the excellent work being done by the zoning administrator to serve citizens and businesses, thanked the public for coming, and urged the public to let Board members know of any problems they see in the Township.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Aynes reported that the Catholic Church-Horseshoe Lake drain has been repaired and Northfield Church Road has reopened. He noted the total cost was only \$10,000, of which the Township will pay about one-third, rather than the original \$20,000 estimate.

**ADJOURNMENT**

- ▶ **Motion:** Chick moved, Otto supported, that the meeting be adjourned.  
**Motion carried 5—0 on a voice vote.**

The meeting adjourned at 8:37 P.M.

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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 May 8, 2018.

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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/](http://www.twp-northfield.org/government/township_board_of_trustees/)