

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Minutes**  
**June 26, 2018**

**CALL TO ORDER**

The meeting was called to order at 7:11 P.M. by Supervisor Chockley at 8350 Main Street.

**PLEDGE/INVOCATION**

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

**ROLL CALL**

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

Also present:

Public Safety Director William Wagner  
Township Manager Steven Aynes  
Township Attorney Paul Burns  
Members of the community

**ADOPT CONSENT AGENDA**

Chockley asked that the June 12<sup>th</sup> open session minutes be removed and added to the agenda as Item 8. Dockett asked that the bills be removed; Chockley asked them as item 9.

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

**ADOPT BALANCE OF AGENDA**

Chockley added the June 12<sup>th</sup> open session minutes, bills, and liability insurance as items 8 through 10.

- ▶ **Motion:** Chockley moved, Beliger supported, that the balance of the agenda be adopted as amended.  
**Motion carried 7—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER RESPONSE**

Zelenock noted the mural at Polly's was painted over, and she said that is an indication a contract should be used when Township funds are used for such things. She also said the community garden looks good.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Board members provided information about the upcoming 4<sup>th</sup> of July events and referred to the memo about delinquent personal property taxes. In answer to questions, Zelenock said she is concentrating on the 2016 and 2017 delinquent taxes. Chockley said a presentation by the Water Resources Commission will be scheduled for the October 23<sup>rd</sup> agenda.

**PUBLIC HEARING**

**FISCAL YEAR 2018-19 BUDGET**

- ▶ **Motion:** Chockley moved, Otto supported, that the public hearing be opened.  
**Motion carried 7—0 on a voice vote.**

Aynes explained that the Township must adopt an annual budget by July 1<sup>st</sup>, and it includes Township office functions as well as Police, Fire, and Wastewater Treatment operations. Chockley read the millage rates, and in answer to a question said these are the highest rates allowed under law.

- ▶ **Motion:** Chockley moved, Otto supported, that the public hearing be closed.  
**Motion carried 7—0 on a voice vote.**

**AGENDA ITEMS**

**1.**

**Resolution 18-579:  
Preclusion of Board of Trustees Members  
from Participating in Building and Zoning Meetings**

Chick explained that the purpose of this is to keep the development processing with developers as open and free from improper influence as possible. She said comments from Board members at meetings with developers can be misunderstood as direction from or opinions of the Board.

- ▶ **Motion:** Chick moved, Otto supported, to adopt Resolution 18-579, A Resolution of the Northfield Township Board of Trustees to Preclude Board Members as Individuals from Participating in Concept Meetings, Administrative Review of a Site Plan, Staff Review of a Site Plan, or Engineer and Planner Final Review of Site Plan with Applicants Seeking Site Plan Approval.

Board members opposed cited restriction of their civil rights to attend any public meeting, violation of the First Amendment of the U. S. Constitution, unenforceability of the resolution, the fact that it was not drafted by the Township attorney and the attorney recommends adoption of a code of ethics as recommended by the Michigan Township's Association (MTA), and perception that some Board members are trying to seek advantages that other Board members do not have.

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Attorney Burns said the issue with the proposal is that it is a policy that would not have the force of law. He said although the Board could agree to adopt it, and any Board member choosing to attend the meetings listed could be seen as violating the trust of the Board, any Board member has the right to speak on any topic at any time.

**Motion failed 3—4 2—5 on a roll call vote, Beliger, Manley, Zelenock, Chockley, and Dockett opposed.**

Chick asked that Board members be informed of any of the types of meetings listed in the proposed resolution so they have an opportunity to attend. It was agreed she will talk to the Township Planner about how that will be done in the future. Burns said the public does not have to be invited to such meetings, but if more than three Board members attend it would be a public meeting and would have to be publicly noticed.

Chockley noted she had distributed the MTA's code of ethics. Otto and Manley agreed to review this and get it scheduled for discussion on a future Board agenda.

**2.**

**Resolution 18-590:  
Fiscal Year 2017-18 Budget Amendment #5**

- ▶ **Motion:** Chockley moved, Beliger supported, to approve Resolution 18-590, Fiscal Year 2017-18 Budget Amendment #5. **Motion carried 6—1 on a roll call vote, Dockett opposed. Resolution adopted.**

**3.**

**Fiscal Year 2018-19 Budget Adoption  
and Related Issues**

- a. Proposed 2% Pay Increase for Non-Police and Fire Department Employees (to be effective July 1, 2018).

Aynes reported that the Township attorney advised him that wage increases, contracts being adopted or amended, and sewer rate increases have to be voted on separately from the budget, and to have them effective July 1<sup>st</sup> they would have to be adopted at this meeting.

In answer to questions, Aynes said he is in the process of completing performance reviews of staff who report to him, and the Wastewater Treatment Plant (WWTP) Superintendent is doing reviews for his staff. Board members noted in the past staff raises have been approved retroactively.

- ▶ **Motion:** Zelenock moved, Chick supported, to approve a 2% increase in pay for Tammy Averill, Mary Bird, Jennifer Carlisle, Yvette Patrick, Christiana Wilson, and Dawn Samfillippo.

Aynes said this motion could be made at the July 10<sup>th</sup> meeting and staff would still receive pay raises as of July 1<sup>st</sup> since paychecks for the time starting July 1<sup>st</sup> will not be produced until after the July 10<sup>th</sup> meeting.

**Zelenock withdrew her motion.**

Aynes said he will make sure staff reviews are complete and that motions for pay raises, including for non-union employees in Police and Fire, are on the July 10<sup>th</sup> agenda.

- ▶ **Motion:** Chockley moved, Otto supported, that the proposed 2% Pay Increase for Non-Police and Fire Department Employees and for non-union Police and Fire Employees (to be effective July 1, 2018) be tabled to July 10, 2018. **Motion carried 7—0 on a voice vote.**

*b. Amended Agreement to Assessment Administrative Services Contract*

Dockett asked that "days" be translated in "hours" throughout the document.

- ▶ **Motion:** Chockley moved, Manley supported, to approve the Amended Agreement to the Assessment Administrative Services LLC Contract to be prepared by attorney Burns and to authorize the signature by the Township Manager to provide 24 hours per week of assessing services at a cost of \$96,540 per year, a net increase of \$31,900.

Manley said she is in favor of 24 hours per week, rather than 16, to provide better service to the public and to make sure the tax roll is correct and as fair to the taxpayers as possible.

**Motion carried 6—1 on a roll call vote, Dockett opposed.**

*c. Proposed Consideration of Increase to Wastewater System Development Charges and Quarterly Fees to Rate Study Base Rate*

- ▶ **Motion:** Zelenock moved, Manley supported, that the Proposed Consideration of Increase to Wastewater System Development Charges and Quarterly Fees to Rate Study Base Rate be tabled to a meeting in July.

Zelenock requested that a concise and clear memo be provided to Board members and posted on the website explaining the foundation for the rate increase before this is considered again by the Board.

**Motion carried 7—0 on a voice vote.**

**4.**

**Resolution 18-591:  
General Appropriations Act  
Fiscal Year 2018-19 Budget**

- ▶ **Motion #1:** Beliger moved, Otto supported, to approve Resolution 18-591, General Appropriations Act for the Fiscal Year 2017-18 Budget.

- ▶ **Amendment to motion #1:** Chockley moved, Beliger supported, to amend the motion to include the millage rates, as follows:

General Fund	.7832 mills
Law Enforcement Fund	4.409 mills
Fire and Medical Rescue Fund	1.9868 mills

**Amendment to motion #1 carried 6—1 on a roll call vote, Dockett opposed.**

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- ▶ **Amended motion #1:** Beliger moved, Otto supported, to approve Resolution 18-591, General Appropriations Act for the Fiscal Year 2017-18 Budget, with millage rates of:

General Fund	.7832 mills
Law Enforcement Fund	4.409 mills
Fire and Medical Rescue Fund	1.9868 mills

Aynes reviewed the budget development process, and he and the Board agreed the budget process needs to be started earlier and decisions that affect the budget discussed earlier.

- ▶ **Motion #2:** Zelenock moved, Chockley supported, that all budget items be completed by at least by the end of May each year, and the necessary agenda items that need to be addressed for each budget period be brought to the Board before May.  
**Motion #2 carried 7—0 on a voice vote.**

**Amended motion #1 carried 6—1 on a roll call vote, Dockett opposed.**

The Board discussed the need to consider other items (e.g. 75 Barker Road, Township Office improvements) to be discussed and included in the budget, to anticipate other potential needs, and to consider the capital improvements plan in the budget process.

**5.  
Ordinance 18-57:  
Amendment to Zoning Ordinance  
for Temporary Holiday Sales**

- ▶ **Motion:** Chick moved, Beliger supported, to approve Ordinance 18-57, An Ordinance of the Board of Trustees of Northfield Township, Michigan, to Amend Article XXIV, Supplementary Regulations Standards, Section 36-724, and Amend Article II Definitions, Section 36-29.

Chick explained that this expands the Christmas Tree sales currently in the ordinance to include a variety of temporary sales. In answer to a question from Beliger, Chick said the Board approves fees, and this proposal concerns the ordinance only. Dockett said there could be a lot of fees given the number of permits referenced in the proposal. He said the Township has a lot of empty storefronts, but no bank, hardware store, or pharmacy. He said the regulations apply to small business owners, but not the Township, other government agencies, or non-profits, and that is not fair. Chockley noted that without this ordinance businesses such as the fireworks sales spoken about earlier will not be allowed.

There was discussion about whether the proposal could be amended so that it applies to non-profits. Chockley said that is an equal protection issue that needs to be looked at by legal counsel.

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

**6.  
Downtown Development Authority (DDA)  
Appointments**

- ▶ **Motion:** Chockley moved, Otto supported, to appoint Dana Forrester to the Downtown Development Authority for a term ending June 30, 2022.  
**Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Chockley moved, Zelenock supported, to appoint Barb Griffith to the Downtown Development Authority for a term ending June 30, 2022.  
**Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Chockley moved, Otto supported, to appoint David Horton to the Downtown Development Authority for a term ending June 30, 2020.  
**Motion carried 7—0 on a voice vote.**

**7.  
North Village Request for Proposals  
Submittal Review**

Aynes reported that one of the two parties who previously expressed interest has withdrawn, leaving one proposal.

- ▶ **Motion:** Chockley moved, Chick supported, that the Township Manager work with the Township planner to prepare an evaluation memorandum assessing the submitted North Village proposal for the July 24, 2018, Board meeting.

Dockett said it does not seem fair to proceed with only one proposal. Zelenock recalled that the Board had previously directed the planner to score all proposals and noted that still needs to be done. She asked for planner Lippens to provide the scoring criteria to all Board members asap.

Aynes reviewed his discussions with Lippens about this project and suggested a meeting with the developer. The Board discussed the review process for the proposal, and noted that there will be a negotiation process involved as the developer and the Township discuss what each wants to see on the site.

**Motion carried 5—2 on a roll call vote, Zelenock and Dockett opposed.**

Beliger asked if the developer purchasing the property outright is an option, and asked that it be part of the discussion. Otto reported that the developer had offered to purchase a portion of the property.

**8. Minutes**

Chockley and Zelenock made several changes to the regular Board meeting of June 12, 2018.

- ▶ **Motion:** Chockley moved, Zelenock supported, that the minutes of the special Township Board meeting of June 12, 2018, be approved as presented, and the minutes of the regular Township Board meeting of June 12, 2018, be approved as corrected.

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Dockett asked questions about the security lock system he had requested information about.

**Motion carried 7—0 on a roll call vote.**

**9. Bills**

- ▶ **Motion:** Chockley moved, Zelenock supported, that the bills be adopted as distributed in the Board packet.

Dockett said there is no information provided about what the MTA and the Huron Watershed Council do and objected to paying the dues.

- ▶ **Amendment to motion:** Beliger moved, Dockett supported, that the Huron River Watershed Council dues of \$781.94 be removed from the bills.

Other Board members supported paying the dues, and Chick asked that information be obtained from the Council about the services they provide to Northfield Township. Chockley said she can ask for that.

**Amendment to motion carried 4—3 on a roll call vote, Zelenock, Chockley, and Manley opposed.**

**Amended motion:** Chockley moved, Zelenock supported, that the bills be adopted as distributed in the Board packet, with the Huron River Watershed Council dues of \$781.94 removed. **Amended motion carried 6—1 on a roll call vote, Zelenock opposed.**

**10. Liability Insurance**

- ▶ **Motion:** Chockley moved, Chick supported, to authorize Mr. Aynes to sign the liability insurance renewal with Berends Hendricks Stuit, Inc. for the next

fiscal year in the amount of \$113,484.  
**Motion carried 7—0 on a roll call vote.**

**SECOND CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER COMMENTS**

Dockett reported that there is an extremely sharp, dangerous drop-off in the Barker Road sidewalk at the footbridge between Wildwood Lake and the school. He said trying to go around it forces people either out on the road or into low hanging tree branches. Aynes said this spot was marked today with cones and caution tape, and he noted the Kaboom! Grant application includes making the bridge ADA compliant. He said he will be contacting the contractor who built the sidewalk and bridge to try to get them to fix this problem.

Board members asked that a simplified information be made available for residents asking how Township funds are spent.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Board members noted that tax bills will be mailed Thursday, reviewed 4<sup>th</sup> of July events, and urged everyone to support local businesses.

**ADJOURNMENT**

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

The meeting adjourned at 10:02 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 July 10, 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/)