

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Joint Meeting with the Parks and Recreation Board**  
**Minutes**  
**September 11, 2018**

**CALL TO ORDER**

The meeting was called to order at 7:00 P.M. by Supervisor Chockley at 8350 Main Street.

**INVOCATION/PLEDGE**

Supervisor Chockley asked for a moment of silence in remembrance of the First Responders and Victims of September 11, 2001, and then 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, Trustee        | Present                        |
| Janet Chick, Trustee         | Present                        |
| Wayne Dockett, Trustee       | Present                        |
| Jacki Otto, Trustee          | Present (arrived at 7:18 P.M.) |

|                                      |         |
|--------------------------------------|---------|
| Township Board                       |         |
| Sam Iaquinto, Chair                  | Present |
| Jennifer DeLisle                     | Present |
| Dave Gibbons                         | Present |
| Tawn Beliger, Township Board Liaison | Present |
| Tim Saville                          | Present |
| Cici Koenig                          | Present |
| Lee Cole, School Board Liaison       | Present |
| Chuck Steuer                         | Absent  |
| Doug Wilbur                          | Absent  |

Township Manager Steven Aynes  
Township Attorney Paul Burns  
Recording Secretary Lisa Lemble  
Members of the community

**ADOPT AGENDA**

► **Motion:** Chick moved, Manley supported, that the agenda be adopted as presented.

Beliger asked that the Manager's Report be removed from the Consent Agenda and included under the *Township Manager Update*.

► **Amended motion:** Chick moved, Manley supported, that the agenda be adopted as amended.  
**Motion carried 6—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

David Perry and Susan Shink, Land Preservation Committee members, spoke about the committee's request for funding of consulting services.

**BOARD MEMBER RESPONSE**

Dockett noted the proposed Land Preservation Committee consultant would be paid for his services.

**TOWNSHIP MANAGER UPDATE  
and MANAGER'S REPORT**

Township Manager Steven Aynes:

- announced that the proposal for the North Village property will be discussed at the September 25<sup>th</sup> Township Board meeting.
- regarding 75 Barker Road, reported:
  - he is in discussions with an architect to evaluate the building condition,
  - he has arranged for authorized users of the building to sign out a key, and
  - a proposal from an appraiser has been received.
- the code enforcement officer, receptionist, and deputy treasurer positions have all been filled.

[Otto arrived].

**CORRESPONDENCE AND ANNOUNCEMENTS**

- A Trunkapalooza sale will be held on Sunday, September 16<sup>th</sup> from 1:00 P.M. to 4:00 P.M. at the North Village site.
- The Clerk's office will be registering people to vote at the Trunkapalooza.
- The Planning Commission will be scheduling a public workshop regarding the Master Plan update sometime in mid-October.
- Taxes are due Friday. The office will be open until 5:00 P.M.; payments can be deferred for those who qualify.

**APPROVAL OF MINUTES**

One minor addition was made and the spelling of a name corrected.

► **Motion:** Chockley moved, Chick supported, that the minutes of the August 28, 2018 Township Board regular meeting be accepted as amended.  
**Motion carried 7—0 on a voice vote.**

**DISCUSSION:  
Parks and Recreation Work Plan  
for 2018-19 Fiscal Year**

Parks and Recreation Chair Iaquinto described the committee's activities including managing the Bark Park and Community Garden at minimal cost. Committee members said they are working on a Pathway River Walk from Barker to Jennings Road using grant funding and had discussed putting up a pavilion in the North Village park.

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The Board and Committee discussed:

- maintenance issues including securing mulch and compost for the community garden,
- providing parking for the North Village,
- publicizing these resources more widely,
- the inability to provide water or lighting at the Bark Park due to provisions of the lease with the school district,
- the need to adopt legally enforceable rules at the Bark Park
- possible grants for a North Village gazebo,
- the committee's funding request, and
- whether the Barker Road non-motorized path, trash and portable toilets at the North Village park, and similar services should be the Committee's responsibility.
- Getting approval for a curb cut for North Village park for ingress and egress.

The Committee asked for direction from the Board and various ideas were discussed including having the Committee handle use of the North Village park, the high cost of constructing parking areas, and finding additional sources of funding for projects.

- ▶ **Motion:** Zelenock moved, Dockett supported, to give responsibility for the North Village Park to the Parks and Recreation Commission to focus on making the park accessible to the residents of Northfield Township.

There was discussion about what is expected from Parks and Recreation, including developing an overall plan, addressing specific items such as a sign for the park, coordinating with the Downtown Development Authority, etc.

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

## **ACTION AGENDA ITEMS**

### **1.**

#### **Parks and Recreation Board Annual Funding for Work Plan**

The committee's funding request of \$2,000 for the Community Park, \$1,000 for the River Walk project, \$1,000 for the Community Garden, and \$1,000 for the Bark Park, was discussed, including the specific expenses the funds would be used for.

- ▶ **Motion:** Chockley moved, Chick supported, to approve the Parks and Recreation proposal for funding for \$5,000. **Motion carried 5—1—1 on a roll call vote, Dockett opposed, Beliger abstaining.**

It was noted administrative functions, such as scheduling use of North Village Park, will remain with the Township office.

### **2.**

#### **Amendment to General Ordinance Section 10-102: Dog Park Leash Rules**

Chockley read the proposed ordinance language recommended by the Planning Commission adding enforceable rules for use of the Township's dog park.

- ▶ **Motion:** Zelenock moved, Otto supported, to approve the amendment to the General Ordinance Section 10-102: Dog Leash Rules to require persons using a dog park to obey the posted rules of the park and authorize the Township Manager or designee to create, amend, and post rules, based on the Township attorney's review.

There was discussion about ways to notify the public that rules posted at the park are now legally enforceable.

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

### **3.**

#### **Land Preservation Committee Request for Land Consulting Services**

- ▶ **Motion:** Zelenock moved, Manley supported, to hire Mr. Barry Lonik from Treemore Ecology and Land Services for land conservation consulting services for a total of 50 hours at a rate of \$60/hour, not to exceed \$3,000.

Barry Lonik described his experience in land preservation for the last 27 years on 100 projects resulting in 7,000 acres of preserved land. He said his proposal is to use the Washtenaw County Parks prioritization mapping tool to identify agricultural lands and natural areas for preservation. He said the County has \$13 million in millage funds and the City of Ann Arbor millage generates \$2 million per year for land use preservation, and they are looking for qualified applications. He said he has great success in helping land owners with the application process.

In answer to questions he said:

- Properties 15 acres and up are generally preferred, but smaller sites adjacent to already preserved properties can also be considered.
- After identifying potential properties, he will reach out to the land owners to see if they are interested in participating in the program. The County does not do this, leaving them with few applications.

Board member comments included:

- There is some advantage to having lands protected from development to protect Horseshoe Lake from increased flooding.
- There are some problems related to that flooding that cannot be solved with land preservation.
- Land that drains into Horseshoe Lake extends into Ann Arbor Township, and if built out as allowed by Township ordinances would greatly increase the flooding problem, so preserving any of that land would help to limit any increase in flooding.
- Most new developments are required to have retention ponds.

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- The State program for land preservation saves the landowners taxes, but does not increase taxes or lower tax receipts to the Township, and does not create new taxes as the land preservation millages do.
- The small amount of money requested can provide significant benefits of a type that surveys have shown Township residents want.
- The work proposed can be done with the cost of a mailing to Township property owners and donated time from committee members.

**Motion carried 4—3 on a roll call vote, Dockett, Beliger, and Otto opposed.**

- ▶ **Motion:** Beliger moved, Dockett supported, that the Farmland and Natural Areas Preservation Committee be directed that its primary goal is to find ways to preserve the farmland and natural areas within our Township without the use of Township general funds or increasing taxes.  
**Motion failed 2—5 on a roll call vote, Chockley, Otto, Chick, Zelenock, and Manley opposed.**

**4.**

**Hiring of Auxiliary Fire Fighter John Chiado**

- ▶ **Motion:** Chockley moved, Beliger supported, to approve the hiring of John Chiado at the standard rate of pay for Auxiliary Fire Fighters contingent upon successful passing of physical and background check.  
**Motion carried 6—0 on a voice vote, Beliger not present.**

**5.**

**Wastewater Treatment Plant Recommendation for Biosolids Annual Contract**

- ▶ **Motion:** Chockley moved, Otto supported, to approve the Wastewater Treatment Plant recommendation for a biosolids contract with Michigan AgriBusiness Solutions, LLC for the estimate cost of \$26,530 for the first year, which will increase slightly annually.

In answer to question, Aynes said once the Board approves the proposal the Township attorney will draft an agreement to be signed.

- ▶ **Amended motion:** Chockley moved, Otto supported, to approve the Wastewater Treatment Plant recommendation for a three year biosolids contract with Michigan AgriBusiness Solutions, LLC for the estimated cost of \$26,530 for the first year, with the contract to be reviewed and approved by the Township attorney.  
**Amended motion carried 7—0 on a roll call vote.**

**6.**

**75 Barker Road Appraisal Cost Estimate**

Aynes reported that no bids for appraisals were received, so he contacted a recommended appraiser who proposes to appraise the property as-is, if it were brought up to code, and if it were demolished, for a fee of \$3,000.

- ▶ **Motion:** Otto moved, Beliger supported, to have Frohm and Widmer, Inc. for fees of \$3,000 provide appraisal services for evaluation of 75 Barker Road in

its present condition, evaluation of the property if it was repaired under the Michigan construction code, and the land valuation less demolition.

There was discussion about whether an elevator would be required to meet ADA requirements, and whether the appraisal should wait until after information is received from the design engineer about the cost of bringing the building up to code. Chockley noted that while the cost of demolition is known to be \$50,000, the value of the property after demolition is not known.

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

**7.**

**Employee Handbook**

The Board and Aynes reviewed the current draft and made comments, including:

- Which employees are exempt from overtime does not need to be included in the handbook, but the Board should be provided with written information as to how it is determined that an employee is classified as exempt. Labor Attorney Belisle has indicated only the four department heads are classified as exempt.
- 150 hours is the maximum comp time that can be accrued. Belisle has indicated that the Township may decide not to give comp time, and instead pay time-and-a-half. The Township requires employees to indicate their preference in writing for comp time vs time-and-a-half.
- Having large amounts of banked comp time is a liability for the Township. There should be a quarterly report showing how much comp time each employee has accrued.

It was agreed language should be amended to clarify that Personal Time Off (PTO) accrues from the start of employment.

- ▶ **Motion:** Beliger moved, Chick supported, that Township non-union employees be allowed to accrue no more than one year of allowable Personal Time Off (PTO).

Aynes clarified that this would not take effect immediately, rather this would be direction to the labor attorney to include this provision in the handbook to be voted on later. It was agreed that a clause will be required to grandfather employees who currently have more than one year of PTO accrued.

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

It was agreed that since one Board member is not paid by direct deposit that that exception should be noted in the handbook.

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**8.  
Payment of Open Bills**

- ▶ **Motion:** Chockley moved, Otto supported, to approve the payment of the open bills (the expected check run date is 9/12/2018) for a total of \$120,608.18 from all funds. **Motion carried 7—0 on a voice vote.**

**9.  
Accept Check Disbursement Report for Paid Bills**

- ▶ **Motion:** Chockley moved, Otto supported, to accept the Check Disbursement Report for Paid Bills (check dates from 8/14/2018 to 9/6/18) for a total of \$449,235.28 from all funds. **Motion carried 7—0 on a roll call vote.**

**CONSENT AGENDA:  
Fire, Police, WWTP, Community Center,  
Code Enforcement, Financial/Treasurer, and  
Fund Balance Reports**

- ▶ **Motion:** Chockley moved, Chick supported, that the Consent Agenda be adopted. **Motion carried 7—0 on a voice vote.**

**TRUSTEE/LIAISON REPORTS**

*Zoning Board of Appeals.* Otto reported that on August 20<sup>th</sup> the ZBA approved a variance for a 6' privacy fence on a lot with two front yards.

*Planning Commission.* Chick reported that on August 5<sup>th</sup> the Commission recommended approval of conditional use permits for an end-of-life facility for cats and for an office annex for Spiritus Sanctus school.

*Parks and Recreation.* Beliger reported that the next meeting will be September 20<sup>th</sup> and referred to discussion and action earlier in the Board meeting.

*Land Preservation, Financial/Treasurer, Fund Balance, Supervisor, and Manager.* Chockley referred to the written reports.

**SECOND CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER COMMENTS**

Comments included:

- Support local businesses.
- The fund balance is down 60%.
- Township employees are well paid and receive generous benefits.
- The moment of silence for 9-11 remembrance is appreciated.
- Under State regulations to be eligible for a PA 116 farmland exemption over 50% of a parcel must be used for farmland.
- The new agenda format is good.

**ADJOURNMENT**

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

The meeting adjourned at 10:23 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 \_\_\_\_\_, 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/)