

NORTHFIELD TOWNSHIP Township Board Retreat Minutes September 28, 2017

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 provide an invocation and led those present in the Pledge of Allegiance.

ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Absent with notice
Lenore Zelenock, Treasurer	Present
Tawn Beliger	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present (left at 9:19)
Jacki Otto, Trustee	Present

Also present:

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

FIRST CALL TO THE PUBLIC

Amy Steffens, 9168 Lakewood Drive, Planning Commissioner, suggested making the site plan review process less expensive for applicants (remove engineering review by Commissioners and reduce fees), and questioned whether applicants find the process of getting approvals confusing. Board members provided background information and discussed possible options.

DISCUSSION ITEMS

1. Prioritize Goals Identified at the January Board Retreat

Board members listed possible goals. (~~Priorities indicated in parentheses~~).

- Generate more revenue for the Township, especially by attracting businesses, including investigating the feasibility of renting out space in the Public Safety Building and potential income from billboards and use of liquor licenses. (Chick)
- Improve communication between Board members, to the Board, and to citizens. (Zelenock)
- Streamline office processes and lower fees to lower operating costs and citizen expenses.
- Create a business-friendly development process, including reviewing the fee structure; perhaps assign to the Planning Commission. (Beliger, Dockett, Zelenock, Chick)

- Look at double-standards and selective enforcement of building codes (Dockett), especially businesses in agricultural areas.
- Embrace planning that has been done/following the Master Plan. (Zelenock, Otto, Chockley)
- Encourage residential development in accordance with the master plan. (Chockley)
- Help existing businesses/revitalize the downtown. (Chick, Chockley)
- Promote local tourism to help implement the downtown plan.
- Improve sewer system (Otto, Chockley)
- Review and update ordinances; perhaps assign to the Planning Commission.
- Carry out statutory duties as well as possibly can be done. (Beliger)
- Increase the fund balance. (Dockett)
- Improve technology; including have a computer/kiosk available for the public, improve the website, improve presentation of documents (e.g. link agenda items to the supporting documents in the Board packet).

Other less strategic items raised included:

- Make Community Center improvements.
- Address issue of medical marijuana facilities.
- Plan initial improvements in the Community Park
- Develop trails and sidewalks/repair East Shore Drive sidewalk.

2. Set Goals and Priorities for the Township Manager for the Upcoming Year

- Improve communication to the Board and to citizens.
- Handle record retention.
- Handle space needs in the building.
- Improve staffing/do a salary study.
- Work on developing a Board action plan based on goals listed in Item 1.

Aynes suggested setting up a business incubator in a vacant building.

SECOND CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, asked about the action plan to be developed and commented on potential billboard income.

ADJOURNMENT

- **Motion:** Chockley moved, Beliger supported, that the meeting be adjourned.
Motion carried 6—0 on a voice vote.

The meeting adjourned at 9:22 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 October 10, 2017.

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/