

NORTHFIELD TOWNSHIP Township Board Minutes January 9, 2018

CALL TO ORDER

The meeting was called to order at 7:05 P.M. by Supervisor Chockley at 8350 Main Street.

INVOCATION/PLEDGE

Chick provided a brief 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, Trustee	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

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

ADOPT CONSENT AGENDA: Minutes, Bills, Reports (Department Heads, Zoning Administration, Donations, North Village Expenditures)

Dockett asked that minutes, bills, and Fire, Police, and WWTP Plant reports be pulled from the Consent Agenda for discussion.

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

FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside Drive, Lynn Slagle, 9390 Summerland Drive, David Gordon, 5558 Hellner Road, and Margaret Riddell, 65141 W. Eight Mile Road, made comments about the value of the Kiwanis Thrift Shop to the community and the Township switching to DTE for electrical service.

BOARD MEMBER COMMENTS

Board members commented on the committee formed to revise the employee handbook, vacation allowance for employees, a sewer refund made to a property owner, appreciation to Polly's Market and the community for their support of the Kiwanis Thrift Shop,

CORRESPONDENCE AND ANNOUNCEMENTS

Chockley invited those interested to attend the Michigan Economic Development Corporation's *Redevelopment Ready Communities (RRC) Best Practice* training in Lansing on January 25th and a discussion and tour on the same day at the Ypsi Ale House at 5:00 P.M. about how Ypsilanti has redeveloped their community.

REPORTS/UPDATES

Zoning Board of Appeals. No meeting was held in December. The next meeting is scheduled for January 22nd.

Planning Commission. At the December 6th meeting the Commission agreed Commissioners should not attend pre-application meetings with developers. Chick recommended that Board members also not attend such meetings to avoid the appearance of collusion or favoritism.

Parks and Recreation. At the December meeting issues related to the dog park (alcohol consumption and multiple dogs with a single person) were discussed. The next meeting is February 15th.

Land Preservation. The next meeting is January 11th. Zelenock and Otto worked on the Committee's by-laws.

Financial/Treasurer. Zelenock noted a certificate of deposit was reinvested and another is coming due.

Fund Balance. Zelenock said the fund balance amount reported is always a point in time, and she noted that if the proposed budget amendments are approved it would be 74% of the annual Township budget.

Supervisor. Chockley referred to her written report. Board members discussed the decision not to charge developers for their initial concept meeting and the need to rezone land for industrial uses. Chick asked for a quarterly assessing report.

Manager. Aynes reviewed his written report.

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Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
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AGENDA ITEMS

**0.
Minutes, Bills,
and Police, Fire, and WWTP Plant Reports**

Two minor corrections to the December 12th minutes were noted.

- ▶ **Motion:** Chockley moved, Beliger supported, that the minutes of December 12, 2017, meeting be approved as amended. **Motion carried 7—0 on a roll call vote.**

Dockett asked questions about utility payments, the source of payment for the code enforcement officer, and WWTP overtime.

- ▶ **Motion:** Otto moved, Manley supported, that all the bills be approved. **Motion carried 7—0 on a roll call vote, Dockett opposed.**

The Board referred to the Fire, Police, and WWTP reports and discussed repair of parking lot and street lights.

**1.
McKenna Proposal for Master Plan Review
and Zoning Ordinance Amendments**

The Board recalled that the issue of whether McKenna's work on the North Village Request for Proposals is included in their \$40,000 annual planning budget came up as part of a discussion about budget amendments. Paul Lippens, McKenna Associates, said that is McKenna's intent, but noted that the Board has also asked McKenna to provide more services to the public. He said he will make an effort to keep expenditures within the budget and will keep the Board updated on expenses. He noted the revised schedule calls for issuing the North Village Request for Proposals on January 19th.

Lippens referred to his October 11, 2017, memo regarding proposed zoning ordinance amendments and said the Planning Commission is waiting for the Board's approval of these before working on those projects. He stressed that any policy changes need to be incorporated in the Master Plan, and he referred to his December 11, 2017, proposal for updating the Plan and the zoning ordinance.

- ▶ **Motion:** Chockley moved, Chick supported, that the Township approve McKenna's proposal to do the proposed zoning ordinance amendments for the fee of \$14,500. **Motion carried 6—1 on a roll call vote, Dockett opposed.**
- ▶ **Motion:** Chockley moved, Chick supported, that the Township accept McKenna's proposal for the Master Plan Review for the fee of \$24,500 over two fiscal years, plus additional workshops at the Planning Commission's discretion.

Lippens said this updating is necessary to deal with the development pressures the Township is experiencing. Board members noted the Township is not legally required to update the Master Plan until 2019 and expressed concerns about doing this work now.

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

**2.
Resolution 17-577:
2017-18 Budget Amendments**

It was noted that half of the \$14,500 approved for amending zoning ordinances needs to be added to the proposed amendments for this fiscal year.

The Board discussed fire and medical rescue contributions and expenses. Chief Wagner said the original plan for the Public Safety Building was for it to be paid for using Police and Fire millages, but the Board then borrowed \$3.5 million to increase the building size and paid for the additional bond payments from the general fund; however, eventually the Police and Fire Departments started contributing \$100,000/year each for those bond payments. He said this led to the Fire Department having trouble meeting their budget, so the Township started contributing \$25,000/year to the Fire Department about 10 years ago. It was noted the proposed budget amendments include \$11,282 reallocation of LCSA State Revenue Sharing and a \$13,718 contribution from the general fund to Medical Rescue.

- ▶ **Motion:** Zelenock moved, Chockley supported, to remove the \$13,718 contribution from the general fund to the medical rescue fund.

Dockett said additional funding needed for medical rescue should come from a millage rather than the general fund.

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

- ▶ **Motion:** Zelenock moved, Chockley supported, that Budget Amendment #3 be approval as revised (with the removal of \$22,500 for planner fees and the addition of \$7,250 for planner fees to amend zoning ordinances). **Motion carried 6—1 on a roll call vote, Dockett opposed.**

**3.
Ordinance 18-56:
Zoning Ordinance Amendment:
Open and Unroofed Terraces, Patios, and Porches**

Planning Consultant Paul Lippens said this amendment resolves conflicting zoning ordinance provisions. Chockley expressed concern about imposing unreasonable regulations on homeowners.

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- ▶ **Motion:** Chick moved, Otto supported, to approve Ordinance 18-56, Zoning Ordinance Amendment: Open and Unroofed Terraces, Patios, and Porches. **Motion carried 5—2 on a roll call vote, Chockley and Dockett opposed. Resolution adopted.**

4.

Hiring of Firefighter Trainee, Daniel Smith

- ▶ **Motion:** Chockley moved, Zelenock supported, to hire firefighter Trainee Daniel Smith contingent on him passing background check and physical. **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Chockley moved, Otto supported, to promote Blake Bershum from Cadet Firefighter to Paid-on-Call Firefighter. **Motion carried 7—0 on a voice vote.**

5.

Second Floor Lease Agreement

Township Attorney Maynes reviewed the proposal for the Livingston and Washtenaw Narcotics Enforcement Team (LAWNET) to lease 4,500 sq. ft. of the second floor of the Public Safety Building at \$8/sq. ft./year for a five year period starting April 1, 2018, with the Township sharing 50% of the cost of the buildout.

Board members asked questions about details of the proposal, including future year rent increases, and Detective Lt. Dale Smith with the Livingston and Washtenaw Narcotics Enforcement Team (LAWNET) answered questions.

- ▶ **Motion:** Chick moved, Otto supported, to approve the lease of 4,500 sq. ft. in the Northfield Township Public Safety Building:
 - at the rate of \$8/sq. ft./year with a CPI escalator in years, 3, 4, and 5,
 - the tenant paying its share of utilities, excluding expenses such as snow plowing and lawn care,
 - 50% reimbursement of tenant buildout, the full cost of which is estimated at \$97,300. Reimbursement of \$48,650 is payable as a pro-rated deduction from rent over five years, absent the discovery of structural problems.
 - The option to renew the lease for an additional five years,
 - Occupancy of the property on April 1, 2018.
- ▶ **Motion to Amend:** Beliger moved, Dockett supported, to amend the motion to reduce the Township's portion of the buildout costs from 50% to 40%.

Lt. Smith said he believes his Board will not approve the lease with that provision.

Motion to amend failed 1—6 on a roll call vote, Chick, Otto, Manley, Chockley, Zelenock, and Dockett opposed.

Original motion carried 6—1 on a roll call vote, Dockett opposed.

6.

DDA Proposal for Management of 75 Barker Road

- ▶ **Motion:** Chockley moved to accept the proposal by the DDA for Management of 75 Barker Road as presented in the Board packet.

The Board noted that this would allow the DDA to enter into leases without additional approval by the Board. There was extensive discussion about the condition of the building and the updates that would be necessary to make it usable.

Motion failed for lack of second.

- ▶ **Motion:** Chick moved, Beliger supported, to table the proposal to allow a representative of the DDA to appear to answer questions from the Board. **Motion carried 6—1 on a roll call vote, Chockley opposed.**

7.

Kiwanis Request to Use 75 Barker Road Fire Bay

Zelenock noted she and Otto are Kiwanis Board members. She explained Kiwanis is losing their Main Street store front lease and is requesting to use the 75 Barker Road fire bay to continue their Saturday rummage sales. She said if the Board is in favor a detailed proposal will be brought.

- ▶ **Motion:** Chick moved, Beliger supported, to approve the Kiwanis request to use 75 Barker Road fire bay for their resale shop, contingent upon zoning compliance approval and the terms of the lease being worked out by the Township attorney. **Motion carried 5—0—2 on a roll call vote, Zelenock and Otto abstaining.**

8.

ZBA Appointments

- ▶ **Motion:** Otto moved, Dockett supported, that Ken Dignan be appointed to the Zoning Board of Appeals for a three year term ending December 31, 2020. **Motion carried 7—0 on a roll call vote.**
- ▶ **Motion:** Zelenock moved, Otto supported, that James Balsillie be appointed as alternate to the Zoning Board of Appeals for a three year term ending December 31, 2020. **Motion carried 5—2 on a roll call vote, Dockett and Beliger opposed.**

9.

Railroad Easement

The Board briefly discussed the history of the attempts to obtain easements necessary to allow the Community Center to expand its parking area.

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- ▶ **Motion:** Zelenock moved, Otto supported, that the Township obtain the three easements at a cost of \$1,100, with the easement documents to be reviewed by the Township attorney.
Motion carried 7—0 on a roll call vote.

10.

Attorneys to Start Drafting Contracts for Recording Secretary and Audio-Video Operator

- ▶ **Motion:** Otto moved, Chockley supported, that the Township Attorney and Township Manager initiate independent contractor agreements for the Recording Secretary and Audio-Video Operator, with the Township Manager negotiating any changes to the agreements. **Motion carried 5—1—1 on a roll call vote, Zelenock opposed and Dockett not voting.**

SECOND CALL TO THE PUBLIC

Mary Tummonds, 254 East Shore Drive, Jim Nelson, 7777 Sutton Road, and David Gordon made comments about the Board's support of Kiwanis, video recording of

Township meetings, LАWNET rental of the second floor of the Public Safety Building, making sound financial decisions for the Township, and the length of Board meetings.

BOARD MEMBER COMMENTS

Board members congratulated Kiwanis on their award for 70 years of service, thanked the recording secretary and audio-video operator, commented on the cost of running the Township, urged support of local businesses, thanked Chief Wagner and other police officers for bringing the LАWNET lease to the Township, thanked the Board for their support of Kiwanis, and urged the Board to approve work to revise the Master Plan.

ADJOURNMENT

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

The meeting adjourned at 10:47 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 February 13, 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/