

NORTHFIELD TOWNSHIP BOARD AGENDA
***** NOTICE OF SPECIAL MEETING *****
May 23, 2017 - 6:30 PM
8350 Main Street

CALL TO ORDER
INVOCATION/PLEDGE
ROLL CALL
ADOPT BALANCE OF AGENDA
CALL TO THE PUBLIC
BOARD MEMBER CLARIFICATIONS
CORRESPONDENCE and ANNOUNCEMENTS

AGENDA ITEMS:

1. Closed Session to consider material exempt from discussion or disclosure by state or federal statute, pursuant to MCL 15.268(8)(h) +
2. Possible action as a result of Closed Session +

2nd CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

NORTHFIELD TOWNSHIP BOARD AGENDA
May 23, 2017 – 7:00 PM
8350 Main Street

CALL TO ORDER
INVOCATION/PLEDGE
ROLL CALL
ADOPT BALANCE OF AGENDA
CALL TO THE PUBLIC
BOARD MEMBER CLARIFICATIONS
CORRESPONDENCE and ANNOUNCEMENTS

AGENDA ITEMS:

1. WWTP request to purchase new air conditioning unit
2. DDA Request for contribution of half of the cost for asphalt and striping of 75 Barker parking lot
3. Lee Maulbetsch Request for continued use of farmland at 2727 N. Territorial (Fire Station 2)
4. Resignation of Front Desk Clerk
5. Township Manager Job Description
6. Selection of Township Manager candidates to bring back for second interview
7. Resolution 17-563: Investment Policy Amendment

DISCUSSION ITEMS:

1. Independent Contractors - Requirement for Independent Contract Agreement Policy +
- Jacki
2. Compensation for Township Manager duties - Tawn

2nd CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

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**JAMES E. COX
NORTHFIELD TOWNSHIP
WATER POLLUTION CONTROL FACILITY
11500 LEMEN ROAD WHITMORE LAKE MICHIGAN
PHONE 734-449-4159 FAX 734-449-4302**

To: Northfield Township Board of Trustees

From: Dan Willis -Wastewater Treatment Plant Superintendent

Date: May 18, 2017

Subject: Air Conditioner

The air conditioning system in the office and lab failed last year. It was planned to replace it before hot weather returned this year but due to the changing of personal it was overlooked. The system uses chilled water instead of forced air because of the space required, this is why we had trouble finding more than 2 companies bid on it. Koch and White was the low bid at 7280, the price may have gone up so I would like to ask for an amount not to exceed 8500. I would like permission from the board to replace this as soon as possible before high temperatures return.

Thank You

Dan Willis

Memo

To: Northfield Township Board of Trustees
From: Marlene Chockley, Supervisor
RE: Asphalt Replacement, Seal-Coating, and Striping of 75 Barker
Date: May 18, 2017

Trustees,

At its April 24, 2017 meeting, the DDA approved a \$4538 bid to contract with D & H Asphalt for asphalt replacement, seal-coating, and striping of the 75 Barker parking lot. They also passed a motion asking to be reimbursed half of the funds by the Board of Trustees.

Revenue from rent for this fiscal year is \$8300 and I believe those funds are set aside for maintenance and repairs of the facility. Parking improvements are a valid expense.

I recommend reimbursing the DDA \$2269 as requested.



Marlene Chockley

D & H ASPHALT COMPANY

10063 INDUSTRIAL DRIVE
P.O. BOX 729
HAMBURG, MI 48139

Estimate

Date	Estimate #
4/5/2017	17-00084

Name / Address
NORTHFIELD TOWNSHIP DDA BARB WATKINS 75 BARKER ROAD WHITMORE LAKE, MI 48189

Customer Fax	Rep	Project
	SWH	
Description		Total
<ul style="list-style-type: none"> - PATCHES: APPROXIMATELY 16'X25' AND 16'X19' - SAWCUT LIMITS - REMOVE EXISTING ASPHALT - FINE GRADE - PAVE WITH 2-INCHES COMPACTED BITUMINOUS BASE ASPHALT - PAVE WITH 2-INCHES COMPACTED BITUMINOUS WEARING ASPHALT - ENTIRE LOT: - CLEAN EXISTING PARKING LOT - ONE APPLICATION ECO-FRIENDLY SEAL COAT - STRIPE 		4,538.00
Total		\$4,538.00

Signature

Phone #	Fax #	E-mail
810-231-3501	810-231-3393	dandhasphalt@sbcglobal.net

Jennifer Carlisle

From: [REDACTED]
Sent: Tuesday, May 09, 2017 11:59 AM
To: Jennifer Carlisle
Subject: NORTH TERRITORIAL FIRE HALL CROP LAND

Hi Jennifer,

I would like to continue to farm the land at 2727 East North Territorial Road for the 2017 crop year. Farm Bureau Insurance has supplied you with a liability insurance certificate as they have in past crop years showing Northfield Township as additional insured. Please let me know if anything has changed since last year.

Thank you for your assistance.

Lee Maulbetsch
[REDACTED]



Farm Bureau Mutual Insurance Company of Michigan
FARMOWNERS POLICY

Policy No.
[REDACTED]

ADDITIONAL INTEREST NOTICE

Reason For Notice POLICY CHANGE	Policy Period (12:01 a.m. standard time) FROM 09/20/2016 TO 09/20/2017	Effective Date NOVEMBER 10, 2016
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ADDITIONAL INSURED-LESSOR-PREMISES/LAND

Process Date: **NOVEMBER 16, 2016**

Agent: **LOZANO #4306**

Phone Number: **734-971-2114**

P685QV00100198 - 988735035

**NORTHFIELD TOWNSHIP ATIMA
8530 MAIN ST
WHITMORE LAKE MI 48189**

THIS IS NOT A BILLING.



The policy period of this policy is shown above and shall commence on 12:01 a.m. standard time at the address shown as to each of the dates above and thereafter for like policy periods for which the required renewal premium is paid on or before expiration of the current policy period and is accepted by the Company. This insurance is afforded only with respect to the coverages as are specifically indicated. The limits of the Company's liability for each such coverage shall be stated herein subject to the terms of the above-referenced policy.

Named Insured and Mailing Address

MAULBETSCH LEE ALLEN
MAULBETSCH LORI
2271 E NORTHFIELD CHURCH
ANN ARBOR MI 48105

An additional interest is included in part or all of the following:



Section II Personal and Farm Liability Coverage

	<u>Limit of Insurance</u>
Coverage E - Bodily Injury and Property Damage Liability (Each Occurrence)	\$ 1,000,000
Products - Completed Operations Hazard	INCLUDED
Coverage G - Personal Injury and Advertising Injury Liability	INCLUDED
Coverage F - Medical Payments to Others	\$ 5,000
Tenant's and Consignee's Liability	\$ 50,000

P685QV00100198 - 001980101E0400

Jennifer Carlisle

From: Tabatha Isenbarg
Sent: Wednesday, May 17, 2017 8:10 AM
To: Jennifer Carlisle; Cristina Wilson; Dawn Samfilippo
Subject: FW: resigning from Township

Hello all,

I would like to Thank all of you in the support that you have given me in the almost ten months I have been here at Northfield Township. My last day working with the Township will be on May 26, 2017. I have taken a full time position closer to home.

Best Wishes
Tabatha

Northfield Township
Front Desk Clerk/Building Department Assistant

SUMMARY:

Primary responsibilities of the front desk clerk is receipting of monies payable to the Township through the various departments, scheduling inspections through the building department, organizing building files, receiving building permits, and general administrative duties for the Township Administration. Acts as the first contact point with the general public; receiving and greeting visitors and/or callers; ascertaining individual needs and provides assistance by giving directions, information, written materials to the appropriate department or official.

RESPONSIBILITIES:

- Answer multi-line telephone and route calls.
- Answer questions and provide information to the public; receive citizen and client complaints and questions, and refer to appropriate staff for resolution.
- Receive visitors for the Township Administration.
- Issue burning permits.
- Assist homeowners with general tax inquiries, printing tax bills and/or receipts and processing payments under the direction of the Treasurer/Deputy Treasurer.
- Prepare and maintain a variety of files and filing systems. Prepare, maintain and update various records; research and verify information as requested, etc.
- Receipt cash, check, and credit card payments at the counter for sewer payments, tax payments, building permits, etc.
- Distribute and receive forms and applications for Zoning Compliance Permits, Building, Electrical, Plumbing and Mechanical Permits, applications, etc. Assists the building assistant with any administrative work needed for receiving, organizing, and filing any regulatory approvals needed for development (i.e. site plan, conditional use, zoning changes, etc.)
- Assist in the calculation of permit fees and ensure proper payment and receipt of funds for all building permits.
- Maintain stock of office supplies and coordinate maintenance on office equipment as needed.

- Collect and properly disperse incoming daily mail.
- Perform Other Tasks and projects as assigned.

GENERAL INFORMATION

Education / Experience:

- Minimum of a High School Diploma or equivalent required, some college or associates degree preferred.
- Excellent customer service skills.
- Ability to work efficiently with multiple interruptions.
- Must be able to work in a team oriented office setting and maintain cooperative working relationships with staff, public officials, and the public.
- Comprehensive ability to effectively utilize a personal computer and related word processing, spreadsheet, and database management programs.
- Excellent verbal and written communications skills.
- Ability to constructively deal with conflict and afford effective resolutions.
- Proven ability to organize and manage competing priorities.

Hours:

Part-time, up to 30 hours per week.

Benefits:

As provided under Employee Handbook

Starting Salary:

As advertised and/or depending on qualifications

Reports to: Township Manager

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Jennifer Carlisle
Date: 5/18/2017
Re: Twp. Mgr. Job Description

Dear Township Board,

Our labor attorney reviewed draft of the Township Manager job description that was approved previously by the Board. The final draft is included in the packet, awaiting board approval.

Sincerely,

Jennifer Carlisle

Northfield Township

Township Manager Job Description

SUMMARY

The Township Manager is an appointed ~~executive~~ position pursuant to MCL 41.75a. The Township Manager serves at the pleasure of the Township Board and works directly with the Township Board and various departments of the Township, as set forth in MCL 41.75a and shall perform all duties lawfully directed by the Township Board, except for those duties that are delegated by law to another Township official. It is the policy of Northfield Township that the Board of Trustees enacts policies of the Township, and the Manager carries out such directives. In general, it is the Manager's role to oversee the day to day administration of Northfield Township Government. The Manager's Office is responsible for overseeing the administrative departments that are not under statutory authority of an elected official. The most important duty of the Manager is to facilitate the flow and understanding of ideas and information between and among elected officials, employees, and citizens. This position is exempt from the overtime requirements contained within the Fair Labor Standards Act.

RESPONSIBILITIES

- Prepares, presents, and administers the annual operating and capital improvement township budgets in consultation with the supervisor and keeps the board fully advised at all times of the township's financial condition and needs;
- Manages and administers human resource activities including compensation, contracted/employee relations, contract negotiations, staff recruitment and performance management;
- As Chief Administrative Officer, develop and implement operational efficiencies and cost effectiveness by establishing and monitoring department goals and objectives; assigns work and delegates appropriate authority and responsibility to staff;
- Coordinate with the Supervisor's and Clerk's Office in the development of Township Board agenda and provide background information, and assist in establishing Board agendas as recommended;
- Manages township initiatives, works, and related projects as assigned by the Township Board;
- Ensures the implementation and enforcement of all laws, Township ordinances, policies and directives related to public service administration operations;
- Management and oversight on union and non-union contract administration and execution as assigned by the Township Board;

- Provides for customer service excellence and proper public relations to ensure the efficient delivery of township administration services and effective handling of citizen inquires, concerns and complaints;
- Provide policy analysis and report on legislative changes and programs impacting Northfield Township, responding to inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press;
- Facilitate intergovernmental relations, working with community partners, county, state and federal jurisdictions and agencies;
- Attend all meetings of the Township Board of Trustees. Provide key information related to the financial and operational issues of the discussion;
- Sets the organizational culture; continuously develops the organization's effectiveness and recommends changes in the organizational structure as appropriate;
- Represents the Township at meetings with various Boards, Committees, Community Meetings, including interacting with County and State Agencies as needed as directed by the board;
- Provide general oversight of all functions of the Township and on the Township Board's behalf; conduct research and perform administrative duties as delegated by the board of Trustees;
- Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines;
- Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board;
- Perform other duties as assigned by the Township Board.

GENERAL INFORMATION

Education / Experience:

- Bachelor's Degree in Public Administration, or related field, with significant experience. Master's Degree level preferred. Extensive experience without a Bachelor's Degree would be considered.
- Minimum of five years of progressively more responsible administrative experience in municipal government involving budget preparation, personnel administration, finance, as well as planning and policy development. Prior experience as a Township Manage is beneficial.
- Excellent customer service skills and ability to work in a fast pace environment.
- Must be able to work in a team oriented office setting and maintain cooperative working relationships with staff, public officials, and the public.

- Comprehensive ability to effectively utilize a personal computer, and related word processing, spreadsheet, and database management programs.
- Excellent verbal and written communications skills, and ability to constructively deal with conflict and afford effective resolutions.
- Proven ability to organize and manage competing priorities.

Hours:

Full-time

Benefits:

As provided under Employee Handbook

Starting Salary:

Negotiable

Reports to:

Township Board of Trustees

DRAFT

Board of Trustees' Township Manager Candidate Selections

	Beliger	Chick	Chockley	Dockett - did not submit	Manley	Otto	Zelenock	Total Votes
Aynes, Steven	1	1	1		1	1	1	6
Capela, Ann								0
Clair, Lianne	1	1				1		3
Jordan, Patrick								0
Miller, Matthew		1	1		1	1		4

Memo

To: Northfield Township Board of Trustees
From: Lenore Zelenock, Treasurer
RE: Investment and Depository Resolution No-17-563
Date: May 18, 2017

I would like to update our Investment and Depository Policy to include First National Bank of Omaha.

This institution was requested by Northfield Township Area Library. In communications with our auditor, John Pfeffer, the institution the library uses needs to be included in the Township's investment policy.

RESOLUTION NO. 17-563
A RESOLUTION OF THE NORTHFIELD TOWNSHIP BOARD OF TRUSTEES
ESTABLISHING A POLICY ON TOWNSHIP INVESTMENT AND DEPOSITORY
DESIGNATIONS

WHEREAS, The Board of Trustees of Northfield Township, Washtenaw County, in exercising its fiduciary responsibilities, desires to safeguard the funds of the Township that may be invested from time to time; and

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the Township Board of Trustees designate the banks or depositories for the money belonging to the Township, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act; and

WHEREAS, Public Act 196 of 1997, MCL 129.91, et seq., requires Township Boards, in consultation with the Township Treasurer, to adopt an investment policy;

NOW, THEREFORE, BE IT RESOLVED BY THE NORTHFIELD TOWNSHIP BOARD OF TRUSTEES, That the following Resolution represents the Township's policy on Township investment and depository designations.

Section 1: Policy

This policy is applicable to all public funds belonging to Northfield Township and in the custody of the Township Treasurer, except for the employee pension funds and the employee deferred compensation funds.

The Board of Trustees approves the following financial institutions as depositories and investments of Township funds:

- Morgan Stanley/Graystone Consulting
- First National
- CDARS
- Michigan CLASS
- First National Bank of Omaha (FNBO)

The Northfield Township Treasurer may invest Township funds in certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank but only if the bank, savings and loan association, or credit union meets all of the criteria as a depository of public funds contained in state law. The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in the context of managing an overall portfolio.

The prior approval of the Township Board of Trustees shall be required for the Treasurer to invest in any other lawful investment instruments. The Township Board of Trustees' standard of prudence shall be the "fiduciary" standard, which shall be applied in the context of managing an overall portfolio. The Township Board of Trustees may authorize the Treasurer to invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States that matures not more than 24 months after the date of purchase.
- (b) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- (c) Repurchase agreements consisting of instruments listed in subdivision (a).
- (d) Bankers' acceptances of United States banks.
- (e) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- (f) Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- (g) Obligations described in subdivisions (a) through (f) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex Sess), MCL 124.501, et seq.
- (h) Investment pools organized under the Surplus Funds Investment Pool Act, Public Act 367 of 1982, MCL 129.111, et seq.
- (i) The investment pools organized under the Local Government Investment Pool Act, Public Act 121 of 1985, MCL 129.141, et seq.

Decisions and actions involving the Township's investment portfolio shall meet the following criteria:

Safety: Safety of principle is the foremost objective of Northfield Township's investment practices.

Diversification: The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and insured certificates of deposit).

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment: Return on investment is of secondary importance compared to safety and liquidity objectives. Investments shall be selected to obtain a market average rate of return. The core of investments is limited to relatively low risk securities.

The Treasurer may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the Township Treasurer, on a quarterly basis, sufficient documentation and acknowledgment of the investment instruments held on behalf of the Township.

The Township Treasurer shall provide a written report to the Township Board of Trustees, on a quarterly basis, concerning the investment of Township funds.

All financial institutions with which the Township conducts business shall certify that they have received the Township's Investment Policy, have read and fully understand the Investment Policy, and will comply with Public Act 20 of 1943, as amended, and the Investment Policy.

Section 2: Miscellaneous

The Township will comply with all applicable statutes related to public fund investments. If any portion of this Resolution shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Resolution.

All prior Investment Policy Resolutions, or parts of Resolutions inconsistent with this Resolution, are hereby repealed and replaced with this Resolution.

PASSED AND Resolved by the Northfield Township Board of Trustees, Northfield, Michigan, on this _____ day of _____, 2017.

Marlene Chockley, Supervisor

ATTEST:

Kathleen Manley, Clerk

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Tawn Beliger
Date: 5/18/2017
Re: Compensation

Dear Township Board,

In conversation during a previous meeting of the board, it was agreed to determine compensation to be provided to the persons sharing in the performance of the "manager's" duties. I would like to complete this open item.

Sincerely,

Tawn Beliger