

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Minutes**  
**August 25, 2015**

**CALL TO ORDER**

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

**PLEDGE**

Supervisor Engstrom led those present in the Pledge of Allegiance.

**ROLL CALL**

Marilyn Engstrom, Supervisor	Present
Angela Westover, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink  
Wastewater Treatment Plant Superintendent  
Tim Hardesty  
Public Safety Director William Wagner  
Police Lt. Tim Greene  
Community Center Director Tammy Averill  
Township Attorney Paul Burns  
Recording Secretary Lisa Lemble  
Members of the community

**CONSENT AGENDA:**

- **Minutes**
- **Bills**

At Dockett's request Bills and Minutes were added to the agenda as Item 13.

**ADOPT BALANCE OF AGENDA**

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

**FIRST CALL TO THE PUBLIC**

No comments.

**CORRESPONDENCE AND ANNOUNCEMENTS**

None.

**REPORTS**

Dockett and Otto asked several questions about the Fire, Police, Community Center, and Manager's reports.

- ▶ **Motion:** Chick moved, Otto supported, to accept the resignation of Part-time Police Officer Patrick Leedle, effective July 28, 2015.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Chick moved, Otto supported, to approve the purchase of an In-Car Video System from L-3 Mobile Vision, Inc. for the sum of \$62,561.00, budgeted out of Federal Forfeiture Funds.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Engstrom moved, Braun supported, to approve the participation in the NFIP Community Rating system through FEMA.  
**Motion carried 7—0 on a voice vote.**

**AGENDA ITEMS**

1.

**Fee for Civic Event Permit: Elevate Concert Series**

Fink explained that the organizing sponsoring of this event is non-profit, but does not have 501(c)(3) status. Dockett said permit fees should be waived for all non-profits or for none. Braun noted that the Board previously passed a motion waiving fees for 501(c)(3) organizations. It was agreed to add a motion to the next agenda to make that change to the ordinance.

- ▶ **Motion:** Chick moved, Thomas supported, that the \$100 Civic Event Permit application fee for the Elevate Concert Series be waived.

Fink noted that he has a business relationship with the person who runs this organization.

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

2.

**Civic Event Permit: Homecoming Parade**

- ▶ **Motion:** Engstrom moved, Thomas supported, to approve the Whitmore Lake High School Homecoming Parade civic event.  
**Motion carried 7—0 on a voice vote.**

3.

**Resolution for Road Closure:  
Homecoming Parade**

- ▶ **Motion:** Chick moved, Otto supported, to approve the resolution regarding a Temporary Road Closure requested by Whitmore Lake Public Schools for the Homecoming Parade. **Motion carried 7—0 on a roll call vote. Resolution adopted.**

4.

**Kiwanis Request to Use 75 Barker Road**

- ▶ **Motion:** Engstrom moved, Chick supported, to approve the use of 75 Barker Road for the Kiwanis rummage sale. **Motion carried 7—0 on a voice vote.**

5.

[Gyoa Leasing, Inc. \(aka Steele Trucking\):  
Conditional Use Permit Approval](#)

- ▶ **Motion:** Chick moved, Braun supported, that a conditional use for Gyoa Leasing, Inc., also known as Steele Trucking, case JPC15005, for a trucking facility, maintenance shop, and retail sales use on a 10.1 acre site, zoned General Industrial, Parcel B02-21-300-015, at 1451 N. Territorial Road, with a list of materials as provided in a letter by Atwell LLC dated August 4, 2015, as a condition.  
**Motion carried 7—0 on a voice vote.**

6.

[Library Request to Waive  
Conditional Use and Site Plan Review Fees](#)

- ▶ **Motion:** Engstrom moved to approve the request to waive the conditional use and site plan review fees for the Library.

Dockett objected, noting that there are significant costs involved in holding Planning Commission meetings which must be covered.

**Engstrom withdrew her motion.**

Otto referred to the discussion earlier in the meeting about charging Township fees to some non-profits, but not others, and Fink said he does not believe that all costs must be covered by fees.

- ▶ **Motion:** Otto moved, Chick supported, that the \$750 conditional use permit fee and the \$750 site plan review fee for the 2015 Library building project be waived.

Dockett called for a roll call vote.

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

7.

[Eagle Scout Project Funding Request](#)

- ▶ **Motion:** Engstrom moved, Chick supported, that up to \$750 be authorized to go toward Garrett Bone's Eagle project on the Jennings Road high school Barker Road property, to be use toward that project, to be administered by the Township Manager as he sees appropriate.

Dockett called for a roll call vote.

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

8.

[Michigan Association of Fire Fighters  
Union Contract](#)

Dockett objected to the contract being for a three year period, two years of which will be during the term of the next Board of Trustees.

- ▶ **Motion:** Chick moved, Otto supported, to approve the Michigan Association of Fire Fighters and Northfield Township Firefighters Association tentative agreement, with changes effective July 1, 2015, through June 30, 2018.  
**Motion carried 7—0 on a voice vote.**

9.

[Ordinance 15-44: Sewer Usage Appeals Process](#)

Fink referred to the proposed ordinance and noted there are time limits on the majority of appeals that would be allowed. In answer to a question from Dockett, Wastewater Treatment Superintendent \_\_\_\_\_ said he and Fink had discussed the issue of whether vacant buildings or capped off services should be charged fees, and they agreed that could be addressed in a policy rather than in an ordinance.

- ▶ **Motion:** Engstrom moved, Thomas supported, that Ordinance 15-44, the appeals in billing procedures for sewers, be approved. **Motion carried 7—0 on a roll call vote. Ordinance adopted.**

10.

[Beckett & Raeder Contract](#)

- ▶ **Motion:** Engstrom moved, Braun supported, to approve the contract with Beckett & Raeder as the Township's new planning consultants from 8/25/14 through 8/24/2016. **Motion carried 6—1 on a voice vote, Dockett opposed [Dockett's comment].**  
[Chick's [Response](#). Fink's [Disavowal of all responsibility](#)]

11.

[Non-Motorized Path: Quotes for Appraisals](#)

- ▶ **Motion:** Braun moved, Thomas supported, that the Board accept the Laurencelle appraisal company to appraise the four parcels on Barker Road as stated.  
**Motion carried 7—0 on a voice vote.**

12.

[Township E-Mails](#)

Fink said stronger retention of Township emails is needed and the County server does not have sufficient security or storage space, so he recommended contracting for this.

- ▶ **Motion:** Otto moved, Thomas supported, to allocate \$2,040 for 12 months for the contracting of an email server through Google.  
**Motion carried 7—0 on a voice vote.**

**13. [MINUTES AND BILLS](#)**

Dockett made one correction to the minutes of July 14, 2015. Fink answered questions from Dockett about insurance costs and coverage and payments to the previous planning consultants and [the consulting firm hired to prepare a township survey](#).

- ▶ **Motion:** Engstrom moved, Thomas supported, that the bills, and the corrected minutes of the regular Township Board meeting of July 14, 2015, and the minutes of the July 28, 2015, meeting, as presented, be approved, and to dispense with the reading of minutes.  
**Motion carried 7—0 on a voice vote.**

From the discussion of Bills:

Dockett: "[We paid Cobalt \\$8416 for what?](#)"

Fink: [shrugs]

Dockett: "We were very unhappy with them. I just can't imagine..."

## DISCUSSION ITEMS

### 1. [Downtown Planning Group](#)

The Board discussed the size and representation of the group, whether this is needed in addition to the Downtown Development Authority (DDA), and the desire to have different voices as part of this group. Braun questioned whether having a strong central commercial district is necessary to have a vibrant community, noting that Green Oak Township—which is three times the size of Northfield Township—has many excellent community services and activities without having a downtown.

Fink said he will give more thought to this and bring a new proposal to the Board.

### 2.

#### [Living Water Proposal for 75 Barker Road](#)

The Board discussed the proposal for lease or purchase of 75 Barker Road by Living Water Church for use as a community center. Frank Murdock, church elder, said the church's preference is to purchase the property.

- ▶ **Motion:** Otto moved, Chick supported, to start the process of due diligence with Living Water Church for the purchase of 75 Barker Road.

Dockett called for a roll call vote.

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

### 2. [Tax Abatement for Potential Industrial Company](#)

Fink explained that this proposal for a prospective high tech/industrial prospect is very strong, but Northfield Township is in competition with three other communities for this investment. Board comments included a suggestion to limit the proposal to 10 years, concern about the low number of jobs associated with the proposal, and the possibility that this could jump start development in the area.

- ▶ **Motion:** Otto moved, Chick supported, to give Howard Fink the authorization to write a letter for an abatement incentive in the neighborhood of 10-12 years as a presentation to the company seeking the incentive. **Motion carried 7—0 on a voice vote.**

### 4. [Main Street Sidewalk](#)

Fink reported the project has come in over the anticipated budget at \$91,742 and will probably increase \$10,000 to upgrade the crosswalk, but the County will allow the extra cost to come from future year Community Development Block Grant (CDBG) allocations to the Township. Dockett objected to spending Township funds on the crosswalk and the Township taking on responsibility for maintaining it. Other Board members noted many children walk in the area for a variety of purposes.

### 5. [Parks & Recreation, ZBA, and Planning Commission Updates](#)

[Otto reported](#) that the ZBA granted two variances on August 17<sup>th</sup> and since no new applications have been submitted the September 21<sup>st</sup> meeting will be used for administrative matters. [Chick reported](#) that on August 18<sup>th</sup> the Planning Commission reviewed information from the Huron River Watershed Council study in the Township and gave direction to Cobalt Community Research regarding revisions to the community survey.

- ▶ **Motion:** Engstrom moved, Otto supported, to authorize Fink to instruct Cobalt Community Research to produce a revised community survey within two weeks.

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

## [SECOND CALL TO THE PUBLIC](#)

[Mary Devlin](#), 9211 Brookside, commented on the positive things being discussed for the community.

## [BOARD MEMBER COMMENTS](#)

**Library Expansion.** Engstrom reported the groundbreaking ceremony for the Library expansion will take place on August 29<sup>th</sup> at 11:00 A.M.

**Fire Training.** In answer to a question, Wagner said the Fire Department is using the Curtis property for training and are planning a training burn in the winter. It was agreed that Fink should get quotes for reusing the sign on the property for the Community Center.

## [ADJOURNMENT](#)

Engstrom adjourned the meeting at 8:43 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 \_\_\_\_\_, 2015.

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Angela Westover, Clerk