

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Minutes**  
**August 13, 2013**

**CALL TO ORDER**

The meeting was called to order at 7:03 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
Shelle Manning, Clerk	Absent with notice
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  
Senior Center Director Jennifer Brown  
Recording Secretary Lisa Lemble  
Members of the community

**CONSENT AGENDA:**

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

Dockett made a correction to the minutes of July 9, 2013, and he asked that bills be pulled for discussion.

- ▶ **Motion:** Thomas moved, Chick supported, that the minutes of July 9, 2013, be approved as corrected. **Motion carried 6—0 on a voice vote.**

**ADOPT BALANCE OF AGENDA**

- ▶ **Motion:** Thomas moved, Chick supported, that the balance of the agenda be adopted as presented. **Motion carried 6—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

Lisa Craft, Trustee of the Horseshoe Lake Corporation, asked that excess sewer funds be used to replace a Horseshoe Lake bridge, and Jim Nelson, 7777 Sutton Road, asked that the Board consider broadcasting the workshop meetings.

**REPORTS**

**Department Heads**

*Fire.* Chief Wagner read his report for July. The Board discussed his continuing recommendation that the Fire and Police Departments be equipped with a boat for water rescues.

- ▶ **Motion:** Chick moved, Engstrom supported, to direct Public Safety Director Wagner to provide three estimates for the purchase and outfitting of a Police patrol boat, including a five year expense sheet. **Motion carried 5—1 on a voice vote, Dockett opposed.**

*Police.* Lt. Greene read the Police Department report summary for the month of July. The Board discussed his recommendation for approval of the Provisional State and Local Task Force Agreement with the DEA.

- ▶ **Motion:** Chick moved, Thomas supported, that the Northfield Township Board approve the Provisional State and Local Task Force Agreement between the Drug Enforcement Administration and Northfield Township Police Department, effective October 1, 2013, through September 30, 2014. **Motion carried 5—1 on a roll call vote. Dockett opposed.**

*Wastewater Treatment Plant.* Hardesty referred to the recent certifications received by two employees, and he asked for direction from the Board about the damages incurred by the Johnsons at 9226 Hillcrest as the sewer of a sewer backup.

- ▶ **Motion:** Thomas moved, Dockett supported, that the Township enter into a settlement of the claim for damages at 8226 Hillcrest in the amount of \$5,300.00 conditioned upon execution of release of claims and non-admission of any liability on the Township's behalf. **Motion carried 6—0 on a voice vote.**

*Senior Center.* Brown referred to her written report, said she will draft an agreement to be used for private rentals of the Center, and provided details about the upcoming outdoor movie night.

*Manager's Report.* Fink referred to his written report, answered questions about the Barker non-motorized path project, and made a recommendation regarding the ordinance codification project.

- ▶ **Motion:** Otto moved, Engstrom supported, that Supervisor Fink be authorized to hire a temporary employee for document scanning and website cleanup not to exceed \$400. **Motion carried 6—0 on a voice vote.**

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
August 13, 2013**

**Zoning Board of Appeals**

Otto reported that:

- The ZBA met on July 15<sup>th</sup> and discussed training that could be offered in-house to the ZBA, Planning Commission, and Board members.
- Tim Anderson was chosen as Chair.
- Larry Roman is continuing as the Planning Commission's representative to the ZBA.

The Board discussed filling the ZBA opening created by the resignation of Kenneth Dignan and set September 4<sup>th</sup> as the deadline for citizens to submit written statements of interested in the position.

**Planning Commission**

Chick reported that on August 7<sup>th</sup> the Planning Commission approved a site plan for Regal Recycling with conditions.

**Parks and Recreation**

Nothing new to report.

**BUSINESS ITEMS**

**1.**

**Engagement with Investment Policy Advisor**

Brian Green of Morgan Stanley/Graystone spoke generally about the timing of selling the Township's investments, and he said he generally agrees with the *Resolution Establishing a Policy on Township Investment and Depository Designations*. Fink listed options for engaging an investment advisor.

- ▶ **Motion:** Braun moved, Chick supported, that the Township transfer its investment portfolio from MultiBank to Morgan Stanley/Graystone. **Motion carried 6—0 on a voice vote.**

**2.**

**Investment Policy Resolution**

Fink said the proposed policy is taken mostly from State code, and while he noted that Brian Green has indicated he would like to tweak it slightly, he recommended that it be adopted in its current form and be amended later.

- ▶ **Motion:** Thomas moved, Otto supported, that the Northfield Township Board of Trustees adopt a *Resolution Establishing a Policy on Township Investment and Depository Designations*, with the addition in Subsection J of Certificates of Deposit among the listed items permissible for the Board to authorize the Treasurer to invest in.

Dockett said the public should know that the Township will lose \$400,000 by doing this, but he thinks this is the best deal available.

**Motion carried 6—0 on a roll call vote.  
Resolution adopted.**

**2A.**

**Sewer Assessment District**

[Originally Item 10].

**a. Engagement of Miller Canfield as Bond Counsel.**

- ▶ **Motion:** Otto moved, Engstrom supported, that Miller Canfield be engaged as bond counsel for the Sewer Assessment District. **Motion carried 6—0 on a voice vote.**

**b. Engagement of Bendzinski & Associates as Financial Advisors.**

- ▶ **Motion:** Otto moved, Engstrom supported, that Bendzinski & Associates be engaged as financial advisors for the sewer assessment district for Northfield Township. **Motion carried 6—0 on a voice vote.**

**c. Engagement of Tetra Tech as Engineering Consultants.**

- ▶ **Motion:** Otto moved, Chick supported, that Tetra Tech be engaged as engineering consultants for the sewer assessment district for Northfield Township. **Motion carried 6—0 on a voice vote.**

**2B.**

**Resolution to Set Public Hearing and State Intentions to Move Forward on Sewer Assessment District for Whitmore Lake**

[Originally Item 11].

- ▶ **Motion:** Engstrom moved, Chick supported, that the *Resolution to Set Public Hearing and State Intentions to Move Forward on Sewer Assessment District for Whitmore Lake* be adopted with a date of September 10, 2013 for the public hearing. **Motion carried 6—0 on a roll call vote. Resolution adopted.**

**3.**

**Township Donations Fund and Line Item Resolutions**

- ▶ **Motion:** Otto moved, Engstrom supported, that the *Resolution Creating a New Fund, Line Items, and Appropriations for Township Donations for the Year 2013 Not Included in the Current Budget* be adopted. **Motion carried 6—0 on a roll call vote. Resolution adopted.**

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
August 13, 2013**

**4.  
Sewer Use Ordinance**

- ▶ **Motion:** Otto moved, Chick supported, that the *Resolution Establishing a Policy on Sewer Billing Policy Adjustments and Sewer Backups Resulting in Loss of Property* be adopted as presented. **Motion carried 5—1 on a roll call vote, Dockett opposed. Ordinance adopted.**

**5.  
75 Barker Road Sign Issue**

The Board discussed a request from the renter at 75 Barker Road to restore the sign on the property which was removed as part of a construction project. Fink said he will bring a proposal to the next Board meeting or workshop for cost, size, and placement.

**6.  
Policy Change Regarding  
Accident, Death, and Disability Coverage**

- ▶ **Motion:** Otto moved, Engstrom supported, that the Liability Insurance policy be updated as necessary. **Motion carried 5—1 on a voice vote, Dockett opposed.**

**7.  
Resolution Regarding Non-Motorized Path**

- ▶ **Motion:** Otto moved, Thomas supported, that the resolution on the Non-Motorized Pathway be accepted, and to authorize Fink to sign permits going forward up to completion of the project. **Motion carried 6—0 on a voice vote.**

**8.  
Appointment to RC2 SEMCOG Committee**

- ▶ **Motion:** Otto moved, Chick supported, that Tracy Thomas be Northfield Township's SEMCOG Regional Clearinghouse Review Committee representative. **Motion carried 5—1 on a voice vote, Dockett opposed.**

**9.  
Planning Commission Amendment:  
Repairs and Maintenance  
for Non-Conforming Residential Use**

- ▶ **Motion:** Chick moved, Otto supported, that the amendment to Article 65.0 of the Northfield Township Zoning Ordinance, Non-Conformities, Section 65.05D, Repairs and Maintenance, be approved as presented in Board packets. **Motion carried 6—0 on a roll call vote. Resolution adopted.**

**10 and 11.  
Sewer Assessment District, and  
Resolution to Set Public Hearing and State  
Intentions to Move Forward on Sewer  
Assessment District for Whitmore Lake**

[See items 2A and 2B].

**12.  
Revise Website Contract**

- ▶ **Motion:** Otto moved, Engstrom supported, to authorize Howard Fink to sign the contract with Revize at the adjusted amount of \$2,720.00.
- ▶ **Amended motion:** Otto moved, Engstrom supported, to authorize Howard Fink to sign the contract with Revize at the adjusted amount of \$3,440.00. **Amended motion carried 5—1 on a voice vote, Dockett opposed.**

**13.  
Codification Contract**

- ▶ **Motion:** Otto moved, Chick supported, that the codification contract from Municode be accepted, with the base cost not to exceed \$11,480, with an additional annual fee, and to authorize Howard Fink to sign the contract. **Motion carried 5—1 on a voice vote, Dockett opposed.**

**14.  
Approval of Police Contract  
for POAM and COAM**

Chief Wagner said the 3% increase for this year has already been budgeted, and the signing bonus amount would come out of the anticipated \$18,000 addition to the fund balance. He said he, Fink, and the new Township labor attorney represented the Township at the meeting where this was negotiated.

- ▶ **Motion:** Chick moved, Otto supported, that the changes to the POAM and COAM Police Contracts be approved as presented in the Township Board packet, and that Manning and Engstrom be authorized to sign the contracts. **Motion carried 5—1 on a voice vote, Dockett opposed.**

**15.  
PCI Contract**

Fink recommended that this contract be allowed to expire in about six months because \$14,000 is a lot to spend for something that he thinks can be done in the office in a matter of a couple of days.

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
August 13, 2013**

- ▶ **Motion:** Otto moved, Chick supported, that Howard Fink be authorized to send a letter of termination to PCI acknowledging that the Township will no longer need its services at the end of the current contract period and/or expiration.  
**Motion carried 6—0 on a voice vote.**

**16.  
Acquiring Tax Sale Properties  
from Washtenaw County**

Engstrom said she and Fink looked at the available properties and did not find any that would be attractive to acquire. There was a brief discussion about the merits of some of the properties in the area north of Seven Mile Road because there have been discussions in the past about potential creation of a park in that area.

**17.  
Bills**

Fink and Wagner answered several questions from Dockett about various bills. Dockett said Township residents

should be aware that it cost \$569, 546.07 to run the Township this month.

**SECOND CALL TO THE PUBLIC**

None present.

**BOARD MEMBER COMMENTS**

Dockett noted that the school millage will recently defeated, he asked everyone to keep those serving in uniform in their thoughts, and he urged everyone to shop locally. Chick said she believes the Township should work with the 75 Barker Road tenant, but should also follow Township ordinances.

**ADJOURNMENT**

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

The meeting adjourned 10:06 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 September 10, 2013.

---

Michele K. Manning, Clerk

Official minutes of all meetings, as well as expanded notes, are available on the Township's website at [http://twp.northfield.mi.us/boards/twp\\_board](http://twp.northfield.mi.us/boards/twp_board)