

NORTHFIELD TOWNSHIP
Township Board
Minutes
June 9, 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 | Absent with notice |
| Wayne Dockett, Trustee | Present |
| Jacki Otto, Trustee | Present |
| Tracy Thomas, Trustee | Present |

Also present:

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

CONSENT AGENDA:

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

- **Motion:** Thomas moved, Otto supported, that the items in the consent agenda be approved as presented. **Motion carried 6—0 on a voice vote.**

ADOPT BALANCE OF AGENDA

Engstrom added Cobalt Contract as item 13 and Nowatzke as item 14, removed the People's Express Contract (item 7), and moved item 12 to be the first Agenda Item at Dockett's request.

- **Motion:** Engstrom moved, Thomas supported, that balance of the agenda be approved as amended. **Motion carried 6—0 on a voice vote.**

FIRST CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

Braun congratulated Fink and his family on the recent birth of his son.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

REPORTS

Department Heads

Fire. Wagner read the summary of his May report. He asked for action on Washtenaw County's request for Northfield Township to be a mass dispensing site for medications in the case of a public health emergency.

- **Motion:** Otto moved, Braun supported, to accept the proposal for the Northfield Township Public Safety Building to be an Alternate Closed Point of Dispensing site in Washtenaw County.
Motion carried 6—0 on a voice vote.

In answer to a question from Dockett, Wagner said the Township's ISO ratings which affect property insurance rates will be reevaluated later this year, and he hopes that ratings will improve for the northeast and southwest corners of the Township because they are now covered by mutual aid fire stations.

Police. Wagner read the summary of his May report. He noted the Maxey Boys Training School will be closing in October, although the Woodland Center will remain open.

Wastewater Treatment Plant. Hardesty referred to his written report and noted that repairs in the Horseshoe Lake district will begin next month.

Community Center. Averill referred to her written report.

Other

Financial. Braun referred to the Revenue and Expenditures reports.

Zoning Board of Appeals. Otto reported that on June 1st setback variances were granted for two properties.

Planning Commission. No report.

Parks and Recreation. Nothing to report.

Township Manager. Fink referred to his written report and added:

- The sewer department audit—initiated when one business was found not to be receiving bills—has found some businesses paying at lower levels than indicated by their usage. As a result he will be working on setting up an appeal process.
- The Board of Review will meet on Tuesday, July 21st at 7:00 P.M.
- The next Board agenda will include a vote on distributing donations for 4th of July events.

PUBLIC HEARING
Fiscal Year 2015-16 Budget

- **Motion:** Thomas moved, Otto supported, that the public hearing be opened.
Motion carried 6—0 on a voice vote.

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David Gordon, 5558 Hellner Road, congratulated the Board on the budget, noting the Township seems to be in good financial condition, which indicates it is not necessary for the Township to grow and expand its tax base in order to pay the bills.

- ▶ **Motion:** Thomas moved, Otto supported, that the public hearing be closed.
Motion carried 6—0 on a voice vote.

AGENDA ITEMS

**0.
Library Fees**

- ▶ **Motion:** Dockett moved, Engstrom supported, that the Library pay its total administration fee of \$11,148 for the year 2015 as was described in the letter from Controller Yaeger and Township Manager Fink.

Fink clarified information about the process of estimating expenses. Board members expressed concerns about past estimates, the 20% increase over last year, the amount changing every year, and using a two year cycle for establishing this fee because expenses go up every year.

Dockett asked for a roll call vote.

Motion carried 5—1 on a roll call vote, Otto opposed.

**1.
2015 Millage Rates Resolution**

Fink noted a correction to a Police millage rate.

- ▶ **Motion:** Engstrom moved, Braun supported, that the 2015 millage rates be approved with the Police Protection rate corrected from 1.4602 to 1.4601.
Motion carried 5—1 on a roll call vote, Dockett opposed. Resolution adopted.

**2.
Amendments to the Fiscal Year 2014-15 Budget**

- ▶ **Motion:** Engstrom moved, Otto supported, that the *Resolution of the Township of Northfield, Washtenaw County, Michigan, Transferring Monies and Amending the 2015 Budget Within the General, Police, Fire, Donation, State Narc, Building Department and WWTP Fund Budgets* be approved as presented. **Motion carried 5—1 on a roll call vote, Dockett opposed. Resolution adopted.**

**3.
Fiscal Year 2015-16 Budget**

- ▶ **Motion:** Engstrom moved, Braun supported, to approve the Fiscal Year 2015-16 Budget.

In answer to a question from Otto, Fink said this includes the prior \$8,969 the Library allocation; and although the Board approved a higher amount earlier in the meeting, the budget does not need to be amended for revenue changes.

Motion carried 5—1 on a roll call vote, Dockett opposed. Resolution adopted.

Fink noted that he learned today the Township will receive an additional \$20,000 in (City, Village and Township Revenue Sharing (CVTRS) payments from the State.

**4.
Kiwanis Request to Use 75 Barker Road
for 4th of July Chicken Barbecue**

- ▶ **Motion:** Engstrom moved, Thomas supported, that Kiwanis Club of Whitmore Lake be approved to use the old fire hall at 75 Barker Road for their 4th of July Chicken Barbecue from the end of the day on July 1 (Wednesday) through July 4 (Saturday), 2015.
Motion carried 6—0 on a voice vote.

**5.
Request for Continued Use of Farmland
at 2727 E. North Territorial Road (Fire Station #2)**

- ▶ **Motion:** Otto moved, Thomas supported, that the request for continued use of farmland at 2727 North Territorial by Lee Maulbetsch be approved.
Motion carried 6—0 on a voice vote.

**6.
Michigan Freedom of Information Act (FOIA)
Regulation Changes**

Fink noted that Township attorney Brad Maynes prepared this. He added that the Township has not charged previously for FOIA requests, but from this point on will charge fees as stated in the proposal.

- ▶ **Motion:** Engstrom moved, Westover supported, that the Michigan Freedom of Information Act (FOIA) regulation changes as outlined in the memo from Paul Burns' office, items 1 through 4, be approved, with Howard Fink designated as FOIA coordinator for Northfield Township.
Motion carried 6—0 on a voice vote.

**7.
People's Express Contract**

Removed from the agenda as requested by People's Express.

**8.
Amendment to Zoning Ordinance:
Enterprise Service (ES) District**

- ▶ **Motion:** Otto moved, Engstrom supported, to adopt an Ordinance of the Township Board of Trustees amending Article 36.0 of the Enterprise Service (ES) District of the Township zoning code. This is to change Section 36.563 to include single-family dwellings and accessory buildings and structures, as well as to add Section 36-565 to allow single-family homes within the ES district to adhere to the dimensional standards of Section 36-218 (SR-1, Single-Family Residential District Regulations and Standards).

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In answer to a question from Dockett, Fink said individual property owners are not notified of changes to the text of a zoning ordinance.

Motion carried 5—1 on a roll call vote, Dockett opposed. Ordinance adopted.

**9.
Amendment to Zoning Map**

- ▶ **Motion:** Otto moved, Engstrom supported, to adopt an Ordinance of the Northfield Township Board of Trustees to reclassify twelve (12) parcels along Main Street and in the Horseshoe Lake area near Main Street from their current ES, Enterprise Service and/or AR, Agriculture zoning, to SR-1, Single-Family Residential, in accordance with the Northfield Township Master Plan.

In answer to a question from Dockett, Fink said individual property owners were notified of this proposed zoning change by letter at the Planning Commission level.

Motion carried 5—1 on a roll call vote, Dockett opposed. Ordinance adopted.

**10.
Site Plan Manual Updates**

- ▶ **Motion:** Otto moved, Thomas supported, , to adopt an Ordinance of the Township Board of Trustees amending Section 36-866(b), Final Site Plan Procedure of the Township zoning code, which outlines the process for filing a site plan application with the Township referencing the Township Site Plan Manual. The amendment includes updating new Municode reference numbers, adding language indicating Planning Commission review application materials including a full plan set, and updating Township contact information. **Motion carried 6—0 on a roll call vote. Ordinance adopted.**

**11.
Amendment to Civic Event Application**

- ▶ **Motion:** Otto moved, Engstrom supported, to accept the ordinance of the Township Board of Trustees amending Chapter 4, Assemblies, of the Township zoning code, Section 4.7, that applicants shall pay to the Township Clerk an Assembly Permit fee in the sum as currently established, and the Township Board

shall waive Assembly Permits for the assembly which is conducted or sponsored by an entity qualified as a 501(c)(3) organization under the Internal Revenue Code. **Motion carried 6—0 on a roll call vote. Ordinance adopted.**

**12.
Library Fees**

Renumbered and acted upon as Item 0.

**13.
Cobalt Contract**

Fink said he and Burns reviewed the contract and changes were made to address their concerns.

- ▶ **Motion:** Engstrom moved, Westfield supported, that the Cobalt contract be approved as presented and that Howard Fink be authorized to sign it. **Motion carried 6—0 on a voice vote.**

**14.
Nowatzke Sewer Fees**

Fink said although the Township had an agreement with Mr. Nowatzke regarding sewer usage fees, he has not submitted payment, so the Township will proceed with legal action against him to collect the full amount owed.

SECOND CALL TO THE PUBLIC

Dawn Ballenger, 8365 Earhart Road, asked about DTE smart meters, David Gordon, 5558 Hellner Road, commented on the Cobalt contract and debt service for the Public Safety Building as included in the budget, and Udo Huff, 6451 Whitmore Lake Road, commented on the difference between appeals allowed regarding sewer bills and creation of sewer districts.

BOARD MEMBER COMMENTS

Board members and Fink briefly commented on the budget, an upcoming County clean up day, the Cobalt contract, and appeals regarding sewer districts and sewer usage charges.

ADJOURNMENT

Engstrom adjourned the meeting at 8:40 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 _____, 2015.

Angela Westover, Clerk

Official minutes of all meetings are available on the Township's website at http://www.twp-northfield.org/government/township_board_of_trustees/