

NORTHFIELD TOWNSHIP BOARD WORKSHOP AGENDA
February 24, 2015 - - 7:00 PM
8350 Main Street, 2nd Floor

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

AGENDA ITEMS:

1. Whitmore Lake Junior Football and Cheer request for Banner

DISCUSSION ITEMS:

1. Liquor License – Rolling Meadows
2. Employee Handbook
3. Job Descriptions
4. Capital Improvement Plan Update
5. US-23 Project Update
6. Sewer Capacity Study Update +
7. Horseshoe Lake Refund Update +

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.

Banner request

Jason Smith [gwsmithj@gmail.com]

Sent: Friday, February 13, 2015 3:25 PM

To: William Wagner Jr.

To whom it may concern,

The Whitmore Lake Junior Football and Cheer would like to request permission to hang a banner at the post office location. The banner is currently being made and will be the standard 18' x 3'.

This banner is to notify the residents of Whitmore Lake that our registration will be on the 10th and 26th of March.

With your permission we would like to hang the banner from March 3rd to March 26th.

Respectfully submitted,

Jason Smith
Football Commissioner

Memo

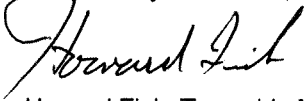
To: Northfield Township Board
From: Howard Fink
Date: 2/20/2015
Re: Liquor License

Dear Township Board,

The Ianni Family is moving forward with purchase of the Rolling Meadows Country Club. As part of their plans for ownership, the family would like to request a liquor license from the Township and State for their clubhouse. The last time I spoke with the State, I was informed that one tavern license was available. I will follow up with the state to see if that last license is applicable for this situation or if a country club license is in a different category.

I am requesting that counsel review what restrictions we might be able to place on a positive recommendation for a liquor license. For example, I would hope that we are able to ensure that the license remains in Northfield Township. There are situations in which a business is able to receive a liquor license, close an establishment after the fact, hold the license in escrow and then subsequently move it to another community. I hope we can prevent this from occurring.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Howard Fink".

Howard Fink, Township Manager

Rolling Meadows Country Club

- A family owned business – founder passed away in 2003 and the five children took over via a family trust.
- No capital improvements, no marketing, no beer and wine, no food service.
- The course revenue has declined year over year to an all time low of under \$400,000 in 2014.

Problems

- The course cannot compete with local courses without offering the same services, amenities and quality. Major lacking services and amenities include beer, wine, spirits, and quality food
- The course cannot attract leagues or outings and relies solely on golf with inadequate facilities.
- It will take proper licenses, cash input, and passionate owners to restore this course.

Opportunities

Northfield Township is a growing area. Ann Arbor has a high volume of industry, a large university and hospital along with a growing community. Whitmore Lake also has numerous small businesses and a growing community. With proper improvements, beverage and food service, and marketing, Rolling Meadows could once again be an asset to the community and run profitably.

Short-term goals

- Liquor license: A liquor license will allow Rolling Meadows to attract many more leagues and outings. This will bring people from all over the surrounding cities of Whitmore Lake into the township. We hope this will allow for the creation of more jobs at the golf course and we hope to employ more Whitmore Lake students to work in the pro shop and as cart kids. A liquor license would add to the overall appeal of the course and allow people to have a more enjoyable experience.
- Food service, a food cart and catering company.
- Re-do 3rd and 5th tee box.
- Better facilities

- Update score card with locations of rest rooms
- Weed killer and better maintenance of grounds
- Buy 2 new greens mowers.
- Canopy by carts
- Calcium chloride and add material to road
- Update signs
- Web site, social media, marketing
- Open twilight

Long-term Goals

- Build new cart hut with coolers, front counter for tee time sales, pro shop.
- Patio with canopy beverage service and food cart
- Beer Cart
- Restore clubhouse, new kitchen, bar

Ownership

Rolling Meadows Golf Course LLC

Susan Ianni

Antonio and Susan Ianni have lived at 3555 Thorn Tree Court Ann Arbor since 1997 which is on the 2nd tee of Rolling Meadows.

Antonio Ianni – General Sales Manager of Weathergard windows. Superior customer and sales skills, a motivator and a passionate golfer.

Susan Ianni – Executive Manager of Gordon Chevrolet. Superior customer and marketing skills. Extensive business and financial background.

Antonio Ianni Jr. 2015 Graduate of University of Michigan with economics degree. Has worked at Rolling Meadows for three summers, plus waiter at Karls Cabin. Tony has great people skills, business sense and entrepreneurial skills. He knows the course, clientele and employees and also an avid golfer. He has many creative ideas on improvement and development.

Nickolas Ianni – soon to be freshman at Catholic Central with an academic scholarship. A great golfer and he will also be working at the course as a cart boy.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new license application and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution, or provide a resolution, along with certification from the clerk, or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____

(name of applicant)

for the following license(s): _____

to be located at _____

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Name and title of authorized clerk (please print): _____

Signature of authorized clerk and date: _____

Phone number and e-mail of authorized officer: _____

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Memo

To: Northfield Township Board
From: Howard Fink
Date: 2/20/2015
Re: Employee Handbook

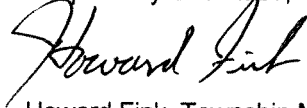
Dear Township Board,

I have reviewed the employee handbook. In general, while I think the document is acceptable, there are a number of areas in which it seems incomplete and or does not provide enough guidance. Our insurance company has reviewed the document and provided some new language / suggestions (which are indicated via track changes and highlighting). At the bottom of each page, I have provided some notes to consider and as potential discussion points. The following areas are sections that I believe need improvement or need to be added.

Application of Personnel Policies and Procedures, Authority to Develop Forms and Related Document, Definitions , Job Opening Procedures, Nepotism, Entry Level and Maximum Wage Rates, Salary or Hourly Rate Increases, Worker's Compensation, Mileage Allowances, Overtime, Death of an Employee, Compensatory Time-Off, Vacation Leave, Unpaid Leaves of Absence, Maternity Leave, Family and Medical Leave, Outside Employment Restrictions, Gifts and Gratuities, Political Activities, Contractual Agreements – How long can a contract last, Employee Computer and Information Usage Policy, Social Media Policy, Progressive Disciplinary Policy, Complaint Procedure

Prior to adoption, counsel will need to review the document.

Respectfully Submitted,



Howard Fink, Township Manager

Memo

To: Northfield Township Board

From: Howard Fink

Date: 2/20/2015

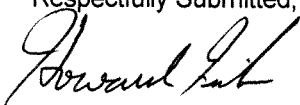
Re: Job Descriptions

Dear Township Board,

Attached, you will find job Descriptions for nearly all administrative employees. This has been a project needing completion for some time. In addition, we have discussed creating a step increase for each employee, to provide some certainty for what increases will be given, provided positive performance reviews. This is similar to the police contract and how large companies / municipalities deal with increases over time. The plan is not without fault, but I believe it is a vast improvement over our current policy.

The plan sets a minimum and maximum employee salary and creates steps between the two. The waste water treatment plant employees are broken up into 10 steps and the administration employees 7 steps. These steps are not inclusive of cost of living increases. Cost of living increases will be applied to the entire table, thus allowing positions to keep up with inflation (contingent on tax revenue increases). These steps must be approved by the board, and reviewed at least every two years (and possibly every year during budget time – to ensure the budget is acceptable). While the board has sole and exclusive authority to authorize any raises, at least such a model provides employees with a reasonable expectation over time of their ability to improve their pay. I expect this to be a process refined over time and one that deserves debate.

Respectfully Submitted,



Howard Fink, Township Manager

Job Description

Class Title: Wastewater Treatment Plant Superintendent

Classification: Exempt Employee, Department Head

Reports to: Township Manager

Job Summary:

Manages, plans and directs the operation of the Township's wastewater treatment plant, and the collection system to ensure the wastewater facility is in compliance with treatment standards set by the Michigan Department of Environmental Quality (MDEQ). Superintendent will supervise related personnel, manage maintenance and repair operations to ensure proper maintenance of associated equipment.

Essential Job Functions:

- Supervise activities related to Wastewater Treatment Plant and lift station operations
- Oversee laboratory testing, and prepare reports for the MDEQ
- Develop the annual operating budget for review by the Township Manager
- Ensure compliance with applicable State, Federal, and local regulations regarding the municipal sewer treatment plant systems
- Establish and maintain effective relationships with citizens, community groups, employees, and vendors. Represent the Township at meetings and in communications with engineers, regulatory agencies and consultants. Respond to public inquires and complaints, and assists the public as needed.
- Direct repair operations, establish work schedules, assign overtime, and develop training for employees
- Order equipment and supplies for Wastewater Treatment Plant

Required Knowledge, Skills, Abilities, and Minimum Qualifications

- High school diploma or GED required, some college credit or degree in a related field is preferred
- Minimum five years of wastewater experience
- State of Michigan Class B License
- A valid State of Michigan Driver's License
- Ability to maintain daily computer files and reports
- Thorough knowledge of Wastewater Treatment Plant operations, equipment, and monitoring requirements
- Knowledge of mechanics and electricity
- Thorough knowledge of gases and chemicals associated with wastewater treatment plant operation
- Ability to operate all department equipment safely and efficiently
- Ability to resolve personnel issues
- Ability to deal with the public regarding problems created by the system
- **Ability to establish and maintain effective relationships with other employees, Township officials, and the general public**
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously
- Ability to work under general supervision and make responsible decisions
- Ability to use good judgment

Ancillary Job Functions

- Investigate and resolve citizen complaints related to operations of the wastewater department
- Participate in Township meetings, staff meetings, and seminars as needed
- Serve on-call 24/7 as needed
- Assist other departments and perform other related duties as assigned

Work Environment

- May occasionally be required to work in confined spaces
- May be exposed to inclement outdoor weather, risk of electrical shock, potentially hazardous bodily fluids, or loud noise levels
- May be required to wear a respirator in certain situations

Job Description

Class Title: Collection System Supervisor

Classification: Exempt Employee

Reports To: Wastewater Treatment Plant Superintendent

Job Summary:

The collection system supervisor is in charge of all aspects of the collection system that transmits sewage to the treatment plant

Essential Job Functions: (Duties to include, but not limited to)

- Maintain all pumping stations in clean, painted, good working order
- Supervise the cleaning, televising, and root treating of collection system
- Maintain and perform “Miss Dig” underground pipe identification and locating system
- Assist the Superintendent with operational decisions of collection system and treatment plant
- Assist with day-to-day duties at treatment plant
- Assist with repairs at treatment plant when needed
- Assist with the upkeep of buildings and grounds

Required Knowledge, Skills, and Abilities

- High school diploma or GED required, some college credit or a degree in a related field is preferred
- A valid State of Michigan Driver’s License
- Ability to maintain daily computer files and reports
- Knowledge of mechanics and electricity
- Knowledge of tools needed for maintenance and repairs
- Ability to organize and prioritize work
- Ability to work under general supervision and make responsible decisions

- Ability to use good judgment
- Ability to work in a safe, and efficient manner
- Serve on call 24/7 every other week
- Work weekends once every four weeks

Work Environment

- May occasionally be required to work in confined spaces
- May be exposed to inclement outdoor weather, potentially hazardous bodily fluids, or loud noise levels
- May be required to wear a respirator in certain situations
- Must be able to lift 75 pounds

Job Description

Class Title: Laboratory Specialist

Classification: Exempt Employee

Reports To: Wastewater Treatment Plant Superintendent

Job Summary:

Perform chemical analysis required by the Michigan Department of Environmental Quality in accordance with our National Pollution Elimination Discharge Permit (NPDES)

Essential Job Functions: (Duties to include, but not limited to)

- Perform all laboratory tests required in out NPDES permit in accordance with the EPA Standard Methods Protocol
- Maintain all equipment used in testing procedures
- Maintain a sufficient inventory of chemicals and glassware used in tests
- Maintain a quality assurance/quality control program for testing
- Maintain a laboratory analysis procedures
- Maintain comprehensive records
- Assist with the cleaning, televising, and root treating of collection system
- Assist with the operational decisions of collection system and treatment plant
- Assist with day-to-day duties at treatment plant
- Assist with repairs at treatment plant when needed
- Assist with the upkeep of buildings and grounds

Required Knowledge, Skills, and Abilities

- High school diploma or GED required, some college credit or a degree in a related field is preferred
- A valid State of Michigan Driver's License
- Ability to maintain daily computer files and reports

- Knowledge of mechanics and electricity
- Knowledge of tools needed for maintenance and repairs
- Ability to organize and prioritize work
- Ability to work under general supervision and make responsible decisions
- Ability to use good judgment
- Ability to work in a safe, and efficient manner
- Serve on call 24/7 every other week
- Work weekends once every four weeks

Work Environment

- May occasionally be required to work in confined spaces
- May be exposed to inclement outdoor weather, potentially hazardous bodily fluids, or loud noise levels
- May be required to wear a respirator in certain situations
- Must be able to lift 75 pounds

Job Description

Class Title: Maintenance Supervisor/Operator I

Classification: Exempt Employee

Reports To: Wastewater Treatment Plant Superintendent

Job Summary:

The maintenance tech is responsible for the everyday maintenance and repairs of equipment at the treatment plant

Essential Job Functions: (Duties to include, but not limited to)

- Perform all maintenance and repairs in accordance with manufacturers recommendations'
- Maintain an adequate supply of spare parts for critical equipment
- Maintain comprehensive records of all maintenance and repairs performed
- Assist with the cleaning, televising, and root treating of collection system
- Assist the with operational decisions of collection system and treatment plant
- Assist with day-to-day duties at treatment plant
- Assist with repairs at treatment plant when needed
- Assist with the upkeep of buildings and grounds

Required Knowledge, Skills, and Abilities

- High school diploma or GED required, some college credit or a degree in a related field is preferred
- A valid State of Michigan Driver's License
- Ability to maintain daily computer files and reports
- Knowledge of mechanics and electricity
- Knowledge of tools needed for maintenance and repairs
- Ability to organize and prioritize work
- Ability to work under general supervision and make responsible decisions

- Ability to use good judgment
- Ability to work in a safe, and efficient manner
- Serve on call 24/7 every other week
- Work weekends once every four weeks

Work Environment

- May occasionally be required to work in confined spaces
- May be exposed to inclement outdoor weather, potentially hazardous bodily fluids, or loud noise levels
- May be required to wear a respirator in certain situations
- Must be able to lift 75 pounds

Job Description

Class Title: Operator II

Classification: Exempt Employee

Reports To: Wastewater Treatment Plant Superintendent

Job Summary:

Operator II is responsible for the everyday maintenance and care of buildings and grounds at the treatment plant. Assist with the everyday maintenance and repairs of the treatment plant

Essential Job Functions: (Duties to include, but not limited to)

- Maintain cleanliness of all buildings
- Perform repairs to structures as needed
- Maintain grounds such as grass cutting, snow removal
- Assist with maintenance and repairs of equipment at treatment plant and collection system
- Assist with the cleaning, televising, and root treating of collection system
- Assist the with operational decisions of collection system and treatment plant
- Assist with day-to-day duties at treatment plant

Required Knowledge, Skills, and Abilities

- High school diploma or GED required, some college credit or a degree in a related field is preferred
- A valid State of Michigan Driver's License
- Ability to maintain daily computer files and reports
- Knowledge of mechanics and electricity
- Knowledge of tools needed for maintenance and repairs
- Ability to organize and prioritize work
- Ability to work under general supervision and make responsible decisions

- Ability to use good judgment
- Ability to work in a safe, and efficient manner
- Serve on call 24/7 every other week
- Work weekends once every four weeks

Work Environment

- May occasionally be required to work in confined spaces
- May be exposed to inclement outdoor weather, potentially hazardous bodily fluids, or loud noise levels
- May be required to wear a respirator in certain situations
- Must be able to lift 75 pounds

STEP INCREASES FOR WASTEWATER TREATMENT PLANT POSITIONS

Superintendent	Starting Salary	\$ 58,000.00
	After 1st step	\$ 59,500.00
	After 2nd step	\$ 62,000.00
	After 3rd step	\$ 63,500.00
	After 4th step	\$ 64,000.00
	After 5th step	\$ 65,500.00

System Supervisor	Starting Salary	\$ 45,000.00
	After 1st step	\$ 46,500.00
	After 2nd step	\$ 48,000.00
	After 3rd step	\$ 49,500.00
	After 4th step	\$ 51,500.00
	After 5th step	\$ 52,500.00
	After 6th step	\$ 53,500.00
	After 7th step	\$ 54,500.00
	After 8th step	\$ 55,500.00
	After 9th step	\$ 56,500.00
	After 10th step	\$ 57,500.00

Lab Specialist	Starting Salary	\$ 40,000.00
	After 1st step	\$ 41,500.00
	After 2nd step	\$ 43,000.00
	After 3rd step	\$ 44,500.00
	After 4th step	\$ 46,000.00
	After 5th step	\$ 47,500.00
	After 6th step	\$ 49,000.00
	After 7th step	\$ 50,500.00
	After 8th step	\$ 52,000.00
	After 9th step	\$ 53,500.00
	After 10th step	\$ 55,000.00

Maintenance Supervisor	Starting Salary	\$ 35,000.00
	After 1st step	\$ 37,000.00
	After 2nd step	\$ 39,000.00
	After 3rd step	\$ 41,000.00
	After 4th step	\$ 43,000.00
	After 5th step	\$ 45,000.00
	After 6th step	\$ 47,000.00
	After 7th step	\$ 49,000.00
	After 8th step	\$ 51,000.00
	After 9th step	\$ 53,000.00
	After 10th step	\$ 55,000.00

Operator II	Starting Salary	\$ 30,000.00
	After 1st step	\$ 32,000.00
	After 2nd step	\$ 34,000.00
	After 3rd step	\$ 36,000.00
	After 4th step	\$ 38,000.00
	After 5th step	\$ 40,000.00
	After 6th step	\$ 42,000.00
	After 7th step	\$ 44,000.00
	After 8th step	\$ 46,000.00
	After 9th step	\$ 48,000.00
	After 10th step	\$ 50,000.00

* Cost of Living will be looked at each year during budget time, and will be looked at on both an inflation perspective as well as a budget impact perspective.

* Cost of Living increase will be applied to each Step Level.

* Step Increases will be contingent upon a positive Performance Review.

* Step Increase Charts will be re-evaluated at least every 2 years, or if there is a change of personnel or job description, whichever comes first.

Northfield Township Controller

SUMMARY:

Responsible for keeping Township Financial Records in good order. Works directly with department heads in the preparation of Annual Township Budgets. Performs cost analysis as needed and oversees the annual year-end audit. Interaction with all township office personnel requires a working knowledge of those positions along with knowing how it all fits together. Must be proficient in producing spreadsheets to support account reconciliations and able to communicate those results as needed. This position is independent of all other positions and requires a self starter who can produce results with little or no supervision.

RESPONSIBILITIES:

- Work with Department heads as well as Township Manager to prepare and administer the budget.
- Prepare Annual Budget Presentation along with formal budget resolution.
- Prepare Budget Amendments as requested or as needed.
- Analyze all revenues and expenditures to detect misclassifications.
- Maintain records of receipts and expenditures for various budget accounts and prepare related reports.
- Run Trial Balances.
- Reconcile bank statements and investment accounts.
- Monitor all budget data to actual results on all expenditures per fund/department and recommends any budget adjustments needed.
- Prepare monthly reports for each fund such as Revenue/Expenditure reports, statement detail, balance sheets, etc.
- Prepare all year-end adjustments/closing entries and is responsible for closing the townships General Ledger.
- Assist in the annual audit with the Township Auditors by answering and researching questions. Preparing any other paperwork requested by the auditors.

- Assist Treasurer/Deputy Treasurer with Tax Disbursements and Reconciliation as needed.
- Prepare Settlement Statement for County.
- Maintain Special Assessment Districts.
- Prepare Delinquent Personal Property Tax Disbursements.
- Balance Delinquent Personal Property Tax Receivables.
- Assist with any other duties as directed by the Township Manager.

GENERAL INFORMATION

Education / Experience:

- Bachelor's degree in Accounting or Finance.
- Five years management level experience, Governmental Fund Accounting preferred.
- Experience in use of BS&A software preferred.
- 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:

Part-time, 20 hours per week

Benefits:

As provided under Employee Handbook

Starting Salary:

As advertised and/or depending on qualifications

Reports to:

Township Manager

Northfield Township Deputy Treasurer

SUMMARY:

Under the supervision of the Treasurer, performs a wide range of bookkeeping and administrative functions to ensure the efficient operations of the Treasurer's offices. Processes a wide variety of accounts receivables and general cashiering including property tax payments, sewer bills and monies received for other Township operations, and prepares deposits. Perform duties of the Township Treasurer in his/her absence.

RESPONSIBILITIES:

- Greet and assist Township residents over the counter or by phone. Provide residents with information and services pertaining to property taxes, quarterly sewer bills, special assessments and other concerns.
- Process billings for various Township services including semi-annual property tax bills for both real and personal property taxes.
- Collection of delinquent personal property tax including procedures for Small Claim Court.
- Receive payments, issue receipts, and post daily cash collections for all general fund revenues including tax payments, special assessments, personal property taxes, and moneys received from ordinance violations. Supervise the balancing of cash drawers/cash receipts daily. Prepare daily bank deposit and deliver to the bank accordingly.
- Ensure the proper posting of transactions to the general ledger. Run periodic checks on accounts to ensure proper posting has occurred. Assist Controller in Bank Reconciliation.
- Assist in balancing tax roll and collections in settlement with Washtenaw County.
- Provide tax information to realtors, banks, and title companies as needed.
- Perform financial analysis work regarding special projects, and prepare corresponding reports; perform additional duties as requested to facilitate effective operations of the Treasurer's office.
- Perform other tasks and projects as requested by the Township Treasurer.

GENERAL INFORMATION

Education / Experience:

- High School diploma with additional college level or vocational training in accounting, bookkeeping, or office management with the ability to demonstrate proficiency in accounting related functions.
- Relevant experience or knowledge of Michigan property tax laws and cash collection procedures is preferred but not required.
- 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, exempt position

Benefits:

As provided under Employee Handbook

Salary:

Starting Salary as advertised and/or depending on qualifications

Reports to:

Township Treasurer

Northfield Township Deputy Clerk

SUMMARY:

Under the supervision of the Clerk, performs a wide range of clerical and administrative work related to all aspects of election administration, overseeing and administering township payroll, and sewer billing. Performs oversight in maintaining official Township records and ensures proper retention schedules.

RESPONSIBILITIES:

- Perform, administer and oversee the payroll administration of all Township employees. Work with the payroll software / company to ensure accurate filings of tax information, W2, etc.
- Manage all aspects of elections; including supervising election workers and schedule training programs for election workers.
- Register new voters, record changes of address, cancel voter registrations, and maintain related records. Record, distribute, and file absentee ballots. Issue voter registration cards and voter registration changes.
- Process and coordinate Qualified Voter File (QVF) with the State. Enter new information and regularly update registration files to ensure accurate records.
- Oversee quarterly sewer billings and manage the sewer billing process to ensure correct payments are received and charges are levied. Work with the Wastewater Treatment Plant to reconcile accounts and oversee any sewer billing related issues.
- Answer calls from residents on a wide variety of issues, perform general clerk duties at the counter, receipts funds, etc.
- Perform other tasks and projects as requested by the Township Treasurer and/or Township Manager.
- Perform backup duties for accounts payables, as needed.
- Reconciliation of monthly police and public safety pensions (via payroll deductions). Submit on-line electronic funds transfers for pensions.
- Monitors all Police and Fire department's monthly Union Dues, track and allocate payments for monthly dues.

- Other duties as assigned by the Clerk.

GENERAL INFORMATION

Education / Experience:

- High School diploma with additional college level or vocational training in office management and related fields.
- Knowledge of elections and payroll processing, and/or general knowledge of municipal operations is preferred but not required.
- 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:

Part-time, up to 32 hours per week

Benefits:

As provided under Employee Handbook

Starting Salary:

As advertised and/or depending on qualifications

Reports to:

Township Clerk

Northfield Township
Assessing, Zoning and Building Department Assistant

The primary focus of this position will be to support both the Assessing Department and the Planning / Zoning / Building Department.

ASSESSING DEPARTMENT

SUMMARY:

Responsible for assisting with the day to day operations of the assessing department and assists the Assessor in complying with State Tax Commission standards and procedures. Performs a variety of administrative duties and office management activities which require proficiency in word processing and spreadsheets, the ability to exercise independent judgment and prioritize workloads with a high degree of accuracy and confidentiality. Must be an independent, self-starter who can produce results with minimal supervision. This position will act as the initial point of contact for the assessing office, and must be able to diplomatically handle issues with residents regarding assessing and the ability to educate / explain often complicated assessing rules/ laws to the public.

RESPONSIBILITIES:

- Serve as initial contact person for the assessing office. Answer incoming departmental calls and provide information requested. Explain departmental procedures.
- Record, process, track and maintain property ownership information as required by the State of Michigan. (Property Transfer Affidavits, Deeds, Homeowner's Principal Residence Exemption Affidavits , Rescinds and Denials, Real Property Statements, Personal Property Statements, etc.)
- Maintain the Principal Resident exemption files, sending out response letters when needed.
- Maintain Property Transfer files, updating computer with current owner information using County's deed access program.
- Send out appropriate response letters to taxpayers for lack of filing proper paperwork.
- Submit proper paperwork to State, County, and local jurisdictions concerning Principal Residence Exemptions and Property Transfer affidavits.

- Data entry and maintenance of real and personal property assessment records. Assist in annual updating of assessment record cards. Mail statements and process returned statements. Assist with personal property audits if requested by Assessor.
- Assist with field inspections, verifications of data, and input related data.
- Enter new house data and sketches from plans submitted by the building department.
- Assist with document preparation, scheduling appointments and processing action responses to property owners for three annual Board of Reviews.
- Follow-up on various documents that are incorrect or questionable.
- Update the Assessing Department web page on the Township's web site.
- Act as back-up for the front counter. Answer, screen and monitor incoming calls and use best judgment to refer them to the appropriate person. Collect monies and process payments for tax and utility bills.
- Perform related duties as assigned.

Zoning, Planning and Building Department

SUMMARY:

Responsible for assisting the day to day operations of the Zoning, Planning and Building Department working with the Planning Consultant, Planning Commission Chairperson and acting as staff support to the Planning Commission and Zoning Board of Appeals. This position requires the candidate to learn the laws and regulations regarding zoning and land use regulations, help inform customers / developers / residents where development can occur, and provide basic regulations that may be required. This position will be responsible for shepherding developments and building permits through the regulatory process from an administrative standpoint. Significant supervision is provided by the Township Manager and Planning Consultant in these duties.

RESPONSIBILITIES:

- Provide assistance to front counter, developers, builders, etc. Respond to inquiries / requests regarding the Township's planning functions and procedures for obtaining building permits, regulatory reviews, zoning changes, etc.

- Process payments for and generate building permits.
- Coordinate and schedule electrical, plumbing, HVAC inspections, and ensure proper building files are updated.
- Provide administrative support to the Planning Commission (PC) and Zoning Board of Appeals (ZBA). Attend PC and ZBA meetings.
- Prepare and advertise public hearing notices of ordinances passed by the PC.
- File and track minutes from the PC and ZBA meetings, and ensure all records from these boards are kept in accordance with State law.
- Prepare board packets for the PC and ZBA, and ensure that all materials are delivered to members in a timely manner.
- Coordinate with the PC and ZBA chairs for any administrative issues or tasks requested.
- Update the PC and ZBA web pages on the Township's web site.
- Perform related duties as assigned.

GENERAL INFORMATION

Education / Experience:

Must have excellent customer service skills, high level of integrity, and ability to work in a fast paced environment. Also basic computer skills, excellent written & oral communication, excellent math skills, meticulous attention to detail, and willingness to learn new things.

Required: Valid driver's license; Safe driving record

Preferred (not required): General knowledge or previous experience with municipal government; Previous experience in real estate or planning; Previous experience with property assessment; Exposure to BS&A assessing system; College degree; MCAT (Michigan Certified Assessing Technician) certification or willing to certify within 1st year of employment.

Hours:

Full-time

Benefits:

As provided under Employee Handbook

Salary Range:

As advertised and/or depending on qualifications

Reports to:

Township Manager

**Northfield Township
Administrative Assistant/Front Desk Clerk**

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 in locating, pulling and receipting summer and winter tax bills, under the direction of the 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 at the counter, including sewer payments, tax payments, 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 ensures proper payment and receipt of funds for all building permits.
- Assist with coordinating Freedom of Information Act requests.
- Maintain stock of office supplies and coordinate maintenance on office equipment as needed.

- Perform Other Tasks and projects as requested by the Township Manager.

GENERAL INFORMATION

Education / Experience:

- Minimum of a High School Diploma or equivalent required, some college or associates degree preferred.
- 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:

Part-time, up to 29 hours per week.

Benefits:

As provided under Employee Handbook

Starting Salary:

As advertised and/or depending on qualifications

Reports to: Deputy Treasurer
Township Manager

**Northfield Township
Assistant to the Township Manager**

SUMMARY:

Primary responsibilities include providing administrative support to the Township Manager. Responsible for administering accounts payables, legal notices, assisting with tax collections, providing counter support, etc. Performs general office support functions including scheduling, correspondence, responding to resident inquiries, preparing meeting packets, etc.

RESPONSIBILITIES:

- Provide skilled and responsible confidential administrative support to the Township Manager and other staff.
- Maintain a calendar of meetings and events for the Township Manager. Plan and schedule business meetings. Help coordinate Board meetings and prepare meeting packets.
- Compose, prepare and review a variety of memorandums, correspondence, public notices, and documents for the Township Manager and office staff.
- Prepare public notices and legal advertisements related to the Township Board actions and various meetings.
- Answer questions and provide information to the public; receive citizen and client complaints and questions, and refer to appropriate staff for resolution. Answer general office inquiries and phone calls, and receive visitors for the Township Manager. Take detailed messages for follow up.
- Prepare and maintain a variety of files and filing systems. Prepare, maintain and update various records. Research and verify information as requested.
- Act as the primary Accounts Payable Clerk; input accounts payable records (with assistance from the Deputy Clerk when needed), and process payments.
- Assist with the administration of health insurance plans, workers compensation forms, and unemployment claims.
- Assist with liability insurance renewals related to administrative issues. Update infrastructure and automobile totals.

- Assist Deputy Clerk with Sewer billing when needed; including upkeep of account information, and preparing quarterly billing statements for delivery.
- Receipt cash at the counter, including sewer payments, tax payments, etc.
- Assist with coordinating Freedom of Information Act requests.
- Assist department heads with the upkeep of the Township's website.
- Create postings for open positions and post to appropriate media outlets. Perform initial review of resumes/applications, interview potential job candidates both on the phone and in person, and assist with reference checking to ensure hiring of quality employees.
- Perform other tasks and projects as requested by the Township Manager.

GENERAL INFORMATION

Education / Experience:

- At least five years experience providing administrative support to executive leadership / management.
- 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:

Part-time, up to 32 hours per week

Benefits:

As provided under Employee Handbook

Starting Salary:

Starting Salary as advertised and/or depending on qualifications

Reports to:

Township Manager

Northfield Township Community Center Director

SUMMARY:

The primary focus of this position will be to maintain the senior programming activities that currently exist while providing leadership, direction, and a plan of action to the Township Board and Township Manager for expanding programming to additional populations, including kids, teens, families, etc. This individual will also be expected to engage with general community events such as the 4th of July Parade, and look to establish additional community festivals / activities where appropriate.

RESPONSIBILITIES:

- Develop, supervise, monitor and evaluate programs and events taking place under the Community Center's sponsorship. Assess the community's needs and interests for new programs, evaluate program successes or failures and consider alternatives in the future.
- Focus on intergeneration programming that involves the existing senior membership with additional age groups.
- Collaborate with the Whitmore Lake Public School district, Whitmore Lake Community Education, and Northfield Area Library to identify any gaps in programming for kids and young adults. Implement programming for kids, young adults, and families in conjunction with a strategic plan for expanding activities at the Center.
- Collaborate with the Parks & Recreation Commission, and attend meetings/events.
- Assist with the preparation of the annual budget for the Community Center, and procure additional sources of funding for programming.
- Participate in the hiring, training, assignment and supervision of any paid or volunteer staff at the Community Center.
- Maintain activity records and prepare related reports.
- Submit monthly reports to the Township Board showing participation statistics, major events, and relevant information that allows the Board to analyze the success of programming at the Community Center. Attend monthly Board of Trustee meetings.
- Initiate and participate in activities to publicize and promote the activities and events of the Community Center.

- Make presentations and perform other community relations work.
- Within budgetary constraints, maintain an adequate supply of materials and equipment to assure successful Community Center operations.
- Post and maintain a regular schedule of weekly office hours so that community members and the general public will be able to access the Center.
- Assist with any other duties and responsibilities as directed by the Township Board or Township Manager.

GENERAL INFORMATION

Education / Experience:

- At least four years experience in planning activities and community programming for a wide range of populations. Experience with senior center programming and dealing with the needs of a senior population is encouraged.
- Experience in a parks environment, municipal setting, or program coordination is encouraged.
- 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, 40 hours per week with some evenings and weekend engagements

Benefits:

As provided under Employee Handbook

Starting Salary:

As advertised and/or depending on qualifications

Reports to:

Township Manager

STEP INCREASES FOR TOWNSHIP OFFICE POSITIONS

Controller	Starting Salary	\$	30.00	
	After 1st step	\$	33.25	
	After 2nd step	\$	36.50	
	After 3rd step	\$	39.75	
	After 4th step	\$	42.99	
	After 5th step	\$	46.24	
	After 6th step	\$	49.49	
	After 7th step	\$	52.74	
Deputy Treasurer	Starting Salary	\$	16.50	\$ 34,320.00
	After 1st step	\$	17.29	\$ 35,954.29
	After 2nd step	\$	18.07	\$ 37,588.57
	After 3rd step	\$	18.86	\$ 39,222.86
	After 4th step	\$	19.64	\$ 40,857.14
	After 5th step	\$	20.43	\$ 42,491.43
	After 6th step	\$	21.21	\$ 44,125.71
	After 7th step	\$	22.00	\$ 45,760.00
Deputy Clerk	Starting Salary	\$	15.00	
	After 1st step	\$	15.86	
	After 2nd step	\$	16.71	
	After 3rd step	\$	17.57	
	After 4th step	\$	18.43	
	After 5th step	\$	19.29	
	After 6th step	\$	20.14	
	After 7th step	\$	21.00	
Assessing/Building Asst	Starting Salary	\$	15.00	
	After 1st step	\$	15.86	
	After 2nd step	\$	16.71	
	After 3rd step	\$	17.57	
	After 4th step	\$	18.43	
	After 5th step	\$	19.29	
	After 6th step	\$	20.14	
	After 7th step	\$	21.00	

Admin Asst - Front Desk	Starting Salary	\$	13.00
	After 1st step	\$	13.71
	After 2nd step	\$	14.43
	After 3rd step	\$	15.14
	After 4th step	\$	15.86
	After 5th step	\$	16.57
	After 6th step	\$	17.29
	After 7th step	\$	18.00

Asst to Twp Mgr	Starting Salary	\$	15.00
	After 1st step	\$	15.86
	After 2nd step	\$	16.71
	After 3rd step	\$	17.57
	After 4th step	\$	18.43
	After 5th step	\$	19.29
	After 6th step	\$	20.14
	After 7th step	\$	21.00

Community Center Dir.	Starting Salary	\$	16.00	\$ 33,280.00
	After 1st step	\$	17.00	\$ 35,360.00
	After 2nd step	\$	18.00	\$ 37,440.00
	After 3rd step	\$	19.00	\$ 39,520.00
	After 4th step	\$	20.00	\$ 41,600.00
	After 5th step	\$	21.00	\$ 43,680.00
	After 6th step	\$	22.00	\$ 45,760.00
	After 7th step	\$	23.00	\$ 47,840.00

* Cost of Living will be looked at each year during budget time, and will be looked at on both an inflation perspective as well as a budget impact perspective.

* Cost of Living increase will be applied to each Step Level.

* Step Increases will be contingent upon a positive Performance Review.

* Step Increase Charts will be re-evaluated at least every 2 years, or if there is a change of personnel or job description, whichever comes first.

Northfield Township Township Manager

SUMMARY:

Serves as the Chief Administrative Officer and Personnel Manager for implementing the policies and directives of the Board of Trustees. Provides overall coordination of all Township operations and directs Township operations. Oversees the management and direction of all Township departments, enterprises, and consulting services. Under the Uniform Budget and Accounting Act, maintains responsibility and oversight of the preparation of the annual budget.

RESPONSIBILITIES:

- Serve as Chief Administrative Officer.
- Serve as Personnel Manager.
- Administer Union and Non-Union contracts.
- Provide policy analysis to Township Board on proposed legislation and programs.
- Manage departmental and enterprise managers.
- Direct section administrators.
- Coordinate with the Clerk's Office, development of Township Board agenda and background information, and assist in establishing Board agendas following their recommendations.
- Manage Township projects and initiatives.
- Ensure implementation of Township policy and procedure.
- Oversee all contract administration.
- Under the Uniform Budget and Accounting Act, maintain responsibility and oversight of the preparation of the annual budget.
- Oversee Freedom of Information Act coordinator, maintain responsibility for F.O.I.A denials.
- Investigate citizen complaints.
- Facilitate intergovernmental coordination.

- Ensure all departments, enterprises, and administrative functions operate consistent with State and Federal laws.
- Review and report on legislative changes affecting Northfield Township, responding to citizen inquiries as well as inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press.
- Attend all meetings of the Township Board of Trustees. Provide key information related to the financial and operational issues of the discussion.
- Recommend administrative policies, projects, procedures, ordinances, and planning objectives to the Township Board.
- Develop and implement operational and administrative procedures and programs designed to increase efficiency and reduce costs.
- Coordinate and provide support for the activities of the Township's Commissions and Committees.
- Provide general oversight of all functions of the Township and the Township Board's behalf; conduct research and perform administrative duties as delegated by the Board of Trustees.
- Act as Personnel Officer for the Township. Responsible for performance reviews of all department heads and non-union personnel.
- 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 required.

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 Manager 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

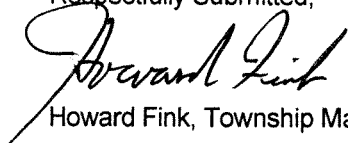
Memo

To: Northfield Township Board
From: Howard Fink
Date: 2/20/2015
Re: Capital Improvement Plan

Dear Township Board,

Last year, we discussed updating the Capital Improvement Plan. The planning commission did this work previously, and that again is a possibility moving forward. I do think that this exercise is more appropriate with the Board of Trustees, as purchase of equipment, updating infrastructure, etc. is a board action. Please note that I thought the Planning Commission did a phenomenal job with the previous capital improvement plan.

Respectfully Submitted,



Howard Fink, Township Manager

Memo

To: Northfield Township Board
From: Howard Fink
Date: 2/20/2015
Re: U.S 23 Update

Dear Township Board,

The U.S. 23 project is moving forward. The environmental assessment has been released and now the plan moves to approval by both Washtenaw Area Transportation Authority and South East Michigan Council of Governments. While we did not get everything we asked for when advocating for the project, we did receive a number of improvement that would not otherwise have been there. We were successful in receiving sidewalks on the bridge replacements, the relocation of five mile, and possibly (this is new) roundabouts at eight mile. One area that we are currently advocating for is a sound barrier both north and south of Barker road on the west side of U.S. 23. While I am not optimistic we will succeed, we will give it our best shot. Overall, this is a phenomenal project for Northfield Township. In your packets is a sneak peek at the presentation which will be performed at the upcoming public meeting, located at the Public Safety Building.

Respectfully Submitted,



Howard Fink, Township Manager



Public Hearing

Environmental Assessment Proposed US-23 Improvements

**M-14/US-23 West Interchange to Silver Lake Road
Washtenaw and Livingston Counties**

**Thursday, February 26, 2015
4:00 p.m. – 7:00 p.m.**

Northfield Township Hall, 8350 Main St., Suite A, Whitmore Lake

The location of this public hearing is accessible to individuals with mobility impairments. The hearing will take place in the second floor council chambers, accessible by elevator from the lobby. With seven days advance notice, the EA document may be available in alternate formats, including large print, audio file and other languages. Call 517-373-9534 to request accommodation.

US-23 Environmental Assessment Study Limits

Legend

- US-23 EA Limits
- MDOT Trunkline
- Local Roads
- Railroad
- Township
- County Line

0 0.375 0.75 1.5 Miles

Michigan DOT GIS Framework v13
March 2014

Introduction

This brochure summarizes the findings of the Environmental Assessment (EA) for proposed improvements to ten miles of US-23 from the west US-23/M-14 interchange north to the Silver Lake Road interchange in Northfield and Ann Arbor Townships, Washtenaw County, and Green Oak Township, Livingston County, Michigan.

The EA was prepared in accordance with the provisions of the National Environmental Policy Act (NEPA) of 1969, which requires that the social, economic, and natural environmental impacts of any proposed action of the federal government be analyzed for decision-making and public information purposes. This document describes and analyzes the build and no-build alternatives, potential impacts, and the measures taken to minimize harm to the project area.

Public involvement is essential to the Michigan Department of Transportation's (MDOT) decision-making process. Throughout the 13-month study, MDOT has engaged in dialogue with the public, local officials, and state and federal agencies on the details of the proposed improvements. MDOT is sharing the published results of the EA with the public.

To continue the public involvement process, MDOT has scheduled a hearing to present its findings and solicit comments on the EA. The public hearing will take place on Thursday, February 26, 2015, at the Northfield Township Hall, 8353 Main St., Ste. A, Whitmore Lake. For the convenience of local residents, MDOT will conduct the hearing from 4 to 7 p.m. using a combination of open forum and presentation formats. Attendees will be given an opportunity to speak publically or provide their comments in private to a court reporter or in writing using a comment form. The formal presentations are scheduled for 4:30 and 6:00 p.m., each followed by an opportunity to speak publically. Members of the study team also will be present to help explain the proposed project.

The deadline for submitting comments is March 17, 2015. All comments received or postmarked by the deadline, along with the environmental document, will help MDOT and the Federal Highway Administration (FHWA) decide which improvements best meet the purpose and need. If comments by the public and interested agencies support the determination of "no significant impact," the EA will be forwarded to the FHWA with a recommendation that a Finding of No Significant Impact (FONSI) be issued. If it is determined that the preferred alternative will have significant impacts that cannot be mitigated, the preparation of an Environmental Impact Statement will be required.

MDOT prepared the document in cooperation with FHWA. The study team includes representatives from the following areas within MDOT: Design, Project Planning, Real Estate, Construction and Technology, Traffic and Safety, Transportation Service Centers, and Region offices. Information contained in the EA also came from other federal and state agencies, local units of government, public interest groups, and individual citizens.

Project Description

The project corridor is a 10-mile four-lane section of US-23 within Livingston and Washtenaw counties from the west US-23/M-14 (tri-level) interchange (Exit 45) north to the Silver Lake Road interchange (Exit 55). The corridor experiences directional heavy traffic volumes during the weekday peak commuting hours on southbound lanes in the morning and northbound lanes in the late afternoon. The Level of Service (LOS), which measures traffic congestion, is

presently below acceptable levels during these periods and is expected to worsen by 2040. Off-peak hour traffic congestion is within the acceptable range.

Traffic incidents are another cause for traffic congestion. The corridor experienced 25 traffic incidents from January 2014 through mid-September 2014, with an average lane closure duration of one hour and 17 minutes. Mechanical failure is the typical incident with the occasional minor collision due to the bumper-to-bumper traffic experienced during the periods of congestion. These incidents and a lack of redundancy in the local road network adjacent to this segment create traffic flow delays. The lack of places for those involved in an incident to safely pull off the roadway also worsens traffic delays.

Constructed between 1957 and 1962, the US-23 bridges have exceeded their 40-year design life. The bridges over US-23 at 8 Mile, 6 Mile and N. Territorial Roads are rated “structurally deficient” by the National Bridge Inventory (NBI) system. This means their decks, superstructures or substructures are in “poor condition.” Moreover, the N. Territorial Road bridge has been posted for weight restrictions, forcing heavy-duty trucks to use alternate routes to access nearby facilities. Other issues include substandard under clearance at the bridge over the railroad south of 8 Mile Road and entrance ramps at M-36, 6 Mile, 8 Mile, N. Territorial, and Barker roads constructed in the 1960s when the speed limit was 60 miles per hour.

Need for the Improvements

The purpose is to address the immediate insufficiencies of the corridor as described in the previous section by focusing on traffic safety, operational and infrastructure concerns, and the directional peak hour congestion in the US-23 corridor. The goal is to develop safe, efficient, and sustainable transportation improvements to assure that the corridor will meet the current and future highway operations with the use of state of the art traffic control measures along with improved infrastructure.

The specific needs that the project will address are:

- economically feasibility with regard to restricted funding and rapidly deteriorating infrastructure conditions;
- directional weekday (Monday – Friday) rush hour congestion (southbound morning, 6:30 – 9AM, and northbound late afternoon, 3:30 – 7PM);
- structurally deficient bridges over US-23 at 8 Mile, 6 Mile, North Territorial Roads, and US-23 bridges over state-owned railroad tracks (leased by the Great Lakes Central Railroad);
- improved on-ramps that allow for adequate acceleration to safely merge into US-23 traffic at the 6 Mile Road, 8 Mile Road, Barker Road, and N. Territorial interchanges;
- inefficient traffic operations at the corridor interchanges;
- no incident management areas to safely clear and investigate accidents;
- required roadway maintenance on US-23 from the west US-23/M-14 interchange to north of the Silver Lake Road interchange; and,
- required roadway maintenance on the bridges over US-23 at Joy and Warren Roads.

The resulting action will utilize cost effective innovative technologies and methods, expedite the construction schedule, and limit travel disruption during construction.

Alternatives Considered

MDOT has considered five alternatives to address the transportation infrastructure and operational needs of the US-23 Improvements project corridor. All the Alternatives are within MDOT right-of-way (ROW) except around the N. Territorial Road bridge replacement and 5 Mile Road realignment where some ROW will be required in all quadrants. Each alternative satisfies elements of the purpose and needs of the corridor. The MDOT is implementing Intelligent Transportation Systems (ITS) statewide throughout the highway system and is part of all the alternatives listed here. The ITS will include installation of additional traffic camera locations and electronic message boards to better inform the public of travel conditions by identifying travel times to interchanges, construction dates and times and traffic incident notification.

No-Build Alternative

The No-Build Alternative is included as a baseline to compare impacts. It is not considered a reasonable alternative, because it does not address the functional obsolescence and operational inefficiencies or structural deficiencies of the bridges or ramps. Furthermore, it does not address the operational inefficiencies of the interchanges or relieve the directional weekday peak-hour traffic congestion. The modeling of this alternative illustrates the continuation of the directional peak period congestion and deterioration of the traffic flow in this corridor through 2040.

Build Alternatives

Transportation Systems Management (TSM):

This alternative includes the bridge replacements at N. Territorial, 8 Mile, and 6 Mile Roads, the replacement of the US-23 bridges over the Great Lakes Central Railroad, and the widening of the US-23 bridge over Barker Road. It also includes Capital Preventive Maintenance (CPM) for the Warren and Joy Road bridges, and the US-23 mainline from the west US-23/M-14 interchange north to the Silver Lake Road interchange. The N. Territorial, 8 Mile, and 6 Mile Roads bridge replacements will be constructed to accommodate pedestrian and non-motorized travel.

The N. Territorial Road bridge replacement includes the realignment of 5 Mile Road to intersect N. Territorial Road approximately 500 feet east of the existing northbound on-ramp. Additional work includes constructing roundabouts on N. Territorial Road at the ramp termini. The park and ride lot will be removed and will be reviewed for replacement at a later date. The TSM elements include ramp extensions and minor operational improvements at intersection terminals such as timing changes or storage lanes that do not require right-of-way. This alternative does address infrastructure and some of the operational inefficiencies, but does not present opportunities to relieve the US-23 mainline traffic congestion due to traffic incidents and directional weekday peak hour traffic congestion.

Ramp Metering:

Ramp metering is the use of traffic signals, typically a signal yellow light, to control the flow of traffic entering a freeway facility. This control aims to maximize the capacity of the highway and prevent traffic flow breakdown and the onset of congestion. This alternative analysis included all the elements listed in the TSM Alternative as well as metering of the following on-ramps:

- 6 Mile Rd. On-Ramp to SB US-23 (300 feet from cross street)
- 8 Mile Rd. On-ramp To SB US-23 (381 feet from cross street)

- M-36 On-Ramp to SB US-23 (34' feet from cross street)
- M-36 On-Ramp to NB US-23 (300 feet from cross street)

Although the addition of ramp metering at these select locations did not result in significant freeway operational improvements, it is anticipated that ramp metering will have an impact on safety by reducing the number of crashes at the merge areas for these metered ramps. This alternative does address infrastructure and some of the operational inefficiencies, but does not present opportunities to relieve the US-23 mainline traffic congestion due to traffic incidents and directional weekday peak-hour traffic congestion.

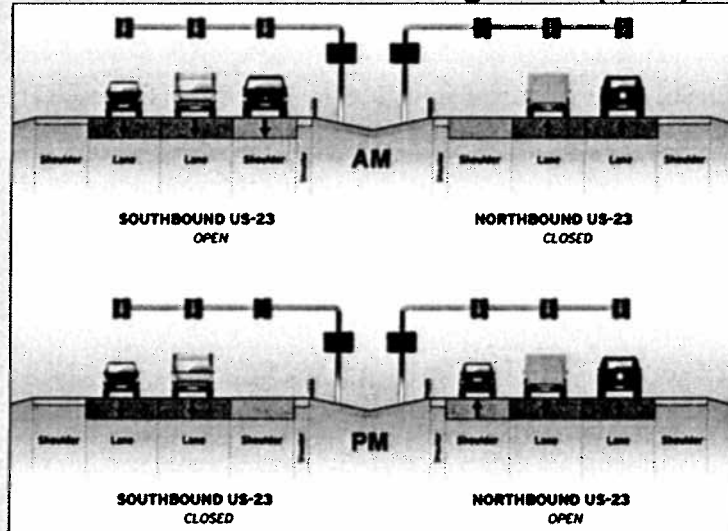
Active Traffic Management (ATM), Preferred Alternative:

This Alternative includes all the elements listed in the TSM Alternative, six crash investigation sites (CIS) and an active traffic management (ATM) system. The ATM includes dynamic shoulder use from the west US-23/M-14 interchange to south of the M-36 interchange, to relieve the directional peak period traffic congestion. The southbound (SB) shoulders will only be open to traffic during the typical AM peak period of 6:30 – 9AM. The northbound (NB) shoulders will only be open to traffic during the typical PM peak period of 3:30 – 7PM. The shoulders will be restricted to passenger vehicles and light-duty trucks. The shoulders will also be available for traffic diversion in the event of mainline incidents; such as, collisions, mechanical breakdowns, or when traffic meets congestion thresholds during off-peak hours due to special event traffic or seasonal fluctuations. This Alternative requires the reconfiguration of the 8 Mile Road interchange along with its bridge replacement due to the widening of the US-23 bridges over the railroad

to accommodate the dynamic shoulder use configuration. It also requires the widening of the US-23 bridges over Barker Road to accommodate the dynamic shoulder use configuration.

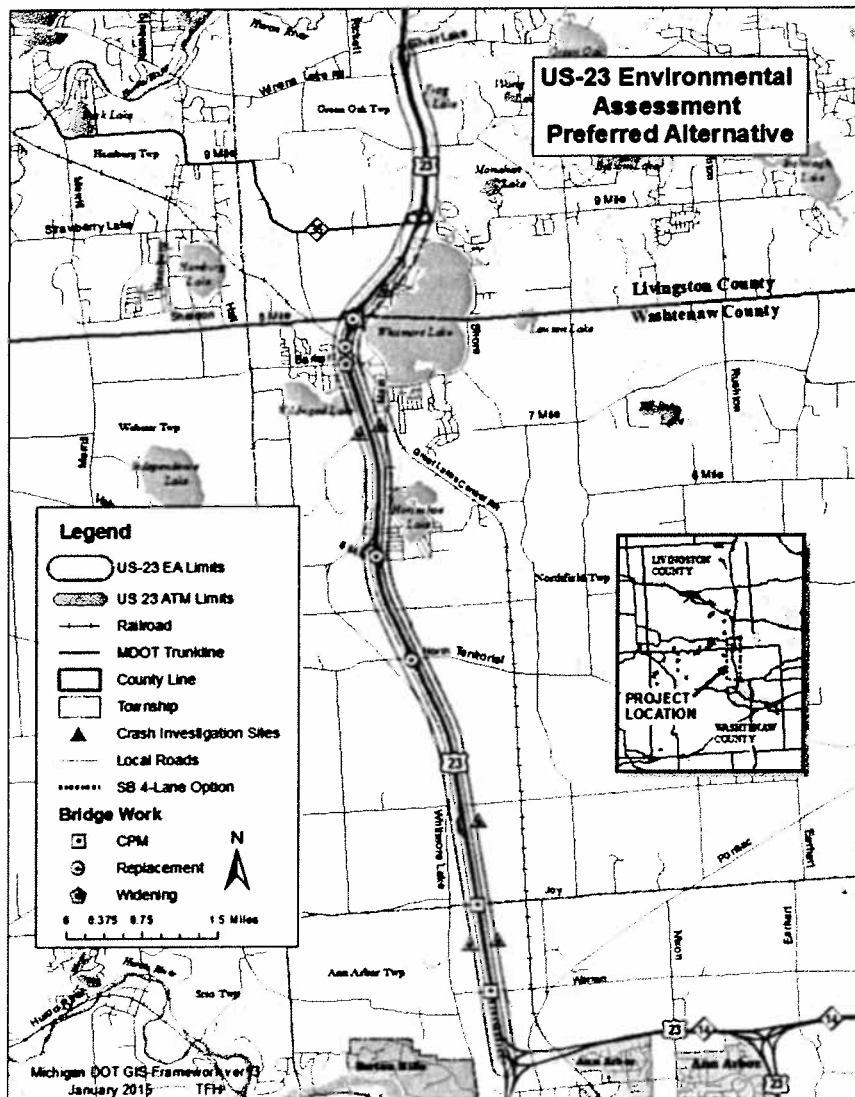
This alternative alleviates the stop-and-go traffic conditions that currently exist on US-23. Because of this, SB US-23 would experience some congestion near the US-23/M-14 interchange. MDOT has developed a design strategy to mitigate this congestion. MDOT is

What is Active Traffic Management (ATM)?



ATM includes Intelligent Transportation System (ITS) with traffic cameras and electronic message boards, and dynamic shoulder use only during the periods of directional peak period congestion. The traffic cameras will be monitored through the Southeast Michigan Traffic Operations Center (SEMTOC). Street lighting will be installed along the ATM to enhance the cameras' effectiveness during low visibility periods. They will monitor the corridor for incidents that may cause traffic congestion and notify the MDOT Courtesy Patrol for public assistance for minor incidents or Michigan State Police for collisions or possible suspicious behavior. The ATM will use the inside median shoulders for the dynamic shoulder use during the directional peak hour congestion with lane availability indicated by electronic signage on gantries over the roadway. The gantries will be spaced ½ to 1 mile apart. The accompanying graphic illustrates the operation of the ATM dynamic shoulder use.

proposing a four-lane treatment that will start south of the Warren Road bridge and provide four lanes at the US-23 and M-14 split (two lanes to each roadway). The additional lane will not require any additional right-of-way. This option could reduce the traffic congestion during the peak hours near the US-23/M-14 interchange. This is the Preferred Alternative (see map) as it fulfills all the elements of the purpose and need and is the focus of this document. The features of the Preferred Alternative are represented in the following figure and are presented in Section 5.0 of the Environmental Assessment.



ATM with High Occupancy Vehicles (ATM-HOV):

This alternative includes all the elements listed in the ATM Alternative, except the dynamic shoulder use during the periods of directional peak hour traffic would be designated as a High Occupancy Vehicle (HOV) lane and will only be available for passenger vehicles and small trucks with 2 or more occupants.

The HOV dynamic shoulder use has many issues with regard to enforcement and safety. The State of Michigan does not have a specific law to enforce HOV only lanes. Such lanes can be enforced under the Michigan Vehicle Code 257.642 mandating adherence to traffic control devices, such as, signage or electronic message boards restricting lane usage.

The frequently asked questions associated with the FHWA pooled fund study, *HOV Lane Enforcement Handbook* (2006),¹ reported difficulty in recognizing a violating vehicle (detecting that there are 2 or more people in the vehicle) during periods of heavy traffic. The designation of the median shoulder for HOV-only during the peak periods would require that police officers enforce the managed shoulder during heavy traffic volumes to ensure its success. There is no inside shoulder with this alternative where police officers can safely pull over a vehicle for an HOV violation. Either the police officers would need to block the median shoulder lane to pull over a vehicle, which would block the flow of traffic in that lane, or they would need to signal for

¹ https://hovpfs.ops.fhwa.dot.gov/hov_pfs_members/docs/projects/10/enforce_faq.pdf

the violating vehicle to pull the vehicle over in the right shoulder, which would be very difficult and dangerous. Both of these situations could result in a significant reduction to the US-23 capacity during the peak period or develop unsafe situations for police officers and other drivers. Camera enforcement could improve the enforcement of HOV. However, Michigan does not have the legislation or the infrastructure and resources to support camera enforcement at this time.

The ATM-HOV Alternative does fulfill most of the elements of the purpose and need, but due to the enforcement and safety issues it is not a preferred alternative.

North South Commuter Rail (WALLY)

The North-South Commuter Rail from Howell to Ann Arbor, popularly known as the WALLY (Washtenaw – Livingston Rail Line), is not an alternative in this study. However, public comments from the December 2013 and August 2014 public meetings included requests to add the WALLY as a “build alternative.” The EA includes a section in response to the public comments by explaining the WALLY’s relationship to this Environmental Assessment. The US-23 Modernization EA and the WALLY are concurrent studies and are separate but complementary projects,

WALLY development will continue with or without US-23 developments and will be required to follow the environmental clearance process as defined in the National Environmental Policy Act (NEPA) after the feasibility study is complete. The separation of the US-23 Improvement EA and the WALLY Phase II study ensures both projects proceed without delay. The North-South Commuter Rail website at <http://www.nsrailstudy.com> contains information on the Phase II study and provides a forum for public comment.

What’s next?

After the public hearing, a copy of the complete transcript of all written and oral comments received in response to the findings of the EA will be available for public review by March 2015, at the same locations as listed for EA review. Each comment will be shared with all study team members and with MDOT and the Federal Highway Administration (FHWA) management for their consideration. After reviewing all comments MDOT will select a Recommended Alternative and request that the Federal Highway Administration issue a Finding of No Significant Impact (FONSI) to close the environmental clearance process.

The public hearing legal notice follows. Please use the form on the back of this brochure to provide any comments concerning the EA.

**PUBLIC HEARING NOTICE
MICHIGAN DEPARTMENT OF TRANSPORTATION
ENVIRONMENTAL ASSESSMENT FOR PROPOSED US-23 IMPROVEMENTS
US-23/M-14 WEST INTERCHANGE TO SILVER LAKE ROAD
WASHTENAW AND LIVINGSTON COUNTIES, MICHIGAN**

The Michigan Department of Transportation (MDOT) has completed an Environmental Assessment (EA) on proposed improvements to ten miles of US-23 from the US-23/M-14 west interchange to Silver Lake Road in Northfield and Ann Arbor townships, Washtenaw County, and Green Oaks Township, Livingston County.

MDOT will conduct a public hearing at the Northfield Township Hall, 8350 Main St., Suite A, Whitmore Lake, on Thurs., Feb. 26, 2015 to receive comments on the EA document. To allow easier participation for those in the study area, the public hearing will take place continuously from 4 p.m. to 7 p.m., with formal presentations at 4:30 and 6 p.m.

The EA describes and analyzes the proposed work and the measures taken to minimize harm to the project area. The proposed project involves replacing and upgrading pavement, median shoulders, bridges, and entrance and exit ramps. It also analyzes the effects of using upgraded shoulders, permanent message boards, cameras and other active traffic management system technology to reduce congestion, improve safety, manage incidents and better accommodate through traffic during peak hours.

MDOT has encouraged public involvement during the study process by conducting public meetings on Dec. 12, 2013 and Aug. 14, 2014, and by providing study information and opportunities to comment at www.michigan.gov/mdotstudies. The EA is available for review and comment through February 9, 2015, on-line and at the following locations: Northfield Township Hall, 8350 Main St., Ste. A, Whitmore Lake; Northfield Township Library, 125 Barker Rd., Whitmore Lake; Green Oaks Township Hall, 10001 Silver Lake Rd., Brighton; Ann Arbor Township Hall, 3792 Pontiac Tr., Ann Arbor; Livingston County Clerk Office, 200 E. Grand River Ave., Howell; Washtenaw County Clerk Office, 200 N. Main, Ann Arbor; Ann Arbor District Library, 343 S. Fifth Ave.; Brighton Public Library, 100 Library Dr.; MDOT Brighton Transportation Service Center, 10321 E. Grand River, Ste. 500, Brighton; MDOT University Region Office, 4701 W. Michigan Ave., Jackson; and the MDOT Bureau of Development, 425 W. Ottawa St., Lansing.

A court reporter will record the hearing's formal presentation and public comment session, and will be available to take comments in private for inclusion in the public hearing transcript. Citizens also may complete a written comment form at the hearing or mail, fax or e-mail their comments to: Robert H. Parsons, Public Involvement and Hearings Officer, Bureau of Development, Michigan Department of Transportation, P.O. Box 30050, Lansing, MI 48909; Fax: 517-335-5696; or e-mail: parsonsb@michigan.gov. Comments must be e-mailed, faxed or postmarked on or before Mar. 17, 2015. A copy of the complete transcript, including all of the written and recorded oral comments received, will be available for public review in March 2015 at the above listed locations.

With seven days advance notice, the document may be available in alternate formats, including large print, audio file and other languages. For more information on this public hearing, or to request accommodations, please write to the above address or call (517) 373-9534.

**US-23 IMPROVEMENTS – US-23/M-14 TO SILVER LAKE ROAD
WASHTENAW AND LIVINGSTON COUNTIES
ENVIRONMENTAL ASSESSMENT
COMMENT FORM**

GET INVOLVED! Your comments are important.

*** * * PLEASE PRINT CLEARLY * * ***

Name _____ **E-mail** _____
Address _____
City _____ **State** _____ **Zip Code** _____

TELL US WHAT YOU THINK.

Please use the space below and additional pages if necessary. Turn your comment form in at the public meeting. If you wish, you may mail, fax or e-mail them (see below).

***Please return this form to:
Bob Parsons
MDOT Public Involvement
P.O. Box 30050
Lansing, MI 48909
Fax: 517.335.5696
parsonsb@michigan.gov***