

**Call to Order:** Supervisor Collin Walls called the May 8, 2008 Regular Meeting of the Springfield Township Board to order at 7:30 p.m. at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, MI 48350.

**Roll Call:**

**Board Members Present**

Collin W. Walls	Township Supervisor
Nancy Strole	Township Clerk
Jamie Dubre	Township Treasurer
David Hopper	Township Trustee
Roger Lamont	Township Trustee
Marc Cooper	Township Trustee
Dennis Vallad	Township Trustee

**Board Members Not Present**

None

**Others Present**

Greg Need	Township Attorney
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**Agenda Additions & Changes:**

Supervisor Walls asked that 'CDBG Resolution' be added as item 5 under 'New Business'.

There were no objections to these changes.

**Public Comment:**

None.

**Consent Agenda:**

\* **Trustee Lamont moved to approve the Consent Agenda as amended (deleting ordinance report under item c). Trustee Hopper supported the motion. Vote on the motion. Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

- a) Approval of Minutes: April 1, 2008 Special Township Board meeting, April 7, 2008 Special Township Board meeting and April 10, 2008 Regular meeting with bills and additional disbursements of \$592,375.53
- b) Acceptance of April Treasurer's Report
- c) Receipt of March 2008 Reports: Building, Electrical, Plumbing, Mechanical and Fire

- d) Authorize payment of bills as presented, totaling \$25,025.53
- e) Authorize Fire Chief Charles Oaks to go out for bids on replacement turnout gear
- f) Approve Building Department Fund 2007 Deficit Elimination Plan and Resolution
- g) Authorize a 7.5 percent Township Contribution, not to exceed \$8,000.00, for the repair and repaving of Walnut Hill by RCOC Special Assessment.
- h) Receipt of 2007 Audit from Pfeffer, Hanniford & Palka
- i) Approve split of 5.82 ft x 55.62 ft area located between Big Lake Road and Big Lake from parcel 07-28-151-023 and combination with 07-28-151-030 according to survey drawings prepared by Kieft Engineering, received by Township on 4-10-08

#### **Receipt of Communications**

- Oakland County Commission Resolution regarding the “STOPPED” Program.

**Public Hearing:** None

#### **Old Business:**

1. Second Reading: Ordinance No. 16 Junk, Anti-Litter and Anti-Pollution Ordinance
- \* **Trustee Hopper moved to adopt the amendments to Ordinance No. 16 Junk, Anti-Litter and Anti-Pollution Ordinance as published for Second Reading, amendments to take effect as prescribed by law. Trustee Lamont supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**
2. Continuation of First Reading, Proposed Rezoning, Shepherd’s Hollow/Colombiere: Detroit Province Society of Jesuits property.

Supervisor Walls thanked representatives of the property owner for attending a Special Meeting on April 7, 2008 to discuss this issue.

He stated zoning (or any) decisions by a municipality should never be based on the owner of a piece of property; everyone should be treated equally and consistently. Zoning is a matter of land use and should not be considered to be forever or for any specific period of time. He stated property ownership and communities change over time and planning and zoning should change to reflect community changes, as well as changes in property ownership and desires of the property owners. All zoning and land use decisions should be based upon thoughtful, supportable, informed deliberation and legal processes that consider and balance the needs and rights of the property owner and the community. He does not feel it is in the best interest of the Township to proceed with this rezoning at this time. The portion of the Colombiere/Shepherd’s

Hollow property located within section 26 of the Township was not included in the notices or discussions at the Public Hearing or in the referral by the Planning Commission to the Township Board. Proceeding with the rezoning would result in two different zoning districts covering the area of the Shepherd's Hollow Golf Course which he does not believe is appropriate.

- \* **Supervisor Walls moved that the Township Board does not authorize publication for Second Reading from Residential to Parks and Recreation of parcel(s) 07-24-351-005 and 07-25-100-005. Treasurer Dubre supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

### 3. Downtown Davisburg – Work Plan and Budget

Supervisor Walls stated the staff referred to in the work plan prepared by Carlisle Wortman will either be Clerk Strole or himself. He also stated he is concerned with the number of hours proposed in the work plan because they indicate meetings with property owners will take place just prior to Planning Commission meetings and having meetings so close together may not be conducive.

Supervisor Walls requested permission to abstain from this issue and asked that a Temporary Chair be appointed for this topic.

Board members unanimously agreed to allow Supervisor Walls to abstain from this issue.

- \* **Treasurer Dubre moved to appoint Clerk Strole as Temporary Chair Pro-Tem. Trustee Vallad supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

Clerk Strole recapped that at the last Township Board meeting, Diana Walls, representing Downtown Davisburg, presented to the Board, a significant amount of information and history regarding efforts undertaken by the property owners in the Hamlet of Davisburg. She stated at the last meeting, the Township Board authorized preparation of a work plan by Carlisle Wortman Associates to develop a plan to assist and help facilitate the downtown business owners to prioritize and identify issues in the Hamlet. Mrs. Walls provided information to the Township that was forwarded onto Carlisle Wortman to be used in developing a work plan.

Clerk Strole stated Carlisle Wortman's plan includes meeting with the downtown property owners, also including representatives of the Township Board and Planning Commission. Issues will be identified and prioritized and sources, programs or funding will be identified that can be used to address the issues.

Clerk Strole stated it is not clear in the work plan that it would include a visioning session, or a revisit of the work done three or four years ago. She feels the very first step in the work plan should be to bring property owners together and have Carlisle Wortman assist them in updating

the vision. After this, issues will be identified and prioritized. She stated this step would not require any change in funding; it is workable in the existing work plan before the Board.

Trustee Cooper asked Mrs. Walls if she had seen the proposal prepared by Carlisle Wortman. Mrs. Walls responded she has not.

Treasurer Dubre agrees that a visioning session should be the first step in this process and if no one wants to proceed, then the money budgeted will not be spent.

Trustee Hopper agreed that something needs to be done and thinks the best way to address the issues is implementing an overlay district of some form. He stated plans have been in place before that were not acted on, and ordinances have not been enforced. He feels an overlay district would be mutually beneficial to tenants, property owners and residents.

Trustee Vallad agreed that Carlisle Wortman's expertise is needed and volunteered to be the Township Representative to the committee that will be working on Downtown Davisburg.

Trustee Lamont agreed that something needs to be done and feels Dick Carlisle's input would be helpful, as he has seen situations similar to the Hamlet in other communities.

Trustee Cooper agreed, but does not want money spent if, after the first visionary meeting, property owners do not want to go forward with this project.

\* **Clerk Strole moved to authorize contracting with Carlisle Wortman Associates to implement the work plan for Downtown Davisburg as generally presented to the Township Board for consideration, not to exceed \$5,000.00. With the proviso that at least a verbal agreement be reached with Carlisle Wortman that, if at the first meeting, it is determined by the involved parties to terminate the process, that the remainder of the project could be terminated at no additional expense. Trustee Cooper supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole and Vallad. No: None; Absent: None; Abstain: Walls. The motion carried by a 6 to 0 vote.**

\* **Trustee Lamont moved to appoint Denny Vallad as the Township Board representative to the Downtown Davisburg Work Plan Group, with Dave Hopper serving as alternate. Also, to direct the Planning Commission to place on its next agenda to appoint a Planning Commission member to serve on the Downtown Davisburg Work Plan Group. Clerk Strole supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole and Vallad. No: None; Absent: None; Abstain: Walls. The motion carried by a 6 to 0 vote.**

Mrs. Walls asked if something could be done with the Ordinance regarding putting a time limit on parking.

Trustee Lamont stated this would be the first item the work group could address.

Trustee Cooper asked what the time frame for the first visioning meeting would be. Treasurer Dubre stated this cannot be determined until after the Planning Commission appoints a representative and affected property owners are contacted.

4. Meeting Room/Cable Equipment Upgrade

Supervisor Walls stated the company that did the training equipment for the Fire Station and worked on the cable equipment looked at the system. They felt one of the major problems with the existing camera system is that they are fixed, ceiling mounted and primarily designed for security purposes. They are suggesting three (with a potential of four in the future) broadband remote cameras: one to be located next to the screen behind the Board table, one located next to the Recording Secretary station, and the third on the wall on the north side of the meeting room.

Supervisor Walls stated the operation center for the cameras would be downstairs. Depending upon the ranges of equipment, the price will be anywhere from \$23,000.00 - \$32,000.00. All prices ranges include the Applied Magic Editing System, which was looked at several months ago and is less than \$3,000.00.

Supervisor Walls stated Trustee Lamont had earlier asked about webcasting meetings. He stated the same camera equipment could be used, but this is a service provided by outside vendors and not something that could be done in-house.

- \* Trustee Cooper moved to table item 'Meeting Room/Cable Equipment Upgrade' until the October Township Board Meeting. Trustee Vallad supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

**New Business:**

1. Hills of Kingston: Master Deed and Exhibit B Amendment

Trustee Hopper stating he has no problem with this request, if the ZBA does not, for this lot. He does have a problem if a builder has a lack of foresight, knowing the ordinances, that variances have to be approved on numerous lots. He stated there are setbacks in subdivisions for a reason and, if developed properly, everything can fit within the setbacks.

- \* Clerk Strole moved to approve amendment of the Master Deed and Exhibit B for Hills of Kingston site condo development; to establish for Unit #44, a combined front and rear setback of sixty-five (65) feet minimum and a minimum rear setback of nineteen (19) feet. Subject to approval by the Zoning Board of Appeals of the requested variances. Trustee Hopper supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by 7 to 0 vote.**

## 2. Computer Equipment Upgrade

Supervisor Walls noted on page 2 of his memo, under header 'Budget Considerations', the figure \$13,875.00 is incorrect and should be \$11,875.00. This total covers purchasing a new server and Ram upgrade. Upgrading the operating system from Windows 2000 to Windows XP, the total increases to just under \$13,000.00. He feels the server needs to be addressed immediately.

Clerk Strole stated she checked with the software provider and they suggested Windows XP Pro for software used in the Clerk's office.

Trustee Hopper stated he thinks the server and Ram upgrades should be done now, as well as updating individual workstations so that all stations are running on Windows XP Pro. He also stated he does not feel it is necessary to purchase monitors at this time.

- \* Trustee Hopper moved to authorize the Supervisor to get bids for a new server at a cost not to exceed \$10,000.00. Further, authorize the upgrade of seven PCs to 1 GB of Ram at a cost not to exceed \$1,000.00 and to update six computers from Windows 2000 to Windows XP Pro at a cost not to exceed \$1800.00. Trustee Lamont supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

## 3. First Reading: Amendment to Zoning Ordinance 26 – Conditional Rezoning

Supervisor Walls stated this amendment will add provisions to the Ordinance that were allowed by statutory amendment that will provide for a process whereby property owners seeking a rezoning may voluntarily propose conditions regarding the use and/or development of their property as part of the rezoning request.

- \* Clerk Strole moved to authorize publication for Second Reading proposed amendments to Ordinance No. 26, specifically Articles II and XVIII dealing with Conditional Rezoning. Trustee Vallad supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

## 4. 2008 Priority List

### a) Dixie Highway Corridor Plan Update – Work Plan and Budget

Supervisor Walls stated the original plan was done in October 2000. There were four or five property owners that worked on this along with two representatives each from both the Planning Commission and Township Board. The suggestion to revisit and update the Plan was made by the Planning Commission. A work plan and budget to review and update the Plan has been provided by Carlisle Wortman for review.

Supervisor Walls feels the work plan adequately addresses the items brought forth by the Planning Commission. He does not feel it should take as many hours as reflected in Carlisle Wortman's proposal because, in the second step of the plan, which is to review the Corridor Plan, Sally Elmiger was anticipating having to convert maps in the corridor plan from the CAD system to the GIS system. He does not feel this is necessary, as this has either already been done through the Master Plan process or the maps can be eliminated. He also does not see a need for the third step of the plan, which is to meet with the sub-committee to review the Corridor Analysis. He thinks this step can be combined with the fourth step.

Supervisor Walls stated, when the original plan was done in 2000, property owners were involved and feels that should be expanded to at least six or eight.

- \* Supervisor Walls moved to authorize a contract with Carlisle Wortman Associates to review and update the Dixie Highway Corridor Plan, generally as outlined in the work plan dated May 5, 2008. Clerk Strole supported the motion.**

Trustee Cooper volunteered to work on this project.

Janet Demanaco, 6813 Deer Hill Drive (Independence Township) asked if anyone who has property on the corridor can participate in this project. Supervisor Walls stated anyone would be allowed to attend and participate but that a committee larger than ten or twelve people might not be very workable.

**Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

b) Civic Center Path – Update and Budget

Supervisor Walls stated the path location is closer to 1300 feet, not 1100, but the cost estimate is still in the \$20,000.00 range. He feels the elimination of the box elders provides a flat place behind the Civic Center and an improved vision of the wetland area.

Trustee Cooper stated he is not sure if a six foot path is a necessary expense. He feels that is a lot of money to spend right now when the Township has limited funds and just because there is money in the budget does not mean it needs to be spent. Supervisor Walls stated quotes could be obtained for both six and four foot wide paths.

**Treasurer Dubre moved to authorize the Supervisor, along with the help of Mike Forst, go out for bid for the Civic Center path as outlined in the Supervisor's memo; to go out for bid for both six and four foot wide paths to show cost differentials. Trustee Vallad supported the motion. Vote on the motion: Yes: Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: Cooper; Absent: None. The motion carried by a 6 to 1 vote.**

c) Capital Improvement Plan Review/Update – Work Plan and Budget

Supervisor Walls stated the Capital Improvement plan was done in 2002 and is supposed to be updated every five years. The process proposed by Carlisle Wortman Associates is not as time consuming or involved as it was originally and that they did not anticipate, when putting together the work plan, that the Parks and Recreation Master Plan is current. That portion of the Capital Improvement Plan Update should be easy to put together.

Supervisor Walls also stated he feels a major portion of this update has been done and the information just needs to be organized and compiled. He stated another portion of this plan was road improvement priorities, which Board members were to have to him by tonight's meeting.

**\* Trustee Vallad moved to authorize the Capital Improvement Plan as outlined by Carlisle Wortman Associates, with a cost not to exceed \$3,500.00. Trustee Lamont supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

d) Tax and Assessing Information for Web Access

Treasurer Dubre clarified her memo stating that it was not necessary to have RDSC update the data. They would only be needed to move the computer; data would be updated daily in-house.

Supervisor Walls commented that, on the proposal from BS & A, there is a note for option A that taxpayers can look up their property for free. He asked if there is a cost to the Township for this, and, if so, what the cost is.

Treasurer Dubre stated she checked with BS & A, and there is no cost. Taxpayers would have to set up a user name and password that would associate to their property. She further stated there is no 'per hit' Township revenue; this fee would go to BS & A.

Trustee Hopper asked where someone would sign up for a user name and password. Treasurer Dubre responded that users would sign up on the BS & A website.

**\* Clerk Strole moved to authorize the Treasurer to pursue implementation of option 'A' regarding tax and assessing information through BS & A as recommended in her memo. Trustee Cooper supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

e) Sick Time, Short Term and Long Term Disability Policies – Report and Recommendations

Trustee Vallad stated he worked with Clerk Strole on this item and the items included in the packet memo are what he was looking for when he originally brought the topic up. He said Clerk Strole and he agreed on a recommendation to the Township Board to change the



Accumulated Sick Leave Policy to allow employees to accumulate a maximum of forty-five (45) days, rather than the current limit of thirty (30) days.

Clerk Strole stated the intent of this recommended change is to bridge the gap between accumulated sick leave, vacation time, floating holidays, etc. and the start of long-term disability benefits.

Trustee Cooper stated there was prior discussion about policy uniformity and asked, if the Library allows sixty (60) days and the Parks Department allows ninety (90) days of Accumulated Sick Leave, why one of those two figures were not chosen. Trustee Vallad stated that his comparison review of Library, Parks and Board policies review has not been completed yet.

Trustee Copper asked why forty-five (45) days was chosen, and not sixty (60). Trustee Vallad responded that allowing forty-five (45) days of accumulated sick leave addresses the gap in benefits, but he is not opposed to sixty (60) days.

Supervisor Walls stated in the last five to six years, this policy has affected at least five employees. He asked if overall Township cost implications of this change had been looked at. Clerk Strole responded she has not, and it would depend upon the circumstances of who was affected.

Trustee Cooper stated a lot of groups are switching from sick days to short term disability because it is cheaper than paying for sick time. He questioned if a change should be made now; if the three groups (Township, Library and Parks) are going to be coordinated, changes could be made then as opposed to changing one group now and having to go back to one group and make changes later.

Walls stated that he did not recall the intent was ever to bridge the gap.

Supervisor Walls asked Board members if they feel the Township should provide coverage for the gap between accumulated sick days and the start of long term disability benefits. The majority of the Board indicated yes.

**\* Clerk Strole moved to change the current Accumulated Sick Leave Policy to a maximum accumulation of sick leave to forty-five (45) days, rather than thirty (30) days, effective July 1, 2008, adding an additional five days. Treasurer Dubre supported the motion.**

Trustee Cooper asked for clarification of the additional five days. Supervisor Walls stated employees would receive fifteen days this year, the five additional days would bring them to that total.

**Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole and Vallad; No: Walls; Absent: None. The motion carried by a 6 to 1 vote.**

5. CDBG Resolution

Supervisor Walls apologized for the lateness of this item. He stated the resolution is for the Township to participate in the Community Development Block Grant Program from 2009-2011.

**\* Trustee Hopper moved to adopt the resolution as presented. Trustee Cooper supported the motion. Vote on the motion: Yes: Cooper, Dubre, Hopper, Lamont, Strole, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

Treasurer Dubre asked Supervisor Walls when he would want the road priorities submitted. Supervisor Walls responded May 12<sup>th</sup>.

**Public Comment: None**

**Adjournment:**

Hearing no other business, Supervisor Walls adjourned the meeting at 9:17 p.m.

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Collin W. Walls, Township Supervisor

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Nancy Strole, Township Clerk