

SPRINGFIELD TOWNSHIP BOARD MEETING

December 12, 2013

SYNOPSIS

CALL TO ORDER: 7:30p.m. by Supervisor Walls

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA ADDITIONS & CHANGES: Added Reappointment of Kevin Sclesky to Planning Commission to consent agenda; Added PUD committee to New Business and agreed to consider Commercial Rehabilitation Act and Code Enforcement Services Agreement when Dick Carlisle can join the meeting.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a) Approved Minutes: Public Hearing November 14, 2013 and Regular Meeting November 14, 2013 with additional disbursements \$263,886.34
- b) Accepted November 2013 Treasurer's Report
- c) Received November 2013 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Police, Fire, CDBG, Assessing, IT and Comp Time
- d) Authorized payment of bills as presented, totaling \$46,181.53
- e) Designated Oakland Press as the 2014 legal publication at a rate of \$5.28 per column inch and a \$10.25 per notice of affidavit fee; and further authorize the Clerk to execute the 2014 advertising contract as presented
- f) Set Township Board meeting dates as the second Thursday of each month beginning at 7:30 p.m.
- g) Appointed Tom Deluca to Board of Review to complete a 2 yr term ending 12-31-14
- h) Authorized Supervisor to award 2014 Softwater Lake Management Services agreement to PLM as outlined in the 10-30-2013 letter from PLM and authorize payment of \$400 permit fee to the State of Michigan
- i) Authorized Fire Chief to purchase Thermal Imager Camera from Douglass Safety Systems at a total cost of \$9,305 and to request reimbursement from FEMA in the amount of \$8,839
- j) Adopted Resolution 2013-21 establishing 2014 Property Tax Exemption Guidelines and Standards
- k) Reappointed Ruth Ann Hines and Kevin Sclesky to the Planning Commission for a 3 year term beginning 11-30-13 and expiring 11-30-16, Reappoint Bill Whitley to the Zoning Board of Appeals for a 3 year term beginning 12-31-13 and expiring 12-31-16
- l) Authorized 2014 renewal of membership dues for Clinton River Watershed Council in the amount of \$250
- m) Received Communications and placed on file

PUBLIC HEARING:

1. Special Land Use – SBA Wireless Communication Facility: Opened hearing at 7:34. No comments received. Closed hearing at 7:35

OLD BUSINESS:

1. Update on downtown septic failures and feedback from Downtown property owners: Received update from Township Attorney
2. Second Reading - Amendments to Code of Ordinances, Chapter 36, Article III Community Sewer System to add new section 36-345 Davisburg Community Sewer System and other related amendments: Deferred action until January 2014 meeting
3. Kroger development traffic signal – review cost estimate and consider Township contribution: Approved contribution in the amount of \$45,000 with understanding the developers are responsible for ongoing maintenance
4. Commercial Rehabilitation Act: Determined to contact property owners who may benefit from establishing a district

NEW BUSINESS:

1. SBA Tower – Special Land Use and final site plan: Granted final site plan approval and special land use
2. Buscemis pathway – Review and award bid: Awarded contract to Lacaria Concrete Construction – total construction budget not to exceed \$15,212.50
3. Code Enforcement Services 2014 Agreement: Authorized Supervisor and Clerk to execute the agreement as presented with an effective date of January 1, 2014
4. Set 2014 Salaries: Set salaries for all staff; Established 2014 pay for elected officials at \$67,000 for Supervisor; \$58,400 for Clerk, \$58,400 for Treasurer and \$2,500 for Trustee with \$100 per meeting pay
5. Publicly Funded Health Insurance Contribution Act – Exemption Option: Adopted Resolution 2013-22 to adopt the annual exemption option as set forth in 2011 Public Act 152
6. Budget amendments – General Fund, Building Department Fund and Parks and Recreation Fund: General Fund – Revenue unchanged at \$2,101,700, Expenses unchanged at \$2,101,700; Building Fund – Revenue unchanged at \$97,000, Expenses increased \$4,000 from \$81,900 to \$85,900; Parks and Recreation Fund – Revenue increased \$4,900 from \$600,499 to \$605,399, Expenses increased \$4,900 from \$600,499 to \$605,399; Stewardship Fund – Revenue increased \$3,450 from \$12,289 to \$15,739, Expenses increased \$3,450 from \$12,289 to \$15,739
7. PUD Committee: Established committee as Supervisor, Chair of the Planning Commission and Township Board representative on the Planning Commission and Clerk serving as alternate for Township Board and Vice Chair as alternate for Planning Commission
8. Closed Session – Convene to closed session to consider Attorney – Client privilege communication: Entered closed session at 10:23.
Reconvened to open session at 10:30 Directed Township attorney to proceed as discussed in closed session

PUBLIC COMMENT: None**ADJOURNMENT:** 10:31 p.m.

Moreau, Clerk

Laura



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Township of Springfield

Laura Moreau, Clerk

Call to Order: Supervisor Walls called the December 12, 2013 Regular Meeting of the Springfield Township Board to order at 7:30pm at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, MI 48350.

Pledge of Allegiance

Roll Call:

Board Members Present

Collin Walls	Township Supervisor
Laura Moreau	Township Clerk
Jamie Dubre	Township Treasurer
Marc Cooper	Township Trustee
Judy Hensler	Township Trustee
David Hopper	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 added to the Consent Agenda the reappointment of Kevin Selesky to the Planning Commission for a 3 year term beginning 11-30-13 and expiring 11-30-16; item #7 to New Business – PUD Committee; a Closed Session at the end of the agenda to discuss a Confidential Letter from the Attorney relative to pending litigation; and to postpone item #4 under Old Business until Planner Carlisle arrives.

There were no objections from the Board.

Public Comment: None

Consent Agenda:

- * **Trustee Hopper moved to approve the Consent Agenda as amended. Trustee Vallad supported the motion. Vote on the motion. Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**



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 - c) Receive November 2013 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Police, Fire, CDBG, Assessing, IT and Comp Time
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 - l) Authorize 2014 renewal of membership dues for Clinton River Watershed Council in the amount of \$250
 - m) (added) Reappoint Kevin Selesky to the Planning Commission for a 3 year term beginning 11-30-13 and expiring 11-30-16

Receipt of Communications:

- Received minutes of Holly Area Youth Assistance Board of Directors Meeting of October 3, 2013
- Received memo from Erin Mattice regarding an upcoming joint meeting with the Planning Commission and the Township Board



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Public Hearing:

1. Special Land Use – SBA Wireless Communication Facility

Supervisor Walls explained the hearing is for a wireless communication facility (cell tower) owned by SBA. The tower is being proposed on state property at the north bound I-75 rest stop (a drawing was displayed on the screens). Supervisor Walls gave a description of the tower and that it is engineered to exceed wind loads typical to that area and will collapse upon itself and remain within the state property line if an unexpected storm should happen and bring the tower down.

Supervisor Walls opened the public hearing at 7:34 pm.

There were no comments from the public.

The public hearing was closed at 7:35pm.

Old Business:

1. Update on downtown septic failures and feedback from Downtown property owners

Supervisor Walls noted an update from Attorney Need on a meeting held with downtown Davisburg property owners on December 2nd.

There were no questions from the Board on the information provided.

2. Second Reading – Amendment to Code of Ordinances, Chapter 36, Article III Community Sewer System to add new section 36-345 Davisburg Community Sewer System and other related amendments

The revisions the Board requested at the November meeting have been included in the Ordinance for Second Reading.

Supervisor Walls noted that a property owner at the December 2nd meeting asked for the definition or criteria for determining that a system has failed and is beyond repair. Supervisor Walls said he did not know and has since reviewed the County Sanitary Code and will be contacting the County Health Department for more information on making that determination.

Clerk Moreau reiterated her concern that Rotary Park is not included in the Sewer District but is part of the Village Center zoning district; therefore, an owner in Rotary Park could



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develop a business requiring a septic facility yet not be required to connect to the Davisburg Community System. She believes this would create an inconsistency in the ordinance being the ordinance requires that any new or septic facility expansion that would create additional volume be connected to the Davisburg Community Sewer System.

Clerk Moreau also commented that discussion in October indicated that the intent of the ordinance was that if a property owner is notified of a failure, they do not have the opportunity to make repairs. If Supervisor Walls is looking at County criteria, simple repairs may be allowed. The Board agreed to change the language in the ordinance to indicate no expansion, replacement or new installations will be allowed.

There was still concern about the cost for the collection system infrastructure (which will not be known until one is needed) and how that would be funded if the first property owner that needs it can not pay for it upfront while waiting to be reimbursed by other property owners who eventually connect.

Trustees Hopper and Vallad concurred that a Rotary Park development should fall under this ordinance and be included in the Davisburg Community Sewer District.

Supervisor Walls noted he had a concern with the shared cost provision – what if someone's cost only benefits them, others should not be expected to share that expense.

Supervisor Walls also suggested the Township Board should be the body to act on appeals pertaining to variances, waivers, etc.

It was recommended to table this until the January meeting to allow for more time to hear from property owners, research some of the questions raised tonight, and for Attorney Need to make any changes discussed tonight.

- * **Trustee Vallad moved to continue Second Reading at the January Board meeting on this topic. Trustee Hopper supported the motion. Vote on the motion. Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

3. Kroger development traffic signal – review cost estimate and consider Township contribution

Supervisor Walls said the proposed traffic signal will be located at Dixie Highway at the new entry drive to the Kroger plaza.



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Mr. Steve Margolin with RCL Properties was present. Mr. Margolin noted they have received approval for a traffic light and is asking the Board to consider sharing the cost to install the light with Kroger, to pay half the expense. At this time the total cost to install the light is \$116,998. He noted RCL Properties would pay for any maintenance and upkeep of the traffic signal thereafter.

Clerk Moreau asked if it would just be Kroger and the Township involved in funding the light? Mr. Margolin responded, yes, that RCL Properties has already spent a lot of money on this development and there are still more projects they have to fund.

Everyone agreed a light at this entrance would be a good thing for residents and for the shopping center.

Trustee Hopper noted the Planning Commission has made it clear to the applicant that they will not allow any expansion without a light, they do not want to increase a traffic issue the Township already has. He also noted that a traffic study by the applicant calls for a light in this area. He also wanted it known that Kroger and the developer have complied with pretty much everything the Planning Commission has asked for to date.

Trustee Vallad asked about the north entrance/exit and eliminating left turns into northbound traffic. He would like to tie something in for that area with the traffic light – maybe an island.

Supervisor Walls commented that RCL Properties is helping the Township address an issue that it has looked at for some time. This location is the major traffic safety concern of residents. He is recommending the Board consider contributing in the 35% to 40% range or a fixed rate of \$40,000 to \$45,000 recognizing that this is a critical township issue. This is not a traffic light the Road Commission contributes to.

Treasurer Dubre was concerned the light will not be at an intersection and asked if the developer would remove it should the shopping center become vacant. She does not want to put a light in that may eventually lead to nowhere. She would consider a fixed amount of \$35,000 to \$40,000. She asked the Board to remember there is a fixed amount of funds set aside for Dixie improvements and needs to keep a running total of what is being taken from it whether the project has been completed or not. She also asked if there had been any other bidders. Mr. Margolin said, yes, and Dan's Excavating was the most reasonable.

Trustee Hopper stated statistics from the Traffic Improvement Association of Michigan for Springfield Township indicate that the Dixie/Davisburg area was ranked number 2 in crash occurrences. He commented he would prefer to contribute a fixed amount rather than a percentage should the installation cost increase.



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Clerk Moreau said she supports a sizable contribution, this is an opportunity for the Township to solve a major traffic problem. She realizes it is not typical to contribute to this sort of project but feels this one is worthy and supports \$45,000.

Trustee Hensler concurred with a fixed amount, possibly \$35,000 to \$40,000.

Trustee Vallad commented that area has the single most important traffic problem and this is a chance for the Township to fix an unsafe situation. He believes the contribution should be \$45,000.

Trustee Cooper said this is something that needs to be done even though the Township did not create the problem; he would like Mr. Margolin to try and get contributions from some of the other stores. He would be in favor of \$35,000 to \$40,000 and agreed the north entrance/exit needs to be addressed.

- * **Supervisor Walls moved that the Township Board agree to reimburse RCL Developers for the traffic signal at the current Kroger fuel expansion and the realignment of the drive in the amount of \$45,000.00 upon them submitting paid receipts and there being an operational light at that facility; let it be known that a major portion of the contribution is based on the fact that a very large safety problem for Township residents and travelers in that area existed before this development and they are giving us the opportunity to participate in the solution to that traffic safety problem; it is also recognized that RCL Properties is required to contract with the Road Commission to cover the cost for maintenance and operation of the traffic signal. Clerk Moreau supported the motion. Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

Fire Chief Oaks commented he agreed with the motion and the Board's decision and agrees with Trustee Vallad and Trustee Cooper about the north driveway; it is difficult to enforce the "No Left Turn" when exiting the shopping center, would like to see the driveway eliminated completely.

Matt Strickland, 767 Broadway, suggested making the north entrance/exit an "Enter Only", the existing south entrance is already divided into a left turn lane and right turn lane and people can exit there.

Supervisor Walls added the funds for the traffic light are to be earmarked out of the money set aside for Dixie Highway improvements.



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4. Commercial Rehabilitation Act

This Act was discussed at the November meeting and how it might help the Township draw operational businesses into existing blighted areas.

It was noted there was new information presented in a memo from Supervisor Walls dated December 4, 2013 for consideration at tonight's meeting. At the November meeting it appeared the Board concentrated more on blighted or vacant properties where he looked at it more as a way to support and offer help to properties currently occupied and have continued to be a productive part of the community.

Mr. Carlisle commented that the specific interpretation or limitations of this Act is basically left up to the local unit of government as to how it should be applied within the confines of the Act; how it would best benefit the community. Basically the criteria should be to place the burden on the applicant to justify why a relaxation of their property taxes would be necessary for them to make improvements.

Per a question by Treasurer Dubre, Mr. Carlisle said that the State has established several of these districts and that he has established one in Independence Township that consists of 4 rather large districts however no one as of yet has applied for the exemption.

Mr. Carlisle commented that by no means is he here to advocate this but is constantly looking for potential programs that might benefit the Township and more specifically, to Dixie Highway.

Clerk Moreau noted at the last meeting the Board discussed the amount of work this would entail for the treasurer and assessor.

Treasurer Dubre added that if a district is established and someone applies for an exemption within that district and is denied, it could open the Township up to the expense of an appeal.

It was agreed this is a good tool.

Clerk Moreau provided Board members with the analysis that Assessor Sievers did which noted what a property owner's tax savings would be based on their improvement investment. In some instances it wouldn't be much.

The Board agreed it is willing to continue discussion on this but not to put any further energy or resources into it unless a property owner shows interest. It was again suggested to contact property owners that might benefit from this to see if there is any interest.



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New Business:

1. SBA Tower – Special Land Use and final site plan

Supervisor Walls commented this tower was approved for a Special Land Use and Final Site Plan by the Township in late 2008 early 2009 but was never built. This is the same applicant and application however the tower has been moved over 8 feet in order to comply with the zoning ordinance. Supervisor Walls noted the Planning Commission has again approved the Site Plan and recommended Township Board approval of the Special Land Use.

Mr. Jon Crane representing SBA, the applicant, was present. He commented that SBA has contracted with the State of Michigan to develop communication antennas on State owned land. The State then leases the space to communication companies. The one being proposed is a 4 carrier monopole to be used by AT&T and has the capacity for 3 other carriers.

Mr. Crane explained they are proposing a 150' monopole in a fenced in area on the site and that they have provided for a small water retention pond within the compound area. He noted that MDOT will do all the weeding, mowing, and plowing up to the fenced in area, inside the fenced in area will be the responsibility of SBA which would consist of mainly weed control. He commented he would like to request a waiver of the Site Maintenance Agreement and asked for the necessary paperwork to make that request. He added the site was designed to minimize tree removal and to allow possible expansion of the rest area and maintain its usage. He also described the materials that will be used for the monopole.

Supervisor Walls asked what the relationship was between SBA and AAT who signed the contract with the State. Mr. Crane responded that AAT was bought by SBA and he will provide the Township with the documentation.

Trustee Vallad noted that by requiring SBA to move the pole 8 feet put them in compliance with the Township's Zoning Ordinance and their variance request as to that being a "hardship" was denied.

* **Trustee Hopper moved to grant Final Site Plan approval for SBA Corporation for a SBA Communication Tower on site #07-09-426-002, specifically the northbound I-75 rest area noting that:**

- 1. The State Of Michigan provide the Township with a copy of the State lease to verify with the attorney that it provides sufficient removal requirements and meets Township requirements, to**



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verify company who signed the lease is SBA, a division, or a parent company;

2. To verify prior to completion with planner that existing vegetation and any required supplemental vegetation meets Township buffer requirements;
3. Provide engineering details for outlet structure, overflow structure and grate details before construction of those features;
4. Further, recommend Special Land Use approval in accordance with Springfield Township Code of Ordinance Section 40-145 (a) 1-7:
 - (a) The proposed use is in harmony with the appropriate and orderly development of the zoning district in which situated and is not detrimental to the adjacent residential district.
 - (b) The traffic to and from this proposed use will not be hazardous to the neighborhood.
 - (c) The density as proposed will not be burdensome on the adjacent uses.
 - (d) Public services are capable of handling the minimal increased service load caused by this proposal.
 - (e) Natural environment will be preserved with this proposal as depicted.
 - (f) The proposal is compatible with the adjacent uses of land.
 - (g) All the foregoing has been addressed under the Township Special Land Use requirements.

Clerk Moreau supported the motion. Vote on the motion. Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.

2. Buscemis pathway – Review and award bid

This proposal is for a sidewalk in front of Buscemis that will connect to the walk put in by Dixie Lake Manor. Supervisor Walls complemented Randy Ford at HRC for all the time



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he spent on this project - he has acquired the easement from the property owner, is getting permits from the Road Commission, and went out for more bids. HRC is recommending awarding the bid to Lacaria Concrete Construction who they have worked with in the past and have found their work to be of quality. The amount of the bid is \$14,962.50 however they have also asked for a reimbursement of the Road Commission inspection fee which is approximately \$250.

Lacaria Construction is also asking the Township to waive the design construction standards requirement for contractors to have Owner's and Contractor's Protective insurance which would be very costly for such a small job. Supervisor Walls talked to Attorney Need and with the Township's insurance agent and because of the size of the project and the fact that most of the work will be on private property with very little exposure to accidents, the Township could waive that requirement. Supervisor Walls suggested that in the motion to award the contract, to do so in the amount of the bid recognizing that the Township agrees to waive the OCP insurance and have Engineer Ford execute a Change Order to do that thereby reducing the cost. He is recommending it be done that way so there won't be any difference between the bid awarded and documentation the county reviewed.

With this reduction and what was contracted for with HRC, the Township will still be within the budget established. The bid calls for the project to be started in May.

Clerk Moreau asked about extending the sidewalk to the south and connecting to the sidewalk in front of Kroger. Supervisor Walls responded Engineer Ford did provide a cost estimate for that using quantities from the Buscemi's bid. Supervisor Walls said if there was no objections, he will check with the contractor regarding this piece further.

- * **Supervisor Walls moved that the Township Board award the contract for the sidewalk at Buscemi's in the amount of \$14,962.50 as bid, plus reimbursement of up to \$250.00 for the Road Commission inspection fee, which is a total of \$15,212.50 (sidewalk along Davisburg Road at Buscemi's in accordance with the bid specifications and plans as advertised, the bid from Lacaria met all CDBG and other requirements, they have experience with jobs of this nature and has been recommended by the Township Engineer; further to allow the Supervisor and engineer to execute a Change Order dropping the OCP insurance coverage reducing the price by \$2,500.00 but leaving the \$2,500.00 in the overall project budget for contingency to be used as determined by the Supervisor and engineer for any changes or "surprises" that come up during construction). Trustee Cooper supported the motion. Yes: Cooper, Dubre, Hensler, Hopper, Moreau,**



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Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.

3. Code Enforcement Services 2014 Agreement (moved up from #6)

Supervisor Walls noted a couple corrections in the memo he provided dated December 4, 2013.

In the memo, Supervisor Walls supplied a comparison of the majority of changes to the agreement, he noted that instead of trying to amend the existing document, a new document was developed that should be equitable to both parties. He commented that he recognizes that in order for Code Enforcement Services to continue servicing the Township, they need to generate money and “once in a while show a profit”. Some performance standards were also incorporated into the contract. He noted there are still some areas that may need to be worked out, in particular how some of the permits are reviewed. He commented that depending on how the market goes, either both the Township and CES will lose money or generate money. He further noted that if approved, the effective date needs to be changed to January 1, 2014.

Planner Carlisle was present to answer questions. He commented they have provided this service to the Township over the past several years even though it has been costing them money. When they entered into the agreement years ago, a flat retainer seemed like a good idea based on a historical evaluation of permit activity at that time. He noted a new contract should have been done a long time ago and is hopeful the Board will recognize that CES is here to provide a service but can not continue to provide that service if it is going to cost them money. It was his opinion the new contract is equitable and many of the things worked through will provide better clarification and an improvement in services. This is the type of contract they have elsewhere.

Clerk Moreau commented she appreciates Carlisle Wortman working through this and their perseverance and sees an improvement. She also said she appreciated the analysis that Supervisor Walls provided and supports the contract presented.

Treasurer Dubre had a few concerns which she detailed at length. She was opposed to the fact the Township collects a \$40 fee for re-inspections, pays \$45 for the inspection, and will now owe CES 15% of the \$40 collected, which is a loss to the Township. Her other concern was changing the retainer which she believed to be huge based on the analysis Supervisor Walls provided; it was her opinion something else could be worked out in this area and is not opposed to sharing in this situation. She also raised issue with what the Township pays inspectors and what Carlisle Wortman pays their inspectors.



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Treasurer Dubre said she did her own analysis based on November's Building report and estimates that with this contract the Township will pay an additional \$1,200 a month. Mr. Carlisle responded that is basically what they have been paying for over the last several years. He commented he felt the percentage in the contract was fair and if activity goes up, that is more they get and the Township gets.

Treasurer Dubre was opposed to the agreement and believed that entering into it would not be doing the right thing for Springfield Township.

Supervisor Walls commented this contract was a way to deal with some of the current problems and still, with enough time, begin recouping costs so that CES will continue to service the Township. He noted the only other private contractor could not come close to providing the same level of service for what the Township pays CES.

Trustee Hensler recognizes that CES needs to make a profit and they have been doing the Township a favor over the past few years by absorbing some of these costs. She believes it is time the Township "steps up to the plate and pays their fair share."

Trustee Hopper said he feels the contract is fair and equitable. He suggested looking at Township fees and adjusting some of them if necessary. The Building Department was never set up to be a profit center.

Trustee Vallad agreed the Building Department has taken a hit as has the rest of the area. Carlisle Wortman helped the Township out at a time when no one knew what it was actually going to cost; it was a solution to a problem that had to be addressed. This contract now begins to address some of the issues that have come up over time and doesn't have a problem with the way it is structured.

Trustee Cooper didn't have a problem with the contract but agrees if approved tonight, next month the Board needs to look at its fee schedule.

- * **Trustee Hensler moved to authorize the Supervisor and the Clerk to accept the agreement for Building Administration and Inspection Consulting Services with Code Enforcement Services, a division of Carlisle Wortman, to be dated January 1, 2014. Trustee Hopper supported the motion. Yes: Cooper, Hensler, Hopper, Moreau, Vallad and Walls; No: Dubre; Absent: None. The motion carried by a 6 to 1 vote.**



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4. Set 2014 Salaries

Supervisor Walls noted the memos in the packet pertaining to recommended wage increases for election workers, the recording secretary, full-time and part-time hourly employees, and elected officials. The increases reflect a 2% increase that was included in the budget except for the Supervisor's Administrative Assistant who he is recommending for an additional increase as explained in his memo dated December 4, 2013.

Trustee Cooper commented he is not in favor of increases based on a percentage, it should be a flat dollar amount otherwise it continues to widen the gap in the pay scale. He is in favor of increase but not by percentage. He further asked the Fire Chief to review his staff pay, benefits, and training programs and give the Board a report on what other Township's are paying and what they do for training; the salary increase memos do not show anything for the on-call firemen. The Fire Chief was asked if he could have this report for the February Board meeting and to include, if the Fire Chief feels necessary, possible increases or other things that may need to be covered by his department.

Fire Chief Oaks commented he estimates their pay and compensation is probably in the middle of the scale and they will probably have to start reimbursing for training as it becomes warranted.

Trustee Hensler commented she felt election workers should get a \$2 an hour increase instead of the recommended \$1 an hour increase; had no problem with Supervisor Walls' recommendation for his assistant, she is very efficient and professional.

In response to an objection by Trustee Vallad regarding the Trustee salary increase, Clerk Moreau commented the Board should get in the habit of making increases to the Trustee salaries regularly so they do not get in the situation again where salaries have to be doubled to bring them in line.

- * **Trustee Hensler moved to approve the 2014 salaries as presented at the December 12, 2013 Board meeting, at the rates on the chart labeled 2014 Salary Amounts-Used in Adopted Budgets & Recommended (minus the Supervisor, Clerk, Treasurer and Trustees); to approve the 2014 salaries for election workers pay as presented; and for the 2014 salary for the recording secretary pay as presented. Clerk Moreau supported the motion. Yes: Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: Cooper; Absent: None. The motion carried by a 6 to 1 vote.**



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- * Clerk Moreau moved to set the 2014 salary for the Supervisor at \$67,000.00 per year, for the Clerk at \$58,400.00 per year, for the Treasurer at \$58,400.00 per year, and to set the Township Trustees annual salary at \$2,500.00 plus a \$100 per meeting pay. Trustee Hensler supported the motion. Yes: Dubre, Hensler, Hopper, Moreau, and Walls; No: Cooper and Vallad; Absent: None. The motion carried by a 5 to 2 vote.

Trustee Vallad commented he voted no because the motion included the increase for Trustees.

5. Publicly Funded Health Insurance Contribution Act – Exemption Option

Approving the Resolution would have Springfield opting out of the provisions of Public Act 152 of 2011. The Board has approved opting out in the past.

- * Supervisor Walls moved to adopt Resolution 2013-22. Trustee Hensler supported the motion. Yes: Copper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.

6. Budget Amendments – General Fund, Building Department Fund and Parks and Recreation fund

- * Clerk Moreau moved the following amendments to the 2013 Springfield Township Budgets: General Fund – Revenues are unchanged at \$2,101,700.00, Expenses – increase the Clerk’s cost center from \$206,450.00 (an increase of \$2,000.00) to \$208,450.00, in the Treasurer’s cost center – increase \$3,000.00 from \$185,350.00 to \$188,350.00, Fund Reserves cost center – reduce Contingency \$5,000.00 from \$5,500.00 to \$500.00, total Expenses are unchanged at \$2,101,700.00; in the Building Fund – Revenues are unchanged at \$97,000.00, in Expenses – the Contract Services cost center increases \$4,000.00 from \$71,500.00 to \$75,500.00, total Expenses increase \$4,000.00 from \$81,900.00 to \$85,900.00; in the Parks & Recreation Fund – Revenues - increase Fees for Services \$4,900.00 from \$37,990.00 to \$42,890.00, total Revenues increase from \$600,499.00 to \$605,399.00; Expenditures - the Commission Personnel cost center increases by \$400.00 from \$4,201.00 to \$4,601.00, Administration Personnel cost center increases by \$4,992.00 from \$184,448.00 to \$189,440.00, Maintenance Personnel cost center – decrease by \$7,682.00 from \$132,910.00 to \$125,228.00, Programs/Events Instructors cost center -



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Township of Springfield

Laura Moreau, Clerk

increase by \$6,400.00 from \$24,403.00 to \$30,803.00, in Facilities Operational Supplies cost center – increase by \$3,100.00 from \$34,000.00 to \$37,100.00, Consultant/Contractor cost center – decrease by \$2,610.00 from \$59,525.00 to \$56,915.00, Credit Card Services cost center – increase by \$300.00 from \$1,200.00 to \$1,500.00, new Expenditure total increases from \$600,499.00 to \$605,399.00; in the Stewardship Budget - Other Revenues cost center increases by \$3,450.00 from \$12,289.00 to \$15,739.00, Revenue total increases from \$12,289.00 to \$15,739.00, Expenditures – Repair & Maintenance cost center increase by \$250.00 from \$0 to \$250.00, Projects & Supplies Under \$10,000 cost center decreases by \$9,300.00 from \$11,200.00 to \$1,900.00, Capital Outlay cost center increase by \$12,500.00 from \$0 to \$12,500.00, total Expenditures in the Stewardship Budget increases from \$12,289.00 to \$15,739.00. Trustee Hopper supported the motion. Vote on the motion. Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad, and Walls; No: None; Absent: None. The motion carried by a 7 to 0 vote.

7. PUD Minor Amendment Committee (added)

Supervisor Walls noted the previous PUD Committee was quite some time ago. On the committee is somewhere between 3 and 4 members; 3 is workable. He commented there is an application before the Committee and Committee Member Hopper (the Township Board representative) will not be available. Supervisor Walls suggested that Clerk Moreau fill in for him. Supervisor Walls commented that in the future, to use the member system of Township Supervisor or Clerk, the Chairperson or Vice Chairperson of the Planning Commission and the representative from the Township Board on the Planning Commission. He also suggested a similar Committee to hear minor changes to approved Site Plans.

This was acceptable to the Board.

8. Closed Session

- * Supervisor Walls moved that the Board go into Closed Session to discuss communication from the Township Attorney about pending litigation. Trustee Vallad supported the motion. Roll Call Vote - Yes: Walls, Vallad, Moreau, Hopper, Hensler, Cooper and Dubre; No:None; Absent: None. The motion carried by a 7 to 0 vote.

Board convened to Closed Session at 10:23 pm.



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Township of Springfield

Laura Moreau, Clerk

Reconvened to Open Session at 10:30 pm.

Clerk Moreau moved to direct the Township attorney to proceed as discussed in closed session. Vallad supported the motion. Vote on the Motion. Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls. No: None; Absent: None. The motion carried by a 7 to 0 vote.

Public Comment:

Adjournment:

Hearing no other business, Supervisor Walls adjourned the meeting at 10:31 pm.

Collin Walls, Township Supervisor

Laura Moreau, Township Clerk

Charter Township of Springfield

RESOLUTION

2013-21

Resolution to adopt 2014 Property Tax Exemption Guidelines and Standards

WHEREAS, the adoption of guidelines for property tax exemption is required of the Township Board; and

WHEREAS, the principal residence of persons, who the Supervisor and Board of Review determines by reason of financial hardship to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Township of Springfield, Oakland County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns filed for the immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the Supervisor, Assessor or Board of Review, accompanied by the federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a claim reporting that the combined assets of all persons residing in the principal residence do not exceed the current guidelines. Assets include, but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the guidelines and standards adopted by the Springfield Township Board.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right to appeal to the Michigan Tax Tribunal.

NOW, THEREFORE, BE IT HEREBY RESOLVED that:

- 1) The applicant and ALL persons that reside in the household must have a combined annual income less than the amounts shown in Attachment A;
- 2) The applicant be an owner of and occupy as a principal residence the property for which an exemption is requested for a minimum of three (3) years, as of December 31, 2013;
- 3) The applicant shall not have ownership in any real property other than the principal residence subject to the application, unless, in the opinion of the Board of Review, the additional real estate is associated with and used in conjunction with the principal residence;
- 4) The applicant's total net assets (excluding the principal residence) shall not exceed \$125,000;
- 5) The Board of Review may generally attempt to reduce assessments so that the applicant pays no more than 5% of income in property tax. The Board of Review may consider any Homestead Property tax credit as part of the reduction in tax obligation in determining the 5% of income in property tax;
- 6) The Board of Review may use the following guidelines for determining proportional partial exemptions based upon the 5% of income for property tax guideline:

% Below Income Standard	% of Income to pay in taxes
5%	5%
10%	3.75%
15%	2.5%
20%	0%

- 7) Property Tax Exemptions are limited to a period of three years out of seven years, unless the applicant is age 62 or older or is prevented from gainful employment as a result of disability. Proof of disability, which may include a physician's statement, may be requested;
- 8) The Board of Review, Supervisor or Assessor may request verification of information submitted, statements made, and qualifications of the applicant. Failure to supply the verification requested may be grounds for the Board of Review to deny the exemption, and;
- 9) The Supervisor must concur with any exemption granted by the Board of Review.

AND, BE IT FURTHER RESOLVED that these are guidelines from which the Board of Review has the discretionary authority to deviate where the Board of Review and the Supervisor determines there are compelling reasons to support a deviation to **deny or approve** an exemption request and that said compelling reasons shall be recorded in the minutes of the Board of Review and communicated in writing to the applicant.

The foregoing resolution offered by Springfield Township Board Member Hopper and supported by Springfield Township Board Member Vallad.

Upon roll call vote, the following voted:

AYES: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls

NAYS: None


ABSTENTIONS: None

ABSENT: None

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I, Laura Moreau, the duly qualified and elected Clerk of the Charter Township of Springfield, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board of Trustees held on December 12, 2013 the original of which is on file in my office.



Laura Moreau, Clerk

ATTACHMENT A

2014 PROPERTY TAX EXEMPTION GUIDELINES AND STANDARDS

The 2013 Very Low Income Limits established by the U.S. Department of Housing and Urban Development were used to establish these guidelines. For any applicant whose income is at least 20% below the following income levels, a total exemption from ad-valorem property taxes **MAY** be granted:

Family of 1	\$22,550 yearly	Family of 5	\$34,800 yearly
Family of 2	\$25,800 yearly	Family of 6	\$37,400 yearly
Family of 3	\$29,000 yearly	Family of 7	\$39,950 yearly
Family of 4	\$32,200 yearly	Family of 8	\$42,550 yearly
		Each addnl. . . .	\$ 3,960 yearly

Charter Township of Springfield
RESOLUTION
2013-22

**Resolution to adopt the annual exemption option as set forth in 2011 Public Act 152,
The Publicly Funded Health Insurance Contribution Act**

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 - "Hard Caps" Option - limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - "80%/20%" Option - limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - "Exemption" Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the Township Board of the Charter Township of Springfield has decided to adopt the annual Exemption option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED the Township Board of the Charter Township of Springfield elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year December 1, 2013 through November 30, 2014.

Upon a call of the roll, the vote

Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls


No: None

Absent: None

RESOLUTION DECLARED ADOPTED

CERTIFICATION OF CLERK:

I, Laura Moreau, duly elected Clerk of the Charter Township of Springfield, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Charter Township of Springfield, County of Oakland, Michigan at a Regular Meeting held on December 12, 2013.



Laura Moreau, Clerk

REGULAR MEETING

December 12, 2013

Township of Springfield

Laura Moreau, Clerk

BILLS PRESENTED FOR PAYMENT:

GENERAL FUND

Impressive Printing	\$ 126.00
Advanced Marketing Partners, Inc.	887.93
Clarkston Paper (2)	1,763.38
Technology Solutions, LLC	100.00
Smith's Disposal	41.60
Schindler Elevator Corp.	648.18
Arbor Inspection Services, LLC	608.00
O.C.A.T.S.	100.00
Quill (2)	403.18
Coffee Break Service, Inc.	142.50
Oakland Press	266.60
All-N-One Lawn Care	380.00
American Water	33.00
Blue Care Network	9,820.96
Springfield Township	47.00
Carol Jones	268.26
Arlene Badgley	94.40
Hubbell, Roth & Clark, Inc. (4)	10,656.00
Adkison, Need & Allen, PLLC	7,982.53
Verizon Wireless	211.09
Greg Kazmierski	10.17
Unum	<u>336.42</u>
TOTAL	\$ 34,927.20

BILLS PRESENTED FOR PAYMENT:

FIRE FUND

Provident Agency, Inc.	\$ 5,309.95
Allen-Hope & Associates	39.10
Maracle roofing & Remodeling LLC	120.00
C.E.S.	15.97
Fifty-Second District Court	200.00
Clarkston Paper	324.30
Comcast	109.66
Marlan Hillman	219.37
LaFontaine	473.52
Mazza Auto Parts	114.71

REGULAR MEETING

December 12, 2013

Township of Springfield

Laura Moreau, Clerk

Michigan Water Conditioning	22.50
Blue Care Network	1,724.66
Unum	<u>90.74</u>
TOTAL	\$ 8,764.48

BILLS PRESENTED FOR PAYMENT:	POLICE FUND
Verizon Wireless	<u>\$ 103.94</u>
TOTAL	\$ 103.94

BILLS PRESENTED FOR PAYMENT:	CABLE TV FUND
Unum	5.16
Blue Care Network	299.90
General Fund	<u>273.50</u>
TOTAL	\$ 578.56

BILLS PRESENTED FOR PAYMENT:	CIVIC CENTER DEBT FUND
None	<u>\$ 0.00</u>
TOTAL	\$ 0.00

BILLS PRESENTED FOR PAYMENT:	BUILDING DEPARTMENT
Ron Shelton	\$ 220.35
Doug Weaver	195.00
Tim Koerber	293.80
Merle West	434.20
Brian Claycomb	364.00
General Fund	<u>300.00</u>
TOTAL	\$ 1,807.35

BILLS PRESENTED FOR PAYMENT:	LAKE IMPROVEMENT FUND
None	\$ 0.00
TOTAL	\$ 0.00

BILLS PRESENTED FOR PAYMENT:	SOFTWATER LAKE FUND
None	<u>\$ 0.00</u>
TOTAL	\$ 0.00

REGULAR MEETING

December 12, 2013

Township of Springfield

Laura Moreau, Clerk

BILLS PRESENTED FOR PAYMENT:

ELIZA LAKE FUND

None

\$ 0.00

TOTAL

\$ 0.00

GRAND TOTAL FOR ALL FUNDS

\$ 46,181.53



ADDITIONAL DISBURSEMENTS ~ November 2013

for Approval at December 2013

Township of Springfield

Laura Moreau, Clerk

ADDITIONAL DISBURSEMENTS:

GENERAL FUND

Adkison, Need & Allen PLLC	\$ 6,938.60
Absolute Building Maintenance	2,735.00
Arlene Badgley	493.15
Canon Solutions America	505.01
Cardmember Service	1,566.63
Carlisle/Wortman Associates (10)	4,170.50
Designs by Nature	850.00
DTE Energy (2)	1,306.80
DTE Energy – Street Lighting	2,303.35
Erin A. Mattice (2)	262.50
Greg Kazmierski	19.21
Impressive Printing	35.00
Kerton Lumber	23.83
Lynn Harrison	210.00
Michigan Assessors Assoc.	225.00
Paetec	806.19
Quill (2)	166.88
Reserve Account	1,499.20
Road Commission for Oakland County (3)	77,553.31
Security Central, Inc.	57.60
Security Corp.	924.16
Unicare	190.09
Unum	336.42
Water Resource Commissioner	165.00
Weingartz	119.04
William Leddy	625.00
Oakland County Chapter MTA	50.00
Chris Benedict	<u>32.77</u>

TOTAL

\$ 104,170.24

ADDITIONAL DISBURSEMENTS:

FIRE FUND

City Electric Supply	\$ 12.42
Comcast	196.13
Douglass Safety Systems	152.84
DTE Energy (2)	569.00
Fire Engineering	51.00
Interstate Battery System of Detroit	317.85
Marlene Oaks	349.00
McKay's Hardware	45.49



ADDITIONAL DISBURSEMENTS ~ November 2013

for Approval at December 2013

Township of Springfield

Laura Moreau, Clerk

Nextel Communications	64.11
Oakland County Sheriff's Dept.	1,500.00
Oakland County Medical Control Authority	75.00
Road Commission for Oakland County	847.51
Unicare	53.85
Unum	90.74
Zoll Medical Corp.	<u>14,557.95</u>
TOTAL	\$ 18,882.86

ADDITIONAL DISBURSEMENTS:

POLICE FUND

Oakland County Sheriff's Dept.	<u>\$ 134,995.17</u>
TOTAL	\$ 134,995.17

ADDITIONAL DISBURSEMENTS:

CABLE TV FUND

Unum	\$ 5.16
Unicare	3.22
Nextel Communications	<u>37.99</u>
TOTAL	\$ 46.37

ADDITIONAL DISBURSEMENTS:

CIVIC CENTER DEBT FUND

None	<u>\$ 0.00</u>
TOTAL	\$ 0.00

ADDITIONAL DISBURSEMENTS:

BUILDING DEPT FUND

Carlisle/Wortman Assoc.	<u>\$ 4,081.50</u>
TOTAL	\$ 4,081.50

ADDITIONAL DISBURSEMENTS:

LAKE IMPROVEMENT FUND

<i>Dixie Lake</i>	
Sherman Publications	\$ 110.20
<i>Susin Lake</i>	
Gary F. Croskey, PE, LLC	<u>750.00</u>
TOTAL	\$ 860.20



ADDITIONAL DISBURSEMENTS ~ November 2013

for Approval at December 2013

Township of Springfield

Laura Moreau, Clerk

ADDITIONAL DISBURSEMENTS:

SOFTWATER LAKE FUND

PLM Lake & Land Management Corp.

\$ 850.00

TOTAL

\$ 850.00

ADDITIONAL DISBURSEMENTS:

ELIZA LAKE FUND

None

\$ 0.00

TOTAL

\$ 0.00

GRAND TOTAL-ADDL. DISB. - ALL FUNDS

\$ 263,886.34