

SPRINGFIELD TOWNSHIP BOARD MEETING

January 14, 2016

SYNOPSIS

CALL TO ORDER: 7:30 by Supervisor Walls

PLEDGE OF ALLEGIANCE: Led by Boy Scout Troop 192

ROLL CALL

AGENDA ADDITIONS & CHANGES: Supervisor Walls requested to revise the Video Coverage Policy in Consent Agenda item e to remove the personal name of the Administrative Assistant, and to add to the end of Consent Agenda item j. "not to exceed \$8,000"

PUBLIC COMMENT: None

CONSENT AGENDA

- a) Approved Minutes: Regular Meeting December 10, 2015 with additional disbursements \$181,664.79
- b) Accepted December 2015 Treasurer's Report
- c) Received December 2015 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, CDBG, Assessing, IT, Comp Time and Natural Resources
- d) Authorized payment of bills as presented, totaling \$ 31,105.48
- e) Adopted Springfield Township Video Coverage Policy – as amended
- f) Authorized Natural Resources Manager to attend the Michigan Prescribed Fire Council's Symposium February 2 and 3 at a total conference expense not to exceed \$265
- g) Authorized Natural Resources Manager to purchase field work power tools and protective equipment from Grand Blanc Outdoors as detailed in the January 4, 2016 memo; total cost not to exceed \$4,500
- h) Approved Fire Department 2016 FEMA Grant submission and a 10% match for portable radios of \$24,500 (\$2,450 match) and for utility truck of \$75,000 (\$7,500 match)
- i) Authorized purchase of vehicle extrication tools from Apollo Fire Equipment Company as outlined in January 9, 2016 proposal from Chief Feichtner; total cost not to exceed \$28,200
- j) Authorized use of Endowment Funds for the appraisal, title work, legal fees or any other fees and charges incidental to the acquisition of the 8+ acre Lake Shiawassee property not to exceed \$8,000
- k) Received Communications:
 - Letter from State of Michigan announcing that the Michigan Public Service Commission will cease video franchise operations effective December 31, 2015
 - Letter from State of Michigan regarding approval of Audit of Minimum Assessing Requirements

PUBLIC HEARING

1. CDBG Reprogramming – Opened hearing at 7:35 pm Acknowledged written comment from Park Commission, no questions, comments or suggestions Closed hearing at 7:36 pm

OLD BUSINESS

1. Second Reading: Dealership Parking Provisions – Amendments to Code of Ordinances Sections 40-2, 40-454 and 40-681 – Adopted amendments

NEW BUSINESS

1. Reprogram PY 2014 CDBG Funds – Tabled reprogramming for additional information
2. Amend Springfield Township Prescribed Burn Policy – Adopted policy
3. Partners for Fish and Wildlife grant agreement – Approved agreement as amended to correct estimated project cost
4. Proposed Dixie Corridor Streetscape Improvements – Approved Phase I concept plan and established total budget not to exceed \$75,000
5. 2016 SEMCOG membership renewal – Authorized payment of membership dues in the amount of \$1,584

PUBLIC COMMENT: Trustee Vallad commented on PA 269 which will limit the Township's ability to disseminate information about local ballot proposals within 60 days of an election

ADJOURNMENT: 8:36 pm

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SPRINGFIELD
CHARTER TOWNSHIP

Laura Moreau, Clerk



Call to Order: Supervisor Walls called the January 14, 2015 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

Agenda Additions & Changes:

There were 2 changes to the agenda. Consent Agenda Item e) Adopt Springfield Township Video Coverage Policy was revised to remove the personal name of the Administrative Assistant, and item j) Authorize use of Endowment Funds for the appraisal , title work, legal fee or any other fees and charges incidental to the acquisition of the 8+ acre lake Shiawassee Property, added "not to exceed \$8000."

Public Comment: None

Consent Agenda:

- * Clerk Moreau moved to adopt the Consent Agenda as amended. Trustee Cooper 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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- a) Approve Minutes: Regular Meeting December 10, 2015 with additional disbursements \$181,664.79
- b) Accept December 2015 Treasurer's Report
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- d) Authorize payment of bills as presented, totaling \$31,105.48
- e) Adopt Springfield Township Video Coverage Policy-as amended
- f) Authorize Natural Resources Manager to attend the Michigan Prescribed Fire Council's Symposium February 2 and 3 at a total conference expense not to exceed \$265.
- g) Authorize Natural Resources Manager to purchase field work power tools and protective equipment from Grand Blanc Outdoors as detailed in the January 4, 2016 memo; Total cost not to exceed \$4,500.
- h) Approve Fire Department FEMA Grant Submission and 10% match for portable radios of \$24,500 (\$2,450 match) and for utility truck of \$75,000 (\$7,500 match).
- i) Authorize purchase of vehicle extraction tools from Apollo Fire Equipment Company as outlined in the January 9, 2016 proposal from Chief Feichtner; total cost not to exceed \$28,200
- j) Authorize use of Endowment Funds for the appraisal, title work, legal fees or any other fees and charges incidental to the acquisition of the 8+ acre Lake Shiawassee property, not to exceed \$8,000.
- k) Receive Communications:
 - Letter from State of Michigan announcing that the Michigan Public Service Commission will cease video franchise operations effective December 31, 2015.
 - Letter from State of Michigan regarding the approval of the new Audit of Minimum Assessing Requirements



Public Hearing:

1. CDBG Reprogramming.

Supervisor Walls explained that the Community Development Block Grant are federal funds administered by Oakland County for the benefit of low to moderate income level areas and are limited to certain activities and certain areas. The Springfield Township area was recently reduced to the boundaries of Dixie Highway on the East, I-75 on the west, Rattalee Lake Road on the south and the Township line on the north, however the 2014 Funds in question were established prior to that reduction. There is a balance of \$10,450 nearing its expiration.

Supervisor Walls opened the Hearing at 7:35 pm.

There was one written request from Parks for demolition but it was withdrawn.

Supervisor Walls asked for any questions, comments or suggestions. There were none.

The Hearing was closed at 7:36pm.

Old Business:

1. Second Reading: Dealership Parking Provisions – Amendments to Code of Ordinances Sections 40-2, 40-454 and 40-681

This item comes from the Planning Commission and amends the parking regulations of our ordinance relative to automotive dealerships. This proposal separates parking for employees and visitors from inventory storage, vehicle service and repair storage, and specifies offsite storage is allowed in industrial areas.

Question/Comment: none

- * Trustee Hopper moved to amend the Springfield Township Code of Ordinances, Chapter 40 Zoning by adding new Section 40-681(4) and amending Section 40-681 (1)g. of Article V., Division 2. Parking and Circulation, amending Section 40-454 of Article III., Division 11.M-1 Light Industrial District, and by adding new definitions to Section 40-2 of Article I; and further authorizing the Clerk to publish Notice of Adoption of set amendments; Ordinance shall take effect as prescribed by law. Trustee**



Cooper 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.

New Business:

1. Reprogram PY 2014 CDBG Funds

Supervisor Walls recommended in a memo included in the board packet that depending on Public Hearing input and reprogramming discussion the board might table any action on reprogramming, as there are a few unanswered questions as to the use of block grant funds for demolition. The demolition request was withdrawn at the Hearing.

The Block Grant program outlines very specific allowed activities. Supervisor Walls recommended investigating the installation of a streetlight at the intersection of Tindall and East Holly or Dixie Highway and East Holly. Discussion focused on the Dixie Highway and East Holly location.

Trustee Cooper asked the cost of the electricity for the new light, indicating that he thought that the fund might not cover the cost.

Supervisor Walls indicated that there were lots of unknown costs associated with this project. He mentioned that the Edison service planner would have that information.

Trustee Cooper asked Supervisor Walls to verify the amount in the fund in question. Supervisor Walls verified that the amount was \$10,950, not \$10,450 as stated in the public hearing.

Several board members commented that the intersection in question was a dark and dangerous one and that the idea is worthy of investigation. It was stated that the light must be located on the west side of Dixie if CDBG funds are used.

- * **Trustee Cooper moved to table the reprogramming of the CDBG funds until the Supervisor or somebody has a recommendation to the Board to reprogram the funds. Trustee Vallad supported the motion.**

Treasurer Dubre asked about the deadline to have the funds reprogrammed. Supervisor Walls clarified that the funds have to be expended by September 2, 2016, but he feels that the decision needs to be made by May to allow time for the planning and approval process.

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CHARTER TOWNSHIP

Laura Moreau, Clerk



Supervisor Walls also mentioned that if no use for the funds is determined, a viable solution is to reprogram it to the Oakland County Home Improvement Fund.

Treasurer Dubre asked about having the funds allocated to the Senior Center, as there was a request from the Center for 2016 CDBG funds. Supervisor Walls recommended checking again, but he feels that the system that is now in place to track Springfield Township's use of the senior facility may not allow it.

Trustee Vallad reminded the Board that discussion is not permitted with a tabling 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. Amend Springfield Township Prescribed Burn Policy

Supervisor Walls gave a brief history of the Springfield Township Prescribed Burn Policy, which was included in the Board packet. With the addition of Mike Losey, Springfield Township now has someone on staff that knows how to put this policy together. A majority of the changes to the policy are formatting.

* **Trustee Vallad moved to adopt the Springfield Township Prescribed Burn Policy as presented this evening. 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. Partners for Fish and Wildlife grant agreement

Supervisor Walls explained that the grant that Mike Losey has applied for is not in the form of money, but instead in the form of a hired contractor and providing about a half of the contractor work with Springfield Township providing for the other half of the project work.

Trustee Hensler noted an error in the total estimated cost calculation in that Springfield Township total costs were \$6,500 instead of the \$7,500 that was in the Partner Cost Share Funds/In-Kind Services section of the project plan, bringing the total project cost to \$12,000 instead of the \$13,000 listed.



- * **Trustee Hensler moved to approve the Partners for Fish and Wildlife Habitat Development Agreement as amended to be signed by the supervisor and the U.S. Fish and Wildlife service effective upon signature. 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.**

4. Proposed Dixie Corridor Streetscape Improvements

Clerk Moreau and Supervisor Walls represented the Springfield Township Board on the Dixie Strategic Planning Committee, joined by Dean Baker and Linda Whiting from the Planning Commission. The purpose of this committee is to guide the Township through a strategic planning process for the Dixie Highway corridor. The first task was to establish a clearly defined vision for the Dixie Highway Corridor; hence the board adopted Dixie Highway Design Guidelines.

Clerk Moreau presented an image from the Design Guidelines that portrays the distinctive image that the committee is attempting to promote. The overall plan for the committee is to make limited streetscape improvements, including landscaping and a new Township entrance sign to promote Dixie as a high quality corridor and an attractive investment environment. It is not the intent to improve the entire stretch of Dixie Highway, but to place improvements in highly visible areas, keeping in mind the constraints of a lack of onsite irrigation supply and the use of low maintenance landscape. The improvements are proposed to be completed within two to three budget years. The committee is requesting concept approval for the first phase of the streetscape project, which is to install a new Township entrance sign and landscape improvements on the northeast side of Dixie at the I-75 end of the township.

Clerk Moreau presented a proposed landscape plan of the new Township entrance at the Northeast corner of I-75 exit ramp and Dixie Highway. Highlighted in the discussion were plant selection and sign design.

Clerk Moreau reminded the Board that this is the first phase for further improvements along the corridor. A permit will be required from MDOT and the Township would like to present the plan to Dixie Highway property and business owners prior to an early spring planning window.

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Laura Moreau, Clerk



The budget for phase 1 was discussed. The committee has asked for \$75,000 for this project, which includes the landscape, entrance sign, fence detail, hardscape installation, electrical and contingency. Public Works Cost Center budget is \$50,000 for Dixie Highway improvements; the Board has budgeted for Dixie improvement for several years but that has gone unused. There is another \$30,000 in Contingency as well, so the funds are there.

Supervisor Walls also commented that the Public Works Cost Center has funds available from Road Matching that could be used.

Treasurer Dubre commented that there is \$70,000 in General Capital Outlay.

Trustee Vallad asked if there have been any preliminary cost estimates done for the next phases of this project. Clerk Moreau answered that there are general concept plans for all of the areas that are proposed to be improved as well as general cost estimates. The next phases were also discussed including plans for the northeast and southwest corners of Dixie Highway and Davisburg Road.

Trustee Hensler is ready to get started and stated that the proposal for Dixie and I-75 makes a great statement.

Trustee Vallad mentioned that the proposal serves as a nice demonstration project of the Design Guidelines and hopes that it will encourage other private property owners to “jump on the wagon” and do some things for the existing properties.

Trustee Hopper commented that landscape designer did a really good job with the choice of plants as the Butterfly Weed is already growing in the area behind the park and ride. The sign is appropriate and the hill frames the sign. He also suggested getting the area behind the Park and Ride back to the native prairie that it once was.

Trustee Cooper agreed that it's a good idea to do something but commented that the budgeted \$75,000 was not a good example to set with the Township and preferred a more thrifty approach with the township's money, as most businesses couldn't expend close to that amount to make improvements.

Treasurer Dubre reflected upon choosing the signage for the Civic Center and recalled that the stone pillar “gateway” image was what we wanted to project. This design was better than what she could've imagined. She also reminded the Board that there is a 30% contingency built into the estimate. The money is present in the current budget and the project should be started as soon as possible.

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Supervisor Walls commented that it is not just an expenditure, it is an investment in the corridor and in the property owners. It's a proposal that is a showcase to the entrance to the community and it will show a commitment. It's a proposal that will indicate to the public that we believe in what we want others to do. Although the stone pillars present a significant portion of the expense, they represent strength and a heritage for this area. It sends a message and it's a great beginning.

Trustee Hensler expressed that it will instill a sense of pride in our residents.

- * **Trustee Hensler moved to approve the proposed Dixie streetscape improvements as presented for phase one, Dixie Highway and Interstate 75, with a budget of \$75,000. Trustee Hopper supported the motion. Vote on the motion. Yes: Dubre, Hensler, Hopper, Vallad, Moreau and Walls; No: Cooper; absent: none. The motion carried by a 6 to 1 vote.**

5. 2016 SEMCOG membership renewal

- * **Supervisor Walls moved to pay the 2016-2017 SEMCOG dues in the amount of \$1,584. Treasurer Dubre 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:

Trustee Vallad commented that the OCCMTA board meeting last week centered around public Act 269 which was signed by the Governor last week pertaining to the 60 day moratorium on disseminating information relating to millage proposals and other ballot proposals. There are opinions that this bill had unintended consequences and there is movement to make corrections to the bill to make it more like the bill that was intended.

Supervisor Walls commented that upon reading the bill, it's not as bad as it seems.

Adjournment:

Hearing no other business, Supervisor Walls adjourned the meeting at 8:36pm.

Collin W. Walls, Township Supervisor

Laura Moreau, Township Clerk

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BILLS PRESENTED FOR PAYMENT:

GENERAL FUND

Arlene Badgley	\$12.65
Karen Binasio (2)	545.16
Kieft Engineering Inc.	16.00
Quill (2)	33.63
Greg Kazmierski	20.29
Automated Business Machines, Inc.	2,190.00
Reserve Account	1,500.00
DTE Energy (Street Lighting)	2,141.03
Dean Baker	30.00
Collin Walls	51.44
Verizon Wireless	302.65
American Water	27.50
Smith's Disposal	41.60
Clarkston Paper	97.30
Hubbell, Roth & Clark, Inc.	435.00
21 st Century Media	355.40
Adkison, Need & Allen PLLC	7,049.07
ESRI	1,300.00
Apex Software	705.00
Innovative Office Technology Group	<u>214.52</u>

TOTAL

\$ 17,068.24

BILLS PRESENTED FOR PAYMENT:

FIRE FUND

Occupational Health Centers	\$ 101.00
CES (2)	191.80
Hastings Air-Energy Control, Inc.	127.27
Impressive Printing	12.00
Kerton Lumber	5.29
Michigan Water Conditioning	22.50
North Oakland County Fire	460.00
Petty Cash	36.74
Battery Products Inc.	204.31
First Due	2,023.17
St. Joseph Hospital	146.52
Fire Modules	500.00
Comcast	<u>178.98</u>

TOTAL

\$ 4,009.58

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BILLS PRESENTED FOR PAYMENT:

Verizon Wireless

TOTAL

POLICE FUND

\$ 100.52

\$ 100.52

BILLS PRESENTED FOR PAYMENT:

Rich Ashley

Comcast

General Fund

TOTAL

CABLE TV FUND

\$ 2,400.00

21.63

300.00

\$ 2,721.63

BILLS PRESENTED FOR PAYMENT:

None

TOTAL

CIVIC CENTER DEBT FUND

\$ 0.00

\$ 0.00

BILLS PRESENTED FOR PAYMENT:

Jeff Spencer

Jeff Shafer

Ron Shelton

Doug Weaver

Merle West (2)

Bruce Millar (2)

General Fund

TOTAL

BUILDING DEPARTMENT

\$ 540.00

1,575.00

846.63

877.83

1,373.13

822.58

500.00

\$ 6,535.17

BILLS PRESENTED FOR PAYMENT:

Waumegah Lake

DTE Energy

TOTAL

LAKE IMPROVEMENT FUND

\$ 670.34

\$ 670.34

BILLS PRESENTED FOR PAYMENT:

None

TOTAL

SOFTWATER LAKE FUND

\$ 0.00

\$ 0.00

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BILLS PRESENTED FOR PAYMENT:

None

ELIZA LAKE FUND

\$ 0.00

TOTAL

\$ 0.00

GRAND TOTAL FOR ALL FUNDS

\$ 31,105.48



ADDITIONAL DISBURSEMENTS ~ December 2015

for Approval at January 2016

Township of Springfield

Laura Moreau, Clerk

ADDITIONAL DISBURSEMENTS:

Consumers Energy	\$ 411.77
Hubbell, Roth & Clark	652.50
Accident Fund	846.70
Arbor Inspection Services, LLC	161.28
Batteries & Bulbs	57.10
Canon Solutions	155.55
Cardmember Service	460.74
Carlisle/Wortman Assoc. (4)	5,050.00
Christine Maiorana	152.00
Clinton River Watershed Council	250.00
CNA Surety	471.50
Coffee Break, Inc.	72.00
Dennis Vallad	25.00
DTE Energy (2)	1,084.44
Erin Mattice	133.00
Greg Kazmierski	73.02
Impressive Printing	480.00
Maurer's Textile Rental	55.50
MMTA	85.00
Paetec	868.55
Quill (2)	182.85
Seaver Title Agency	250.00
Unicare	214.77
Unum	384.56
Vicki Sievers	<u>216.11</u>

TOTAL

\$ 12,793.94

ADDITIONAL DISBURSEMENTS:

Accident Fund	\$ 7,620.33
Apple's Special – Tee's (2)	483.00
Auto Parts by Mazza (2)	98.90
Cardmember Services	645.77
Consumers Energy (3)	702.62
DTE Energy (2)	601.18
Groveland Township Fire Dept.	3,400.00
Halt Fire, Inc. (2)	2,067.56
Impressive Printing	69.00
J&B Medical Supply, Inc.	45.42



ADDITIONAL DISBURSEMENTS ~ December 2015

for Approval at January 2016

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Kerton Lumber Co.	13.80
McKay's Hardware	7.81
North Oakland County Fire Authority	550.00
NYE Uniform East (3)	221.50
Oakland County – Sheriff's Dept.	1,799.82
Occupational Health Centers of MI (2)	557.50
Office Depot	114.67
Pressure Vessel Testing (2)	784.00
Szott Ford	75.00
Unicare	69.42
Unum	121.00
Weingartz	143.94
Witmer Public Safety Group, Inc.	11.58
Zoll Medical Corp.	<u>215.07</u>
TOTAL	\$ 20,418.89

ADDITIONAL DISBURSEMENTS:

POLICE FUND

Oakland County Sheriff's Dept.	<u>\$ 139,161.63</u>
TOTAL	\$ 139,161.63

ADDITIONAL DISBURSEMENTS:

CABLE TV FUND

Comcast	\$ 16.17
Charter Township of Independence	1,500.00
Unicare	3.61
Unum	<u>5.70</u>
TOTAL	\$ 1,525.48

ADDITIONAL DISBURSEMENTS:

BUILDING DEPT FUND

General Fund	<u>\$ 91.85</u>
TOTAL	\$ 91.85

ADDITIONAL DISBURSEMENTS:

LAKE IMPROVEMENT FUND

Big Lake

Aquest Corporation (2)	<u>\$ 6,823.00</u>
TOTAL	\$ 6,823.00



ADDITIONAL DISBURSEMENTS ~ December 2015

for Approval at January 2016

Township of Springfield

Laura Moreau, Clerk

ADDITIONAL DISBURSEMENTS:

PLM Lake & Land Management

TOTAL

SOFTWATER LAKE FUND

\$ 850.00

\$ 850.00

ADDITIONAL DISBURSEMENTS:

None

TOTAL

ELIZA LAKE FUND

\$ 0.00

\$ 0.00

GRAND TOTAL-ADDL. DISB. - ALL FUNDS

\$ 181,664.79