



Minutes of **SPECIAL WORKSHOP MEETING**  
Held **August 23, 2017**

Township of Springfield

Laura Moreau, Clerk

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**Call to Order:** Supervisor Walls called the August 23, 2017 Special Workshop Meeting of the Springfield Township Board to order at 6:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd., Davisburg, MI 48350.

**Roll Call:**

**Board Members Present**

Collin W. 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

**New Business:**

1. 2017 Road Improvement Projects

Supervisor Walls stated that he and Clerk Moreau met with the Road Commission Executive Director in March 2017 and they discussed Big Lake Road. The Mill and Fill Program for 2017 is not going to happen. The contractor for this area had a minimum 500 foot length for blacktop setup and the Township did not have any that were that long. Asphalt for Rattalee and Sherwood is supposed to go down Tuesday.

2. Review proposed 2018-2020 budgets for the following funds: General, Police, Cemetery, Stewardship Endowment Properties, Natural Areas Endowment, Lake Improvement, Softwater Lake Improvement, Eliza Lake S.A.D., Cable TV, Building Department, Civic Center Debt, Softwater S.A.D., Improvement Revolving

**General Fund**

Supervisor Walls began the budget discussion with the General Fund. The revenues projection is based on a taxable value of \$620 million but could be closer to \$629 million. The other revenue is the Sales Tax, State Shared Revenue which is based on the most recent number that was received from the State splitting 10% with Fire. In 2020, they are anticipating a drop. In the Other Units of Government, the Other line item, \$193,500 was based on projected grants that were planned to be applied for. The 2017 actual will be a little over \$34,000. The \$30,000 projected for 2018 represents money that is already in grants that



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are multi-year. He started out with \$40,000 for 2019 and 2020 but agreed with Mike Losey's suggestion not to budget revenue that they do not already have grant money for. He asked the other Board members if they agreed with reducing the Other Units of Government for 2019 and 2020 to \$0.

Clerk Moreau answered that this makes sense. Trustee Vallad agreed.

Treasurer Dubre asked if the sales tax amount assumed no increase for 2019 and 2020 for 10% for Fire.

Supervisor Walls answered that yes, he used the same numbers.

Treasurer Dubre stated that they might have a conversation about increasing the sales tax if they are not going to transfer out any more money beyond one year.

Supervisor Walls concurred.

Trustee Vallad asked if Supervisor Walls could define the Charge for Services- Admin. Fees.

Treasurer Dubre responded that this is for the lake boards that they handle. The lake boards are charged administration fees. This is separate from other funds.

Clerk Moreau suggested putting another notation after Charge for Services to specify what it is for.

Trustee Vallad asked if there is a list somewhere of what is in each of the line items.

Treasurer Dubre explained on how the Treasurers Department receipts the funds.

Clerk Moreau stated that her office can run activity report if there is a question because there is not a master list of what is in each line item. Board member Vallad raises a good point. The best thing to do is to add sub-headings to a generalized category so they have a better sense of what is receipted or charged to a line.

Supervisor Walls suggested getting rid of Charge for Services Admin Fees. Anything that comes up on the General Fund can be discussed and reviewed in September.

Trustee Vallad asked what is included in Charge for Services, (Rent and Facility Operations) under Civic Center.



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Treasurer Dubre stated that they increased the 2017 Facility charges based on the budget meeting. The memo she provided broke down what the future years are going to be and that is where the numbers were derived from.

Clerk Moreau suggested that in next year's budget workshop packets, the previous year's summary of rents and charges should be included.

Supervisor Walls asked if there were any questions regarding Expenses.

Trustee Vallad asked about Office Supplies in Elections.

Clerk Moreau stated that with the new election equipment and relocated precincts, it is difficult to project supplies needed for next year, let alone 2020.

Trustee Vallad asked about postage being \$3000 instead of \$4500.

Supervisor Walls stated that if they leave it at \$4500, if the Clerk goes over in Office Supplies, it will be covered. He did not speak to the Clerk directly about it.

Clerk Moreau stated that she thinks they will be fine at \$1500 but since there are so many unknowns, it is difficult to predict. She stated that the Supervisor's Recommendation should be fine.

Supervisor Walls stated that Clerk Moreau wanted a separate line set up for Training and Meetings and he did not have time to do that.

Clerk Moreau stated that the Meeting line is incidental expenses like food and refreshments. The Training was part of salaries previously because it was the total cost of paying election workers. This needed to be broken out because they are going to start training their election workers differently by utilizing County Elections for general certification training. Then the clerk's office will focus on training Chair people on precinct management.

Trustee Vallad asked about Computer Support and Computer Licensing expenses. He asked if \$4,000 was enough.

Treasurer Dubre answered yes. There was additional money budgeted before for a new printer.

Supervisor Walls stated that Mike Losey, Mike Forst and Sarah Richmond went down to current Station 1 to see what it might need when the current Fire Station is used for collective maintenance. This list was long and it is not in the Repairs and Maintenance for Building and Grounds. They will be adding responsibility and cost for that facility. His suggestion for Building and Grounds Repairs and Maintenance is \$20,000 but it should be



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increased to \$45,000. The projected number for Station 1 in 2018 for Repairs and Maintenance was \$20,000. He added to that since one of the repairs he would like to consider having a contractor do. He gets concerned about staff is using their time on maintenance instead of their primary duties and the fact that they will be adding two new buildings. He added funds to the Building and Grounds to supplement the plantings in the meadow between the Civic Center and Davisburg Road and do an active three-year maintenance plan.

Clerk Moreau stated that there have been some management efforts in this area including prescribed burns.

Supervisor Walls replied that he is suggesting following the recommendation of a consultant from Michigan State who said to get the weeds out, it is important to do something annually. Funds that are currently available can pay for the Stewardship Crew time for this project.

Trustee Cooper asked about the weeds in front of the new sign at Dixie Highway and I-75. He asked if there was a budget for the weed removal. He also asked if there was a budget for weed removal along the pathway at Dixie Highway and Davisburg Road. He asked if they were going to put money in the budget to maintain the pathways that they have.

Clerk Moreau stated that the weeds at the sign is a matter of who is mowing immediately around it. She had hoped the church would maintain it.

Supervisor Walls stated that he was under the impression that Waypoint was going to mow; he will have to contact Waypoint.

Board members discussed pathway management and the need for funding for this management.

Trustee Vallad asked about Misc. Labor-PR Not Contracted. What is PR?

Supervisor Walls answered payroll.

Clerk Moreau suggested putting together a management plan for the Gateway Sign.

Trustee Hensler stated that they should add Davisburg Road and Dixie to that too.

Supervisor Walls provided the figures for Buildings and Grounds-Repairs and Maintenance for 2019, \$47,000, 2018 is \$45,000 and 2020, \$31,500.

Supervisor Walls asked what the intent was for IT Services - Computer Software License and Support with a budget of \$8500.



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Clerk Moreau asked if this was for the software and licenses needed for the new computers when they are received.

Treasurer Dubre stated that she would need to consult her notes from last year's budget discussion.

Supervisor Walls asked about the Email Support.

Board members discussed email support payments.

Clerk Moreau asked about Planet Technologies and what they provide. She ran a detail from Computer Licenses and Support and there is a \$7,000 charge to this vendor in August 2016 and another one for \$1700 in September 2016.

Supervisor Walls stated that if the current cost for the email license and support was \$4200, \$4000 is not going to be enough for budget. He asked if the \$8500 was intended to be all the software and licensing for things that are general.

Treasurer Dubre stated that they created a Payroll – HR Services line last year and in this budget, it is back in consultants.

Supervisor Walls concurred; he would move \$3000 into that cost center. He commented on Printing and Publishing amount.

Clerk Moreau stated that this is also where they charge the newsletter and she will look at it further.

Supervisor Walls stated that when he started the budgeting, they had not heard anything regarding hospitalization cost. He left in the 15% increase for budgetary purposes. He was advised last week that some small business accounts are ranging from 0 increase to 10% but none of them have January renewal.

Mr. Forst asked if they added in labor for Heritage Festival.

Supervisor Walls answered yes.

Trustee Vallad asked about the figure for hospitalization.

Supervisor Walls answered that he will adjust it to reflect 15% increase.

Supervisor Walls continued with an overview of the 2018 budget. He stated that Mike Forst suggested increasing the pay for the temporary staff to hopefully get a better candidate.



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Mike Forst added that this summer he shared the Baseball Coordinator with Parks and Recreation and the pay was \$9.25. He provided a brief history of his temporary staff pay.

Board members agreed on the pay increase for the temporary Maintenance staff person.

Treasurer Dubre asked if they put a per hour amount on the job description.

Supervisor Walls replied that none of the job descriptions have wages.

Treasurer Dubre replied that they do and she suggested that they change it.

Trustee Vallad asked about the \$20,000 for Master Strategic Plan. He asked if this was the Design and Construction Standards.

Supervisor Walls replied that the Design and Construction Standards are under Consulting Engineers. He stated the \$20,000 was for finishing up the Master/Strategic Plan.

Clerk Moreau asked if the Dixie Corridor Plan would be under Dixie Corridor. There is \$5,000 in Dixie Corridor and \$20,000 in Master/Strategic Plan.

Supervisor Walls stated that this would be for finishing what was started in the Strategic Plan if the Dixie Corridor Guidelines is it, he doesn't recall that being it.

Clerk Moreau stated that she was looking for clarification on what Supervisor Walls had in mind when he prepared the budget, will Strategic Planning be concentrated on Dixie Highway or will the plan include overall priorities, pathways, Downtown Davisburg and Parks?

Trustee Cooper stated that there was \$20,000 budgeted in 2017 but it looks like it wasn't done and moved over to 2018.

Supervisor Walls replied that it is for the same reason. It didn't get done in 2017 and it was moved over. He tried to look at all the items that were outstanding so the Board could have discussion and have the funds to do it.

Board members discussed priority items, plans and funding.

Supervisor Walls stated that the Planner line is increased. The Planner now meets at the Township at least once a month. He included three projects in the budget under Road Projects. This is the first effort to put some of the funds to work and to reduce the amount of unassigned fund balance. The Road Commission has offered a plan by which Andersonville Road would be paved. RCOG would cover the estimated \$2.4 million for the project and they would include for another .5 million the paving of 3 foot shoulders on both sides of the



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road. He received a cost estimate for Big Lake paving from Andersonville to Hillsboro for \$528,000 and RCOC would not offer any assistance. He suggested moving the Mill and Fill program for this area at a cost of about \$220,000 however the repair would not be as long term as the \$528,000. He also placed money in this cost center for some portion of Enterprise Drive assistance. The Board decided to save the 2017 Tri-Party program and assuming 2018 is about the same, there would be approximately \$194,000 with the Township's share of \$64,700. He was told by RCOC that the Township can borrow against or spend ahead on future tri-party. He assumed three years' worth of tri-party funds to be used in one or more of those road projects.

Ms. Diane Baker asked if any of the discussions for putting bike lanes on Andersonville Road.

Board members answered no.

Supervisor Walls stated that RCOC permits for bike lanes require that they cannot be next to the paved road. There is a greenbelt or something in-between.

Trustee Hensler stated that she believes the Storybook Trail should be paved. It is not accessible for a handicapped person and she is forced to walk on the grass because it is so bumpy. Perhaps there is grant money that could be received if everyone were to work together like the library, the Township and Parks.

Clerk Moreau concurred.

Supervisor Walls suggested a different surface, perhaps something more granular.

Mike Forst replied that due to the elevation, he doesn't know if they could ever get it handicapped accessible. They could go with a finer limestone to give a harder surface.

Trustee Vallad stated that he likes the idea of paving it.

Mr. Forst stated that if they pave it, they open it up to kids on bicycles.

Clerk Moreau asked what is the problem with bicycles.

Mr. Forst answered that they would be trying to share the area with people with strollers.

Clerk Moreau stated that she would like to pave the storybook trail and continue the pavement past the pavilion, along the north side of the Shiawassee Basin Preserve drive and connect to the Civic Center entrance. This would create a whole loop.

Trustee Vallad asked about the \$60,000 under Street Lighting.



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Supervisor Walls answered that it was intended to do an upgrade of existing and look at additional lights along the Dixie Corridor. His plan was to get Mill Pond Dam done this year. The gate mechanism seals are bad and need to be replaced. He received a call from Mr. Donnellon who told him Oakland County Parks current year budget does not include any money for Mill Pond Dam.

Clerk Moreau asked if they talked about moving ahead and then the Township could charge the County back.

Supervisor Walls stated that the Township must get their permission. Mr. Donnellon told him that he must go to his Park Commission for specific approval for any expenditure which means that it will be 2018. The estimate that they had was \$25,000 to \$30,000 to get it done.

Supervisor Walls continued with Stewardship. He stated that his request is to look at more than the standard 2.5% pay increase for the Natural Resource Manager. Field Supplies of \$10,000 is expected to be grant funds. Contractual Services was requested to be \$56,000 by the Natural Resource Manager and there is \$8,000 in the Building and Grounds.

Clerk Moreau asked about the \$198,000 budgeted for Contractual Services in 2017.

Mr. Losey replied that they had several grants out at this time last year. The only one that they ended up getting is the Fish and Wildlife Service; they will not have the Cisma grant next year. The only contractual revenue they would have would be if somehow they got additional money through Cisma or if the Fish and Wildlife Cooperative Agreement was extended but he doesn't think that will be the case.

Supervisor Walls stated that the year end amount will be \$37,000 in contractual services.

Mr. Losey summarized the revenue amounts.

Supervisor Walls summarized the Capital Outlay budget section. Building and Grounds should be \$30,000 instead of \$20,000, rebuilding the retaining walls at 700 Broadway was a project that was never started but should be. The price estimate is such that it could be either Capital Outlay or Building and Grounds. He suggested that they budget for both. He summarized Civic Center budget. The \$75,000 was for concrete repairs and he also added funds for an ADA entry door.

Board members discussed obtaining a generator for the Civic Center.

Supervisor Walls confirmed information received in 2009 for a generator just to operate the Fire Suppression and this was \$40,000. Estimated was \$65,000 to \$70,000 for partial lights



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and heat. Mr. Forst is assuming that the current prices for just Fire Suppression would be \$50,000 to \$55,000 and the limited heat and light at \$85,000.

Clerk Moreau asked if this included the well so they would have water usage.

Supervisor Walls confirmed that the generator could run some water, heat and limited electrical circuits.

Trustee Cooper commented that they now have system that can run a whole building on batteries.

Supervisor Walls answered that they have not looked at those.

Mr. Forst added that there is maintenance on the batteries needed.

Trustee Hopper stated that there is also some cost bringing all the generator circuits down to a generator panel.

Mr. Forst stated that it might be cheaper to install a transfer switch to the generator rather than running a separate panel. They do have a set up now for the Fire Suppression system for the controls.

Supervisor Walls asked if they should put money in the budget for it. There is enough money in the Civic Center Capital Outlay to look at the options.

Board members discussed obtaining a generator.

Supervisor Walls stated that the Pathways reserve is off by \$50,000 because 2017 money went into the account.

Supervisor Walls continued with the Fund Balance Summary. He stated that there are two notes that did not get removed and he provided corrections for the Board. Through discussions with Treasurer Dubre, they took a committed fund that includes Building and Equipment various projects and separated them into their own. He left the numbers for last year in the report and calculation and he explained where those charges appear.

Board members discussed the current layout of the budget sheets in comparison to years past.

Supervisor Walls summarized the Police Fund budget which reflects contract changes effective 2019 which he estimated 3% increase. He stated that earlier this year Sgt. Baldes asked if the Board would consider purchasing a speed trailer. The 2016 estimate was \$7,500.



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This trailer would be owned by the Township and the Sargent would be responsible for it. He asked the Board if they would consider this purchase.

Treasurer Dubre answered that they needed to have somewhere to store it before they buy it.

Trustee Cooper commented that he wondered if they would get the value out of it and how often it would be used.

Clerk Moreau asked if they could cost share with Independence.

Supervisor Walls answered that theirs is the one they already borrowed.

Trustee Hopper asked what the data it registers is used for. He commented that if they is considering about lowering speeds on gravel roads, they must take a survey. This equipment could be used for speed surveys and for road closures.

Board members discussed the speed trailer and its use.

Board members agreed to put \$10,000 in the budget as a placeholder for this purchase.

Trustee Vallad suggested that they remove the Cable line from this budget.

Board members agreed to remove it.

### **Cable**

Trustee Hensler suggested making a video about the history of the Township. She asked if there was any way to use this money to give Senior Citizen discounts for service.

Supervisor Walls stated that he saw that Comcast is providing computers and discounted service fees to low-income seniors in the City of Detroit. He commented that he will contact Comcast to see if they can get that same service.

Clerk Moreau stated that they are using their agreement with Independence Television to record a video regarding the bus tour. The woman who did the bus tour has scheduled studio time with Independence TV.

Supervisor Walls verified that these are the types of programming that can be done starting with an idea. The use of Independence Television is underutilized. They need to increase the Capital Outlay equipment for a new cable service and assorted peripherals tied to the cable program.



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**Building Fund**

Supervisor Walls increased Dangerous Buildings to cover the administration through the Supervisor's office.

Trustee Vallad asked about the Ordinance Enforcement under Support Services.

Supervisor Walls noted that it should have continued at \$3,000 for 2019 and 2020. He added that Legal should also. The Board approved a trial for Ordinance Enforcement through Code Enforcement Services and that trial ended in June. It didn't work but he wants to be able to sit down and have a much clearer understanding of who is doing what and try it again.

Trustee Cooper suggested increasing rent.

Supervisor Walls used \$10/square foot and then added utilities which is current rental rates.

**Civic Center Debt Fund**

Board members confirmed the mortgage is done in 2020.

Treasurer Dubre stated that the intention is to run the 2019 winter levy at the lowest possible number. She stated that they do not want funds left in a debt fund after the debt is paid off. She explained the debt account.

**Improvement Revolving Fund**

Supervisor Walls stated that Sherwood/Patrick should not be considered in this for 2018. The Township has not had any requests for new SADs come in yet so there will not be any contract service in 2018. Board members discussed the transfer in from General Fund into this account so it would stay earmarked in case the requests come in.

3. Set next budget workshop date

Supervisor Walls confirmed the next Budget Workshop date would be September 25, 2017 at 6:00 pm.

Board members confirmed this date.

4. Discuss budget planning process

Clerk Moreau stated that she added this item to the agenda because one of the former priorities that they talked about in May is linking the budgeting process to a strategic plan. The feedback indicated that the Board supported this approach. If it is the thought that they



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want to link budgeting to a strategic plan, then being at this point in the budget already at this first meeting doesn't fit. The reason that she asked about the Strategic Plan funds was that in May, there was an indication that a guiding principles document or a strategic plan was something the Board wanted. There were a lot of questions raised at the May meeting but she doesn't want to throw herself into a project without support or the appropriateness of it questioned later. If there is strategic plan money budgeted, she would ask who was doing it or are they paying a consultant to guide them. She suggested that the budget process should start with a meeting where the Board members present priorities so all ideas are heard and considered. She offered categories and key areas that the Board would need to discuss and decide on. She stated that she is willing to work with a consultant or try to draft some guiding principles herself but at this point, she doesn't even know if it is the Board's priority. She suggested that they talk about this on September 25<sup>th</sup> or schedule another meeting before then. She prepared a list of budget priorities in different categories which is easier for her to follow and she distributed and summarized this document. She asked about the Board members interest in this item.

Supervisor Walls asked about the Dixie Safety Study.

Clerk Moreau explained that it was done by HRC.

Trustee Hensler agreed with providing feedback on priorities in an informal workshop meeting. She stated that they have accomplished a lot but there are other priorities. For example, she would like to see them reprint those magnets with all Township information with the new logo.

Clerk Moreau agreed.

Trustee Vallad stated that combining this in an overall strategic plan would assist the Planning Commission in developing the Capital Improvement Plan.

Clerk Moreau responded that the Supervisor or designee is responsible for this plan.

Trustee Vallad stated that it would lead in to a Capital Improvement Plan that makes sense. He likes this approach.

Trustee Cooper stated that they need to set it up for all budget years.

Treasurer Dubre stated that they should set dates to have joint meetings with Parks and Library.



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Supervisor Walls stated that when priorities are set, they also should establish who is going to be responsible for doing it.

Trustee Cooper stated that to change the budget values now is too late.

Clerk Moreau stated that they do not have to adopt a budget until December. They are primarily talking about the General Fund priorities and a planning workshop.

Board members confirmed the Budget Priorities Workshop on Monday, September 11<sup>th</sup>, 2017 at 6:00 pm in the Lower Conference Room.

Supervisor Walls stated that they should start to put money in to hire the staff needed to accomplish the goals. If it is going to work the way it should, take the blinders off.

Clerk Moreau concurred.

Board members discussed what the priority is for the upcoming workshop meeting.

**Adjourned:** 8:48 p.m.

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Collin W. Walls, Supervisor

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Laura Moreau, Clerk