



Minutes of **SPECIAL WORKSHOP MEETING**
Held **September 27, 2011**

Township of Springfield

Laura Moreau, Clerk

Minutes

SPRINGFIELD TOWNSHIP BOARD
Special Workshop Meeting – 2012 and 2013 Budgets
September 27, 2011

Call to Order: Supervisor Walls called the September 27, 2011 Special Workshop Meeting of the Springfield Township Board to order at 7:04 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd., Davisburg, MI 48350.

Roll Call:

Board Members Present

Collin Walls	Township Supervisor
Laura Moreau	Township Clerk
Jamie Dubre	Township Treasurer
Judy Hensler	Township Trustee
David Hopper	Township Trustee
Roger Lamont	Township Trustee
Dennis Vallad	Township Trustee

Board Members Not Present

None

Others Present

Mike Forst	Property Manager
Charles Oaks	Fire Chief
Vicki Sievers	Chief Assessor
Jennifer Tucker	Director, Parks & Recreation
Jean Vallad	Chairperson, Parks & Recreation Commission

Agenda Additions & Changes: none

New Business:

1. 2012 and 2013 Budgets

Supervisor Walls presented the proposed budgets for the following Funds: Cemetery, Softwater Sewer S.A.D., Civic Center Debt, Softwater Lake Improvement, Lake



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Improvement and Eliza Lake Improvement. Township Board members had no comments or questions regarding these funds.

Cable Fund

Board members discussed the Cable Fund budget and no changes were proposed.

Building Fund

Supervisor Walls noted that \$9,500 for Software/Support was for the upgrade to BS&A.NET software, and explained that a nominal facility rental was being charged to the Fund. Board members discussed the rental charge and it was decided to take that expense out of the 2012 budget.

Police Fund

Supervisor Walls noted the concern for the Police Fund balance and the 2012 proposed Transfer In of \$238,000 from the General Fund. Also there is the potential 2013 loss of Personal Property Tax revenue of 9% total TV together with a loss in TV. If a millage effort does not pass in August 2012 it would go on the ballot again in November, however even if it passes on the second try the funds would not be available until 2014. This results in an even greater Transfer In from the General Fund in 2013.

Treasurer Dubre stated that there is still no indication from the State Department of Treasury of the Township's expected share of State Shared Revenue. This information is expected by the end of September.

No changes suggested.

Fire Fund

Supervisor Walls described the need for a new fire truck in 2013 and a new Fire Station 1 in 2014/2015. The 2013 proposed budget reflects taxable value down another 13% and a loss of Personal Property Tax.

Chief Oaks indicated that, if it is necessary, he would prefer to go into "survival mode" if funds are tight. The new building can be pushed back and he would prefer to focus on direct needs in these economic times.

No changes suggested.

General Fund

Based on previous discussion, Supervisor Walls removed the Building Fund revenue (from rental charges) of \$3,500. Pathway Revenue was also added to offset the Transfer Out expense (this General Fund sub-fund will be tracked through the Treasurer's Report and therefore the "transfer out" is not a true expense to the General Fund.)



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Supervisor Walls explained that a snow plow proposal will be presented to the Board to combine efforts with Civic Center maintenance and Parks and Recreation maintenance. The plowing cost is now charged to Building & Grounds.

Board members discussed tracking Accrued Comp Time and determined it is best to remove this from the budget and just report comp time to the Board each month. The monthly reports are sufficient to satisfy the Township auditors.

Supervisor Walls indicated that Fund Reserves include a “salary adjustment” that the Board requested. This reserve also takes into consideration a possible increase in medical expense.

The Maintenance Building in Capital Outlay takes into account an increase in total space than was originally proposed and the addition of covered outdoor storage.

Trustee Vallad questioned the elimination of the Transfer Out to Parks & Recreation and indicated that the Board reduced the 2011 contribution amount with some anticipation that costs would be spread over two years. He questioned the plan with the maintenance building and why it is proposed to move all maintenance operations to the Civic Center Building.

Parks & Recreation Director Tucker noted that the Mill Pond Park maintenance garage is master planned to be removed. The building is deteriorating and Parks would prefer to have maintenance in one location, however the new maintenance building is not in the current four year plan.

Trustee Vallad supports the Shiawassee Trailhead development and the RecPro recreation software. Trustee Hensler strongly supports RecPro software and noted the difficulty for many patrons to register and pay for programs and events. Clerk Moreau concurred with Trustee Vallad that the trailhead and software are necessary improvements but wants to see the software funded for 2012. Treasurer Dubre agreed that software should be a priority but questioned why the Parks Commission did not find funds in their budget.

Clerk Moreau noted that the Parks & Recreation millage was envisioned to support operations and maintenance. Parks has been advised to provide proposed capital projects to the Township Board to be considered for General Fund contributions.

Supervisor Walls indicated that, in his opinion, Parks is getting sufficient contribution from the General Fund through the shared plowing and truck service and the maintenance



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building. Four Board members did not support a General Fund contribution to Parks & Recreation.

Board members discussed an expected increase in Blue Care Network plan expense and the need to require an employee contribution to the medical plan. Benefit rates are not expected until October or November.

Adjourned: 9:14 p.m.

Collin Walls, Supervisor

Laura Moreau, Clerk