

## **SPRINGFIELD TOWNSHIP BOARD MEETING**

**November 10, 2016**

### **SYNOPSIS**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AGENDA ADDITIONS & CHANGES:** None

**PUBLIC COMMENT:** None

#### **CONSENT AGENDA**

- a) Approved Minutes: Budget Workshop September 26, 2016, Special Meeting October 3, 2016 and Regular Meeting October 13, 2016 with additional disbursements \$222,677.55
- b) Accepted October 2016 Treasurer's Report
- c) Received October 2016 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Assessing, IT, Comp Time and Natural Resources
- d) Authorized payment of bills as presented, totaling \$77,767.17
- e) Authorized Treasurer to place the delinquent water account for parcel 07-24-101-046, otherwise known as 9065 Bavarian Ct, on the 2016 Winter Tax Bill in the amount of \$8,080.57
- f) Appointed Dennis Vallad as Township Board representative on the Zoning Board of Appeals for a 4-year term beginning November 20, 2016 and ending November 20, 2020: Appoint David Hopper as Township Board representative on the Planning Commission for a 4-year term beginning November 20, 2016 and ending November 20, 2020.
- g) Reappointed Ruth Ann Hines and Kevin Sclesky to the Planning Commission for 3 year terms beginning November 30, 2016 and ending November 30, 2019; Reappoint William Whitley to the Zoning Board of Appeals for a 3-year term beginning December 31, 2016 and ending December 31, 2019.
- h) Authorized Supervisor and Natural Resources manager to contract for invasive species removal at Shiawassee Basin Preserve with ECT for a cost not to exceed \$9,050
- i) Adopted Resolution 2016-15 to adopt 2017 Property Tax Exemption Guidelines and Standards
- j) Authorized Property Manager to contract for repairs to Fire Station 1 bay doors for a cost not to exceed \$4,400
- k) Authorized Property Manager to contract for the fabrication and installation of metal wall coping on dumpster enclosure at the Civic Center for a cost not to exceed \$3,900
- l) Approved renewal of the Blue Care Network HMO Platinum 10% medical plan effective January 1, 2017 and retain the same monthly employee contributions of \$50/single, \$100/2 person, and \$200/family.
- m) Adopted amendments to the 2016 Park Fund Budget as follows: Total Revenues increase \$31,850 from \$616,100 to \$647,950; Total Expenses increased \$31,850 from \$616,100 to \$647,950
- n) Received Communications:
  - Letter from Clarkston Area Youth Assistance thanking the Township for 2016 sponsorship funding

#### **PRESENTATION**

1. Fire Department new firefighter oath and presentation of badges: Fire Chief Feichtner swore in new members and presented badges and helmet shields

#### **PUBLIC HEARING**

1. Community Development Block Grant—2017 funding application: Opened hearing at 7:43; Received comments; Closed hearing at 7:55
2. 2017 Budgets and Proposed Property Tax Millage Rates: Opened hearing at 7:56; Received comments; Closed hearing at 8:29

#### **NEW BUSINESS**

1. Community Development Block Grant Agreement and Funds Allocation: Adopted Resolution 2016-16 to allocate 2017 funds and authorized Supervisor to submit agreement
2. 2017 Budgets Adoption: Adopted budgets
3. First Reading—Local ordinance restricting planes on Township lakes: Authorized Clerk to publish for Second Reading
4. Code Enforcement Services Agreement Renewal: Approved three-year agreement
5. IT Security Policy: Adopted policy
6. 2017 & 2018 Sheriff Contract: Approved two-year contract with Oakland County Sheriff

**PUBLIC COMMENT:** None

**ADJOURN:** 9:31 p.m.

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**November 10, 2016**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Laura Moreau, Clerk



**Call to Order:** Supervisor Walls called the November 10, 2016 Regular Meeting of the Springfield Township Board to order at 7:30 pm 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
Judy Hensler	Township Trustee
David Hopper	Township Trustee
Marc Cooper	Township Trustee
Dennis Vallad	Township Trustee
Marc Cooper	Township Trustee (arrived at 7:52 pm)

**Board Members Not Present**

None

**Others Present**

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

None

**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: Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: none; absent: Cooper. The motion carried by a 6 to 0 vote.

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**November 10, 2016**

**SPRINGFIELD**  
CHARTER TOWNSHIP

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- a) Approve Minutes: Budget Workshop September 16, 2016, Special Meeting October 3, 2016 and Regular Meeting October 13, 2016 with additional disbursements \$222,677.55
- b) Accept October 2016 Treasurer's Report
- c) Receive October 2016 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, CDBG, Assessing, IT, Comp Time and Natural Resources
- d) Authorize payment of bills as presented, totaling \$77,767.17
- e) Authorize Treasurer to place a delinquent water account for parcel 07-24-101-046, otherwise known as 9065 Bavarian Ct, on the 2016 Winter Tax Bill in the amount of \$8,080.57.
- f) Appoint Dennis Vallad as Township Board Representative on the Zoning Board of Appeals for a 4 year term beginning November 20, 2016 and ending November 20, 2020: Appoint David Hopper as Township Board representative on the Planning Commission for a 4 year term beginning November 20, 2016 and ending November 20, 2020.
- g) Reappoint Ruth Ann Hines and Kevin Sclesky to the Planning Commission for 3 year terms beginning November 30, 2016 and ending November 30, 2019; Reappoint William Whitley to the Zoning Board of Appeals for a 3 year term beginning December 31, 2016 and ending December 31, 2019.
- h) Authorize Supervisor and Natural Resources Manager to contract for invasive species removal at Shiawassee Basin Preserve with ECT for a cost not to exceed \$9050.
- i) Adopt Resolution 2016-15 to adopt 2017 Property Tax Exemption Guidelines and Standards.
- j) Authorize Property Manager to contract for repairs to Fire Station 1 bay doors for a cost not to exceed \$4,400.
- k) Authorize Property Manager to contract for the fabrication and installation of metal wall coping on dumpster enclosure at the Civic Center for a cost not to exceed \$3,900.
- l) Approve renewal of the Blue Care Network HMO Platinum 10% medical plan effective January 1, 2017 and retain the same monthly employee contribution of \$50/single, \$100/2 person and \$200/family.
- k) Adopt amendments to the 2016 Park Fund Budget as follows: Total Revenue s increase \$31,850 from \$616,100 to \$647,950; Total Expenses increased \$31,850 from \$616,100 to \$647,950.



- i) Receive Communications:
  - Letter from Clarkston Area Youth Assistance thanking the Township for the 2016 sponsorship funding

### **Presentation:**

Chief Feichtner swore in and presented Fire Department badges to five probationary firefighters; Rick Cray, Kayla McPherson, Austin Miner, Kevin Holznagle and Erin Feichtner. Chief Feichtner continued by describing the hours upon hours of training performed and felt confident that in the unfortunate event of an emergency, these firefighters are prepared to help bring order to the chaos. They have exemplified the core values desirable of a firefighter: honor, discipline, faithfulness, loyalty. Chief Feichtner called up family members to pin on their badges as he distributed the leather shields for their helmets.

### **Public Hearing:**

1. Community Block Grant Funds

Supervisor Walls opened the Public Hearing on Community Development Block Grant Funds at 7:43 pm.

Supervisor Walls explained that Block Grant Funds are federal funds administered by Oakland County and are set aside to benefit low and moderate income individuals and areas of the Township. The projected allocation for 2017 is \$29,545, same as in 2016. There are limitations on the use of the funds in that only 30% of the funds can be used on public services and a minimum of \$3,000 for each allocation with a limit of four activities funded. Supervisor Walls then gave a summary of past allocations. Written funding requests have been received from Kaleidoscope, Neighbor for Neighbor, Holly Area Youth Assistance and the Independence Township Senior Center.

Tena Alvarado, 17088 Fish Lake Road, represented Holly Area Youth Assistance gave a brief history of the program, mentioning HAYA is familiar with the CDBG process and has filed the necessary paperwork. Ms. Alvarado also summarized the packet provided to the Board including a cost summary of some of the programs and services provided by the program as well as how many of the students participating in the program are from Springfield Township.

Cheryl Shafer, 10317 Rattalee Lake Road, treasurer for Neighbor for Neighbor, provided a summary of the assistance that this organization provides to 284 residents of Springfield Township, as well as many other residents from neighboring townships. Ms. Shaffer also wanted to thank the Township for past financial support and also ask for the same consideration for the upcoming year.

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**November 10, 2016**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Laura Moreau, Clerk



Janet Stack-Miller, 10180 Eagle Road represented Kaleidoscope and mentioned that all necessary paperwork has been filed and asked if the Board had any further questions for the organization.

Hearing no other comments, Supervisor Walls closed the public hearing at 7:55pm.

2. 2017 Budgets and Proposed Property Tax Millage Rates

Supervisor Walls opened the Public Hearing at 7:56 pm and explained that the revenue generated from the established millage increase is reflected in the proposed tax based budgets. He then went over highlights of the changes from the 2016 to the 2017 budget.

The General Fund-

The General Fund Revenue reflects a slight increase in taxable value. Items different in the Revenue are State Shared Revenue. The proposal is to keep all of that revenue in the General fund this year as opposed to in years past when 10% of the funds had gone to police or fire revenue.

In the section titled Other Units of Government, the line titled Other Grants reflects the grant funds being applied for or already received by the Natural Resource Manager.

The Charge for Services/Support has not changed in the amount, but has relocated to a different section of the budget.

For expenses in the General Fund, wage increases for staff, were proposed at 3% with a few exceptions due to change of responsibility and/or to equalize for lack of raises since 2008.

The IT Administrator, payroll and HR Services are no longer under the Supervisor budget, but are receiving their own cost centers. Various budget line items were affected with this change.

The Stewardship Center has a significant increase in budget over 2016 because the grant funds received will be shown as expenditure in this cost center.

Supervisor Walls then summarized the Fiscal Year End Balance chart included in the Board Packet and summarized the differences.

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**November 10, 2016**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Laura Moreau, Clerk



The Police Fund –

A 2016 budget included a 3% increase over 2015 but in fact, the 2016 contract had no increase over 2015. Budgeted amounts included a 5% increase for 2017 and 3% for 2018. Contracts have been received that show a decrease from projected amounts.

Even though there is a decrease in expenditures for Police, the service will remain at the same level.

The Fire Fund Budget –

The budget reflects the approval of the new mil as well as an aggressive program to provide increases in personnel, facilities, service and equipment. The FEMA grant reflects funds that have already been approved.

Proceeds from Debt reflects the intent to borrow \$1,500,000 to be repaid by new millage over the next 10 years.

There are also changes within the Personnel cost center. The changes were approved by the Board in previous meetings, including the addition of one full-time firefighter and additional shift coverage

There is an increase shown in the purchasing of new equipment under \$10,000 due to the necessity of equipping two new fire stations. Purchase of Land and Equipment has the most recent estimate for capital outlay for two new stations and vehicles. Also indicated is a principal land interest expense for borrowing.

The Parks & Recreation Fund Budget –

Sarah Richmond, Parks Director, reviewed highlights from the Parks and Recreation Budget. She commented that the budget reflects changes to align with the Township employees including retirement and hospitalization. It also added \$5,000 in Contingency costs. New proposed projects include purchasing new computer towers, purchase of a dump trailer and repainting of Hart Center and some of the pavilions.

The Building Department Fund –

Supervisor Walls noted a small increase in activity in the Building Department. Since the Building Department fund is building back up to a point where it has its own reserves, the department will be charged for the use of the facility, essentially taking building fees to cover the cost of the room that the department uses.



The Endowment Fund -

Supervisor Walls gave a brief history of the endowment fund. He then explained the restrictive possible uses for this fund being acquiring property and protecting and preserving the natural resource on property purchased with Endowment. In the 2017 budget, Interest monies from this account can be used for Stewardship Endowment properties.

Stewardship Endowment Properties Fund – is money set aside to cover stewardship activities on property acquired with the Endowment Fund.

Cemetery Fund – It is the intent that the interest from this fund will one day cover the expense of maintenance of the Davisburg cemetery and contribute to the Andersonville Cemetery.

Civic Center Debt Fund – These funds are set aside to make the bond payments for money borrowed to build the Civic Center.

Improvement Revolving Fund – This fund was established so that funds could be set aside to make advances to projects that will ultimately be funded by property owners through a Special Assessment District.

Softwater Sewer S.A.D. Debt Service – These funds are to pay back the debt incurred to run a line from Independence Township allowing a part of the Township to tap into their sewage treatment area.

Lake Improvement Fund – This fund is for all of the Lake Boards where the Township does not have a vote on how the funds are spent.

Softwater Lake Improvement Fund – This fund is similar to the Lake Improvement Fund but is administered by the Township Board through a special assessment provided by the property owners.

Eliza Lake Improvement Fund – A lake improvement fund established through an SAD which the property owners basically handle through special assessment.

The Cable TV Fund – This is the portion of your cable bill called PEG (Public Education Government Channel) which helps to fund the televising of the public meetings.

Mr. Walls asked for questions or comments at each portion of the Hearing. None received. Hearing was closed at 8:29 pm.



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**New Business:**

1. Community Development Block Grant Agreement and Funds Allocation

Supervisor Walls asked Ms. Alvarado about her request for Block Grant Funds, inquiring if the request for funds is in addition to or a replacement for the funds that Springfield Township has been contributing to the Holly Area Youth Assistance since its inception.

Ms. Alvarado replied that it was in addition to.

Treasurer Dubre asked if the General Fund budgeted funds have been requested for 2016 yet.

Ms. Alvarado replied that she did not know.

Treasurer Dubre noted no invoice has been received for 2016.

Supervisor Walls continued to make Ms. Alvarado aware, that assuming the General Fund budget gets approved this evening, there is \$3,300 set aside for the Holly Area Youth Assistance and \$3,300 for Clarkston Area Youth Assistance. The money can be requested in January.

Treasurer Dubre added that there is \$3,200 still outstanding from 2016, a sum of over \$6,000 will be available. All that is required is a written request.

Supervisor Walls mentioned that the amount left from 2015 combined with the amount just received for 2016 for Minor Home Repair should be enough to cover at least three projects.

Supervisor Walls continued with further uses for the Block Grant fund, reminding the Board that a street light was installed at the corner of Dixie Highway and E. Holly Road using Block Grant funds for a cost of approximately \$850. He suggested locations in the Low/Mod area for other streetlights to be installed using funds from this year. Locations include the intersection of Enterprise and Dixie Highway across from the entrance to Westwood Hills, the intersection of Tindall at E. Holly, and Oak Hill Road between Sleepy Hollow and Julie Drive.

Clerk Moreau and Trustee Hensler added that the light installed at E. Holly and Dixie has made a tremendous difference. Clerk Moreau asked if there have been any concerns or



Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**November 10, 2016**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Laura Moreau, Clerk



requests relative to the three potential new light locations. Clerk Moreau does not see a need for the light across from the Westwood Hills entrance but is in favor of a light at East Holly and Tindall.

Trustee Hensler also supported the light location of the East Holly and Tindall intersection.

Trustee Vallad asked if the operation of the light was covered through the Block Grant fund and Supervisor Walls replied that the fund was just for installation costs.

Based on previous discussion, Supervisor Walls asked if all three locations suggested should be on the list. The Board consensus was to eliminate the location at Dixie and Enterprise from the short list.

Clerk Moreau asked if the style of pole and fixture used at the chosen location could be one that was decorative and fit into the Dixie Design Guidelines of Springfield Township, or would the CDBG funds only cover the bare minimum design. She suggested that a more decorative fixture at the entrance to the Township at Oakhill and Dixie Highway be considered if budget allows.

Supervisor Walls will find out the answer to that question.

Supervisor Walls commented that he was in favor of the light at the Tindall and East Holly Intersection and many Board members expressed comments to the same. Without knowing what the costs will be, Supervisor Walls suggested a plan to prioritize the locations and get in contact with DTE. Any funds not expended will still be available to use with 2018 allocations. Trustee Vallad shared that the cost for the light in 2016 was estimated at approximately \$1,500.

Clerk Moreau clarified that the Block Grant Funds have restricted uses in certain categories; the total funding cannot go towards activities like youth assistance or public service.

The Board members discussed the division of the Block grant fund total contribution of \$29,545.00 and the uses for the balance. Treasurer Dubre suggested \$10,000 to street improvement and \$10,681 to the Senior Center with the \$8,864 to Emergency Services and Disabled Services/Kaleidoscope and Neighbor for Neighbor.

Trustee Hopper agreed.

Minutes of  
**BOARD OF TRUSTEES  
REGULAR MEETING  
November 10, 2016**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Laura Moreau, Clerk



Board members addressed previous usage in the Emergency Services. Kaleidoscope only asked for \$2,500, yet there is a \$3,000 minimum / 4 project maximum guideline and pushing beyond the 30% is not allowed for Emergency Services allocation.

Trustee Vallad questioned the amount to the senior center.

Supervisor Walls clarified that the funds were for memberships, other programming activities and costs for non-members to attend.

- \* **Treasurer Dubre moved to approve Resolution 2016-16 inserting the opening of the Public Hearing at 7:43pm, Public Comments to be added by Clerk Moreau and the closing of the hearing at 7:55pm and under the projects and amounts the approximate amount for PY2017 is \$29,545.00, and of that amount, Emergency Services would receive approximately \$5,864, Disabled Services would receive \$3,000, Street Improvements would receive \$10,000, and the Senior Center would receive \$10,681. Trustee Vallad supported the motion.**

Clerk Moreau clarified that the insertion of the title of Authorized representative is Supervisor Walls and that the date should be November 10 and not November 11, 2016.

**Vote on the motion. Yes: Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: none; absent: Cooper. The motion carried by a 7 to 0 vote.**

2. 2017 Budgets Adoption

Treasurer Dubre reported an error in the Board packet on page 10 of the General Fund budget. The amount for the total is actually not reflective of the amount listed the grand total should be \$2,624,800 and the \$84,800 discrepancy comes from the reallocation of IT, payroll and HR services to their own cost center.

- \* **Treasurer Dubre moved to adopt the 2017 General Fund as amended with revenue at \$2,243,300, expenses at \$2,624,800; for the 2017 Fire Fund as presented with revenue at \$2,908,350, expenses at \$2,846,750; the 2017 Police Fund as presented with revenue at \$1,823,800, expenses at \$1,790,600; the 2017 Cemetery Fund as presented with revenue at \$1,000, expenses at \$0; the 2017 Lake Improvement Fund as presented with revenue at \$241,500, expenses at \$241,500; the 2017 Softwater Lake Improvement Fund as presented with revenue at \$7,500, expenses at \$7,500; the 2017 Eliza Lake Improvement Fund as presented with revenue**



at \$15,000, expenses at \$15,000; the 2017 Cable Fund as presented with revenue at \$92,000, expenses at \$62,050; the 2017 Building Fund as presented with revenue at \$175,500, expenses at \$191,350; the 2017 Civic Center Debt Fund as presented with revenue at \$354,000, expenses at \$368,600; the 2017 Softwater Sewer Debt Service Fund as presented with revenue at \$117,850, expenses at \$117,850; the 2017 Improvement Revolving Fund as presented with revenue at \$63,000, expenses at \$500; the 2017 Parks and Recreation Fund as presented with revenue at \$596,700, expenses at \$634,800; the 2017 Stewardship Fund as presented with revenue at \$15,050, expenses at \$15,050; and the 2017 Endowment Fund with revenues at \$4,000 and expenses at \$15,050. Trustee Hensler 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. First Reading – Local Ordinance restricting planes on Township Lakes

Supervisor Walls explained that Trustee Hensler pointed out a concern which prompted a revision to the draft amendment in the packet.

Attorney Need drafted an amendment to the Code of Ordinance Chapter 22, Article VII to add new Section 22-193, Aircraft Restrictions.

Trustee Hensler gave a brief historical background including incidents on Dixie Lake that prompted this request. She feels that the draft should only include airplanes/sailplanes/seaplanes/helicopters and feels that the phrase “ground effect vehicle, or lighter than air-craft or any other vehicle powered by an internal combustion engine” is unnecessary and should be omitted.

Clerk Moreau noted that the “internal combustion engine” part includes ATV and snowmobiles, which often are used in winter when lakes are frozen.

Trustee Hensler believes that the amendment should simply state “no airplanes on the lake”, as the other devices mentioned have nothing to do with the issue that led to the proposed amendment.

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**November 10, 2016**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Laura Moreau, Clerk



Attorney Need explained that the amendment used historical data from a similar Lake Angeles ordinance and was upheld in a Federal Court, and he believes it is needed to cover any type of generic powered vehicle that might surface in the future. Attorney Need clarified the intent of the internal combustion engine is a “catch-all” for the future

Trustee Hensler clarified the intent of the Lake Association that requested this amendment was not to limit all other vehicles, just the aircraft that land on the lake. She also noted that this amendment would affect every lake in the Township.

Trustee Vallad commented that if it’s been upheld in court, why take a chance?

Clerk Moreau suggested that if the amendment stated “other aircraft powered by an internal combustion engine” that then would cover any “vehicle landing from the air onto the lake” intent for which this amendment was originally drafted.

The Board discussed the intent of the exclusions list and what should be included.

Clerk Moreau summarized that an ordinance to restrict aircraft could simply state, “the landing upon any inland lake (with a definition) or upon any ice surface of any aircraft, airplanes, helicopters is prohibited.” This language should accomplish the intent, unless the Township Attorney feels the “internal combustion engine” part is necessary to provide strength as it’s already been tested by another community.

Attorney Need did not believe that the center “internal combustion engine” section is essential to defend the ordinance and will make the necessary changes.

- \* **Trustee Hensler moved to approve for second reading the proposed amendments to Code of Ordinance Chapter 22, Article VII Section 22-193, Aircraft Restrictions with the changes as discussed this evening. Clerk Moreau supported the motion.**

Jeff Schafer, 10317 Rattalee Lake Road asked if this means that there won’t be any more planes, flying low over his home.

Supervisor Walls replied that there will be an ordinance that says they can’t do that.

**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. Code Enforcement Services Agreement Renewal

Supervisor walls explained the only change to the code enforcement service agreement is with the hours of operation.

- \* **Trustee Hopper moved to approve a three-year renewal of Code Enforcement Services Building Administration and Inspection Services Agreement amending hours to Monday through Thursday from 9:00 am to 4:00 pm and further authorize the Clerk and Supervisor to execute the Agreement. 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.**

5. IT Security Policy

Supervisor Walls explained that the handouts included in the Board packet were an attempt to simplify the policy that was presented in April and only deal with the general policy to the Board. It is intended that implementation guidelines will be developed and approved administratively.

Trustee Hopper asked about the frequency of the security assessment and maintenance.

Chris Benedict, IT Administrator answered that the common standards are no less than annually. Maintenance varies with the type of system or equipment.

Mike Forst, Property Manager contributed that every piece of equipment has a manufacturers standard recommended guidelines.

Clerk Moreau commented that the drafts of implementation plans that she saw from Mr. Benedict are helpful to see the timelines and responsibilities of future implementation plans and she is comfortable with the policy.

Trustee Vallad commented that he liked this document better than the last draft.

Supervisor Walls commented that this policy will affect all but the library. The Library has their own system.

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**November 10, 2016**

**SPRINGFIELD**  
CHARTER TOWNSHIP

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- \* **Clerk Moreau moved to adopt the Springfield Township Information Technology Security Policy as presented. 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.**

6. 2017 & 2018 Sheriff Contract

Supervisor Walls had previously indicated that he had not seen any changes from the 2016 contract, but there is one change on page 14 of the proposed agreement which refers to paragraph 6.1 above, specifically 6.1.6. Paragraph 6.1.6 refers to a no-fill contract. This provision was eliminated in 2016 because it does not apply to us. To be safe, Supervisor Walls suggests that be changed to the same as 2016.

Clerk Moreau asked why not just remove section 6.1.6 from the contract?

Supervisor Walls replied that is was signed that way last year. Treasurer Dubre added that attention is then drawn to the topic when something is removed.

- \* **Trustee Hensler moved to approve the proposed 2017-2018 Sheriff Department Agreement with the revision to Schedule A indicated in 6.1.1 through 6.1.5 as discussed this evening, and authorize the Supervisor and the Clerk to sign on behalf of the Township. Trustee Hopper supported. 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:**

None.

**Adjournment:**

Hearing no other business, Supervisor Walls adjourned the meeting at 9:31 pm.

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Collin W. Walls, Supervisor

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Laura Moreau, Clerk





**RESOLUTION**  
**2016-15**

**Resolution to adopt 2017 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, 2016;
- 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 Cooper.

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 November 10, 2016, the original of which is on file in my office.

  
\_\_\_\_\_  
Laura Moreau, Clerk

**ATTACHMENT A**  
**2017 PROPERTY TAX EXEMPTION GUIDELINES AND STANDARDS**

The 2016 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 . . . .	\$23,450 yearly	Family of 5 . . . .	\$36,150 yearly
Family of 2 . . . .	\$26,800 yearly	Family of 6 . . . .	\$38,850 yearly
Family of 3 . . . .	\$30,150 yearly	Family of 7 . . . .	\$41,500 yearly
Family of 4 . . . .	\$33,450 yearly	Family of 8 . . . .	\$44,200 yearly
		Each addnl. . . . .	\$ 5,200 yearly



## RESOLUTION 2016-16

### RESOLUTION OF THE SPRINGFIELD TOWNSHIP BOARD ADOPTED ON: November 10, 2016

**WHEREAS**, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

**WHEREAS**, Oakland County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan, and

**WHEREAS**, the Springfield Township Board has duly advertised and conducted a public hearing as follows:

**Supervisor Walls opened** the Public Hearing at 7:43 P.M.

Tena Alvarado, President of Holly Area Youth Assistance, summarized the accomplishments of the organization and highlighted the number of Springfield Township youth served by HAYA. In addition to the annual sponsorship contributed by Springfield Township, HAYA is requesting \$3,500 in CDBG FY 2017 funds.

Cheryl Shafer, Treasurer of Neighbor for Neighbor, summarized the services provided by the organization and the number of Springfield Township residents served. Neighbor for Neighbor is struggling and Springfield Township is the only municipality that provides funding. Ms. Shafer explained that she will aggressively seek funding from other municipalities but is requesting anything that Springfield Township can do to assist their efforts.

Janet Stack-Miller, President of Kaleidoscope Foundation, stated that she will not repeat all the information that the Board already has in the application, but she is available to answer any questions.

**Supervisor Walls closed** the Public Hearing at 7:55 P.M.

on November 11, 2016 for the purpose of receiving public comments regarding the proposed use of PY 2017 Community Development Block Grant funds (CDBG) in the approximate amount of \$29,545.00 and

**WHEREAS**, the Springfield Township Board found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

Project Name	Amount
Senior Services	\$10,681
Street Improvements	\$10,000
Emergency Services	\$ 5,864
Disabled Services	\$ 3,000

**THEREFORE, BE IT RESOLVED**, that the Springfield Township CDBG application is hereby authorized to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Township Supervisor is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

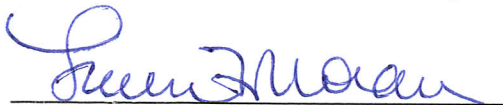
Motion by: Dubre      Supported by: Vallad

Ayes: COOPER, DUBRE, HENSLER, HOPPER, MOREAU, VALLAD and WALLS

Nays: None

Signed:

I, Laura Moreau, the duly elected Clerk of Springfield Township, Oakland County, MI do hereby certify that the above is a true copy of a resolution adopted by the Springfield Township Board at a meeting held on November 10, 2016 at which time a quorum was present.

A handwritten signature in blue ink, appearing to read "Laura Moreau", is written over a horizontal line.

# REGULAR MEETING

November 10, 2016

Township of Springfield

Laura Moreau, Clerk

## **BILLS PRESENTED FOR PAYMENT:**

## **GENERAL FUND**

Collin Walls	\$ 83.16
Laura Moreau	45.14
Blue Care Network	12,924.63
Mike Forst	4.23
Karen Binasio	777.82
Greg Kazmierski	19.98
Verizon Wireless (2)	314.80
Lighting Supply Company (3)	904.92
Consumers Energy	239.23
Election Source	157.14
Dean Baker	323.40
Oakland County	354.00
Coffee Break Service, Inc.	72.00
Christine Maiorana	19.00
Environmental Consulting & Technology, Inc	2,990.16
Arlene Badgley	52.99
Vicki Sievers	63.48
Oakland County Treasurer's Assoc.	75.00
CSI Geoturf	73.50
Smith's Disposal	41.60
Security Central, Inc.	57.60
Maurer's Textile	55.50
American Water	55.00
Mechanical Comfort, Inc.	3,290.00
State of Michigan	135.87
Adkison, Need, Allen & Rentrop, PLLC	4,865.83
Hubbell, Roth & Clark, Inc. (4)	1,457.00
Canon	<u>81.70</u>
<b>TOTAL</b>	<b>\$ 29,534.68</b>

## **BILLS PRESENTED FOR PAYMENT:**

## **FIRE FUND**

Blue Care Network	\$ 1,692.92
Auto Parts by Mazza	93.68
DNA Interiors, LLC	700.00
First Due	345.87
Halt Fire (3)	2,911.50
J&B Medical Supply	74.58
Kline Medical Supply, Inc.	118.91
McKay's Hardware	64.47

# REGULAR MEETING

November 10, 2016

Township of Springfield

Laura Moreau, Clerk

Moore Medical (2)	720.38
Michigan Water Conditioning	30.00
Nye Uniform (2)	916.21
Oakland County	1,164.19
Oakland County Medical Control Authority	75.00
Office Depot (4)	365.95
Oxford Overhead Door	378.88
Premium Truck & Auto Body, Inc. (2)	5,350.00
Suburban Office (2)	78.97
West Shore Fire, Inc.	<u>203.00</u>
<b>TOTAL</b>	<b>\$ 15,284.51</b>

## **BILLS PRESENTED FOR PAYMENT:**

Verizon Wireless

**TOTAL**

## **POLICE FUND**

\$ 100.94

**\$ 100.94**

## **BILLS PRESENTED FOR PAYMENT:**

General Fund

Blue Care Network

Comcast

**TOTAL**

## **CABLE TV FUND**

\$ 300.00

380.83

21.64

**\$ 702.47**

## **BILLS PRESENTED FOR PAYMENT:**

General Fund

Carlisle Wortman Assoc, Inc.

Jeff Spencer

Jeff Shafer

Ron Shelton

Doug Weaver

Merle West (2)

Brain Claycomb

**TOTAL**

## **BUILDING DEPARTMENT**

\$ 850.00

30.00

405.00

2,070.00

713.38

1,726.08

1,648.73

791.38

**\$ 8,234.57**

# REGULAR MEETING

November 10, 2016

Township of Springfield

Laura Moreau, Clerk

## BILLS PRESENTED FOR PAYMENT:

## LAKE IMPROVEMENT FUND

### *Waumegah Lake*

Midwest Marine Services (3)

\$ 14,310.00

### *Susin Lake*

Aqua-weed

9,600.00

**TOTAL**

**\$ 23,910.00**

## BILLS PRESENTED FOR PAYMENT:

## SOFTWATER LAKE FUND

None

\$ 0.00

**TOTAL**

**\$ 0.00**

## BILLS PRESENTED FOR PAYMENT:

## ELIZA LAKE FUND

None

\$ 0.00

**TOTAL**

**\$ 0.00**

**GRAND TOTAL FOR ALL FUNDS**

**\$ 77,767.17**



## ADDITIONAL DISBURSEMENTS ~ October 2016

for Approval at November 2016

Township of Springfield

Laura Moreau, Clerk

### **ADDITIONAL DISBURSEMENTS:**

### **GENERAL FUND**

Consumers Energy	\$ 96.35
Beth Sexton	317.10
Pitney Bowes	73.09
21 <sup>st</sup> Century Media	1,254.75
Absolute Building Maintenance	1,750.40
Cardmember Service	2,558.55
Carlisle/Wortman Assoc. (3)	2,262.50
Carol Jones	572.46
Christine Maiorana	57.00
Clarkston Paper	83.77
DTE Energy (3)	3,821.28
Earl Colloto	125.00
Election Source	610.34
Erin A Mattice (2)	285.00
Erin Mattice (2) reimbursement	31.32
HESCO	1,000.00
Hubbell, Roth & Clark	184.00
Impressive Printing (2)	165.00
Innovative Office Technology	117.41
Macomb Assessors Assoc.	45.00
Macomb Assessors Organization	90.00
Maurer's Textile Rental (3)	173.28
Mechanical Comfort, Inc.	12,200.00
National Pen	92.95
Paetec	910.29
Pitney Bowes	1,150.92
Quill (3)	438.03
Road Commission for Oakland County	175.02
Springfield Twp. Parks & Rec.	318.02
Technology Solutions, LLC	100.00
Unicare	220.00
UNUM	<u>396.96</u>
<b>TOTAL</b>	<b>\$ 31,675.79</b>





## ADDITIONAL DISBURSEMENTS ~ October 2016

for Approval at November 2016

Township of Springfield

Laura Moreau, Clerk

### **ADDITIONAL DISBURSEMENTS:**

### **FIRE FUND**

Argus-Hazco	\$ 1,413.80
Auto Parts by Mazza (2)	108.72
Brown & Brown of Michigan	501.00
C&S Motors, Inc.	485.98
Calypso Signs LLC	795.00
Cardmember Service	1,172.67
Comcast (2)	514.89
Consumers Energy	26.52
Petty Cash (2)	44.62
Diesel Tech	862.82
DTE Energy	1,063.32
First Due (3)	16,441.68
Holly Automotive Supply, Inc. (2)	118.02
Impressive Printing	50.00
J&B Medical Supply, Inc.	117.32
Kelko Heating & Cooling	2,100.00
Lessors, Inc.	61.50
McKay's Hardware	73.93
NYE Uniform (2)	246.60
Oakland County Sheriff's Dept.	1,889.37
Occupational Health Centers of MI	95.50
Road Commission for Oakland County	718.09
Troy Electric, Inc.	390.00
West Shore Fire, Inc.	748.99
Unicare	70.59
UNUM	<u>130.46</u>
<b>TOTAL</b>	<b>\$ 30,241.39</b>

### **ADDITIONAL DISBURSEMENTS:**

### **POLICE FUND**

Oakland County Sheriff's Dept.	<u>\$ 139,327.15</u>
<b>TOTAL</b>	<b>\$ 139,327.15</b>



## ADDITIONAL DISBURSEMENTS ~ October 2016

for Approval at November 2016

Township of Springfield

Laura Moreau, Clerk

### **ADDITIONAL DISBURSEMENTS:**

Cardmember Service	\$ 85.18
Charter Township of Independence	1,500.00
Unicare	3.70
UNUM	<u>5.87</u>
<b>TOTAL</b>	<b>\$ 1,594.75</b>

### **CABLE TV FUND**

### **ADDITIONAL DISBURSEMENTS:**

Carlisle/Wortman Assoc. (3)	\$ 4,575.70
General Fund	<u>96.57</u>
<b>TOTAL</b>	<b>\$ 4,672.27</b>

### **BUILDING DEPT FUND**

### **ADDITIONAL DISBURSEMENTS:**

<i><b>Waumegah Lake</b></i>	
21 <sup>st</sup> Century Media	\$ 66.20
General Fund	10,000.00
<i><b>Susin Lake</b></i>	
Advanced Arbor	1,500.00
<i><b>Dixie Lake</b></i>	
Progressive AE	2,500.00
<b>TOTAL</b>	<b>\$ 14,066.20</b>

### **LAKE IMPROVEMENT FUND**

### **ADDITIONAL DISBURSEMENTS:**

General Fund	<u>\$ 650.00</u>
<b>TOTAL</b>	<b>\$ 650.00</b>

### **SOFTWATER LAKE FUND**

### **ADDITIONAL DISBURSEMENTS:**

General Fund	<u>\$ 450.00</u>
<b>TOTAL</b>	<b>\$ 450.00</b>

### **ELIZA LAKE FUND**

**GRAND TOTAL-ADDL. DISB. - ALL FUNDS**

**\$ 222,677.55**