

## **SPRINGFIELD TOWNSHIP BOARD MEETING**

**April 11, 2019**

### **SYNOPSIS**

**CALL TO ORDER** 7:30 pm by Supervisor Walls

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AGENDA ADDITIONS & CHANGES** Clerk Moreau added New Business #10, Contribution to A/C system for Neighbor for Neighbor and New Business #11, Consider Personal Noticing for Mill Pond Dam Feasibility Study

**PUBLIC COMMENT** None

#### **CONSENT AGENDA**

- a) Approved Minutes: Regular Meeting of March 14, 2019 and Special Meeting of March 26, 2019
- b) Accepted March 2019 Treasurer's Reports
- c) Received March 2019 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, CDBG, Assessing, IT, Comp Time and Natural Resources
- d) Authorized payment of bills: March Additional Disbursements totaling \$56,266.03 and April Bills List totaling \$61,340.36
- e) Authorized the Supervisors Office to submit the proposed project and scope to Oakland County for approval by the April 16, 2019 deadline to be able to participate in the 2019 West Nile Program
- f) Approved hiring 2 additional Natural Resource Crew Members for a total of 5 for the 2019 season
- g) Approved a one-year Special Land Use Extension for Quarry Ridge until May 10, 2020
- h) Approved Resolution 2019-04 adopting the 2019 Springfield Township Emergency Support Operations Plan
- i) Rescinded Amended Resolution 2019-3 Eliza Lake SAD
- j) Received Communications and placed on file

#### **PUBLIC HEARING**

1. Community Development Block Grant – Reprogram PY 2016 and PY 2017 Funds: Opened hearing at 7:35 pm. No comments received. Closed hearing at 7:35 pm

#### **OLD BUSINESS**

1. Second Reading – Air Vehicles and Remote-Controlled Aircraft, amendment to Code Chapter 22, Article VII: Adopted amendment

#### **NEW BUSINESS**

1. CDBG Funds Reprogramming: Reprogrammed funds from program years 2016 and 2017.
2. Fire Station 1 and 3 2019 Landscape Maintenance Plan: Approved season start-up work listed for May in Maintenance plan proposal from Upcott's Landscaping dated 4/13/19
3. First Reading – Temporary and Non-Conforming Sign, proposed new Article V – Signs to Chapter 12-Environment: Discussed draft and determined to wait until after initial review of Zoning Chapter Sign Provisions changes before publishing for Second Reading
4. Discussion regarding Partisan or Nonpartisan Offices: Adopted Resolution 2019-05 to support legislation that would allow Township Boards the option to have nonpartisan elected offices
5. Job Descriptions Update for Assessing Department and Fire Administrative Assistant: Approved job descriptions
6. Authorization to fill Appraiser 1 position in Assessing Department: Authorized Chief Assessor to fill position at a starting annual salary of \$30,000-\$34,000
7. Amend Township & Fire Expenditure Authorization Policies: Amended Township Board Rules of Procedure
8. Amend Fire Policy for Department Structure, Administration and Accountability: Amended policy
9. Engineering Interview Schedule: Set Special Meeting to conduct interviews for Wednesday, May 1<sup>st</sup> at 6pm
10. Contribution to A/C system for Neighbor for Neighbor: Approved \$550 contribution and supported selection of Troy Electric as contractor
11. Consider Personal Noticing for Mill Pond Dam Feasibility Study: Authorized Clerk to send notice of May 22<sup>nd</sup> Public Information Meeting to properties within 300 feet of Mill Pond

**PUBLIC COMMENT:** None

**ADJOURN:** 9:11 pm

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**REGULAR MEETING**  
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CHARTER TOWNSHIP

Laura Moreau, Clerk



**Call to Order:** Supervisor Walls called the April 11, 2019 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
Marc Cooper	Township Trustee
David Hopper	Township Trustee
Dennis Vallad	Township Trustee

**Board Members Not Present**

none

**Others Present**

Attorney Hans Rentrop

**Agenda Additions & Changes:**

Clerk Moreau asked that two items be added to the New Business Agenda; Contribution to the A/C System for Neighbor for Neighbor as New Business 10, and Consider Personal Noticing for Mill Pond Dam Feasibility Study as New Business 11.

**Public Comment:**

None

**Consent Agenda:**

- \* Trustee Hopper moved to approve the Consent Agenda 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.

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- a) Approve Minutes: Regular Meeting of March 14, 2019 and Special meeting of March 16, 2019
- b) Accept March 2019 Treasurer Reports
- c) Receive March 2019 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, CDBG, Assessing, IT, Comp Time and Natural Resources
- d) Authorize payment of bills March Additional disbursements totaling \$56,266.03 and April Bills list totaling \$61,340.36
- e) Authorize Supervisor's office to submit the proposed project and scope to Oakland County for approval by the April 16, 2019 deadline to be able to participate in the 2019 West Nile Program
- f) Approve hiring two additional Natural Resource crew members for a total of 5 for the 2019 season.
- g) Approve a one-year Special Land Use extension for Quarry Ridge until May 10, 2020
- h) Approve Resolution 2019-04 adopting the 2019 Springfield Township Emergency Support Operations Plan
- i) Rescind Amended Resolution 2014-03 Eliza Lake SAD
- j) Receive Communications:
  - Letter from L. Brooks Patterson, Oakland County Executive and Proclamation Designating April 2019 as Fair Housing Month
  - Letters from Oakland Community Health Network regarding May 2019 as Mental Health Month

**Public Hearing:**

1. Community Development Block Grant – Reprogram PY 2016 and PY 2017

Supervisor Walls explained that the public hearing is for two different Community Development Block Grant fund allocations, the first being Minor Home Repair Funds from 2016, which expired in December 2018. These funds expired due to lack of applications and will be reallocated to the Oakland County Minor Home Repair so that Springfield residents still have access to the funds. The second is to reprogram Street Improvements leftover from 2017 (for street lights near Oak Hill Road), to Removal of Architectural Barriers to assist with the 2018 funding for ADA compliant doors for the lower level of the Civic Center.

Supervisor Walls called the Public Hearing to order at 7:35pm

There were no comments.



Supervisor Walls closed the Public Hearing at 7:35:30pm

## **Old Business**

1. Second Reading – Air Vehicle and Remote-controlled Aircraft, amendment to Code Chapter 22, Article VII

Supervisor Walls explained that this amendment would prohibit the landing of air vehicles and remote-controlled aircraft on Township owned property, with the exception of events sponsored by the Township or landing is required in the event of an emergency.

- \* **Clerk Moreau moved to adopt amendments to the Springfield Township Code of Ordinances Chapter 22, Offences, to add a new section 22-194 as published for second reading; Amendments take effect upon publication of the Notice of Adoption. 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.**

## **New Business:**

1. CDBG Funds Reprogramming

**Trustee Hopper moved to approve reprogramming CDBG funds from Program Year 2016 activity description Minor Home Repair \$3,137 to Oakland County Home Improvement Program, the same \$3,137, further reprogram funds from Program Year 2017 Street Improvements, total of \$16,199 to Remove Architectural Barriers for the same amount, \$16,199. Trustee Vallad supported the motion. Vote on the motion. Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: none; absent: none. The motion carried by a 7 to 0 vote.**

2. Fire Station 1 & 3 2019 Landscape Maintenance plan

Supervisor Walls clarified that the bid from Upcott's Landscaping has the intent to do spring clean-up in both fire stations in April, weather permitting. Weed killer will be installed, trees trimmed, sprinklers started and mulch and the balance is for weeding and pruning.

Trustee Hensler felt that the numbers looked extremely high. She felt that \$1,200 per month for each station was too much. She thought that 120 hours per month was excessive

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and asked if we had the ability to cancel service if it's unnecessary in the middle of the summer, to save money.

Supervisor Walls replied that no, service could not be cancelled.

Trustee Cooper asked if this contract would cover mowing.

Clerk Moreau replied that this only covers trimming and weeding.

Trustee Hensler reiterated that she thinks the bid is extremely excessive. She believes that this is a lot of money that could be used in other places. She stated the spring clean-up charge is high but is more concerned about the charges for the six months following.

Clerk Moreau stated that Upcott's does a great job and it is very important that the new landscaping must be maintained properly. She added that she would feel more comfortable if the rates were flexible, meaning if during any week or month, if a 4-man crew is unnecessary, the Township is only charged for hours worked.

Supervisor Walls explained that Joe Hagan put together this proposal based on how many hours on average that he felt his crew would require to maintain the property. He is concerned that the landscape be treated properly this first year, but Walls doesn't have a problem with asking for a reduction in man-hours.

Trustee Hensler does not see how there are 120 hours of work every month, even for new landscaping.

Clerk Moreau explained her neighborhood's approach to landscape management, as spring clean-up requires the most effort, with May, June and July efforts declining with time. She also understood that Mr. Hagan will need to lock in his crew. She suggested a 2-man crew compromise over the 4-man crew.

Trustee Cooper asked if the spring clean-up portion of the bid could be approved so as to not delay the clean-up activity scheduled for April.

Trustee Vallad asked if Upcott's Landscaping could be asked to give a better price.

Treasurer Dubre asked if other bids could be requested.

Trustee Hensler explained that Upcott's does good work, but the rates are too high, or the estimated amount of work is too high.

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Clerk Moreau commented that with the drip irrigation system being started up, Snapshot being put down for weed control, beds mulched and extensive spring clean-up, it will make a big difference in weed control for balance of the season.

Trustee Hensler stated that \$26,000 for spring clean-up is excessive.

Trustee Cooper noted the bid includes \$6,000 and 153 hours to spread mulch. He questions if one yard of mulch takes an hour to spread.

Supervisor Walls believes it is essential to get a contractor there in the spring to take care of the spring clean-up and water system operating.

Clerk Moreau asked to verify that any initial landscape installation warranty wasn't dependent on a maintenance contract with the same contractor.

Supervisor Walls replied that installation was through the construction manager and the warranty was through May or June to make sure that what was planted lived through the winter.

**Clerk Moreau moved to approve the spring clean-up and maintenance items listed for the month of May as proposed and indicating that the remainder of the bid be reconsidered by multiple landscape contractors. Fire Station 1 amounts not to exceed \$14,587.50 and Fire Station 3 amounts not to exceed \$12,045. Trustee Vallad supported the motion.**

Trustee Cooper expressed that he had a hard time spending \$12,000 to spread mulch. He feels that the contractor should reconsider.

Treasurer Dubre understands that some expense is necessary but expressed concern that indecision will cause delay and a she doesn't want this decision to wait until the May meeting.

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

3. First Reading – Temporary and Non-conforming signs, proposed new Article V- Signs to Chapter 12-Environment

Supervisor Walls explained that there has been significant time and work put into these revisions by Clerk Moreau, Attorney Need and himself, to get the Sign Ordinance into



compliance with the content neutral Supreme Court ruling. The recommendation to separate the Zoning Ordinance into a General Ordinance and Zoning Provisions, an outline of which was provided in the Board packet.

- Supervisor Walls provided locations of the changes and then summarized the key points as follows:
- Temporary signs be addressed by use, not content.
- There will be a schedule of regulations for temporary signs.
- Permanent Non-conforming signs may remain as long as they are not expanded and there is no change in ownership or in the use.
- Window signs will be restricted to 25% of the window area on the front lot line and must be in conformance within 90 days after the Ordinance is adopted.
- Abandoned or obsolescent signs within 30 days' notice from the Township.
- Temporary, seasonal, community and civic events provisions added for timing and number and placement of signs.
- Online permit application process for temporary signs are being considered.
- Signs allowed without permits are listed.
- Election sign time limits are updated. Sign size limits are listed.
- Significant provisions that are different are under definitions.
- The Flag section is new. National, state, educational institutions, religious, municipalities or on-premise flags displaying an official business or corporate emblem or seal are allowed without permits. All flags have maintenance provisions.
- The chart on page 9 summarizes sign size regulations.

Clerk Moreau commented that the flag provisions are for non-residential districts. Provisions for residential districts are that flags need to be maintained. She further commented on the organization of the sign size chart for signs requiring a permit. Signs not requiring a permit have sign size specifications outlined within their respective section.

Trustee Vallad questioned the wording of section 12-110 (a)(2)b.

Clerk Moreau confirmed that there's an extra word that should have been deleted. The sentence should end, "may only be replaced by signs that conform to this article."

Trustee Cooper questioned if the biggest US flag that could be displayed was limited to a 4x6 foot.

Supervisor Walls answered that the limit is 24 square feet but said that limit may be brought to a newly formed sign committee for a variance.

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Trustee Cooper also asked if, according to section 12-111(a)(9), directional signs were allowed for businesses.

Clerk Moreau and Supervisor Walls clarified that directional signs were allowed.

Supervisor Walls suggested the publishing of this ordinance for Second Reading and coordinating it in reference to the changes to the Zoning Ordinance that would remove most provisions for temporary and non-conforming signs.

Clerk Moreau stated she is confident with this ordinance would prefer to wait to publish until they complete a Zoning Ordinance evaluation. She wants to confirm that nothing is missed that should belong in the general ordinance

Trustee Hopper contributed that the Zoning Ordinance will take a minimum of four months to amend since it requires a public hearing and action by the Planning Commission.

Clerk Moreau stated that she would like the two documents to be adopted close to the same time, or at the very least a good review of the Zoning section before moving this document along.

Supervisor Walls believes that it was not a good idea to publish until time gets closer to Second Reading.

Clerk Moreau noted that the Planning Commission will address the Zoning provisions but asked if a summary should be revisited at the next Board meeting, in order to keep the process moving.

Supervisor Walls agreed and suggested that Clerk Moreau would prepare a summary/outline.

Supervisor Walls commented that as no action is to be taken, a motion is not needed.

4. Discussion regarding Partisan or Non-partisan Offices

Supervisor Walls explained a memo present in the Board packet from Michigan Townships Association (MTA) asking for Springfield Township's position about elected Township Officials being on the partisan or non-partisan ballot.

Trustee Vallad commented that at the annual conference of MTA the Township officials are evenly split among three options: partisan, non-partisan and give each township the option



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to choose partisan or non-partisan. He doesn't see the connection between the township and the state and/or Federal elections that would necessitate a partisan election. He supports an optional selection, and feels that non-partisan elections at the Township level are appropriate. He feels that non-partisan officials would bring in more people to run for elected positions. The wants and needs of the community are better reflected within the community with a non-partisan election.

Supervisor Walls agreed. State and Federal party platforms rarely relate to Township issues. He mentioned that a non-partisan ballot would be more complicated at election-time.

Clerk Moreau disagreed stating that it would be a shuffling of sections but the number of races should remain the same. There are other factors to consider such as the straight party voting option is in the Michigan Constitution and will always be an option on the November Ballot. Many residents are used to voting a straight party ticket, so educating the public would be necessary.

Trustee Vallad suggested moving the local election to the gubernatorial election to decrease the size of the ballot.

Clerk Moreau reminded that Board that there are no assurances that the legislation will accomplish the change.

Trustee Vallad reminded that MTA just wants to know how the Board feels about this direction.

Supervisor Walls mentioned one MTA option in their memo stating that party affiliations help voters to know what the candidates value. He stated that he doubted that was true.

Clerk Moreau stated that she believes that voters make decisions based on affiliations but she would like to know what the Springfield residents think. She further asked how then, if it's optional, does a community decide whether to have partisan or non-partisan elections and if it would be based on the opinions of the current Board.

Supervisor Walls commented that there are lots of unanswered questions but sees no reason that it should not be left up to the individual community.

Clerk Moreau commented that she would like to know how some cities within their charters have made this decision.



Trustee Hensler agreed with Trustee Vallad that there would be a wider field of candidates if there were no labels.

Trustee Vallad again clarified that MTA wants to know if Springfield Township would support the option of a non-partisan.

**Supervisor Walls moved to adopt the resolution presented by MTA, going on record in support of the option for non-partisan legislation. 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.**

5. Job Description Update

a) Assessing Department

Clerk Moreau questioned the Essential Functions of the Appraiser 1 position and whether the position description could better be defined to encompass more than just the new construction responsibility of the job. She questioned why “assist with review of all properties” was not its own responsibility; this function seems like a primary responsibility for the job.

Supervisor Walls agreed that change could be made.

Trustee Hensler agreed that #3 should be put back into its own line item.

**Supervisor Walls moved that the new job descriptions for Appraiser 1, Assessor 1, Assessor 2, Chief Assessor be approved as revised this evening. 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.**

b) Fire Administrative Assistant

Supervisor Walls explained that the Fire Clerical description was from 2007 and is no longer clerical, but more administrative assistant to the Fire Chief.

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Trustee Hopper questioned if the use of the word “monthly” in Essential Duties #7, as it relates to payroll.

After much discussion, the Board agreed that the word should be eliminated.

**Trustee Hensler moved to approve the Fire Department Administrative assistant job description with the change in item 7 removing the word “monthly”. 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.**

6. Authorization to fill Appraiser 1 position in Assessing Department

**Clerk Moreau moved to authorize the Chief Assessor to hire for and fill the position of Appraiser 1 with a starting salary of \$30,000 to \$34,000 per year. Trustee Vallad supported the motion. Vote on the motion. Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: none; absent: none. The motion carried by a 7 to 0 vote.**

7. Amend Township & Fire Expenditure Authorization Policies

Supervisor Walls explained that this is listed as both Township and Fire policies because the amounts are listed in the Township Board Rules of Procedure but also is part of Fire Structure and Administrative & Accountability Policy. He further explained the expenditure amount changes to Section 14.2 Expenditures in 14.2.3.12 and 13 in the township Board Procedures.

**\* Clerk Moreau moved to adopt the amendments to the Springfield Township Board Rules and Procedure as presented. 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.**



8. Amend Fire Policy for Department Structure Administration and Accountability

Fire Chief Dave Feichtner explained the changes to the Fire Policy for Department Structure Administration and Accountability are mainly to clean up language, to reflect changes in the Department over the last few years, and to make the document more user friendly as a reference tool. This also reflected the expenditure changes made by the Board in the previous motion (New Business 7).

Supervisor Walls highlighted a few changes to Section 5.

Trustee Hensler noticed a spelling error, which Chief Feichtner will fix.

Clerk Moreau asked if it is dividing the Captains duties into Logistics Captain and Operations Captain is something Chief Feichtner devised or if it is a common structure.

Chief Feichtner replied that it is fairly common to divide up duties in this manner, however there is no industry standard in regard to naming conventions.

- \* **Trustee Hensler moved to approve the updates to Fire Policy for Department Structure Administration and Accountability for the Springfield Township Fire department correcting the spelling for sergeant and the underline. Trustee Vallad supported the motion. Vote on the motion. Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: none; absent: none. The motion carried by a 7 to 0 vote.**

9. Engineering Interview Schedule

Supervisor Walls notified the Board that Terry Rusnell, from the Planning Commission, has volunteered to be part of the committee. There are eight responses to the request for proposals.

Supervisor Walls explained that the intent is to review all proposals with the committee and come up with no more than four and make a decision with the Board. A special meeting is required for interviews.

It was decided that the meeting will be set for May 1, 2019 at 6pm.



10. Contribution to Neighbor for Neighbor A/C unit

Clerk Moreau distributed a memo explaining the ongoing conversation between Neighbor for Neighbor and Parks and Recreation concerning the desire to have central air installed in the Neighbor for Neighbor section of the Hart Community Center. The installation was not in the Parks and Rec budget for 2019 so Neighbor for Neighbor was seeking donations. The Davisburg Rotary Club started soliciting donations for the cause and it looked as though the project would be approved at the March Park Commission meeting, however Rotary has since withdrawn their support. Neighbor for Neighbor has since received a large contribution from a single donor to cover a majority of the project. Parks and Rec has authorized the additional expense of \$1,100 to complete the project. Clerk Moreau asked that the Board consider contributing half of the Parks and Recreation expense.

Clerk Moreau further asked that the Board support the selection of Troy Electric as the contractor for the project. This unusual request was made after a letter sent from the Rotary Club which questions the conduct of the Parks Director and stated a conflict of interest in selecting Troy Electric as the contractor. Clerk Moreau commented that there is an attached letter to the memo she distributed to the Board. She further spoke to the professional and ethical conduct of Sarah Richmond, Parks Director, and the Park Commission and noted that Troy Electric has done many projects for Springfield Township in the past and has a good reputation. Clerk Moreau further explained how the \$1,100 contribution (half from Parks and half from the Township) would be used. \$700 is a shortfall in the balance owed to Troy Electric, and \$400 would be for required fencing.

Trustee Hensler would like to see the Board provide \$700 for the shortfall and let Parks worry about the fencing, or just fund the \$1,100 completely.

Treasurer Dubre is in favor of funding the \$550 (split with Parks and Recreations). She fully supports the electrical contract to Troy Electric and is offended by the accusations.

Trustee Hopper feels insulted that someone would accuse the Parks Director of not being ethical. He also believes that Troy Electric has provided good results to the Township in the past. He supports funding \$550.

Trustee Vallad asked if it would be a Capital Outlay expense.

Treasurer Dubre answered no.

Supervisor Walls stated he is no longer a Rotarian and has not been for a few years.



- \* Clerk Moreau moved to authorize contribution not to exceed \$550 towards an A/C system to service the space of Hart Community Center occupied by Neighbor for Neighbor and further supports Parks and Recreation contracting with Troy Electric to complete the installation per their estimate dated February 14, 2019. Supervisor Walls 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.

#### 11. Mill Pond Dam Feasibility Study personal notices

Clerk Moreau explained that Supervisor Walls requested personal notices be sent to all property owners within 300 feet of the pond, similar to what is done for zoning.

Clerk Moreau contacted Attorney Need to determine if there were any legal requirements/concerns about notification. Attorney Need advised that since notice for this project is not required by statute, ordinance or by Township policy, the decision about noticing this project should be up to the Township Board. Clerk Moreau distributed a memo with bullet points for consideration by the Board. An extensive effort has been made to notify the public about the Feasibility Study. A mail and email distribution list have been created, as well as a website, a display in the lobby, and information available at the Township counter. Clerk Moreau explained that about 15 properties are within 300 feet of Mill Pond. She requests that, should notification be sent to these property owners, that the communication include information about how to get added to a communication distribution list. Clerk Moreau summarized the notification efforts thus far and asked for further direction. She believes that notices can be sent for under \$10 and everyone within the Township should be interested in the future of the pond.

Trustee Hensler believes that Clerk Moreau has gone above and beyond to notify the public.

Trustee Cooper expressed that a one-time notification is necessary to ensure that the neighbors of the pond are notified.

Clerk Moreau reiterated that it should be important to the whole community.

Treasurer Dubre commented that this is not just about the residents in close proximity to the pond, but she is not in favor of sending notice to the entire community.

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Supervisor Walls agreed with sending notices to the identified properties. Walls noted that the Township notices for meetings.

Clerk Moreau explained that, for an important issue that could impact many residents, the Township Board can hold a special meeting and the only notification legally required of the Board is 18 hours in advance notice in the Township offices and on the website. The Township has communicated multiple ways over the past seven weeks for this issue.

Treasurer Dubre thanked Clerk Moreau for all of her notification efforts.

Clerk Moreau will send out a notification stating that the next meeting about the feasibility study will be May 22, 2019 at 6:30 pm with contact information to be added to the distribution list and website information.

- \* **Supervisor Walls moved that the Clerk Moreau be authorized to send notice of the Feasibility study and the May meeting of the Mill Pond Dam to property owners outlined in her memo. 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:**

none.

**Adjournment:**

Hearing no other business, Supervisor Walls adjourned the meeting at 9:24pm.

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Collin W. Walls, Supervisor

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Laura Moreau, Clerk



**RESOLUTION  
2019-04**

**SPRINGFIELD  
CHARTER TOWNSHIP**



**RESOLUTION OF THE TOWNSHIP BOARD OF THE  
CHARTER TOWNSHIP OF SPRINGFIELD  
TO ADOPT THE SPRINGFIELD TOWNSHIP EMERGENCY OPERATIONS SUPPORT PLAN**

At the regular meeting of the Township Board of the Charter Township of Springfield, County of Oakland, Michigan, held on the 11<sup>th</sup> day of April, 2019, at 7:30 p.m.

PRESENT: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls  
ABSENT: None

The following preamble and resolution were offered by Hopper and supported by Cooper.

**WHEREAS,** Springfield Township elected to be incorporated into the Oakland County Emergency Management Program and that by becoming part of the Oakland County Emergency Management Program, Springfield Township and Oakland County have certain responsibilities to each other.

**WHEREAS,** this Emergency Operations Support Plan has been developed to identify the responsibilities between Springfield Township and Oakland County in regard to emergency management activities.

**WHEREAS,** the plan provides a framework for the Township to use in performing emergency functions before, during, and after a natural disaster, hostile attack, technological incident or other emergency.

**WHEREAS,** this support plan is to be used in concurrence with Oakland County's Emergency Operations Plan as it is a supporting document.

**WHEREAS,** the support plan will be maintained in accordance with the current standards of the Oakland County Emergency Operations Plan. Review of this plan shall be accomplished every four years.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Springfield Township Board hereby adopts this Emergency Operations Support Plan, in support to the Oakland County Emergency Operations Plan.

AYES: COOPER, DUBRE, HENSLER, HOPPER, MOREAU, VALLAD and WALLS  
NAYS: None  
ABSENT: None



LAURA MOREAU, Clerk

**Springfield Township**

**Support Emergency Operations Plan**

**A Support Plan to The Oakland County Emergency Operations Plan**

**April 11, 2019**

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## SIGNATURE PAGE

Date: April 19, 2019

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for Springfield Township in support to the Oakland County Emergency Operations Plan. The plan provides a framework for the Springfield Township to use in performing emergency functions before, during, and after a natural disaster, technological incident, hostile attack or other emergency.

This plan was adopted by the Springfield Township Board under Resolution No. 2019 – 04 dated April 11, 2019. It supersedes all previous plans.

A handwritten signature in cursive script that reads "Collin W. Walls".A handwritten date in cursive script that reads "April 19, 2019".

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Collin W. Walls, Supervisor

## **SPRINGFIELD TOWNSHIP**

### **INTRODUCTION TO THE PLAN**

#### **I. Purpose**

Springfield Township has elected to be incorporated into the Oakland County Emergency Management Program. By becoming part of the county emergency management program, the Township and Oakland County have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between the Township and Oakland County in regards to emergency management activities. It also provides for Township government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the current standards of the Oakland County Emergency Operations Plan. Review of this support plan shall be accomplished every four years.

#### **II. Scope**

This plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies. Each agency that has a supported role in this plan or its elements should have developed Standard Operating Procedures (SOP) which provides systematic instructions for accomplishing assigned functions. In addition to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques; educating the public on awareness activities, and the use of appropriate land use planning decisions for mitigation and prevention purposes as well. Through this plan, the Township continues to implement the National Incident Management System, participating in efforts to provide an effective and efficient incident management operation.

#### **III. Plan Maintenance and Implementation**

The plan has been developed together with local community and county officials to ensure consistency within the county emergency management program documents. The plan is required to be approved by Springfield Township every four years, or whenever the Chief Elected Official (CEO) changes and is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and reviewed/updated to maintain currentness with the County Emergency Operations Plan.

This plan has been provided to all municipal agencies, elected officials and the county emergency management office.

#### **IV. Emergency Management Program Oversight**

The Township has appointed the Fire Chief to serve as the municipal emergency management liaison responsible for working with the County Emergency Management Coordinator in matters pertaining to emergency management. Pursuant to the requirements in P.A. 390, of 1976, as amended, Section 19, Oakland County has adopted a resolution that incorporates the Township into its emergency management program, which is necessary for disaster assistance.

## **SPRINGFIELD TOWNSHIP**

### **BASIC INFORMATION**

#### **I. Community Profile**

Springfield Township is situated in the northwest section of Oakland County. The community has a population of approximately 14,000 residents. Of this number, a very small percentage are identified as individuals with functional needs. Many of these individuals reside in congregate care centers, but others reside in non-group homes where help is provided as needed or on-call. The township's major commercial industry is utility companies.

According to the County's Hazard Mitigation Plan, the community is most vulnerable to: tornado occurrence, traffic accidents, potential hazmat incidents and train derailment. Areas within the community which are more of a concern as a result of these hazards include: traffic areas along major expressway I-75, hazmat or derailment area along CNN railroad line and the area along the three 36-inch pipelines that run through the Township. More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

Within the community, there are approximately ten sites that contain hazardous substances. Of these sites, one contains extremely hazardous substances. Pursuant to SARA Title III, off-site emergency response plans have been developed by the Oakland County Local Emergency Planning Committee (LEPC) to prepare the fire department(s) to respond to the specific extremely hazardous substances on the sites. In addition, the owners of the sites have reported the types of hazardous substances that are housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

#### **II. Emergency Management Authority**

Pursuant to P.A. 390 of 1976, as amended, the Supervisor may declare a local state of emergency for the Township. In the Supervisor's absence, pursuant to local legislation, the Fire Chief is authorized to declare the local state of emergency as well. Upon a declaration, PA 390 also authorizes the Supervisor to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the emergency operations center to conduct activities to ensure the safety of people, property, and the environment.

By resolution dated August 11, 2005, the Township has adopted the National Incident Management System as the standard for incident management for all-hazards. Through the adoption, the Township continues to implement the concepts of the NIMS through training, planning, and exercising activities.

#### **III. Response Resources**

Springfield Township maintains a municipal Fire Department for providing public safety and welfare to the community. The Fire Department is comprised of qualified emergency personnel, and maintains equipment capable of responding to emergencies. A list of resources that the department uses for emergency situations can be requested through the municipal emergency management liaison. If the incident requires additional resources beyond the capability of the Township, the Supervisor may enact mutual aid, or it may be necessary to request county assistance through proper procedures.

#### IV. Emergency Management Organization (EMO)

The Township emergency management organization consists of various departments responsible for conducting activities in response to emergencies within the community. These departments have been assigned to specific emergency functions which the municipality has identified as necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each agency is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance; a more precise list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to self-care in an emergency.

The Springfield Township Fire Chief serves as the incident manager for municipal coordination. At his/her side includes the incident liaison (Fire Department), a planning chief (Fire Department), finance chief (Fire Chief), operations chief (Fire Department), and logistics chief (Fire Department). The operations chief (Fire Chief) is responsible for coordinating the individual emergency functions assigned by agencies.

The table lists the functions, assigned agencies, primary point of contact, and phone number.

Function	Agency	Primary Contact	Phone
Direction and Control	Township Supervisor	Collin Walls	248-846-6502
Fire Services	Fire Department	David Feichtner	248-625-6699
Law Enforcement	Sheriff's Department	Sgt. Baldes	248-858-4950
Warning and Communications	Fire Department	David Feichtner	248-625-6699
Public Information	Township Supervisor	Collin Walls	248-846-6502
Damage Assessment	Building Official	Craig Strong	248-846-6517
Road Maintenance	OC Road Commission	Willis Greer	248-763-9585
Emergency Medical Services	STFD	David Feichtner	248-625-6699
	Star Ambulance	Bill Grubb	248-338-9037
Human Services	Township Clerk	Laura Moreau	248-846-6510

#### Line of Succession

The following is a list of the 2<sup>nd</sup> and 3<sup>rd</sup> alternates for each agency identified in the plan to maintain the emergency tasks assigned.

Agency	2 <sup>nd</sup> Alternate	3 <sup>rd</sup> Alternate
RCOC	Gordon Morris (c)248-763-9579 877-858-4804	
STFD	Captain(s) and/or Lieutenant	
OCSD	OCSD Staff	
Salvation Army/ARC	TBD	

## SPRINGFIELD TOWNSHIP

### GENERAL EMERGENCY MANAGEMENT GUIDELINES

The following guidelines are general to the municipality, all agencies, and individuals who have a role in responding to an emergency within the community and coordinated by the Township. Being that emergency planning is a work in progress, guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

- a) Report to the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
- b) Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
- c) Ensure compliance with this plan and the County Emergency Operations Plan, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
- d) Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
- e) Assist in the development, review and maintenance of the plan and of the County EOP.
- f) Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
- g) Maintain a list of resources available by the departments/agencies.
- h) Protect records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
- i) Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
- j) Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.
- k) Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the municipal emergency management liaison and the county emergency management coordinator.
- l) Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.
- m) Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
- n) Make recommendations to the Supervisor regarding protective actions.
- o) Utilize MI-CIMS or other systems to record and log significant events throughout the duration of the emergency, as well as the decisions made by the incident commander and Supervisor.
- p) Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.
- q) All emergency response agencies are considered to be available to respond.



**SPRINGFIELD TOWNSHIP**  
**EMERGENCY RESPONSE PROCEDURES**

The following are procedures that the Township conducts and coordinates with the county in response to a local state of emergency.

- a) Ensure that the municipal emergency response agencies, elected officials and the county emergency management coordinator are notified of the situation.
- b) Municipal agencies assess the nature and scope of the emergency or disaster.
- c) If the situation can be handled locally, do so, using the following sequenced guidelines:
  - a. The Fire Chief advises the Supervisor and coordinates all emergency response actions.
  - b. The Supervisor declares a local state of emergency and notifies the county emergency management coordinator of this action; a written local state of emergency declaration is forwarded to the county within 72 hours of the on-set of the emergency/disaster event.
  - c. The Fire Chief activates the local emergency operations center. The EOC is located in Fire Station #2 or another location that he deems necessary and appropriate.
  - d. Emergency response agencies are notified through Oakland County Dispatch (248) 858-4950 by the municipal Fire Chief to report to the staging area as determined by incident commander.
  - e. The Supervisor directs departments/agencies to respond to the emergency situation in accordance to each agency's functional guidelines indicated in the attachments to this plan.
  - f. The Supervisor issues directives as to travel restrictions on local roads and recommends protective actions from the commanding agency. Protective action recommendations will be based on weather forecasting and if the incident complexity increases due to inability to respond rapidly and with a "ready" supply of resources to mitigate the incident.
  - g. Notify the public of the situation, through the Public Information Official, and take appropriate actions.
  - h. Keep the county emergency management coordinator informed of the situation and actions taken.
- d) If municipal resources become exhausted or if special resources are needed, request county assistance through the county emergency management coordinator.

- e) If assistance is requested, the county emergency management coordinator assesses the situation and makes recommendations on the type/level of assistance. The County may also take the following steps:
1. Activate the County Emergency Operations Center
  2. Activate the County Emergency Operations Plan
  3. Respond with county resources as requested
  4. Activate mutual aid agreements
  5. Coordinate county resources with municipal resources
  6. Notify Michigan State Police/Emergency Management Homeland Security Division (MSP/EMHSD) District Coordinator
  7. Develop a jurisdiction situation report and a damage and injury assessment report via MI-CIMS and submit to the MSP/EMHSD
  8. Assist the municipality with prioritizing and allocating resources
- f) If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Supervisor of Springfield Township if the situation occurs solely within the confines of the municipality.
- g) If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the county emergency management coordinator and municipal emergency management liaison, assess the disaster or emergency situation and recommend the necessary resources that are required for its prevention, mitigation, or relief efforts.
- h) After completing the assessment the MSP/EMHSD District Coordinator immediately notifies the State Director of Emergency Management and Homeland Security of the situation.
- i) The State Director of Emergency Management and Homeland Security notify the Governor and make recommendations.
- j) If state assistance is granted, procedures are followed in accordance with the Michigan Emergency Management Plan and the County Emergency Operations Plan.

## **ADDENDA**

### **SPRINGFIELD TOWNSHIP**

#### **EMERGENCY ACTION GUIDELINES**

The following attachments provide guidelines for each function that has been assigned to the agencies in response to an emergency or disaster situation.

- Attachment A: Direction and Control
- Attachment B: Fire Services
  - Appendix 1: Hazmat Response Guidelines
- Attachment C: Law Enforcement
- Attachment D: Warning and Communications
- Attachment E: Public Information
- Attachment F: Damage Assessment
- Attachment G: Emergency Medical Services
- Attachment H: Human Service
  - Appendix 1: Resources and Support

Each agency assigned is responsible for maintaining the guidelines, as well as approving any changes to the guidelines or changes in the official responsible for implementation.

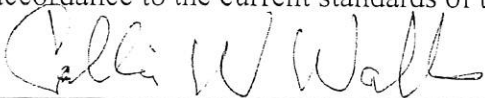
## DIRECTION AND CONTROL

The Township Supervisor, with support from the Fire Chief, is responsible for directing and controlling emergency management operations. The following guidelines represent a checklist of actions that the Supervisor, Fire Chief and liaison must consider for providing an effective response to an emergency or disaster situation.

### Functional Guidelines:

- a) Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
- b) Declare a local state of emergency or disaster and notify the county emergency management office with 72 hours of the incident's onset.
- c) Generate and disseminate information to the public via the Public Information Officer.
- d) Provide for continuity of operations.
- e) Activate and maintain the local emergency operations center.
- f) Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
- g) Maintain record of activity regarding decisions on emergency actions.
- h) Review and evaluate assessment data.
- i) Maintain liaison with state and federal officials.
- j) Coordinate with County officials in response and recovery efforts.
- k) Coordinate and conduct information sharing activities to identify potential and enacted WMD or terrorism activities, and mobilize and direct resources in response to such incidents.
- l) Prepare and maintain an emergency plan for the municipality subject to the direction of elected officials; review and update as required.
- m) Develop and maintain a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
- n) Coordinate with State and federal officials in collecting and sharing terrorism related information.

The Supervisor has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.



Signature of official



Date

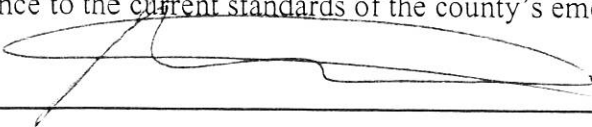
## FIRE SERVICES

The Springfield Township Fire Department, is responsible for fire service activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

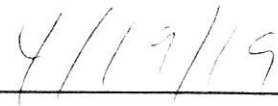
### Functional Guidelines:

- a) Provide command level representatives to the EOC (Emergency Operations Center) and Unified Incident Command Post, when activated.
- b) Coordinate fire and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance from regional specialty teams such as, but not limited to the Incident Management Team, Regional Response Team, MUSAR, and BOMB Squad.
- c) Coordinate with County EMC and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards.
- d) Assume primary responsibility for emergency alerting of the public.
- e) Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- f) Provide resources for fire services response and rescue operations.
- g) Assist in salvage operations and debris clearance.
- h) Advise elected officials about fire and rescue activities.
- i) Conduct safety analysis of the emergency, inform and recommend corrections to the Supervisor.
- j) Respond to hazardous materials spills in accordance to the procedures in Appendix 1 below.
- k) Assist in search and rescue operations.
- l) Assist in searching for bombs and/or explosive devices in connection with WMD events.

The Fire Chief has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.



Signature of official



Date

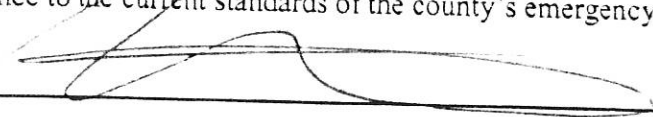
## FIRE SERVICES

### HAZMAT RESPONSE GUIDELINES

The Fire Department is responsible for the response to hazardous materials spills. Response will be acted in accordance to the following procedures:

- a) Assume incident command upon arrival at the scene.
- b) Establish scene security or coordinate with other available agencies to establish scene security.
- c) Contact Oakland County Hazmat Team and assist if necessary.

The Fire Chief has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

  
\_\_\_\_\_  
Signature of official

  
\_\_\_\_\_  
Date

## LAW ENFORCEMENT

The Oakland County Sheriff's Department, is responsible for law enforcement activities. The following guidelines represent a checklist of actions that department officials should consider for providing an effective response to an emergency or disaster situation.

### Functional Guidelines:

- a) Develop and maintain procedures for the Oakland County Sheriff Department.
- b) Coordinate security and law enforcement services; with appropriate personnel at the Township and County Emergency Operations Center.
- c) Establish security and protection of critical facilities.
- d) Provide traffic and access control in and around affected areas.
- e) Assist with emergency alerting and notification of threatened populations.
- f) Assist with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- g) In cooperation with the Fire Department, performs search and rescue operations.
- h) Implement any curfews ordered by the Supervisor.
- i) Provide access control to affected areas.
- j) Provide emergency assistance to persons with functional needs.
- k) Assist the medical examiner with mortuary services.
- l) Coordinate urban search and rescue activities.
- m) Investigate incident and provide intelligence information to state and federal officials.

The OCSD official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



Signature of official

4/15/19

Date

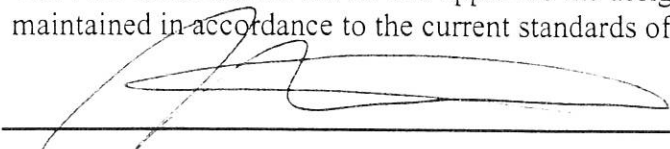
## WARNING AND COMMUNICATIONS

Fire Chief with assistance from Oakland County Dispatch is responsible for warning and communications activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

### Emergency Guidelines:

- a) Warn the following individuals via radio, telephone, pager, smart messaging.
  - Supervisor
  - Other Municipal Emergency Management Liaisons
  - County Emergency Management Coordinator
  - Municipal Emergency Operations Center representatives
- b) Ensure all agencies represented in the municipal Emergency Operations Center have communications to their staff at their department offices and at the incident site. This equipment consists of radio, telephone, pager, smart messaging.
- c) Establish communications with the county Emergency Operations Center if activated. The communications equipment available for this link is radio, telephone, pager, smart messaging and laptop.
- d) Establish communications with the Incident Command Post, if established.
- e) Contact and warn special facilities and locations, such as schools, hospitals, nursing homes, major industries, institutions, and place of public assembly. The methods of warning and contacting these locations consist of cell phones.

The Fire Chief has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



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Signature of official

4/19/19  
Date



## PUBLIC INFORMATION

The Township Supervisor with assistance from the Fire Chief is responsible for public information activities. The following guidelines represent a checklist of actions that the Public Information Official must consider for providing an effective response to an emergency or disaster situation.

### Emergency Guidelines:

- a) Function as the sole point of contact for the news media and public officials.
- b) Collect information from municipal emergency response agencies located in the emergency operations center and other locations.
- c) Prepare news releases/instructional information to be disseminated to the local media, considering how to communicate to non-English speaking populations.
- d) Conduct press tours of disaster area(s) within the community.
- e) Establish a Public Information Center at Fire Station #2, or another location that he deems necessary and appropriate, to become the central point from which news releases are issued.
- f) Establish and maintain contact with the County Public Information Official if the County's Emergency Operations Plan is activated.
- g) Coordinate public information activities with the county Public Information Officer if the County Emergency Operations Center is activated.
- h) Assist the county in establishing a joint information center (JIC).
- i) Assist the county with establishing a Rumor Control Center.
- j) Assist the municipal emergency management liaison in developing and distributing education material on the hazards that face the municipality.
- k) Develop and maintain Emergency/Public Information procedures.
- l) Maintain a log and file of all information released to the media.

The Township Supervisor has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



Signature of official



Date

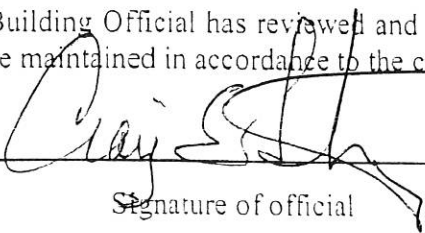
## DAMAGE ASSESSMENT

The Building Official is responsible for damage assessment activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

### Emergency Guidelines:

- a) Record initial information from first responders such as law enforcement, fire services, and public works.
- b) If necessary, activate the damage assessment team which consists of the following agencies:
  - 1. Oakland County - responsible for public damage assessment
  - 2. State of Michigan - responsible for individual damage assessment
- c) Provide information to the Supervisor. The Supervisor will then provide assessment data to the county for preparation of a jurisdictional situation report via MI-CIMS.
- d) If the situation warrants, assist the Supervisor with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
- e) Prepare a request for county assistance in conjunction with the municipal emergency management liaison.
- f) Plot damage assessment information on status boards in the municipal Emergency Operations Center.
- g) Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
- h) Prepare reports for the municipal public information official.
- i) Collect information and forward to the County so that the county can complete the Damage and Injury Assessment information through the jurisdiction's situational report via MI-CIMS.

The Building Official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

  
Signature of official

4-16-19  
Date

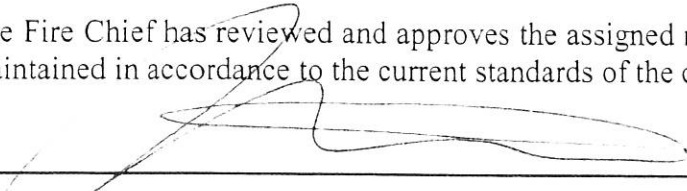
## EMERGENCY MEDICAL SERVICES

The **Springfield Township Fire Department** is responsible for emergency medical service activities. The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation.

### Emergency Guidelines:

- a) Evacuate nursing homes, hospitals, foster care homes and other medical facilities.
- b) Assist with animal and pet control.
- c) Assist with decontamination.
- d) Coordinate and provide emergency medical care to victims.
- e) Establish a staging area for emergency medical equipment.
- f) Identify a facility to be used as a temporary morgue if necessary.
- g) Coordinate with hospitals and shelter managers to staff medical teams at shelters.
- h) When appropriate, coordinate field units' participation in damage assessment activities.
- i) Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.

The Fire Chief has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

  
\_\_\_\_\_  
Signature of official

4/19/19  
\_\_\_\_\_  
Date

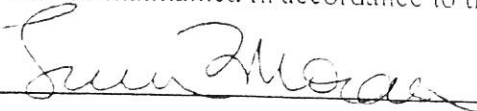
## HUMAN SERVICES

The Township Clerk with assistance from the ARC (American Red Cross) and or Salvation Army will serve as the Human Services Liaison and is responsible for human services activities. The liaison will coordinate and/or keep informed regarding human services activities occurring within the municipality. In addition, they will coordinate with County & other Human Service Agencies. The following guidelines represent a checklist of actions that the liaison must consider for providing an effective response to an emergency or disaster situation.

### Emergency Guidelines:

- a) Coordinate activities of municipal agencies/departments which provide human service type services.
- b) Coordinate the provision of transportation for evacuation.
- c) Open and manage shelters in the municipality.
- d) Set up canteen (s) to feed emergency workers in the municipality.
- e) Provide food to municipality workers and victims of disaster residing in the municipality.
- f) Assist the county with establishing a Rumor Control Center.
- g) Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
- h) If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services. If the county Emergency Operations Center is not activated, establish and maintain contact with the county Human Services Official directly at the county Department of Health and Human Services.
- i) Coordinate with ARC and/or Salvation Army and other pertinent organizations for the distribution of emergency clothing for disaster victims.
- j) Coordinate efforts to provide transportation for disaster victims and family reunification. (Consider local school buses, council on aging, canoe liveries, USFS, volunteers, etc.)

The Township Clerk has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



Signature of official

4-15-19

Date

## HUMAN SERVICES: RESOURCES AND SUPPORT SERVICES

TRANSPORTATION RESOURCES	TYPE
Clarkston Community Schools	Transport residents
Holly Community Schools	Transport residents

SHELTERS	MAXIMUM OCCUPANCY
Colombiere Center, John Keesling, 248-625-5611    248-909-5332 (emergency#)	
Springfield Plains, Steve Ostrander, 248-830-9382    Matt Gifford 248-766-1286	
Cedar Crest, Betty Moen, 248-625-7270    248-877-4172 (emergency #)	
Dixie Baptist, Todd Vanaman 248-625-9760    248-802-7334 (emergency #)	
River Church, Caleb Combs    248-497-8777    Jim Combs 248-623-1989	
4-H Activity Center, L.C. Scramlin, 248-634-7899    248-894-5558 (emergency #)	

FOOD AND FAMILY CARE RESOURCES	TYPE OF SERVICE
Neighbor for Neighbor    (248) 634-0900	Food, clothing
American Red Cross    800-Red-Cross	Food, clothing, counseling
Salvation Army    248-698-4714	Food clothing

FUNCTIONAL NEEDS CARE SERVICES	TYPE OF SERVICE
American Red Cross    800-Red-Cross	Direct and referral service
Salvation Army    248-698-4714	

### PLAN DISTRIBUTION

This Emergency Operations Plan is provided to all municipal departments. Non-municipal departments may contact the Municipal Emergency Management Coordinator to obtain a copy of the plan. Additionally, this plan will also be provided to the Oakland County Homeland Security Division as support to the Oakland County Emergency Operations Plan. A distribution record will be maintained so as to provide future updates/revisions.

### PLAN DEVELOPMENT AND MAINTENANCE

The municipal operations plan will be maintained in accordance with current standards of the Oakland County Emergency Operations Plan (EOP) and in accordance with municipal government guidelines. Deficiencies identified in exercises and actual use, or organizational changes will stimulate revisions to the plan as well. Revisions of the plan will be forwarded to all organizations/agencies assigned responsibilities in the plan. Directors of supporting agencies have the responsibility for maintaining internal plans, Standard Operating Procedures (SOP), and resource data to ensure prompt and effective response to emergencies.

### RECORD OF CHANGES

Date of Change	Plan Component	Signature	Date

## AUTHORITY AND REFERENCES

### State

- a. Act 390 of 1976, Michigan Emergency Management Act
- b. Michigan Emergency Management Assistance Compact
- c. Michigan Emergency Management Plan, January 2006 ed.

### Local

- a. Oakland County Emergency Operations Plan
- b. NIMS Resolution, adopted August 11, 2005
- c. MABAS, Mutual Aid Box Alarm System Agreement

## SUPPORTING PLANS AND PROCEDURES

- a. Oakland County Hazard Mitigation Plan

SPRINGFIELD  
CHARTER TOWNSHIP



## 12000 DAVISBURG ROAD | DAVISBURG | MICHIGAN | 48350 | 248-846-6500 | WWW.SPRINGFIELD-TWP.US



# REGULAR MEETING

April 11, 2019

Township of Springfield

Laura Moreau, Clerk

## BILLS PRESENTED FOR PAYMENT:

## GENERAL FUND

Vendor	Invoice Line Desc	Amount
MARC COOPER	CONFERENCES	\$ 204.92
MARC COOPER	MILEAGE	\$ 160.08
COLLIN WALLS-reimbursement	MILEAGE ALLOWANCE	\$ 146.28
VERIZON WIRELESS	MOBILE COMMUNICATIONS	\$ 73.45
CDW GOVERNMENT INC.	EQUIP.& SUPPLIES	\$ 3,396.19
VERIZON WIRELESS	MOBILE COMMUNICATIONS	\$ 28.56
21ST CENTURY MEDIA - MICHIGAN	PRINTING & PUBLISHING-B.O.R.	\$ 114.80
JAMIE DUBRE	CONFERENCES-DUES-ETC	\$ 168.18
JAMIE DUBRE	MILEAGE ALLOWANCE	\$ 178.64
VERIZON WIRELESS	MOBILE COMMUNICATIONS	\$ 50.73
VERIZON WIRELESS	MOBILE COMMUNICATIONS	\$ 39.43
UPCOTT'S	REPAIRS & MAINTENANCE	\$ 1,457.50
VERIZON WIRELESS	MOBILE COMMUNICATIONS	\$ 39.43
ECTO HR, INC	HR CONSULTANT	\$ 210.00
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	\$ 12,492.69
KAREN BINASIO	HOSPITALIZATION	\$ 860.78
ADKISON, NEED, ALLEN & RENTROP PLLC	ATTORNEY FEES	\$ 2,369.83
NEIGHBOR FOR NEIGHBOR	COMMUNITY DEV. EXPENSE	\$ 9,291.00
ROAD COMM. FOR OAKLAND COUNTY	GAS, OIL - TWP. TRUCKS	\$ 177.58
PETTY CASH -JAMIE DUBRE	REPAIRS & MAINTENANCE-TWP. TRUCKS	\$ 18.25
21ST CENTURY MEDIA - MICHIGAN	PRINTING & PUBLISHING	\$ 721.60
INNOVATIVE OFFICE TECHNOLOGY	REPAIRS & MAINTENANCE	\$ 238.22
INNOVATIVE OFFICE TECHNOLOGY	REPAIRS & MAINTENANCE	\$ 100.65
KIEFT ENGINEERING, INC.	MISCELLANEOUS	\$ 10.00
PETTY CASH -JAMIE DUBRE	MAINTENENCE SUPPLIES-CIVIC CENTER	\$ 32.96
21ST CENTURY MEDIA - MICHIGAN	PRINTING & PUBLISHING-P.C.	\$ 427.84
ADKISON, NEED, ALLEN & RENTROP PLLC	LEGAL FEES	\$ 247.00
COLLIN WALLS-reimbursement	MILEAGE ALLOWANCE-ORDINANCE OFFICER	\$ 11.60
VERIZON WIRELESS	MOBILE COMMUNICATIONS	\$ 31.22
CONSUMERS ENERGY	STREET LIGHTING	\$ 24.11
DTE ENERGY	STREET LIGHTING	\$ 2,072.25
DTE ENERGY	STREET LIGHTING	\$ 33.82
WEINGARTZ	FIELD SUPPLIES	\$ 80.99
WEINGARTZ	FIELD SUPPLIES	\$ 1.95
WEINGARTZ	FIELD SUPPLIES	\$ 12.99
MICHAEL DOUGHERTY	CONTRACTUAL SERVICES	\$ 150.00
VERIZON WIRELESS	MOBILE COMMUNICATIONS	\$ 50.73
<b>TOTAL</b>		<b>\$ 35,726.25</b>

**REGULAR MEETING****April 11, 2019**

Township of Springfield

Laura Moreau, Clerk

**BILLS PRESENTED FOR PAYMENT: FIRE FUND**

Vendor	Inv. Line Desc	Amount
STAR EMS	FIRE RUNS	\$ (175.00)
SUBURBAN OFFICE & JAN.SUPPLIES	OPERATING SUPPLIES #1	\$ 17.29
CONSUMERS ENERGY	HEAT #1	\$ 438.05
MAURER'S TEXTILE RENTAL	OPERATING SUPPLIES #2	\$ 50.50
CONSUMERS ENERGY	HEAT #2	\$ 522.03
CONSUMERS ENERGY	HEAT#3	\$ 427.76
ECTO HR, INC	TRAINING & OFFICERS MTG	\$ 900.00
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	\$ 1,603.66
FIRST DUE	UNIFORMS	\$ 133.00
NYE UNIFORM	UNIFORMS	\$ 62.50
NYE UNIFORM	UNIFORMS	\$ 46.50
NYE UNIFORM	UNIFORMS	\$ 69.65
NYE UNIFORM	UNIFORMS	\$ 10.50
JAMIE DUBRE	CONFERENCES-DUES-ETC	\$ 53.40
OFFICE DEPOT - FIRE	OFFICE SUPPLIES	\$ 78.65
OFFICE DEPOT - FIRE	OFFICE SUPPLIES	\$ 40.05
QUILL CORPORATION	OFFICE SUPPLIES	\$ 59.98
OFFICE DEPOT - FIRE	OPERATING SUPPLIES	\$ 151.50
STAR EMS	COURT/COLLECTION FEES	\$ 262.69
ZULTYS, INC	TELEPHONE & INTERNET	\$ 519.88
VERIZON WIRELESS	MOBILE COMMUNICATIONS	\$ 52.88
OFFICE DEPOT - FIRE	COMPUTER EQUIPMENT	\$ 25.05
BOUND TREE MEDICAL	OTHER EQUIP PURCH-UNDER \$10,000	\$ 686.88
J&B MEDICAL SUPPLY, INC	MEDICAL SUPPLIES	\$ 917.39
MOORE MEDICAL	MEDICAL SUPPLIES	\$ 53.89
MOORE MEDICAL	MEDICAL SUPPLIES	\$ 107.78
MOORE MEDICAL	MEDICAL SUPPLIES	\$ 131.16
MOORE MEDICAL	MEDICAL SUPPLIES	\$ 32.79
MOORE MEDICAL	MEDICAL SUPPLIES	\$ 54.84
OAKLAND COUNTY	RADIO MAINTENANCE	\$ 270.00
DAVE FEICHTNER - PETTY CASH	GAS & OIL	\$ 43.36
ROAD COMM. FOR OAKLAND COUNTY	GAS & OIL	\$ 1,162.88
APOLLO FIRE APPARATUS REPAIR	TRUCK REPAIR AND MAINTENANCE	\$ 215.00
AUTO PARTS BY MAZZA	TRUCK REPAIR AND MAINTENANCE	\$ 9.00
AUTO PARTS BY MAZZA	TRUCK REPAIR AND MAINTENANCE	\$ 378.23
CLYDE'S FRAME & WHEEL	TRUCK REPAIR AND MAINTENANCE	\$ 473.52
GCR TIRE CENTERS	TRUCK REPAIR AND MAINTENANCE	\$ 15.00
SZOTT FORD	TRUCK REPAIR AND MAINTENANCE	\$ 46.40
WEST SHORE FIRE, INC.	TRUCK REPAIR AND MAINTENANCE	\$ 55.39
UNIVERSITY LAWN EQUIPMENT, INC.	EQUIPMENT MAINTENANCE	\$ 161.99
<b>TOTAL</b>		<b>\$ 10,166.02</b>

**BILLS PRESENTED FOR PAYMENT: POLICE FUND**

Vendor	Inv. Line Desc	Amount
ADKISON, NEED, ALLEN & RENTROP PLLC	LEGAL FEES	\$ 1,456.00

**REGULAR MEETING****April 11, 2019**Township of Springfield  
VERIZON WIRELESS

PHONE

Laura Moreau, Clerk

	\$	78.86
<b>TOTAL</b>	<b>\$</b>	<b>1,534.86</b>

**BILLS PRESENTED FOR PAYMENT: CABLE FUND**

Vendor	Inv. Line Desc	Amount
CHARTER TOWNSHIP OF INDEPENDENCE	CONSULTANTS/CONTRACTING	\$ 1,500.00
GENERAL FUND	OFFICE RENT	\$ 600.00
GENERAL FUND	SUPPORT SERVICES	\$ 2,300.00
COMCAST	MISCELLANEOUS	\$ 22.62
COMCAST	MISCELLANEOUS	\$ 189.85
<b>TOTAL</b>	<b>\$</b>	<b>4,612.47</b>

**BILLS PRESENTED FOR PAYMENT: BUILDING FUND**

Vendor	Inv. Line Desc	Amount
JEFF SHAFER	BUILDING INSPECTOR (CONTRACTUAL)	\$ 1,530.00
JEFF SPENCER	BUILDING INSPECTOR (CONTRACTUAL)	\$ 495.00
DOUG WEAVER	ELECTRICAL INSPECTOR(CONTRACTUAL)	\$ 1,357.53
RON SHELTON	ELECTRICAL INSPECTOR(CONTRACTUAL)	\$ 1,263.60
MERLE WEST	PLUMBING INSPECTOR (CONTRACTUAL)	\$ 482.95
MERLE WEST	MECHANICAL INSPECTOR (CONTRACTUAL)	\$ 1,416.68
GENERAL FUND	FACILITY RENT & UTILITIES	\$ 1,000.00
GENERAL FUND	RECEIPTING, ACCOUNTING & PAYROLL	\$ 1,500.00
ADKISON, NEED, ALLEN & RENTROP PLLC	DANGEROUS BLDGS & SPECIAL ADMIN	\$ 30.00
<b>TOTAL</b>	<b>\$</b>	<b>9,075.76</b>

**BILLS PRESENTED FOR PAYMENT: LAKE IMPROVEMENT FUND**

Vendor	Invoice Line Desc	Amount
ECOCHIC LANDSCAPE DESIGN INC	CONTR. SERVICES-SUSIN LAKE	\$ 225.00
<b>TOTAL</b>	<b>\$</b>	<b>225.00</b>

**BILLS PRESENTED FOR PAYMENT: ELIZA LAKE FUND**

Vendor	Invoice Line Desc	Amount
None		\$ -
<b>TOTAL</b>	<b>\$</b>	<b>-</b>

**BILLS PRESENTED FOR PAYMENT: SOFTWATER LAKE FUND**

Vendor	Invoice Line Desc	Amount
None		\$ -
<b>TOTAL</b>	<b>\$</b>	<b>-</b>

**REGULAR MEETING**  
**April 11, 2019**

Township of Springfield

Laura Moreau, Clerk

**BILLS PRESENTED FOR PAYMENT: FIRE CAPITAL IMPROVEMENT FUND**

Vendor	Invoice Line Desc	Amount
None		\$ -
	<b>TOTAL</b>	<b>\$ -</b>
	<b>GRAND TOTAL</b>	<b>\$ 61,340.36</b>

**March Additional Disbursements**  
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**GENERAL FUND**

Vendor	Inv. Line Desc	Chk Date	Amount
ACCIDENT FUND	INSURANCE & BOND	03/29/19	\$ 2,245.42
			<u>\$ 2,245.42</u>
ADKISON, NEED, ALLEN & RENTROP PLLC	ATTORNEY FEES	03/29/19	\$ 2,129.33
ADKISON, NEED, ALLEN & RENTROP PLLC	LEGAL FEES	03/29/19	\$ 286.00
			<u>\$ 2,415.33</u>
ADVANCED DISPOSAL	CONSULTANTS/CONTRACT-CIVIC CTR.	03/29/19	\$ 55.59
			<u>\$ 55.59</u>
AMERICAN WATER	OPERATING SUPPLIES	03/29/19	\$ 33.00
			<u>\$ 33.00</u>
CANON SOLUTIONS AMERICA	OPERATING SUPPLIES	03/29/19	\$ 56.09
			<u>\$ 56.09</u>
CARDMEMBER SERVICE	CONFERENCES-DUES-ETC	03/29/19	\$ 259.42
CARDMEMBER SERVICE	CONFERENCES-DUES-ETC	03/29/19	\$ 358.75
CARDMEMBER SERVICE	OFFICE SUPPLIES	03/29/19	\$ 56.84
CARDMEMBER SERVICE	SAFETY & HEALTH	03/29/19	\$ 286.94
CARDMEMBER SERVICE	REPAIRS & MAINTENANCE-TWP. TRUCKS	03/29/19	\$ 47.67
CARDMEMBER SERVICE	MISCELLANEOUS	03/29/19	\$ 122.63
CARDMEMBER SERVICE	MAINTENANCE SUPPLIES-CIVIC CENTER	03/29/19	\$ 121.82
CARDMEMBER SERVICE	MISCELLANEOUS-CIVIC CENTER	03/29/19	\$ 161.76
CARDMEMBER SERVICE	FIELD SUPPLIES	03/29/19	\$ 153.90
CARDMEMBER SERVICE	CONFERENCES-DUES-LICENSES-ETC	03/29/19	\$ 330.39
			<u>\$ 1,900.12</u>
CARLISLE/WORTMAN ASSOCIATES	PLANNER	03/29/19	\$ 1,777.50
			<u>\$ 1,777.50</u>
CAROL ANN JONES-reimbursement	HOSPITALIZATION	03/29/19	\$ 691.02
			<u>\$ 691.02</u>
CHRISTINE MAIORANA	RECORDING SECY. SERVICES	03/29/19	\$ 152.00
			<u>\$ 152.00</u>
CLARKSTON PAPER	MAINTENANCE SUPPLIES-CIVIC CENTER	03/29/19	\$ 70.66
			<u>\$ 70.66</u>
CLEAN TEAM, INC	CUSTODIAL SERVICES	03/29/19	\$ 1,750.40
			<u>\$ 1,750.40</u>
COFFEE BREAK, INC.	OPERATING SUPPLIES	03/29/19	\$ 109.50
			<u>\$ 109.50</u>

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DTE ENERGY	ELECTRIC	03/29/19	\$ 1,274.31
			<u>\$ 1,274.31</u>
ERIN A. MATTICE	RECORDING SECY. SERVICES	03/29/19	\$ 133.00
ERIN A. MATTICE	RECORDING SECY. SERVICES	03/29/19	\$ 114.00
			<u>\$ 247.00</u>
HUBBELL, ROTH & CLARK	CONSULTING ENGINEERS	03/29/19	\$ 465.00
HUBBELL, ROTH & CLARK	PATHWAY	03/29/19	\$ 850.00
			<u>\$ 1,315.00</u>
MICHAEL OERTEL	FIELD SUPPLIES	03/29/19	\$ 45.00
			<u>\$ 45.00</u>
OAKLAND COUNTY PARKS	MILL POND DAM	03/29/19	\$ 8,207.84
			<u>\$ 8,207.84</u>
PATRIOT FIRE EXTINGUISHERS LLC	SAFETY & HEALTH	03/29/19	\$ 437.50
			<u>\$ 437.50</u>
PITNEY BOWES (PO 371896)	POSTAGE	03/29/19	\$ 173.70
			<u>\$ 173.70</u>
QUILL CORPORATION	OFFICE SUPPLIES	03/29/19	\$ 49.20
QUILL CORPORATION	OFFICE SUPPLIES	03/29/19	\$ 347.69
QUILL CORPORATION	OFFICE SUPPLIES & EQUIPMENT	03/29/19	\$ 65.98
			<u>\$ 462.87</u>
SECMAA	CONFERENCES-DUES-ETC	03/29/19	\$ 45.00
			<u>\$ 45.00</u>
TECHNOLOGY SOLUTIONS, LLC	COMPUTER SERVICE & MAINTENANCE	03/29/19	\$ 200.00
			<u>\$ 200.00</u>
UNUM LIFE INSURANCE	LIFE INSURANCE	03/29/19	\$ 34.31
UNUM LIFE INSURANCE	DISABILITY INSURANCE	03/29/19	\$ 80.32
UNUM LIFE INSURANCE	LIFE INSURANCE	03/29/19	\$ 64.39
UNUM LIFE INSURANCE	DISABILITY INSURANCE	03/29/19	\$ 96.37
UNUM LIFE INSURANCE	LIFE INSURANCE	03/29/19	\$ 68.20
UNUM LIFE INSURANCE	DISABILITY INSURANCE	03/29/19	\$ 112.86
UNUM LIFE INSURANCE	LIFE INSURANCE	03/29/19	\$ 64.86
UNUM LIFE INSURANCE	DISABILITY INSURANCE	03/29/19	\$ 106.90
UNUM LIFE INSURANCE	LIFE INSURANCE	03/29/19	\$ 19.98
UNUM LIFE INSURANCE	DISABILITY INSURANCE	03/29/19	\$ 29.73
UNUM LIFE INSURANCE	LIFE INSURANCE	03/29/19	\$ 20.21
UNUM LIFE INSURANCE	DISABILITY INSURANCE	03/29/19	\$ 26.78
UNUM LIFE INSURANCE	LIFE INSURANCE	03/29/19	\$ 23.50
UNUM LIFE INSURANCE	DISABILITY INSURANCE	03/29/19	\$ 32.44
			<u>\$ 780.85</u>

**March Additional Disbursements**  
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VERIZON WIRELESS	MOBILE COMMUNICATIONS	03/29/19	\$	35.63
VERIZON WIRELESS	MOBILE COMMUNICATIONS	03/29/19	\$	35.63
			\$	<u>71.26</u>
VICKI SIEVERS	MILEAGE ALLOWANCE	03/29/19	\$	39.44
			\$	<u>39.44</u>
WEINGARTZ	FIELD SUPPLIES	03/29/19	\$	236.88
			\$	<u>236.88</u>
<b>TOTAL</b>			<b>\$</b>	<b>24,793.28</b>

**FIRE FUND**

Vendor	Inv. Line Desc	Chk Date		Amount
ACCIDENT FUND	INSURANCE & BOND	03/29/19	\$	8,605.68
			\$	<u>8,605.68</u>
ACE HARDWARE OF CLARKSTON	TRUCK REPAIR AND MAINTENANCE	03/29/19	\$	97.17
			\$	<u>97.17</u>
APOLLO FIRE APPARATUS REPAIR	OTHER EQUIP PURCH-UNDER \$10,000	03/29/19	\$	161.49
			\$	<u>161.49</u>
BOUND TREE MEDICAL	MEDICAL SUPPLIES	03/29/19	\$	36.39
			\$	<u>36.39</u>
CARDMEMBER SERVICE	OPERATING SUPPLIES #1	03/29/19	\$	39.96
CARDMEMBER SERVICE	OPERATING SUPPLIES #3	03/29/19	\$	39.97
CARDMEMBER SERVICE	UNIFORMS	03/29/19	\$	1,520.00
CARDMEMBER SERVICE	CERTIFICATION & LICENSE	03/29/19	\$	50.00
CARDMEMBER SERVICE	OPERATING SUPPLIES	03/29/19	\$	72.08
CARDMEMBER SERVICE	MISCELLANEOUS	03/29/19	\$	627.76
CARDMEMBER SERVICE	COMPUTER EQUIPMENT	03/29/19	\$	85.99
CARDMEMBER SERVICE	MEDICAL SUPPLIES	03/29/19	\$	441.00
CARDMEMBER SERVICE	EQUIPMENT MAINTENANCE	03/29/19	\$	12.68
			\$	<u>2,889.44</u>
CLARKSTON PAPER	OPERATING SUPPLIES #3	03/29/19	\$	32.99
			\$	<u>32.99</u>
COMCAST	TELEPHONE & INTERNET	03/29/19	\$	346.63
			\$	<u>346.63</u>
DTE ENERGY	ELECTRIC #1	03/29/19	\$	187.26
DTE ENERGY	ELECTRIC #2	03/29/19	\$	1,520.74

**March Additional Disbursements**  
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DTE ENERGY	ELECTRIC #3	03/29/19	\$ 112.00
			<u>\$ 1,820.00</u>
IMPRESSIVE PRINTING & PROMOTIO	MISCELLANEOUS	03/29/19	\$ 263.33
			<u>\$ 263.33</u>
LIZ PETRIE	FIRE PREVENTION	03/29/19	\$ 2,175.00
			<u>\$ 2,175.00</u>
MOORE MEDICAL	MEDICAL SUPPLIES	03/29/19	\$ 118.25
			<u>\$ 118.25</u>
NYE UNIFORM	UNIFORMS	03/29/19	\$ 175.29
			<u>\$ 175.29</u>
OFFICE DEPOT - FIRE	COMPUTER EQUIPMENT	03/29/19	\$ 93.18
			<u>\$ 93.18</u>
OVERHEAD DOOR WEST COMMERCIAL	REPAIRS & MAINTENANCE #2	03/29/19	\$ 480.00
			<u>\$ 480.00</u>
STAR EMS	ACCOUNTS RECEIVABLE	03/29/19	\$ (175.00)
STAR EMS	ACCOUNTS PAYABLE	03/29/19	\$ 1,075.38
STAR EMS	FIRE RUNS	03/29/19	\$ (100.00)
STAR EMS	COURT/COLLECTION FEES	03/29/19	\$ 280.02
			<u>\$ 1,080.40</u>
STATE OF MICHIGAN	MISCELLANEOUS	03/29/19	\$ 11.70
			<u>\$ 11.70</u>
STRYKER SALES CORPORATION	MEDICAL SUPPLIES	03/29/19	\$ 150.90
			<u>\$ 150.90</u>
SUBURBAN OFFICE & JAN.SUPPLIES	OPERATING SUPPLIES #3	03/29/19	\$ 167.90
			<u>\$ 167.90</u>
SZOTT FORD	TRUCK REPAIR AND MAINTENANCE	03/29/19	\$ 59.90
			<u>\$ 59.90</u>
UNIQUE 1 SERVICES LLC	TRUCK REPAIR AND MAINTENANCE	03/29/19	\$ 1,037.00
			<u>\$ 1,037.00</u>
UNUM LIFE INSURANCE	LIFE INS/PROVIDENT INS	03/29/19	\$ 108.57
UNUM LIFE INSURANCE	DISABILITY INSURANCE	03/29/19	\$ 178.19
			<u>\$ 286.76</u>
WITMER PUBLIC SAFETY GROUP, IN	TURN OUT GEAR	03/29/19	\$ 188.95
			<u>\$ 188.95</u>



**March Additional Disbursements**  
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**TOTAL      \$      20,278.35**

**POLICE FUND**

Vendor	Inv. Line Desc	Chk Date	Amount
ADKISON, NEED, ALLEN & RENTROP PLLC	LEGAL FEES	03/29/19	\$ 1,456.00
			\$ 1,456.00

**TOTAL      \$      1,456.00**

**CABLE FUND**

Vendor	Inv. Line Desc	Chk Date	Amount
AVI SYSTEMS, INC.	CONTRACT PROGRAM SERVICES	03/29/19	\$ 2,388.00
			\$ 2,388.00

**TOTAL      \$      2,388.00**

**BUILDING FUND**

Vendor	Inv. Line Desc	Chk Date	Amount
CARLISLE/WORTMAN ASSOCIATES	ADMINISTRATION & INSPECTIONS	03/29/19	\$ 2,500.00
CARLISLE/WORTMAN ASSOCIATES	PERMIT CONTRACTUAL FEES	03/29/19	\$ 2,009.40
			\$ 4,509.40

**TOTAL      \$      4,509.40**

**LAKE IMPROVEMENT FUND**

Vendor	Inv. Line Desc	Chk Date	Amount
DTE - WAUMEGAH	CONTR. SERVICES-WAUMEGAH-WEED	03/15/19	\$ 2,841.00
			\$ 2,841.00

**TOTAL      \$      2,841.00**

**SOFTWATER LAKE**

Vendor	Inv. Line Desc	Chk Date	Amount
None			\$ -
			\$ -

**TOTAL      \$      -**

**March Additional Disbursements**  
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**ELIZA LAKE**

Vendor	Inv. Line Desc	Chk Date	Amount
None			\$ -

**TOTAL**

**CIVIC CENTER CAPITAL IMPROVEMENT DEBT FUND**

Vendor	Inv. Line Desc	Chk Date	Amount
None			\$ -

**TOTAL      \$      -**

**FIRE CAPITAL IMPROVEMENT DEBT FUND**

Vendor	Inv. Line Desc	Chk Date	Amount
None			\$ -

**TOTAL      \$      -**

**GRAND TOTAL**

**\$      56,266.03**