

SPRINGFIELD TOWNSHIP BOARD MEETING

March 8, 2007

SYNOPSIS

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

PUBLIC COMMENT: Steve Gregory made a brief presentation to the Township Board on behalf of the Hidden Ridge Homeowners Association

CONSENT AGENDA:

- a) Approved Minutes: January 29, 2007, Special Meeting and February 8, 2007, Regular Meeting with bills and additional disbursements of \$239,240.57
- b) Accepted February 2007 Treasurer's Report
- c) Received February 2007 Reports: Building, Electrical, Plumbing, Mechanical, Fire and Ordinance
- d) Authorized payment of bills as presented, total \$28,436.50
- e) Authorized Employee Handbook revision per Supervisor's memo dated February 26, 2007
- f) Authorized initiation of Master Plan Update Phase 1 and Request for Proposals
- g) Authorized administrative approval by Supervisor and Clerk for 2007 Lawn Maintenance Services
- h) Adopted Goose Round Up Resolution for Waumegah Lake
- i) Authorized change of Telephone Service per memo from Supervisor and subject to satisfactory resolution of METRO Act issue
- j) Approved request by David P. Sakstrup for lot split and combination of lot #31 (07-20-376-007) and lot 30 (07-20-376-006) as depicted on Kieft Engineering drawing, subject to all Township taxes currently due being paid
- k) Approved promotion of Assessing Clerk to Assessor 1 position with \$28,500.00 salary effective April 1, 2007
- l) Received Clerk's memo on her annual review of on-premises liquor licenses and concur with her recommendation.
- m) Authorized Supervisor to execute agreement with Nature Conservancy to permit prescribed burn on township property, as set forth in Parks Director's memo and attachments dated February 23, 2007
- n) Received communications and placed on file.

PUBLIC HEARING:

OLD BUSINESS:

- 1. Fire Station #2 Expansion: Authorized award of Construction Management to Mark's Homes Inc. and authorized committee to negotiate contract
- 2. Adopted Job Descriptions
- 3. Authorized Medical Insurance Plan Change to BC/BS Plan 10
- 4. Tabled Consideration of use of PEG Cable Funds pending receipt of additional information

NEW BUSINESS:

- 1. Fountain Hills Community Septic: Approved changing O&M Contractor to SCS Systems
- 2. Approved Civic Center Cost Allocations and charges
- 3. Approved Audit Expense Allocations and charges
- 4. Conditionally authorized execution of Fire Dispatch Agreement
- 5. Conditionally approved Softwater Sanitary Sewer System Contract

PUBLIC COMMENT: None

ADJOURNED: 8:40 p.m.

NANCY STROLE, Clerk

Call to Order: Supervisor Collin Walls called the March 8, 2007 Regular Meeting of the Springfield Township Board to order at 7:30 p.m. at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, MI 48350.

Roll Call:

Board Members Present

Collin W. Walls	Township Supervisor
Jamie Dubre	Township Treasurer
Nancy Strole	Township Clerk
Dennis Vallad	Township Trustee
David Hopper	Township Trustee
Roger Lamont	Township Trustee
Marc Cooper	Township Trustee

Board Members Not Present

Others Present

Greg Need	Township Attorney
Charlie Oaks	Fire Chief
Leon Genre	Building Director
Jennifer Tucker	Parks Director
Sarah Richmond	Parks Department

Agenda Additions & Changes: NONE

Public Comment:

Mr. Steve Gregory, 5543 Birch Dr., asked about the criteria for getting the Hidden Ridge Development converted to a Homeowners Association. Supervisor Walls explained that he should contact an attorney and could call Mr. Genre or himself tomorrow during business hours to discuss township issues.

Consent Agenda:

- ★ Trustee Hopper moved to approve the Consent Agenda as published. Trustee Cooper supported the motion. Vote on the motion. Yes: Walls, Dubre, Strole, Vallad, Hopper, Lamont and Cooper; No: none. The motion carried by a 7 to 0 vote.

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- a) Approval of Minutes: January 29, 2007, Special Meeting and February 8, 2007 Regular Meeting with bills and additional disbursements of \$239,240.57.
- b) Acceptance of February Treasurer's report.
- c) Receipt of February 2007 Reports: Building, Electrical, Plumbing, Mechanical, Fire and Ordinance.
- d) Authorize payment of bills as presented, totaling \$28,436.50.
- e) Authorize Employee Handbook revision per Supervisor's memo dated February 26, 2007.
- f) Authorize initiation of Master Plan Update, Phase 1, and Request for Proposals.
- g) Authorize administrative approval by Supervisor and Clerk for 2007 Lawn Maintenance Services.
- h) Adopt Goose Round Up Resolution for Waumegah Lake.
- i) Authorize change of Telephone Service per memo from Supervisor.
- j) Approve request by David P. Sakstrup for lot split and combination of lot #31 (07-20-376-007) and lot 30 (07-20-376-006) as depicted on Kieft Engineering drawing, subject to all Township taxes currently due being paid.
- k) Approve promotion of Assessing Clerk to Assessor 1 position with \$28,500.00 salary effective April 1, 2007.
- l) Receive Clerk's memo on her annual review of on-premises liquor licenses and concur with her recommendation.
- m) Authorize Supervisor to execute agreement with Nature Conservancy to permit prescribed burn on township property, as set forth in the Parks Director's memo and attachments dated February 23, 2007.

Receipt of Communications

- Independence Township Senior Transportation Report.
- Memos from Supervisor and Assessor regarding 2007 Assessments.

Old Business:

1. Fire Station #2 Expansion: Construction Manager

Supervisor Walls explained that Request For Proposals were sent to 13 contractors and 8 submitted proposals, one of which did not meet the specifications. The appointed committee reviewed all eight proposals for purposes of arriving at three to interview. The three interviews of Jeff Harrell, Mark Yovich and Ken McQuillan were completed yesterday. It was recommended by the committee that the contract should be awarded to Mark Yovich.

Clerk Strole asked what the basis was for the selection of Mark versus the other two candidates? Supervisor Walls said it was the general feeling that Mark had delved into the plans a little more and offered a few more possibilities and ideas about value engineering. He actually went and got

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prices from contractors but had not actually sought bids. Trustee Vallad said part of the interview process was to digest the bids and find out how the bids were put together, because there is some difference the way they go together. Mark's estimates were also somewhat conservative in some areas. Clerk Strole said Mark's estimate is higher than the other two. Supervisor Walls said it was higher but he had a sizable contingency in his estimate.

Supervisor Walls suggested that the committee of Dennis Vallad, Dave Hopper and himself be allowed to continue to work to negotiate the contract language with the help of the attorney and that the same committee, with Leon Genre, work with the construction manager on value engineering changes and subcontractor lists and reviews. They will then bring back to the Board a list of recommended subcontractors and a budget for approval by, hopefully, the April meeting

- * Supervisor Walls moved to award Mark's Homes Inc., (Mark Yovich) as the Construction Manager and move that Dennis Vallad, David Hopper and Supervisor Walls be appointed as the committee to negotiate agreement language with the assistance of the Township Attorney and work with the construction manager on value engineering changes, subcontractor review and recommendation and budget preparation for presentation to the Township Board for approval in April if completed with a maximum management fee of \$75,400. Trustee Cooper supported the motion. Vote on the motion. Yes: Walls, Dubre, Strole, Vallad, Hopper, Lamont and Cooper; No: none. The motion carried by a 7 to 0 vote.**

2. Job Descriptions

Supervisor Walls said in reviewing the descriptions he saw some minor clerical issues, non substantive, that could be taken care of by Sarah. Clerk Strole agreed.

- * Treasurer Dubre moved to adopt the Job Descriptions with the non-substantive changes being made by Sarah Richmond and the Township Supervisor and anybody else that has non-substantive changes to the job descriptions. Trustee Hopper supported the motion. Vote on the motion. Yes: Walls, Dubre, Strole, Vallad, Hopper, Lamont and Cooper; No: none. The motion carried by a 7 to 0 vote.**

Supervisor Walls said it was one year ago that we agreed to retain Sarah at a cost not to exceed \$2,000. In addition to authorizing that payment, he suggested that we increase it to a total of \$2,250. The Board concurred and agreed to an additional \$500 instead of \$250.

- * Treasurer Dubre moved to pay Sarah Richmond \$2,500. Trustee Cooper supported the motion. Vote on the motion. Yes: Walls, Dubre, Strole, Vallad, Hopper, Lamont and Cooper; No: none. The motion carried by a 7 to 0 vote.**

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3. Medical Insurance

Supervisor Walls said his memo dated March 5th presents a couple of new programs. One is a flexible program through BCBS which is a high-deductible plan supplemented by a Health Savings Account. He believes there is a lot more information that needs to be gathered but he could gather more information if that is something the Board is interested in looking at. Supervisor Walls said in looking at the quotes, including Health Plus, his recommendation is to pursue switchover to the BCBS PPO 10 Plan with a 10/40 drug card and then further investigate some other coverages.

★ Treasurer Dubre moved to change coverage to BCBS, PPO Plan 10 effective April 1, 2007. Trustee Vallad supported the motion.

Clerk Strole said the employees she spoke with have indicated they would like to stay with BCBS. Trustee Hopper thanked the Supervisor for obtaining the other bids as it was a difficult situation.

Trustee Lamont stated that the BCBC change contained in the motion saves over \$12,000.

Mr. Ed Turner, an insurance agent, explained that, with comparable coverage and a \$500 out of pocket maximum, the Health Plus Plan would save the Township almost \$12,000 on an annual basis.

Trustee Cooper said we still need to continue looking into this because we don't know how BCBS will raise rates in the fall.

★ Vote on the motion. Yes: Walls, Dubre, Strole, Vallad, Hopper, Lamont and Cooper; No: none. The motion carried by a 7 to 0 vote.

Supervisor Walls asked if Board members had any objections to employees still giving the previously appointed contribution. There were no objections to continuing employee contributions.

4. Cable Fund: PEG Use

★ Supervisor Walls moved to table this until April or May to allow a complete Cable Fund Use Plan and equipment, programs, and purchases to be presented including interest amounts accumulated in that fund, and, if available, Comcast new PEG Fee Franchise terms proposed. Trustee Hopper supported the motion. Vote on the motion. Yes: Walls, Dubre, Strole, Vallad, Hopper, Lamont and Cooper; No: none. The motion carried by a 7 to 0 vote.

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New Business:

1. Fountain Hills Community Septic: O&M Contractor

Supervisor Walls explained that the Township ordinance does not deal with changing of operators. However, the ordinance indicates that the Township Board has the sole discretion to approve a properly certified operator.

- ★ Supervisor Walls moved to approve the change of the operation to SCS Systems, LLC of Haslet, Michigan subject to Greg Need's approval of the actual contract language. Treasurer Dubre supported the motion. Vote on the motion. Yes: Walls, Dubre, Strole, Vallad, Hopper, Lamont and Cooper; No: none. The motion carried by a 7 to 0 vote.

2. Civic Center Cost Allocations

Supervisor Walls summarized his memo dated February 26, 2007. Clerk Strole said for 2006, another \$6,000 should be added to the total cost of Civic Center Operations, based on payables. She suggested, with the exception of charging the conservancy on a rental basis, that we use percentages in allocating civic center costs and not bill or charge every month but perhaps quarterly. Treasurer Dubre concurred. She said she does not want the General Fund to charge Building because of its deficit (that's covered by the General Fund loan) nor does she think we should charge Parks; but if things pick up we could go back and start charging.

Clerk Strole said, in regard to NOHLC, we should make the rental increase effective October 1st because that is when their new budget begins and a few hundred dollars makes a big difference to them. The board concurred.

- ★ Clerk Strole moved to allocate Civic Center Operational Costs based on the following percentages: Library 36.1%; Parks 3.5%; Building 4.64%; Cable 1%, the remainder percentage allocation to General Fund and effective October 1, 2007 to increase the rental charge to NOHLC to \$200 per month. With respect to actual payment of the percentage allocation to limit that to Library and Cable on a quarterly basis. Treasurer Dubre supported the motion. Vote on the motion. Yes: Strole, Dubre, Vallad, Hopper, Lamont and Cooper; No: Walls. The motion carried by a 6 to 1 vote.

3. Allocation of Audit Expenses

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- ★ Clerk Strole moved to track allocations for audit costs as set forth by our auditors but to charge for services for the proportional audit costs only from the Library, Fire Fund and Police Fund. Treasurer Dubre supported the motion. Vote on the motion. Yes: Strole, Dubre, Vallad, Hopper and Lamont; No: Walls and Cooper. The motion carried by a 5 to 2 vote.**

Supervisor Walls said he was against this and the previous action because he thinks all funds should be charged.

4. Fire Dispatch Agreement

Supervisor Walls said there are provisions in the agreement now that he is not sure if our insurance company will agree to, but he has not presented it to them yet for their review. However, there are no other options for a radio system. Supervisor Walls said he has assurance from an email he received that the county will continue on a month to month basis. The Board of Commissioners determined rates based on the number of dispatched calls, which is not in the agreement anywhere. Clerk Strole suggested we try to get the word “alleged” deleted out of the contract.

- ★ Supervisor Walls moved to approve the Fire Dispatch Agreement conditioned upon allowing the Supervisor and Township Attorney to attempt a negotiation on the insurance, the word “alleged” and the addition of the reference to the Sheriff’s contract. Clerk Strole supported the motion. Vote on the motion. Yes: Walls, Dubre, Strole, Vallad, Hopper, Lamont and Cooper; No: none. The motion carried by a 7 to 0 vote.**

Fire Chief Oaks said the Village of Holly might be able to dispatch in the near future.

5. Softwater Sanitary Sewer System Contract

- ★ Treasurer Dubre moved per the Supervisor’s recommendation to approve the sewer agreement and authorize the Supervisor and Clerk to execute subject to the approval of the final language by Greg Need. Trustee Lamont supported the motion. Vote on the motion. Yes: Walls, Dubre, Strole, Vallad, Hopper, Lamont and Cooper; No: none. The motion carried by a 7 to 0 vote.**

Public Comment: None

Adjournment:

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Hearing no other business, Supervisor Walls adjourned the meeting at 8:45 p.m.

Collin W. Walls, Township Supervisor

Nancy Strole, Township Clerk