

SPRINGFIELD TOWNSHIP BOARD MEETING
July 14th, 2005
SYNOPSIS

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

PUBLIC COMMENT: None

CONSENT AGENDA:

- a) Approved Minutes: June 9, 2005 Regular Meeting with bills and additional disbursements of \$262,286.38
- b) Approved Minutes: May 24, 2005 Joint Workshop Meeting
- c) Accepted June 2005 Treasurer's Report
- d) Received June 2005 Reports: Building, Electrical, Plumbing, Mechanical; Litigation; Fire & Ordinance
- e) Authorized payment of bills as presented, total \$231,478.30
- f) Received communications and placed on file

OLD BUSINESS:

1. Adopted Zoning Ordinance Amendments: Subsection 18.08.8 & 18.11.5.b
2. Towering Pines: Conditionally approved Final Site Plan
3. Conditionally approved Harrington Funeral Home Final Site Plan
4. Civic Center Entrance Sign: Awarded contract to Cornell Sign Co. and established budget not to exceed \$19,000.00

NEW BUSINESS:

1. Hidden Ridge: Approved Amendment to Master Deed & Exhibit B, Lot 22 Building Envelope
2. Approved Employee Handbook Amendment
3. Computer System Documentation: Awarded contract to Innovative Technology Group
4. Basic Life Support Transport: Authorized ordinance review and protocol development
5. Dangerous Buildings: 10270 and 10101 Andersonville Rd: Agreed to hold hearings, beginning at 6:45 p.m., Thursday August 11, 2005
6. Authorized Postage Meter Purchase, not to exceed \$6,700.00
7. 2006 Budget Workshop Schedule: Agreed to Special Meeting, August 25, 7:00 p.m.
8. Assessing Department: Authorized attendance for one at overnight Continuing education, not to exceed \$625.00

PUBLIC COMMENT: None

ADJOURNED: 10:00 p.m.

NANCY STROLE, Clerk

Call to Order: Supervisor Collin Walls called the July 14, 2005 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
Marc Cooper	Township Trustee

Board Members Not Present

Roger Lamont	Township Trustee
David Hopper	Township Trustee

Others Present

Greg Need	Township Attorney
Leon Genre	Planning Director
Charlie Oaks	Township Fire Chief

Agenda Additions & Changes:

Treasurer Dubre asked to delete item F of the Consent Agenda and add it as Item #8 under New Business. There was no objection to this change.

Public Comment: None

Consent Agenda:

- **Trustee Vallad moved to approve the Consent Agenda as amended. Trustee Cooper supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Vallad and Cooper; No: none; Absent: Lamont and Hopper. The motion carried by a 5 to 0 vote.**
- a) Approval of Minutes: June 9, 2005, Regular Meeting with bills and additional disbursements of \$262,286.38.
- b) Approval of Minutes: May 24, 2005 Joint Workshop Meeting.
- c) Acceptance of June 2005 Treasurer's Report.
- d) Receipt of June 2005 Reports: Building, Electrical, Plumbing, Mechanical, Litigation, Fire, Ordinance.
- e) Authorize payment of bills as presented, totaling \$231,478.30.

f) **Receipt of Communications**

- Letter from MTA re: Membership Renewal and MTA Web Site
- E- Mail From Mel Walters re: Softwater Lake Weed Harvesting
- Final Plans Traffic Signal: White Lake & Andersonville
- Road Commission for Oakland County letter re: State Road Maintenance

Old Business:

1. 2nd Reading: Zoning Ordinance Amendments Subsection 18.08.8 & 18.11.5.b

- **Trustee Vallad moved to adopt amendments to the Zoning Ordinance #26 Subsection 18.08.8 and sections following presented for 2nd Reading this evening, said amendments to take effect seven (7) days following publication of Notice of Adoption. Clerk Strole supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Vallad and Cooper; No: none; Absent: Lamont and Hopper. The motion carried by a 5 to 0 vote.**

2. Towering Pines – Final Site Plan

Clerk Strole noted, regarding sheet 10, the limits of clearing shown along the western boundary and along the northern boundary would wipe out the 25-foot tree preservation area. She asked if that was a mistake? Mr. Scharl said that is correct, it is a mistake and did not get changed. Clerk Strole noted that details for the signage are needed. Mr. Werner said the sign would be lit from the ground up as asked by Trustee Vallad. Clerk Strole asked if the spruces are protected in the Master Deed? Supervisor Walls said, yes, they are protected but are outside the tree preservation area.

Trustee Vallad commented that the changes are fine and he believes everything raised at the previous meeting was addressed other than minor issues with the Master Deed and By Laws, which he believes can be handled administratively.

Supervisor Walls said he concurs with Trustee Vallad. However, regarding units 6 and 7 on the landscape plan, it shows the plants to be transplanted outside instead of inside the tree preservation area. Mr. Werner confirmed that the plants are inside the tree preservation area.

- **Supervisor Walls moved that Towering Pines Condominium plans and associated documents represented by the plans date-stamped received June 29, 2005 and Master Deed and By Laws date-stamped received June 20, 2005 be approved with the condition that the Master Deed and By Laws, title work and other items raised by the attorney be addressed to his satisfaction before recording and that the leaching basin and overflow be staked and inspected by the Planning Director prior to installation in an attempt to insure that the lines meander through the trees and minimize tree removal and that the sign detail for a sign that is 4' x 7' in the location shown be provided to the Planning Director for his review and approval and removal of the incorrectly noted limits of disruption line on page 10. Trustee Vallad supported the motion. Vote on the motion. Yes: Walls, Strole,**

Dubre, Vallad, and Cooper; No: none; Absent: Lamont and Hopper. The motion carried by a 5 to 0 vote.

3. Harrington Funeral Home

Mr. Chris Hertz pointed out that they have developed a 1 to 2 foot berm at the east with a number 3 screening wall, which is quite dense and reaches 80% opacity at planting. Therefore, he believes there will be no issues with vehicle headlights reaching the neighbor. He has added screening to protect other homes adjacent to the proposed site. Mr. Hertz provided photographs to the Board to show what he is attempting to screen.

Supervisor Walls asked how much of the existing foliage along the eastern line lies on this property? Mr. Hertz said, perhaps five to ten feet and some is right on the property line. Supervisor Walls asked how much existing landscaping will need to be eliminated to plant the new landscaping on the other side where there is new 80% opacity screening proposed? Mr. Hertz did not know. Supervisor Walls asked that the plan be altered to save 14" and 12" cedars on the east and to supplement existing landscaping on the east and west rather than tear it out to plant new. Trustee Vallad explained that it is a mixture of everything and if they supplement the existing vegetation, it will not take much and diffuse any light going through. Mr. Scharl asked if this is something that could be reviewed on site? Supervisor Walls said, yes. Supervisor Walls said the illumination for the sign lighting is not on the plans and should be. However, the Planning Director could verify this administratively.

Treasurer Dubre asked what the second feature is near the safety path by Dixie Highway? Mr. Hertz said it will be an irrigated rock garden with day lilies. Treasurer Dubre said she was expecting a water feature. Mr. Hertz said he prefers not to due to maintenance reasons. Treasurer Dubre said that is what was intended with the motion at the last meeting. Clerk Strole reviewed the previous motion and minutes for the applicant to confirm Treasurer Dubre's comments. She noted that it is a key issue for Special Land Use. Clerk Strole also noted that the Township standards require vegetative buffers along shorelines and that federal law now requires that municipalities implement measures to protect water quality.

- **Clerk Strole moved to approve the Harrington Funeral Home site plan date-stamped received July 1, 2005 and the landscape plan date-stamped received July 1, 2005 subject to the following: to reconfigure the banked parking area to preserve both the 14-inch cedar and the 12-inch cedar; to reduce the landscaping at the east north of the existing house so as to provide any needed in-fill that might be required to supplement the existing vegetation; and to provide a landscape buffer along the lakeshore of a design and scale that be reviewed and approved administratively by the Planning Director and Planning Consultant, understanding that the applicant can leave a clearing down to the lake of 30-feet; to limit use of fertilizers on the lakeshore side of the home to organic fertilizers and prohibit any fertilization of the lawn within 25 feet of the shore; and to add and incorporate a water feature in the feature located on Dixie Highway to be reviewed and approved administratively by the Planning Director and Treasurer Dubre; and revise the illumination plan to show the lighting at the entry sign. Trustee**

Vallad supported the motion. Vote on the motion. Yes: Strole, Dubre, Vallad and Cooper; No: Walls; Absent: Lamont and Hopper. The motion carried by a 4 to 1 vote.

4. Entrance Sign – Civic Center

Supervisor Walls said there has been no decision as to the location of the sign or whether or not to electrify the proposed sign. There has also been no decision as to where to move the three blue spruce trees if removal is necessary. Mr. Johnson of Cornell Sign Company said, adding lighting at a later date would be much more costly than prepping for lighting now. The Board all agreed to place the new sign at the location of the existing sign, electrify the sign and leave the location for the tree relocation up to the Supervisor.

- **Trustee Cooper moved that the Supervisor work out an agreement with Cornell Sign Company to install a sign on the Township property per the specs and also authorize the Supervisor to have the trees moved to another location on this property to make room for the sign and set a budget not to exceed \$19,000.00. Trustee Vallad supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Vallad and Cooper; No: none; Absent: Lamont and Hopper. The motion carried by a 5 to 0 vote.**

New Business:

1. Hidden Ridge Amendment to Master Deed and Exhibit B

Mr. Jim Tanner apologized and explained that he built the home at 5548 Birch Lane to preserve certain trees in front of the house and did not realize he pushed the home out of the building envelope. Since that time, the owner of the home wants to build a deck and has since removed the trees that were originally preserved. Mr. Johnson confirmed the accuracy of Mr. Tanner's statement and said they removed the trees because they were dying.

Supervisor Walls said this request would change the 50-foot rear setback to 35 feet. 39 feet would be the minimum to make sure that the deck is not encroaching beyond the homes rear setback line. There is a requirement for a combined front and rear setback of 100 feet. Supervisor Walls explained that before any construction or permits are issued the Exhibit B drawing must be revised and recorded.

Clerk Strole commented that the house is already encroaching within the approved setback and she is concerned with allowing a further and more significant encroachment. She is concerned that we allow the applicant to have some deck and some way of getting off the deck to ground level. Supervisor Walls said if the new rear setback line is parallel to the rear unit line at 39 feet, by scale, the comparable corner would be in the neighborhood of 47 or 48 feet.

Trustee Vallad said, as much as he does not like this situation, the proposed deck is not terribly out of line with anything there. He believes we should set the rear line at 35 feet and the front at 65 feet but explained that we need to do something different in regard to checking the homes to inspect setbacks more closely, because these situations are continually arising.

Mr. Genre said we could require builders to stake the envelopes in the field and then inspect it at the time of the footing inspection. Supervisor Walls asked the homeowner if they contacted the mortgage company or the survey company to hold them responsible? Mr. Johnson said he has been in contact with the bank.

Trustee Cooper moved to allow a new rear setback line of 39 feet and a 61 foot front setback and Exhibit B and Condominium documents be amended accordingly. Clerk Strole supported the motion.

He suggested that the Building Department, on all site condominiums with restricted building envelopes, require the builders to stake the corners of the setbacks. If they do not have restricted building envelopes, the corners of the lots be staked. Supervisor Walls suggested that any future plot plans submitted by Tanner Construction be prepared and certified by a surveyor and the site staked accordingly before permits are issued.

Vote on the motion. Yes: Walls, Strole, Dubre and Cooper; No: Vallad; Absent: Lamont and Hopper. The motion carried by a 4 to 1 vote.

2. Employee Handbook Amendment

- **Trustee Vallad moved for adoption of the amendment to the Employee Handbook as presented this evening with the deletion of the word “periodic” and recommend that for any employee affected under this change those changes become effective January 1, 2006, otherwise policy effective immediately for all other employees. Trustee Cooper supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Vallad and Cooper; No: none; Absent: Lamont and Hopper. The motion carried by a 5 to 0 vote.**

Supervisor Walls explained that the other change we could look at is to allow retirees to pay for medical insurance. Up until recently BCBS would not allow that to happen. The Board concurred we should review this policy.

1. Computer System Documentation

Supervisor Walls explained that Innovative Technologies, referred by Trustee Lamont provided a proposal of \$3,200 for initial documentation review and quarterly \$400 per server. Resource Data Systems submitted a proposal for \$1,100 initial and \$500 for quarterly. Supervisor Walls explained Resource Data Systems is our current service contractor. Trustee Cooper said he

believes this is a good idea to have another company review our system. Treasurer Dubre said she agrees that it could be a “checkup” of our current company and could serve the Township well. Trustee Cooper said he would ultimately like to have a trained employee for this service. Trustee Vallad said he was in favor of retaining Innovative Technologies. Clerk Strole concurred.

- **Trustee Cooper moved to contract with Innovative Technologies Group to review our computers and software throughout the Township not to exceed \$3,200.00 for the initial documentation and \$400.00 per server plus travel for the quarterly review for the first year. Trustee Vallad supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Vallad and Cooper; No: none; Absent: Lamont and Hopper. The motion carried by a 5 to 0 vote.**

2. Basic Life Support Transport Discussion

Fire Chief Oaks explained his memo dated July 6, 2005 to the Township Board regarding the transportation of patients in an emergency situation, when private ambulance responders were not readily available. Supervisor Walls said that charging fees would require an ordinance amendment by the Township Board.

The Board unanimously agreed to authorize the Township Attorney to review the ordinances and draft required amendment language. Supervisor Walls asked Fire Chief Oaks to provide copies of protocols and procedures from the Medical Board.

3. Dangerous Building Report and Hearing Date

The Board agreed to hold two Dangerous Building Hearings on August 11th beginning at 6:45 and 7:00 p.m. in regard to addresses 10270 Andersonville Road and 10101 Andersonville Road.

4. Postage Meter Purchase or Lease

- **Treasurer Dubre moved to authorize the Clerk to handle the purchase of a Pitney Bowes DM500 mailing system at a cost not to exceed \$6,700.00 and the other services will be maintained as already under the meter along with the maintenance service contract through Pitney Bowes. Trustee Vallad supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Vallad and Cooper; No: none; Absent: Lamont and Hopper. The motion carried by a 5 to 0 vote.**

5. 2006 Budget Workshop Schedule

The Board agreed to hold the annual Budget Workshop on August 25, 2005 at 7:00 p.m.

6. MAA Assessing Continuing Education Courses and Budget

Treasurer Dubre said there is nothing in our employee handbook that indicates any type of rule as to how we reimburse or limit expenses. There seems to be differences between the

departments. Trustee Cooper suggested writing a policy and presenting it to the Board for review. The Board agreed to review this policy.

- **Trustee Cooper moved to authorize the Muskegon Assessing Seminar with a budget not to exceed \$625.00. Trustee Vallad supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Vallad and Cooper; No: none; Absent: Lamont and Hopper. The motion carried by a 5 to 0 vote.**

Public Comment: None

Adjournment:

Hearing no other business, Supervisor Walls adjourned the meeting at 10:00 p.m.

Collin W. Walls, Township Supervisor

Nancy Strole, Township Clerk