



**NOTICE OF SPECIAL WORKSHOP MEETING
SPRINGFIELD TOWNSHIP BOARD OF TRUSTEES
Tuesday, August 27, 2019
6:00 P.M.**

Springfield Township Civic Center – Board Meeting Room
12000 Davisburg Road, Davisburg, MI 48350

AGENDA

2020-2022 Budget Priorities

- 1. Minimum Fund Reserves Discussion**
- 2. Civic Center Debt Fund—millage rate and General Fund contribution**
- 3. Major Capital Projects—priorities and timeline**
 - a. Maintenance building
 - b. Civic Center garage
 - c. Mill Pond Dam
 - d. Pathways
 - e. Road funding
- 4. Smaller Projects and Expenditures**
 - a. Maintenance staff needs
 - b. Vehicle needs
 - c. Signage for fire stations
 - d. Civic Center trail loop connection
 - e. Civic Center parking lot repairs
 - f. Analysis of residential zoning regulations
 - g. Davisburg Cemetery drive—pave or gravel
 - h. Property west of Davisburg Cemetery—maintenance and stewardship
- 5. Other Priorities for Discussion**

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

Laura Moreau, Clerk
Posted August 22, 2019

Minutes of
SPECIAL BUDGET PRIORITIES MEETING
August 27, 2019

SPRINGFIELD
CHARTER TOWNSHIP

Laura Moreau, Clerk



Call to Order: Supervisor Walls called the August 27, 2019 Special Meeting of the Springfield Township Board to order at 6:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd., Davisburg, MI 48350.

Roll Call:

Board Members Present

Collin W. Walls	Township Supervisor
Laura Moreau	Township Clerk
Jamie Dubre	Township Treasurer
Marc Cooper	Township Trustee
David Hopper	Township Trustee
Judy Hensler	Township Trustee
Dennis Vallad	Township Trustee

Board Members Absent

None

Others present:

Mike Forst, Property Manager
Mike Losey, Natural Resources Manager
J. David Feichtner, Fire Chief
Ryan Hart, Lieutenant

New Business:

1. Minimum Fund Reserves Discussion

Supervisor Walls stated that his target has been an unassigned reserve of 50% of the operating budget or preferably the upcoming budget. This is primarily for cash flow. Future planned expenditures are what unassigned reserves are typically for, as well as unanticipated expenses and unanticipated reductions in revenue sources. They now have special funds set aside for road improvements, major Civic Center improvements and other expenditures. Unassigned reserve amounts can vary depending on the funds, percentage of fixed expenditures, various revenues and how much funding is committed or assigned to things that could be covered under annual expenditures. General Fund unassigned reserves have been used to help with Police Fund and the Fire Fund. The Township now has an emergency fund that is available to help.

Treasurer Dubre stated that the General Fund still supports the Fire Fund by diverting some of the State Shared Revenue annually. She asked what Supervisor Walls was including in his understanding of operating budget.



Supervisor Walls answered that often he has removed Capital Outlay expenditures and any transfers out to other funds to determine operating budget.

Treasurer Dubre stated that the only planned transfer in 2020 is for the Civic Center debt payment. If the Board is going to set a specific minimum reserve of 50%, then those would be the only expenditures she would recommend be removed from the calculation: Approved Capital Outlay and Transfers.

Clerk Moreau stated that this encompasses what she thought was a priority, 50% of Operating within those parameters.

Trustee Hensler stated that she agrees; Fund Reserves are important and 50% is a good number.

Board members agreed with 50%.

2. Civic Center Debt Fund – millage rate and General Fund contribution

Treasurer Dubre stated that she included a preliminary budget for 2020 and she added that this was the final year to pay for the Civic Center. This will be the last year to levy Center Debt in taxes. She explained the anticipated payment timeline. Treasurer Dubre anticipated a slight advance situation to make the final payment. Once the final amount is received, the General Fund would be reimbursed and will absorb the rest. It is not known how much money is in the Local Community Stabilization Personal Property Tax Reimbursement Program until next year and the tax rate for the final levy is .50 mils. This supports the budget that she proposed.

Supervisor Walls asked if there was any concern about using \$20,000 of the General Fund to balance the cash flow.

Trustee Hopper asked when they get the \$10,000 back.

Treasurer Dubre stated that the payment is due on May 1st and they do not settle with Oakland County until April 30th and the settlement is not paid out until mid-May. It is a short time.

No Board members had objections to the plan.

Trustee Cooper asked if the Board was going to consider minimum fund reserves, for the other funds, like Parks and Library.



Supervisor Walls stated that the Board would indicate they decided on 50%.

Clerk Moreau stated that 50% for Fund Reserves for the Parks Fund goes beyond what she would think would be necessary. She stated that one person conveying a minimum of 50% to Parks and Recreation and saying that this is the expectation for the Parks Fund would not be accurate.

Supervisor Walls stated that, the 50% does not work in every case. It works routinely with General Fund but not the Fire Fund, for example, and he further explained using the Apparatus Replacement Schedule as an example.

Clerk Moreau stated that this is the conversation that she had with Supervisor Walls when preparing the agenda and that is why she thought they were going to have additional conversation about Fire and Parks and Recreation.

Supervisor Walls suggested that 50% is the minimum for the General Fund.

Treasurer Dubre added that it is unallocated General Fund.

Board members agreed.

3. Major Capital Projects – Priorities and Timeline

Supervisor Walls stated that they have had several Capital projects that may be new to budgeting and setting aside reserves especially in the current magnitude, one of them is Mill Pond Dam. They have had a reserve fund set up and it currently has enough to cover the Township's share of the projected engineering.

a. Mill Pond Dam

Clerk Moreau explained that a formal bid process is not required but AECOM is being asked to put together a detailed design and engineering proposal to go to Springfield Township and Oakland County for final approval.

Supervisor Walls asked if their percentage amount would be \$49,500.

Clerk Moreau answered yes.

Supervisor Walls stated that the current estimate for actual removal in 2021 and 2022, if they have a grant, their 45% would be \$445,500.



Clerk Moreau asked if he meant taking the grant funding out.

Supervisor Walls answered yes.

Clerk Moreau stated that a more conservative estimate of about 40% grant funding was factored into the overall project cost estimate. Taking that into account, there would be the 45% and 55% cost split between Springfield and the County. Springfield's projected share of actual construction would be \$445,500. She proposed to Supervisor Walls that the construction cost be split over two budget years, 2021 and 2022.

Treasurer Dubre asked if this was a next year allocation to the reserves in the amount of \$125,000.

Clerk Moreau responded that this would be the \$49,500 in the design and engineering costs. This would be the 2020 actual expense.

Board members discussed that the amount of \$50,000 is currently in the Mill Pond Dam account, even after paying for the feasibility study.

Treasurer Dubre suggested that they set aside more beginning in 2020 and spread the total project cost over three years.

Board members discussed and agreed with breaking the full amount into three years if possible, which will be \$150,000 each year.

b. Maintenance Building

Supervisor Walls stated that the effort to obtain a low cost sketch of a floor plan for the building failed. He contacted Jay Noonan, Architect, and he received information from him. Mr. Noonan's proposal for the preliminary design is \$4,500. The estimated construction costs for a "bullet proof" 10,000 square foot facility is about \$2.0 million. If Mr. Noonan concurs, they should be able to have a draft concept plan for the Board's review, preliminary site plan and cost estimates by February or March 2020. This would leave construction plans and detailed site plans until after the 2020 election which would allow construction to begin in 2021.

Treasurer Dubre asked if Mr. Noonan would be able to follow this timeline because it has been difficult to get items from Mr. Noonan in the past.



Supervisor Walls responded that he will check with Mr. Noonan. Clerk Moreau also has a resident contact who is an architect that he could contact.

Clerk Moreau asked about the type of construction, noting Supervisor Walls' reference to "bullet proof."

Supervisor Walls answered that it would be cement block construction, like the fire stations with minimal drywall.

Clerk Moreau asked if there is another type of construction that should be considered. She has heard a pole barn construction mentioned. She appreciates that the construction of this building is being planned to last and serve the community for many years. This Civic Center and the fire stations are built well and will serve the community for decades, but considering this facility is a garage and maintenance building, she asked if there is another type of construction that should be explored.

Treasurer Dubre commented that they spent \$2.6 on two fire stations.

Supervisor Walls stated that the maintenance building is estimated at 10,000 square feet and that is the square footage of two fire stations. He suggested that they might want to design the base building but one that could accommodate a future addition.

Board members discussed the proposed construction costs for the maintenance building and a summary of the Maintenance Garage Committee and its findings.

Trustee Hopper commented on the proposed building design.

Supervisor Walls commented on the original Station 2 construction and the anticipated addition plan.

Clerk Moreau stated that 10,000 square feet might be the immediate need based on the vehicles and equipment that they currently have. This maintenance building is something that they need to move forward on as soon as possible. She doesn't want to scale back, she was simply wanting to know if the Committee met and discussed more economical building design and construction options.

Supervisor Walls asked if anyone disagreed about making the maintenance building a priority.

Board members agreed that the maintenance building is a priority.



c. Civic Center garage

Supervisor Walls stated that the original discussion was for a carport and that advanced to a garage. When looking at the preferred site for the maintenance building, the location is not convenient to store cars for office staff. The thought was to build a garage closer to the Civic Center to house those vehicles. They are looking at a garage that is aesthetically comparable to the Civic Center and that would house 4-6 vehicles. The quote from Jay Noonan for design of this structure is \$1800. The projected location would be the grass area on the far side, lower level parking lot. The proposed size is 1200 square feet.

Treasurer Dubre stated that this is a project that serves an immediate need.

Trustee Cooper replied that a garage that would house 6 vehicles would make more sense.

Clerk Moreau stated that only passenger vehicles would be in the Civic Center garage; maintenance vehicles and equipment would be stored in the maintenance building.

Treasurer Dubre replied that 4 vehicles would be plenty.

Supervisor Walls stated that the projected cost is \$100,000.

Board members agreed that this is attainable, and they want it to be structurally like the Civic Center. Board members agreed to follow through on this project.

Supervisor Walls suggested starting it in 2019 and completing in early 2020.

Board members agreed that it should start this year.

d. Pathways

Supervisor Walls provided the concept plan that would connect the pathway in front of McDonalds on Dixie Highway to Ridge Valley Drive. Easements were signed by Kingston Pointe, but the consulting engineer was not able to get meetings with Bowman and Lowrie's. Supervisor Walls has met with both. He provided the documents to Mr. Lowrie but has not heard back from him. He left documents with Ms. Katie Bowman. There is a revision in the plan regarding the Bowman property. He explained the concept plan provided to the Board members including changes requested by Ms. Bowman.

Clerk Moreau asked if this would be started in 2019.



Supervisor Walls replied no. Clerk Moreau asked about pathway from Civic Center to Mill Pond. AEW looked at this area and provided an estimate of \$84,000. The Township is already invested in the Dixie Highway plan and suggested that it remain a priority.

Treasurer Dubre asked about the sidewalk work downtown.

Supervisor Walls stated that the north has sidewalks until you get past the harness shop.

Treasurer Dubre asked if this was going to be affected by dam removal.

Clerk Moreau replied yes. She asked if the estimate was based on the need for retaining walls.

Supervisor Walls replied that he did not know. Looking over the proposal, it doesn't look like it.

Clerk Moreau replied that she thinks the estimate is low because there are some challenges including topography and she explained those challenges. She asked if there was any recommendation for what is in the budget for 2020.

Supervisor Walls replied he hasn't finished the budget yet.

e. Road funding

Supervisor Walls stated that this is just for the Board's awareness, the typical maintenance activities for the roads, the changes in the cost of those has been significant. Chloride and gravel have increased considerably. He reviewed those road funding charges. If those increases continue, routine maintenance will need to be cut back. He stated that he received an email in 2018 about paving Tindall which indicated that if the Township would cover half, RCOC would cover half of the paving charges. If the Township is interested, RCOC will do a preliminary estimate. It comes out to 7100 lineal feet and the estimated cost would be \$3.6 million. This would be RCOC doing the construction and engineering. RCOC does not do Special Assessment Districts on through roads. He reviewed the Bridge Lake paving project costs. If everyone who accesses Tindall Road, about 234 parcels, would split the cost by parcel, the assessment for each would be just under \$7700. He doubts that they would get enough signatures for this to go through.

Clerk Moreau asked about the benefit units of this estimation.

Supervisor Walls answered that he used the same benefit units for both the main roads and side roads, and he explained.



Treasurer Dubre stated that it wasn't all equal for Bridge Lake. Those on Bridge Lake Road paid more for frontage.

Clerk Moreau suggested that the residents that live in Carriage Trail sub have horrible road conditions. She questioned why they would have the same benefit as someone who lives directly on Tindall Road.

Supervisor Walls stated that this was simply an example, they are a long way from the assessment. He provided a history of other attempts to pave Tindall Road.

Clerk Moreau asked if there was easement purchase and road straightening in the proposal for Tindall Road.

Supervisor Walls replied that previous attempts at paving never got far enough in the engineering to determine if that was needed.

Clerk Moreau asked where the project is now and if residents have been contacted.

Supervisor Walls replied no; it ended because of funding constraints.

Treasurer Dubre stated that the reality is, the cost would be greater because the Township would have to bond for this money.

Supervisor Walls stated that without some major change, there is not much chance of gravel roads being converted to paved.

f. River Restoration and Crossing on Hartman Property

Supervisor Walls stated that he has had HRC and Lyle Winn, AEW, look at this project. He provided a copy of Mr. Winn's estimate to all the Board members. He explained the handouts provided. There is a possibility of using Stewardship Endowment funds for the project. This will be an EGLE permit.

Clerk Moreau suggested that SACC meet to discuss this project and possible funding.

Board members discussed the culvert project. Board members agreed that it was a priority and Supervisor Walls indicated that there are two members of SSAC present.



Clerk Moreau stated that she will act as Township Clerk and relay a message to the President of Springfield Site Action Committee if the Board wants to request that a meeting is held.

4. Smaller Projects and Expenditures

a. Maintenance staff needs

Supervisor Walls stated that, based on the recent discussion by the Township Board, the Property Manager submitted a request for one additional full-time person and the continuation of his existing staff. The proposal also included two part time people to work from April until October three 7-hour days a week to do grounds maintenance on all the Township grounds and facilities. The two seasonal people will need a vehicle to use. He suggested that they use the current vehicle that is used to plow snow.

Clerk Moreau and Treasurer Dubre asked for job description for the new maintenance person. They understand the need, they would both like to see the breakout of the various responsibilities.

Board members confirmed that there are currently two part-time along with Mike Forst. The request would be another full-time person and two additional seasonal people.

b. Vehicle needs

Supervisor Walls stated that Property Management should have another vehicle in addition to the snow plow vehicle.

Treasurer Dubre suggested that the Committee begin working on the new vehicle purchase now for 2020. She asked Mike Forst to put together specs.

Mike Forst stated that Property Management is covered. It is what the Ordinance officers and others need and want.

Supervisor Walls suggested that they take into consideration that the red truck is a 1988 and will need to be replaced.

Treasurer Dubre asked Mike Forst to get together the particulars for a new truck. There are date deadline requirements in order to qualify for the government purchasing.



Supervisor Walls stated that this will leave one vehicle for everyone else. He suggested that they budget for one additional vehicle. There is a request from Fire Department to replace the command vehicle. He suggested that the ordinance department could use the retired command vehicles. They are looking to budget for two new vehicles, maybe three.

c. Signage for fire stations

Trustee Hensler stated that she asked that it be added to the list. She believes that both fire stations should have new ground signs. She believes that all three stations should be the same, so she included Station 2.

Treasurer Dubre stated that signs require maintenance and the fire stations speak for themselves.

Clerk Moreau supported the idea of ground signs. Based on the way that the stations are positioned on the primary road, the lettering cannot be seen. Ground signs would make it more visible and easier to find. Station 1 faces the road, but the fronts of Station 2 and Station 3 are not seen from the main road. She agreed with getting some proposals and she agreed with all signs looking the same.

Trustee Hensler stated that she would like them to match and to follow the Design Guidelines. She would like something tasteful, not extravagant, but something that would make the stations more visible.

Treasurer Dubre suggested that they be simple.

Board members discussed the signage.

Supervisor Walls stated that he will come up with budget numbers.

Clerk Moreau asked if it would help if Board members could contribute suggested photos of what they were thinking of. She suggested that she would work with Trustee Hensler.

d. Civic Center trail loop connection

Supervisor Walls summarized Director Richmond's request and location drawing for a proposed connection between the Shiawassee baseball field area and the Civic Center area. Park Commission's request is that the Township cover the cost of that extension.

Board members agreed with funding the trail loop connection.



e. Civic Center parking lot repairs

Mike Forst, Property Manager, summarized the civic center parking lot repairs that are needed. It is estimated to be \$45,000 to \$50,000 for repairs and estimated \$150,000 to replace the whole thing.

Board members suggested that the estimate to replace all of it is low. They agreed that \$50,000 for repair will be in the budget for 2020. Some of the parking lot is in the library (about 1/3 of the total) and Board members agreed that this should be a conversation that the Board has with the Library Board.

f. Analysis of residential zoning regulations

Clerk Moreau stated that she would like the Board to consider a review of our residential zoning provisions and restrictions. She is concerned that some zoning policies end up pricing a lot of people out of Springfield Township. She would like a review done of what policies they have in place and what this requires of new development. After a developer complies with all the ordinance restrictions, he needs to make that money back and at that point, he doesn't build modest 2000 square foot homes. She also wants the Board to look at some of the restrictions on lot splits and access strip creation. She thinks there are unintended consequences of the current requirements. There is an aging population and she questioned if the policies are in line with the goals. She asked the Board members to start thinking about this topic.

Board members discussed Clerk Moreau's request.

Clerk Moreau suggested that they establish clear goals before they start the review process. She suggested that they have an analysis done and then they convene with the Planning Commission to discuss the analysis and set goals.

g. Davisburg Cemetery drive – pave or gravel

Clerk Moreau suggested that they put \$25,000 in the budget for this item. Board members concurred.

h. Property west of Davisburg Cemetery – maintenance and stewardship



Clerk Moreau explained the history of this property right west of Davisburg Road. It is overgrown and she is suggesting that this view shed be maintained. She is also requesting that the Natural Resources Manager make this a priority.

Mike Forst stated that they did treat this area for invasives when he was running the project.

Board members and Mike Losey, Natural Resources Manager, agreed.

5. Other Priorities for Discussion

a. ADA Entrance Doors

Supervisor Walls stated that his office is moving forward on the lower level ADA door project on the Civic Center doors and he provided details.

b. Assessing Functions

Treasurer Dubre stated that she would like to get a price from Oakland County to contract the Assessing Functions through the County and compare that price with our current needs. The changes in Assessing have been occurring year to year and she looked deeper at their assessing department in relationship to other communities. She distributed a list of comparable community costs. Much of the budget discussion has centered around increasing cost and she commented on the cost to run the department from comparable communities. She would be happy to get a price from Oakland County so that the Board could have a discussion. She provided details of other communities' practices and summarized the contracting through Oakland County for assessing services. She talked about the process changes that would be required between the Treasurer's Department and Oakland County. She suggested that the Board give a true and honest look at using Oakland County through contract services for assessing.

Clerk Moreau stated that Treasurer Dubre's document indicates that there could be a significant savings and that they should get a price from the County.

Board members discussed Treasurer Dubre's proposal.

Supervisor Walls asked if the County handles the Property Transfer Affidavits and other State required paperwork.

Treasurer Dubre commented that she is under the impression that they enter it and then it goes to the County. It varies with the communities.



Supervisor Walls asked if Treasurer Dubre is going to get something together for budget discussion

Treasurer Dubre stated that if the Board agrees, she suggested that they look at things open-minded and look at how it affects all departments. She suggested that they need to make sure that they are providing the same, if not better, service to the Township residents and at what cost is the level of service worth a six figure number.

Supervisor Walls summarized two requests from the Fire Department. One is a new command vehicle purchase and the other is Recruitment and Retention staff person. He summarized the request and its relationship to possible grant funding or not having grant funding for the position.

c. Fire Department Requests

Chief Feichtner summarized the request for the funds for the Recruitment and Retention Coordinator and the grant funding request timeline. He is recommending that it is put in the budget to be funded in case the grant doesn't come through as they hope.

Board members discussed the request and agreed with Chief Feichtner's request.

Supervisor Walls asked about the proposed new command vehicle and the reuse of the current command vehicle.

Board members agreed with the purchase of the new command vehicle and the placement of funds in the budget for the Recruitment and Retention Coordinator.

Clerk Moreau commented that Chief Feichtner is doing a great job.

Supervisor Walls stated that the Chief has put together a replacement vehicle schedule and that will be provided to the Board members when it is ready.

6. Public Comment

Mr. Lesperance suggested that newsletters are provided to the community members so residents are aware of budget meetings.

Clerk Moreau suggested that residents can contact the Clerk's Office to get on the list to receive agendas for meetings and also provided the location where the notices and agendas are posted.

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Laura Moreau, Clerk

David Miller commented that he did not agree with removing the Mill Pond Dam when it can be drained and repaired. He also commented on buying used equipment and many of the things that he has heard tonight are wants, not needs.

Supervisor Walls stated that the Apparatus Replacement Schedule that they are talking about was established several years ago to save money and to plan and budget for equipment replacement.

Adjourned: 8:33 p.m.

Collin W. Walls, Supervisor

Laura Moreau, Clerk