

SPRINGFIELD CHARTER TOWNSHIP

CLERK'S OFFICE

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**NOTICE OF SPECIAL BUDGET WORKSHOP MEETING
SPRINGFIELD TOWNSHIP BOARD OF TRUSTEES
Monday, September 23, 2019
6:00 P.M.**

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

AGENDA

2020-2022 Budgets

- 1. Parks & Recreation Fund**
- 2. Fire Fund**
- 3. General Fund**
- 4. Other Township Funds**
- 5. Other Items as Unanimously Agreed**

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

Laura Moreau, Clerk
Posted September 20, 2019

Minutes of
SPECIAL BUDGET WORKSHOP MEETING
September 23, 2019

SPRINGFIELD
CHARTER TOWNSHIP

Laura Moreau, Clerk



Call to Order: Supervisor Walls called the September 23, 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
Sarah Richmond, Parks and Recreation Director
David Feichtner, Fire Chief

New Business:

1. Parks and Recreation Budget

Director Richmond thanked the Board members, Mike Forst, Oakland County Sheriff's Department, community groups and the Fire Department for their support of the Heritage Festival.

Director Richmond summarized the proposed 2020 Parks and Recreation Budget including the utilization of prior year funds in the amount of \$59,950 to pay for several repair projects plus some necessary purchases. The Park Commission requests that the General Fund cover the Parks share of the Civic Center expenses and that the budget reflects a transfer in from the General Fund of \$6200 for Civic Center Allocation Expenses. She summarized the expenditures and revenues represented in the budget.

Supervisor Walls stated that under Transfer In- Stewardship, there is \$25,000 for a transfer to Parks. Most of that is work that is anticipated on the Hartman Property. The effort that is required for Director Richmond to include the Civic Center Rent Allocation both as a receipt and an expense is past the time where it is unnecessary.



Clerk Moreau asked if he is saying that it should be seen to be that way indefinitely.

Supervisor Walls replied he did not know.

Clerk Moreau answered that she thought it was being done that way so it can be tracked. There was a reason that we are noting it as an expense and a revenue is so it is not forgotten as an assumption that wouldn't ever have a cost.

Supervisor Walls replied if that is the case, then Parks should leave it in the budget.

Treasurer Dubre agreed with leaving it in.

2. Fire Fund

Supervisor Walls summarized his assumptions and comments.

Chief Feichtner stated that the proposed budget for 2020 is on plan and in keeping with the Strategic Plan document. He pointed out the proposed budget included expense for Recruitment and Retention Coordinator and the Fire Department did receive the grant from FEMA. The fund was renewed for over \$145,000 for the next four years. He explained how this was represented in the previous budget documents and the proposed budget documents that would fill that position for 12-hour shifts. He suggested increasing this line item from \$20,000 to \$29,952. The pay for this spot would not change and the grant was calculated on the \$16.00/hour. The revenue would be shown with FEMA Grant. He included the nozzles and the grant was not received for those. He added the command vehicle and the floors at Station 2. They may or may not receive the grant for a smoke house. His intention is to raise the shift pay by \$1.00 per hour.

Treasurer Dubre asked about the reduction in cable franchise fees.

Supervisor Walls confirmed that he reduced it by not quite 15%.

Clerk Moreau asked if the shift work that is required of our firefighters is consistent with requirements of other communities.

Chief Feichtner responded that they are consistent with what EMT's do like North Oakland and Groveland.

Treasurer Dubre asked, regarding the Apparatus Replacement Schedule, is there still a need to set aside the \$380,000 from the unallocated fire.



Supervisor Walls referred to the Equipment Replacement Chart for this year. They have enough funds in the equipment replacement. If they put the \$380,000 in, that leaves the unassigned fire at just under a million dollars. He stated that what was previously called Equipment and Vehicles is now Equipment Replacement and the Replacement Reserves will now be Vehicle Replacement.

Treasurer Dubre explained that going forward it will be easier to track the large items.

Supervisor Walls asked if any Board members had a problem with the \$380,000 transfer.

Board members did not object.

3. General Fund

Supervisor Walls indicated that he checked with Michigan Planners late last week and they could provide no insight as to 2020 rates. The revenue surprise is effective on September 26th which is an FCC order for cable. The order says that the maximum that local units of government can charge is 5%. He described some challenges that have been filed. He cut the projected cable fee by 15%.

Treasurer Dubre stated that once AT&T bought Direct TV, theirs went down over 20%. So, they do not pay franchise fees on the satellite. Comcast's fees have consistently increased every year.

Clerk Moreau asked what the percentages are now.

Supervisor Walls replied 2% PEG and 5% for the balance. They would lose the 2%.

The revenue Local Units of Government – Other, there is \$70,000 that is money for stewardship activities for grants already approved. He is suggesting an increase for the Charge for Services for the Building Fund, Charge for Services to the Cable Fund and Civic Center Increase charge for rent.

Treasurer Dubre referred to her memo and asked if Board members agree with those proposed changes for the rent and support services. It is included in the proposed budget numbers.

Trustee Vallad asked if they must amend their budgets for elections because of the Special Election.



Clerk Moreau replied yes. There is going to be an offsetting revenue for that because Oakland Community College is reimbursing for some of the costs.

Supervisor Walls stated that the proposed salary change for Supervisor, Clerk and Treasurer is 4% with the staff being 3%.

Clerk Moreau stated that there are some issues on changing legislation on processing absentee ballots. She explained the issues and changes and how they might affect the Township. She suggested an increase in the budget amount. Under Elections, she would like to increase the amount to \$35,000 instead of \$32,000. They will need a budget amendment for this year, but total expenses and the projected reimbursement is not known yet.

Trustee Vallad commented on the election changes.

Clerk Moreau added that the only election that the Township will get reimbursed for next year is the Presidential Primary.

Trustee Hensler commented that the Cemetery column on page five doesn't add up correctly. Board members agree.

Board members agreed.

Clerk Moreau commented that the sign that she was requesting for the Andersonville Cemetery was a rules and ownership sign, not a sign to mark the cemetery.

Trustee Hensler asked about the increase in the Commissioner's salaries.

Supervisor Walls stated that the salary amounts have not changed. The budget numbers have changed. There has been very little activity for the Board of Review and that's why that has not changed.

Treasurer Dubre stated that one cost that is part of Assessing that is not represented is the Hospitalization because it has its own line. This is another \$50,000 savings that would be realized from the Assessing Department by contracting with the county.

Clerk Moreau asked about some of the other charges like postage.

Treasurer Dubre confirmed that it was included in the County contract.



Supervisor Walls stated that the Tribunal is the Township's charge because our attorney works on Tribunal. They have one full Tribunal still open. Some of that may be less but he does not know now.

Clerk Moreau asked about Computer Licenses and Support and Conferences and Dues.

Treasurer Dubre reiterated that the postage line can go to zero. She commented on the Computer License and Support line and the ARC GIS view is being utilized by other departments. Conferences and Dues can be reduced.

Board members commented on the additional charges shown in the Assessing budget. They agreed with reducing Conferences and Dues to \$500.

Supervisor Walls summarized the Building and Grounds budget and the increased staff proposed. He stated that the new full-time person is under Civic Center section of the budget.

Clerk Moreau stated that she assumes the reason for separating the staff by Cost Center is for cost split.

Treasurer Dubre stated that Building and Grounds is meant to be any building and grounds and Civic Center is meant to be exclusively that building. She asked if the new full-time person is meant to be exclusively for the Civic Center.

Mr. Forst replied not necessarily. The new employee is going to have to work across all properties.

Board member confirmed that this new position should be under Building and Grounds.

Clerk Moreau asked under Civic Center Operations, who is included in Maintenance Payroll.

Mr. Forst replied that this is the two part-time people that he has now and the proposed full-time position.

Board members discussed where the maintenance staff should be represented in the budget.

Treasurer Dubre stated that they can move it, but they need to determine what percentage to allocate as a charge for the Civic Center for those salaries.



Board members continued their discussion of where the salaries should be located. They decided to leave it where it is today but moving forward, they should determine where it should be located and make it consistent.

Supervisor Walls explained the changes to the Hospitalization line.

Supervisor Walls stated that on page 8, he forgot to add the Municipal Reporting charge of \$5,000 under Consultants.

Supervisor Walls continued with Public Works line. He explained the changes to the reserves and the 2020 budget.

Clerk Moreau stated that the transfer to Mill Pond Dam will be \$150,000.00 but the planned expense of \$49,500 would be in addition to the transfer.

Treasurer Dubre confirmed.

Clerk Moreau stated that she was hoping to have more for the Board regarding the proposal for the Mill Pond Dam design stage, but she doesn't yet. She commented on what is currently being discussed by Oakland County. She explained that it would come to the Board later.

Trustee Hopper stated that MDNR released a habitat grant to Columbus Township in St. Clair County for \$450,000 to rehabilitate the Belle River. He suggested this as a source of grant funding.

Clerk Moreau commented that this was another part of the County's request was assistance with grants. She explained the proposed timing of the engineering and design work.

Trustee Vallad asked about the Street Lighting under Public Works.

Supervisor Walls stated that this was for additional street lighting along Dixie Highway. This was left there from a previous discussion.

Clerk Moreau asked if this was to convert to LED or decorative street lighting.

Supervisor Walls responded that it could be either.

Treasurer Dubre asked where Lake Maria Woods is with their road project.



Supervisor Walls answered that he never heard any more. Last he heard, they had not received enough signatures.

Treasurer Dubre commented that she did not want to carry that project on the books if it's not needed.

Treasurer Dubre suggested that they go over the transfers.

Supervisor Walls referred to Treasurer Dubre's memo.

Treasurer Dubre explained the estimated fund balances based on the current budget. She stated that she intends to put on the October Township Board agenda a request to authorize a transfer from the Civic Center Capital Fund to the Unassigned General Fund of \$100,000. She asked if any Board members object to that based on the costs of several projects that have been approved and expensed from the General Fund.

No Board objections were heard to this transfer.

Treasurer Dubre summarized her budget and transfer recommendations for 2020 that were represented in her memo.

Clerk Moreau stated that a resident suggested that the Hall Road approach to Andersonville Road should be paved since they were already paving portions of Andersonville Road.

Supervisor Walls stated that when there were maintenance intersection paving projects, this corner of Andersonville Road and Hall Road was next on the list. The whole program seems to be gone. He asked about revenue sharing and if it was going to be about the same as it was.

Treasurer Dubre stated that she assumed they are going to leave the allocation at 90/10. It is pretty much the same but the way that they do their fiscals differs. She explained the difference in fiscal years.

Supervisor Walls asked if any Board members had a problem with continuing the same split.

Board members confirmed that they should continue the same split.



4. Other Township Funds

Supervisor Walls reviewed the Police Fund, Building Fund, Stewardship and Endowment Funds, Cable TV Fund which will be reduced from \$80,000 to \$76,500 and Lake Improvement Fund showing the addition of Eliza Lake.

Trustee Hensler stated that the expenses for Dixie Lake should be \$69,000. It has been the Board's practice to represent in the budget that whatever comes in the account, goes out.

Supervisor Walls continued with the Cemetery Funds and Debt Funds.

Trustee Vallad asked how long the Softwater Sewer SAD goes.

Treasurer Dubre responded that it was twenty years and it started in 2007.

5. Other Items as Unanimously Agreed

None

Adjourned: 7:24 p.m.

Collin W. Walls, Supervisor

Laura Moreau, Clerk