



**Call to Order:** Supervisor Moreau called the October 19, 2021, Springfield Township Board of Trustees Budget Workshop Meeting to order at 6:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd, Davisburg, MI 48350.

**Board Members Present**

Laura Moreau	Township Supervisor
Sean Miller	Township Clerk
Jamie Dubre	Township Treasurer
Dave Hopper	Township Trustee
Dennis Vallad	Township Trustee

**Board Member Not Present**

Jason Pliska	Township Trustee
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**Staff Present**

Sarah Richmond	Parks and Recreation Director
Chief Dave Feichtner	Fire Department Chief

Supervisor Moreau explained some general assumptions of the proposed budgets. There is a projected 15% increase in hospitalization, but we just received renewal information that indicated rates will go up 11%. ARPA Funds are still in review. The General fund indicates the ARPA Funds as revenue; however, until there are expenditures, these funds cannot show as revenue. Over the past year the Parks and Recreation Department and the Library have shown lost revenue, so the board should make sure these departments get reimbursed from ARPA funds. The tax collection numbers are based on the taxable value for 2021. General staff wages are budgeted to increase by 5%. There were no pay increases at all in 2021. There are some specific personnel salary adjustments in the General Fund and the Fire Fund.

**PARKS AND RECREATION**

Parks and Recreation Director Sarah Richmond presented the budget and explained several items in the department's revised budget. Prior year funds in the amount of \$68,800 will be used for repair projects and replacement of equipment. The department is trying to be proactive to make items last as long as possible. The Park Commission has been earmarking funds to complete upcoming projects. The personnel and maintenance cost centers have been revised from the September budget proposal. This current budget is proposing a 7% wage increase. There has been a reduction in the conference and dues line item. There has been a reduction in the maintenance cost center line item because of the insurance



needs of the newly hired employee. The consultant and contract cost center has increased due to snow removal costs which have not been in the budget for the past several years. The mowing line item has been increased to take into account the rising cost of gas and an increase in the areas that need to be mowed. The capital outlay cost center includes the cost for having the exterior of the Hart Community Center and the Maintenance Garage painted. The Park Commission approved this budget at the October meeting.

## **FIRE FUND**

Fire Chief Dave Feichtner presented the budget for the Fire Fund. This budget takes into account all of the initiatives that have been approved by the Board within the past several months, including the transition to ALS. It also considers the Strategic Plan projections.

Supervisor Moreau stated that the budget includes several line items that have footnotes attached that further explain the use of the funds. She also noted that the Board at the October meeting approved rates of pay for Medics and an increase in shift pay which are factored into the personnel costs. Beginning November 1st, Station 2 will be staffed 24/7 with a paramedic and an EMT to begin the trial phase of ALS. Per the phased plan and if the millage is successful, the Township may also begin staffing Station 1 fully in 2022. Some of the numbers are projections, but the numbers anticipate these personnel costs.

Chief Feichtner commented that the budget numbers allow the department to implement ALS gradually, so not too much is changing at one time.

Supervisor Moreau stated that in the Personnel cost center, there is a footnote mentioning "transporting dues to state."

Chief Feichtner explained that this is the way the State tries to provide revenues to those municipalities that provide EMS services to underserved communities. The State has created a "tax" of \$2.71 every time a transport is done. The State then redistributes these funds to the underserved communities.

Supervisor Moreau commented that this is an expense that will increase because the Fire Department will be doing more transports. The Township is also working to get caught up on commercial inspections.

Chief Feichtner stated that the department is hiring a new employee that holds every building and fire inspector's certification needed. This employee will assist in getting the department caught up on these inspections which is an integral part of the ISO certification.



Supervisor Moreau noted that the paid call salaries line item will be increasing when transports occur and for weekends and on call paramedics. Under equipment, there will be an increase in medical supplies because of ALS. Oakland County will also be going to a new radio system.

Chief Feichtner explained that the County does have the new radio equipment on the towers. The installations are wrapping up at the dispatch centers and the last phase will be to install the new radios in the police and fire vehicles. The equipment replacement plan anticipated radios not being one to one accounted for, which turned out to be the case. The department has been saving the money for the radios they are not going to get and has increased the amount in the budget to account for some of the unknowns.

Supervisor Moreau stated that the Township will be getting three new engines anticipated to arrive in October 2022. This will reduce the repair budget a little. The budget does not plan for the sale of two of the Township's current engines. The budget also reflects conservatively on ALS projections.

Treasurer Dubre commented on the fund balance. She made some adjustments based on expenditures for 2021. The 2022 expenditures were used as indicated in the budget. The 2022 number is the total amount in the replacement savings. Every year thereafter shows the amount needed to be set aside for both equipment and vehicles. Also, important to note is that there has been a 3% increase per year for tax collection. The personnel or general expenses numbers for the out years has not been based on what the actual needs will be. These numbers would be underestimated. Treasurer Dubre wanted to show the necessity for the millage.

Supervisor Moreau stated that the August 2022 millage will be critical to support the Fire Fund. The phased implementation of ALS is important so the Township can plan as the implementation occurs.

## **POLICE FUND**

Supervisor Moreau stated that the Township's contract with the Oakland County Sheriff's Office expires at the end of this year. She anticipated a 5.5% increase and was recently notified by the Sheriff's Department that the Township should plan for a 5.3% increase. The expected cost is \$1.9 million for contracted services for 2022. Other expenditures include rent charges and general support from the Police Fund for the substation being housed in the Civic Center. A major change in the Police Fund under capital outlay will be the cost for build out of the Civic Center. The estimate of \$450,000 should be enough for the complete build out of the substation and the reconfiguration of the Parks Department



offices. The figure also shows half of the cost of the back-up generator which is split between the General Fund and the Police Fund. The rent goes in the Civic Center capital account to fund major projects like roof or parking lot repairs and to support general maintenance and so forth.

### **OTHER TOWNSHIP FUNDS**

Supervisor Moreau presented the following Township Funds:

209 – Cemetery Fund – Half of the lot sales go into this fund.

212 – Stewardship Endowment Fund – Specific projects are funded out of here, like the Hartman property development.

213 – Endowment Fund – Preservation funds held by the Township

220 – Lake Improvement Fund – These budgets are not controlled by the Township

221 – Softwater Lake Improvement Fund

246 – Cable TV Fund – The footnotes explain expenditures

249 – Building Department Fund - Revenues and expenditures tied to each other in this fund

380 – Fire Capital Improvement Debt Fund – Debt service fund for the fire stations which is expected to be paid off by 2026

390 – Capital Improvement Debt Fund – Debt service fund for equipment that will be paid off in 2025

805 – Softwater Lake – Debt service fund for sewer which ends in 2026

806 – Improvement Revolving Fund – Sherwood/Patrick assessment

### **GENERAL FUND**

Supervisor Moreau explained that the General Fund does attempt to project out to 2024. There are many footnotes that explain items in these funds. The sales tax projections have been reduced by 5% just in case the projection is off. For the ARPA funds, the budget will reflect the revenue for which there are actual expenditures that match it. The actual 2022 ARPA payment won't come until September. A sub fund will be set up for ARPA funds to hold them. The Township has until 2024 to spend the ARPA funds, and there are uses in mind for these funds. Several Natural Resources grants are noted. Civic Center Revenue shows building rent which goes to funding future repairs and maintenance for the Civic Center. The expenditures and appropriations include salary increases.

Clerk Miller explained the increased costs in Elections for supplies, equipment, maintenance, licensing, and postage. One reason for the increase is for printing and mailing new voter ID cards as a result of the decennial census. There is an increase in



absentee voter applications. There is also a cost for maintaining the tabulators purchased in 2017.

Supervisor Moreau commented that the Assessor cost center has changed because 2019 was the last year Assessing was an in-house department. The Township now contracts with the County. The Assessor I position has been changed to Assessing Assistant. The responsibilities of this position have changed, and the proposed salary increase reflects that.

Clerk Miller commented that he would like to increase the Payables Clerk salary, as this employee is extremely knowledgeable and experienced, and the responsibilities of this position have increased.

Supervisor Moreau stated that salary comparisons have been done with outside sources to understand how the Township salaries compare across similar jobs. Many township employees have exceptional knowledge and experience that, if lost, would be a detriment to the operation of the Township. The Township needs to recognize this. Employee retention is key to ensure everything runs as smoothly as possible.

Treasurer Dubre commented that she would like to increase the salary for the Treasurer Assistant as the scope of the job has changed with an increase in responsibilities.

Supervisor Moreau commented that there is a note under Buildings and Grounds to make it clear how the Facilities Manager's salary is broken down. This cost is split between the General Fund (85%) and the Library (15%). The Buildings and Grounds cost center covers repair and maintenance items throughout the Township properties. The Civic Center costs are strictly for maintenance items for the Civic Center.

Clerk Miller explained that there are plans for repair and restoration efforts for headstones for the Davisburg Cemetery. He noted that no public funds can or will be used for this project. Mowing costs for each cemetery have also been broken out.

Supervisor Moreau stated that the IT Administrator position is significantly underpaid and has proposed an increase in salary. This employee is expertly trained and has served on a pilot program with the State aimed at improving IT Security for local municipalities. He has been responsible over the past year for every remote meeting and has been key in determining how to hold hybrid in-person/remote meetings.

Supervisor Moreau commented that the Public Works cost center includes the Mill Pond Dam project roadway work and the Broadway/Eaton intersection. This also includes preliminary engineering for the Civic Center to Mill Pond Park pathway. The Mill Pond Dam



project has \$355,000 budgeted for dam removal, culvert installation, and restoration. This is Springfield Township's share after all the grant funding. The County will bill the Township for its net share of the project. The total cost is not shown in the budget and the grants are not shown to offset the total cost. This project has the potential of being paid for by ARPA funds.

Supervisor Moreau explained that the Civic Center parking lot project will be added to the Capital Outlay cost center. Only curb work and additional parking spaces have been completed in 2021. The soil borings will also be completed. More information is needed yet to figure the expenditures for 2022.

Supervisor Moreau commented that the backup generator purchase also has the potential for ARPA funding.

The Board discussed how the ARPA funds would be tracked. Treasurer Dubre commented that when a decision is made to fund an item from the ARPA funds, the Township will make a transfer for that project from ARPA to pay for it. The budget must show that the Township received exactly what was spent. The ARPA revenue/expenditures will be carefully tracked and accounted for.

Treasurer Dubre asked the Board how they felt about transferring some of the Civic Center Capital Funds to the General Fund next year upon completion of the parking lot. It seems logical since there is a significant balance in that fund, and there are other improvement projects going on at the Civic Center. There was consensus by the Board that \$200,000 should be transferred.

**OTHER ITEMS AS UNANIMOUSLY AGREED** - None

**PUBLIC COMMENT** – None

### **ADJOURNMENT**

Supervisor Moreau adjourned the meeting at 8:27 p.m.

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Laura Moreau, Supervisor

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Sean R. Miller, Clerk