

**SPRINGFIELD TOWNSHIP BOARD MEETING**

**June 11, 2009**

**SYNOPSIS**

**CALL TO ORDER:** 7:30 p.m. by Supervisor Trout

**PLEDGE OF ALLEGIANCE**

**AGENDA ADDITIONS & CHANGES:** Added New Business item 7, FEMA Fire Station Construction Grant opportunity. Removed Old Business item 2, Dixie Davisburg Market, and renumbered Old Business accordingly

**PUBLIC COMMENT:** Alice Spurgeon, 13137 Andersonville Road, commented regarding the danger of the empty old lumber yard building on Andersonville Road near Broadway. Ms. Spurgeon also commented on the vacant home next door and the many vacant homes she's noticed in the Township that are neglected.

**CONSENT AGENDA:**

- a) Approved Minutes: May 14, 2009 Regular Meeting with bills and additional disbursements of \$189,046.04
- b) Accepted May Treasurer's Report
- c) Received May 2009 Reports: Building, Electrical, Plumbing, Mechanical, Ordinance and Fire
- d) Authorized payment of bills as presented, totaling \$36,952.23
- e) Approved payment of annual membership dues to MTA, in the amount of \$5,604.00
- f) Approved purchase of 6 sets of Fire Turnout gear not to exceed \$9,000.00
- g) Approved 2009 Budget Amendments for Parks and Recreation
- h) Adopted 2009 resolution authorizing the reimbursement request to Oakland County for West Nile Virus expenses
- i) Adopted 2009 resolution supporting the Road Commission for Oakland County efforts to improve roads
- j) Authorized Supervisor's travel request to MTA workshop with a cost not to exceed \$500.00
- k) Authorized Elections Certification Training attended by Clerk's office not to exceed \$308.72
- l) Received Communications and placed on file

**PUBLIC HEARINGS:** None

**OLD BUSINESS:**

1. Sheriff Department Sub Station: Declined to relocate substation to Fire Station #2
2. Trini & Carmen's North new liquor license application: Recommended issuance of Class C liquor license

**NEW BUSINESS:**

1. First Reading, Amendments to Zoning Ordinance #26, Articles II and XVI: Authorized Clerk to publish for Second Reading with edits as noted
2. First Reading, Amendment to Zoning Map, 07-14-476-026, Zoning Ordinance #26: Authorized Clerk to publish for second reading
3. Parks and Recreation Preliminary 2010 Budget Presentation: Received presentation outlining 2008 revenues and expenses and measures taken by Parks & Recreation to cut costs and improve services
4. Copier Discussion: Approved the Supervisor to execute the purchase and to enter into maintenance agreements for two multi-function machines for \$13,939.00
5. Personnel Review, Job descriptions, positions & contracts: Approved two permanent part time positions and one contract part time position and associated job descriptions
6. Consolidate Web/Cable Policies: Adopted Web Site & Cable Access Channel Policy
7. FEMA Fire Station construction grant opportunity: moved to have Supervisor pursue grant opportunity through FEMA with up to a 15% match from Springfield Township

**PUBLIC COMMENT:** 1. Tom Weiler, 9225 Hillcrest commented that the Township needs to toughen up on the Trespass Ordinance. Mentioned it was good to see former Clerk, Nancy Strole at the meeting. 2. Daniel Spurgeon, 13137 Andersonville Rd commented that he wants a 25 mph speed limit sign added near curve on Andersonville Road. 3. Supervisor Trout noted budget workshop meeting coming up in early August.

**ADJOURNMENT:** 10:28 p.m.

Laura Moreau, Clerk



**Call to Order:** Supervisor Mike Trout called the June 11, 2009 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.

**Pledge of Allegiance**

**Roll Call:**

**Board Members Present**

Mike Trout	Township Supervisor
Laura Moreau	Township Clerk
Jamie Dubre	Township Treasurer
Judy Hensler	Township Trustee
David Hopper	Township Trustee
Roger Lamont	Township Trustee
Dennis Vallad	Township Trustee

**Board Members Not Present**

None

**Others Present**

Greg Need	Township Attorney
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**Agenda Additions & Changes:** Supervisor Trout asked that Old Business #2 ‘Dixie Davisburg Market’ be removed from the agenda and to add ‘ FEMA Grant Opportunity’ as New Business #7.

- \* **Trustee Lamont moved to approve the Agenda as amended. Trustee Vallad supported the motion. Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau, Trout, and Vallad; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

**Public Comment:**

Alice Spurgeon, 13137 Andersonville Road, voiced her concerns about dangers at the lumber yard; the door is pried open and kids hang out there. She feels there is a safety issue and has called trying to get help. Also, there is a vacant house next to her that is not maintained. She is trying to put her house on the market, and cannot because of the condition of the one next door. She is asking for Township help in enforcing codes to get vacant properties taken care of.



## **Consent Agenda:**

Clerk Moreau stated the bill for West Lansing Fairfield Inn for \$140.44 needs to be removed from the bills list. It should not have appeared on the June bills list and should be listed in the May minutes as part of the Consent Agenda as part of the additional disbursements. The May meeting minutes need to be amended to include a revised attached bills list.

\* **Trustee Hopper moved to approve the Consent Agenda as amended by Clerk Moreau. Trustee Lamont supported the motion. Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau, Trout, and Vallad; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

- a) Approval of Minutes: May 14, 2009 Regular Meeting with bills and additional disbursements of \$189,046.04
- b) Acceptance of May Treasurer's Report
- c) Receipt of May 2009 Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Police and Fire
- d) Authorize payment of bills as presented, totaling \$36,952.23
- e) Approve payment of annual membership dues to MTA, in the amount of \$5,604.00
- f) Approve purchase of 6 sets of Fire Turnout gear not to exceed 49,000.00
- g) Approve 2009 Budget Amendments for Parks and Recreation
- h) Adopt 2009 resolution authorizing the reimbursement request to Oakland County for West Nile Virus expenses
- i) Adopt 2009 resolution supporting the Road Commission for Oakland County efforts to improve roads
- j) Authorize Supervisor's travel request to MTA workshop with a cost not to exceed \$500.00
- k) Authorize Elections Certification Training attended by Clerk's office not to exceed \$308.72

## **Receipt of Communications**

- Received letter from the State of Michigan regarding video/cable customer complaints
- Received letter from Comcast regarding the Digital Broadcast Transition
- Received fax from Oakland County Road Commission with a copy of the letter that they sent to all of Oakland County's state senators



- and representatives regarding the road funding package of bill that has been proposed
- Received fax from Oakland County Road Commission with a copy of an article on a study by Kansas State University regarding speed limits on gravel roads
  - Received letter from State of Michigan regarding their new computer system

**Public Hearing:** None

**Old Business:**

1. Sheriff Department Sub Station

Supervisor Trout stated there has been talk in the past of possibly moving the sub-station from Colombiere to Fire Station #2. A few months ago the Board asked for an estimate of how much the relocation would cost, and that information is provided in the packet.

Trustee Vallad stated this is a project he would support and thinks it could be completed out of the Police Fund, and that a rental charge from the Police Fund payable to the Fire Fund would be put into place. He thinks this makes the Sheriff's Department more visible and easier for residents to find.

Clerk Moreau stated if the Police Fund can support this project, she would like to see numbers that show it can support it. She said she requested to see a budget when the plan was brought to the Board previously. She thinks visibility will be increased, but the station is not manned and does not know if the move is appropriate. People will know where it is and how to find it, but will expect an officer to be available.

Trustee Lamont stated one bid was submitted for the work, and asked if it was the only bid received.

Supervisor Trout responded it is not a bid for the work, rather a quote based on the construction layout, and is just an idea for budget purposes.

Supervisor Trout stated if this goes forward, a management services contract would have to entered into, and then proceed with the bid process.

Trustee Lamont stated he is in support of both the construction layout presented, and the relocation of the substation. He thinks the current location is difficult for residents to find and thinks it would be a positive move for the Township. He would also like to see numbers before moving forward, and agrees a rental agreement between the Police and Fire Funds should be put into place.



Trustee Hopper stated revenues and taxable values are dropping and the Township is in the midst of a one year contract with Oakland County. He does not think the initial cost of the move is great, but there will be additional costs after the fact (i.e. maintenance, utilities, etc.). He stated Fire Chief Oaks indicated the Fire Department constructed the space the sub-station would occupy, so somehow money will have to be transferred back to the Fire Fund. He asked since the station would be more visible, would someone need to be stationed at it? He spoke with the Detective at the sub-station who conveyed his concerns with the current location and thinks if the Detective needs extra space, there is space at the Civic Center available that could have 24 hour access. The current location is not costing anything, and he does not want to move forward not knowing what will happen with the County contract, and end up having to drop an officer to pay for it.

Trustee Hensler stated this is a priority of hers and she would like it to happen, but agrees with Clerk Moreau's concerns that with a visible station, people will think an officer is there at all times. She asked if additional millage should be asked for, and if residents want a manned station, and, are they willing to pay for it. She would like to see what the new County contract will be to know what the numbers are, and if the \$53,000.00 is available. She would like to see this happen in the next 12 months, but does not know how to go about it at this point.

Treasurer Dubre stated \$53,000.00 is needed just for upgrade, then there will be bills, and maybe a Clerical position would need to be worked into the County contract because the station is now visible and expected to be manned. After Independence Township upgraded, the station had to be manned 24/7 because people go there and expect someone to be there. She thinks the money is there to get the project started, but is worried how the Township will pay for it in the long run. Currently, there are no bills for the Police Fund. She stated the Building Department has been outsourced, and that space is being rented for far less money that what used to be revenue to the General Fund from the Building Fund, but the bills did not significantly go down removing the Building Department and the General Fund has to take on the additional cost. Last month, amendments were made to the Police Fund decreasing revenue because investment interest is down. She does not recall when the Fire Station was completed, that the intent was that Police would move within a year or two, it was more a five year plan for a potential expansion. She does not think this is the right time to move forward. She stated the Township pays overtime for Deputies on a monthly basis, and thinks if there is too much work, it would be better to save money to potentially look at getting another Deputy.

Supervisor Trout stated this type of investment tells the Sheriff's Department the Township values their service and tells the citizens the Township listened to their concerns. The costs are being paid now, and would just shift the Police Fund instead of Fire, so it is a trade off.



- \* **Supervisor Trout moved that the Township proceed with the build out of the Fire Station for the purpose of a Police Sub-station; and authorize the Supervisor to bring to the Township Board a construction management contract for that purpose; to allocate \$55,000.00 from the Police Fund or General Fund, whichever is deemed appropriate, to carry out and complete the project. Trustee Vallad supported the motion.**

Daniel Surgeon, 13137 Andersonville Road, stated the community center has a safety post that can be pushed and someone shows up and suggested one could be placed at the Fire Department to address the Board concerns about not having a manned station.

Thomas Weiler, 9171 Hillcrest, stated he lives 150 feet of the Dixie corridor, and also owns property on the corridor. Over a two week period last year, his buildings were broken into five times. He thinks moving the sub-station will leave the Dixie corridor vulnerable; almost all the buildings on the corridor have either been broken into or vandalized.

Nancy Strole, 11990 Davisburg Road, stated the room where the sub-station is proposed, when constructed, was intended to be used as a meeting room for residents. She asked if there are plans to provide an alternative meeting room. That room was also meant to be used as a voting precinct and asked what the alternative would be for a precinct. She is not aware of another facility within precinct two that could adequately serve as a voting precinct. It is her recollection that when that facility was constructed, there was additional space in the initial plans that allowed for a substation and those plans were consciously cut back to stay within the budget.

Supervisor Trout responded there is another part of the Fire Station that is used for training twice a month. It is not as big, but has access to the restrooms, and is ADA compliant out into the bays of the Fire Station. This room could be used as a precinct. The training room can hold around forty people, and the thought was for groups bigger than that, the meeting room at the Civic Center could be used.

Trustee Hopper stated it is his recollection that when the Fire Station was originally constructed, the space was slightly larger, and it was cut back for economic reasons. It was at this time that Colombiere offered to upgrade the space. The motion indicates a total of \$55,000.00 and thinks Rules and Procedures state that will have to go out to bid.

Supervisor Trout stated the motion is to approve a construction management project and overall budget. A bid for the project would be approved at a later date.

Clerk Moreau stated she visit the Fire Station and talked about the options available for a precinct. The training room, in conjunction with the bays, would have to be used for presidential elections. On off year elections, the meeting room may be sufficient, and



Fire Chief Oaks indicated training sessions could take place upstairs. It is not ideal, but the bays are available to use.

Treasurer Dubre stated she has only heard of a handful of issues with the substation and she thinks the intent has always been for residents to not go to the substation. There is a call box at the sub-station. She stated the Fire Station also is not manned 24 hours and if someone needed help, they may wait five or ten minutes for help to arrive. She thinks moving the station sets the Township up to have to contract for clerical help. A year ago, the Township started entering into one year contracts with the County and thinks this should have been addressed when the Township was in a five year contract because the Township knew what the increases were for each year. She thinks if this is a service the residents want, the issue should be placed on the ballot.

Trustee Lamont asked if the motion, if approved, would authorize the Supervisor to hire or seek a construction manager and solicit bids.

Supervisor Trout clarified he would seek the services of a construction manager and make a recommendation back to the Board.

**Vote on the motion. Yes: Trout, Vallad and Lamont; No: Dubre, Hensler, Hopper and Moreau; Absent: None. The motion failed by a 3 to 4 vote.**

2. Trini & Carmen's North: New liquor license application

Supervisor Trout stated this is one of three remaining licenses available to the Township. To his knowledge, the applicant has passed all required inspections. The Township is to recommend approval or disapproval to the State, which grants final approval.

Trustee Lamont asked if the existing license for the building, now with the previous owner in bankruptcy, will come back to the Township.

Attorney Need responded the license is an asset in the bankruptcy court and could be sold. If it was to be transferred within the Township, the process would be the same as any other transfer.

Trustee Lamont asked if by granting a liquor license to Trini & Carmen's North, the Township wouldn't lose a liquor license.

Attorney Need stated by granting the license, it takes away one of the Township's quota licenses but it has nothing to do with the other license pending at that location. The decision tonight does not affect the disposition of the other license one way or the other.

Trustee Vallad asked if the Township has any standing in the bankruptcy proceeding.



Attorney Need stated he will look into that; he does not think so but will check and will let Supervisor Trout know.

Treasurer Dubre stated she has not received any bankruptcy information. The property was not a part of the previous owner's bankruptcy.

Attorney Need stated the fact that the previous owner is a liquor license holder would not automatically notify the Township of the bankruptcy proceedings. The Township would not be notified if it is not a creditor.

Trustee Vallad asked if two liquor licenses at the same address would raise a flag at the State level when a license is up for renewal.

Attorney Need stated the current license is in a limbo, and if this license is approved tonight, there will not be two licenses at the same location.

Trustee Vallad asked when the license renewal is. Attorney Need stated he does not know but can find out from the Liquor Control Commission's website.

**\* Trustee Hopper moved to recommend issuance of one of the Township's unassigned licenses and moved the resolution attached, to T & C Restaurant, LLC. Treasurer Dubre supported the motion.**

Treasurer Dubre stated she would like the issues brought up tonight to be looked into and get some answers as to how the Township would be affected.

Trustee Vallad would like these issues looked into as well and does not think they have any bearing on the action tonight but thinks the Township should be aggressive in getting back the quota license.

Applicant Trina Martinez stated it is her understanding that the liquor license now in bankruptcy placed in escrow would not be at 10063 Dixie Highway. If not granted a new license, there would no license at all at that address.

**Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau, Trout, and Vallad; No: None; Absent: None. The motion carried by a 7 to 0 vote.**



**New Business:**

1. First Reading: Amendments to Zoning Ordinance #26, Articles II and XVI

Supervisor Trout stated the amendments to add language for Wind Energy Conversion Systems (WECS) that has been recommended by the Planning Commission.

Trustee Lamont stated the WECS amendment came before the Planning Commission because of the desire to create renewable energy. Based on the recommendations from the Planner, it is prudent for the Township to adopt an ordinance to govern where WECS can be placed. This amendment allows the Township to regulate that before any applications are received.

Trustee Hopper stated the amendment states that a private WESC is “designed and built to serve the needs of the principal use” and asked if this means a homeowner who puts up a structure and tied it into their electric meter and sold power back to DTE in times of surplus, would the structure then be deemed commercial.

Trustee Lamont stated a homeowner could hook into the grid and sell power with DTE approval, which is necessary beyond Township approval, but that DTE would not allow structures that would generate significantly more energy than what is needed for the residence.

Treasurer Dubre asked that on page 3, item h., line 5, that the word ‘irrevocable’ be inserted before the words ‘letter of credit’.

Trustee Vallad asked if this intent of the Planning Commission was to allow these structures as a Special Land Use in all districts. Trustee Lamont responded yes.

Trustee Vallad stated section 3.c. indicates the structure must be set back 1.5 times the height of the structure from property lines, but not from any other structure on the property.

Supervisor Trout stated he didn’t think the intent was to keep the WESC away from structures on the same property.

Attorney Need stated the Planning Commission had a few specific language changes that will have to be put into the amendment before published for Second Reading.

- \* **Trustee Hopper moved to authorize the Clerk to publish for Second Reading amendments to Articles II and XVI of Zoning Ordinance No. 26 with changes discussed tonight by the Board, and recommendations from the Planning Commission as indicated in their**



**May 18, 2009 meeting minutes. Trustee Lamont supported the motion.**

Mike Forst, 9676 Susan Lane, asked how the Board would address property lines that extend into the water. If placed on the island, it would not interfere with adjoining property, but would involve navigatable lake waters. If the structure were to fall, it would fall into the lake.

**Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau, Trout, and Vallad; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

2. First Reading: Amendment to Zoning Map, 07-14-476-026, Zoning Ordinance No. 26

Supervisor Trout stated this is a proposal to rezone property on Dixie Highway from Residential R-3 to Office Service – OS.

Mr. Louis DeMonaco, 6813 Deerhill Drive, Clarkston, owns the property at 9158 Dixie Highway. He stated he purchased this property in 1986 as a rental property. There has been significant population and business growth in the area. The addition of the left hand turn lane on Dixie Highway eliminated many accidents but the traffic does not seem to slow down. He stated for many years there was no difficulty in renting out the property but as the population grew and traffic increased, it was more difficult to find people wanting to rent on Dixie Highway, especially families with children.

Mr. DeMonaco presented a PowerPoint presentation of maps and pictures detailing his property, as well as parcels in the surrounding area. He stated there are rentals in the same area, and a neighbor of his is interested in the outcome of this rezoning. Other properties in the area have already been rezoned to Office Service – OS. He thinks his property, and others in the area, act as a buffer between Dixie Highway and the residential areas along the lake.

Mr. DeMonaco indicated where the parking would be if the property would be rezoned. He stated the Future Land Use calls for Planned Mixed Use in the area that includes his property. He put the property up for sale about three years ago, and it has been vacant since that time. Currently, an insurance agent is interested in purchasing the property and converting it to an office. The property meets the requirements as far as square footage, the lot width is 150', and the minimum is 100'. The house is about 90 feet of the center of Dixie Highway, the minimum is 50'.



Mr. DeMonaco thanked the Board for the opportunity to present his proposal tonight.

Supervisor Trout stated the lot does not meet the square footage requirement and asked how a deficiency would be handled.

Attorney Need that is not an issue tonight. If the lot does not meet the requirements of the Ordinance, a variance would be needed from the Zoning Board of Appeals before a building permit could be issued.

Trustee Vallad asked what the setback of the house is from the property line. Supervisor Trout stated that could be determined before Second Reading.

Trustee Vallad stated it has been indicated the existing structure will be used for Office Service – OS and would like to know how far off the setbacks are.

Mr. DeMonaco responded that from the curb, it is seventy feet. He stated his house is set back further than properties in the area that have already be rezoned to Office Service – OS.

Trustee Vallad stated when mixed use along Dixie Highway was discussed, he recalls the intent was to rehabilitate properties through combination of lots, and mixed use application. While this is an approved mixed use, it is a relatively small lot, with a lot of Office already in the area. He does not see a problem with this particular application, but does not think it is what the mixed use was intended to be.

Clerk Moreau stated Commissioner Leddy brought this up after a Planning Commission meeting. She stated there was hope that if an adjoining property were to be rezoned, shared parking would be addressed at that time. The overall feeling was that this was keeping with the Master Plan.

Trustee Hopper stated when he was on the Planning Commission, Office Service serves a buffer between residential and higher uses, the Planning Commission proposed at that time that Office Service would be a higher use of Dixie Highway and he feels use this is an appropriate use in that location.

- \* **Trustee Hopper moved to authorize the Clerk to publish for Second Reading to rezone 9158 Dixie Highway – P.I. #07-14-476-026 from R-3 to OS, and that OS is consistent with the Master Plan , and this request is generally consistent with the goals and policies of the Master Plan. Clerk Moreau supported the motion.**

Trustee Vallad asked if a Public Hearing needs to take place. Supervisor Trout responded no, one was already held at the Planning Commission meeting.



Thomas Weiler, 9171 Hillcrest, stated he is an adjacent property owner of the property being discussed tonight. He attended the Planning Commission meeting when this was addressed and the Commission asked many questions about setbacks and found the use allowable. He stated the corner lot is fifty feet less in width than Mr. Demonaco's lot and was rezoned to Office Service.

**Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau, Trout, and Vallad; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

3. Parks and Recreation Preliminary 2010 Budget Presentation

Parks and Recreation Director Jennifer Tucker presented a PowerPoint presentation that gave an overview of the Parks and Recreation Department's events, programs and facilities and the costs involved with each and outlined the steps the Department has taken to be more efficient and responsive to the challenges of budget constraints and the growing needs of residents.

Recreation:

We currently have 16 events, 35 Community Enrichment and Safety programs, Holly Hoop/Broncho Basketball program, T-ball, Baseball and Softball leagues and Young At Heart Active Adults Programs.

In summary, recreation programs resulted in a net gain of \$25,269.00, with only the Young At Heart Active Adults group resulting in a net cost. The programs resulted in over 27,000 instances of community members benefiting from park programs.

Parks and Facilities:

In an effort to manage employee costs, staff was reduced from 29 employees in 2003 to 11 employees in 2009 while still successfully managing 4 parks with more than 550 acres and associated facilities. The four parks that the department currently operates are Green Lake Park, Mill Pond Park which includes the Hart Community Center, Shiawassee Basin Preserve and Shultz Park. Some of the costs associated with parks are contracts held for mowing, snowplowing, aquatic weed management etc., repair and maintenance, permits, kitchen licensing, well testing and other operation expenses. There are also other operational costs that are common to all parks.

Revenues for the parks include rentals of the pavilions, athletic fields, rental of Hart Community Center, grants and donated ranger service.



Expenses include repair & maintenance, supplies, operating, mowing, snow plowing, aquatic weed control and garbage removal.

Common Costs for all Parks and Facilities

Equipment Repair & Maintenance:	\$3,886.00
Insurance:	\$1,974.00
Gas & Oil	\$3,726.00
Maintenance Staff:	<u>\$98,788.00</u>
Total Common Costs:	\$108,373.00

Total Costs for All Parks:

Revenues:	\$34,181.00
Expenditures:	\$228,898.00
Total Costs for Parks:	\$194,718.00

Ms. Tucker again stated staff has been reduced from 29 to 11 employees. This number does not include temporary staff (i.e. umpires, day camp support staff). In 2006 the lifeguard staff was eliminated at the Mill Pond beach, resulting in expenditures being reduced by roughly \$30,000.00/year. The amount of weed harvesting at Mill Pond has been reduced, and in 2009, was eliminated completely due to budget constraints.

She stated that in the winter, the gates at the southern entrance of the Shiawassee Basin Preserve are locked to reduce snow plowing costs. Many tasks (i.e. tree trimming, Shiawassee Basin Preserve Management Plan, painting of Hart Community Center and tennis court repairs at Mill Pond Park) have been done in house in an effort to save money.

The Parks Department is always looking for revenue sources and opportunities to partner with other agencies in an effort to generate or save money. In 2008, the Department received approximately \$25,538 from advertisements, sponsorships and donations from individuals and local businesses.

Ms. Tucker highlighted some of the grants the Parks Department has received:

- U.S. Department of Agriculture Grant for the Shiawassee Basin Preserve  
\$106,000 over 7 years
- U.S. Fish and Wildlife Grants
  - Prairie North - \$4,500.00
  - Trex Decking for observations - \$2,000.00
  - Prairie South - \$5,890.00



- Daniel's Fund for National Youth Sports Coaches Association  
\$2,160.00
  
- Michigan Department of Natural Resources Landowner Incentive Program  
\$5,100.00

In summary P & R continues to strengthen outreach efforts, steward our parks and natural resources, fulfilling the community's need on a constrained budget and take on additional duties despite increase time demands on the P & R staff and a continually tightening budget.

Ms. Tucker thanked the Board for the opportunity to present tonight.

Kelly Hyer, 7310 Bluewater Dr., Apt. 112, stated since the spring, she, along with other Township residents, have been working to establish a Friends of the Park group to work alongside the Park Commission, and staff, on events and projects where additional community support is needed. In order to achieve the goals of maintaining and improving programs and facilities, alternative funding sources and creative ways to cut expenses need to be found.

Ms. Hyer stated the Friends of the Parks program is asking the Township Board to partner with them, and the Parks Commission, to create a sub-committee to research alternative funding. The sub-committee's intention is to meet over the summer and develop a plan by September.

Clerk Moreau stated Trustee Hensler is already listed as a sub-committee member, as well as five other members. Ms. Hyer responded they did not want the sub-committee to be too big, but is looking for a commitment from the Township Board. The group does not need a representative appointed tonight, but would like the sub-committee to start meeting soon.

Supervisor Trout suggested a Committee recommendation be brought back to the Township Board in July for action.

Clerk Moreau asked if there is another Township Board member who is willing to serve on the sub-committee, or if that is what is to be brought back to the Board at the July meeting.

Supervisor Trout stated the Committee could be established at the July meeting, and Board members willing to serve could be determined at that time. He suggested soliciting community members to serve as well.



Nancy Strole, 11990 Davisburg Road, stated she traveled a lot this winter to locations where parks and natural resources were viewed as key economic assets and considered an integral part of the viability of the community. She thinks it is in the best interest of the Township, and its businesses, to be able to compete because people have choices of where to spend their free time.

4. Copier Discussion

Supervisor Trout stated bids were solicited from four companies to replace the two existing copiers. The current copiers are both black and white and would be replaced with one color, and one black and white copier. The machines are multi-functional and can be used by all departments, and may allow for one of the existing machines to be handed down. He believes this item was previously discussed, and budgeted for, by the Township Board. A bid comparison sheet was prepared that shows maintenance costs, per copy costs, and the lease vs. purchase price. He thinks purchasing is the better option if the machines are properly maintained.

Treasurer Dubre asked which machine would be handed down. Supervisor Trout responded the copier in the mail room would go into the Township's surplus inventory and the new color copier would be placed in the mail room.

Treasurer Dubre asked where the other copier would be placed. Supervisor Trout responded where the existing copier is now. Treasurer Dubre stated that is the copier in the building department, and that machine is not very old, and asked where it would go.

Supervisor Trout responded it would probably go to the Parks Department.

Treasurer Dubre stated the building department copier was purchased not that long ago, and doesn't know if it needs to be replaced.

Supervisor Trout asked if the price would change if only one machine was purchased.

Ryan Chivers clarified that the machines are multi-functional and the goal is to get rid of the individual desk jet printers; there is a huge demand for color copies in the office which currently can only be done on the individual printers.

Andrew Thompson from Ocè stated, reads were taken from all the printers to determine volume and that amount warranted two machines.

Trustee Lamont asked how many copies a year the Township generates. Andrew Thompson responded he does not have that information with him, but believes it is around 15,000-17,000 per month.



Trustee Lamont asked how many desk jets could be removed if two copiers were purchased. Thompson responded potentially all of them, but it depends on how the office chooses to handle that. He stated Ryan Chivers suggested leaving the desk jets in place, but the Township would no longer provide supplies. Trustee Lamont asked how many desk jets there are. Mr. Thompson responded nine to eleven.

Clerk Moreau asked if machines can do larger size copying and printing, and if they can print double sided. Thompson responded both machines can do double sided copies and the black and white copier can copy up to 11"x17", the color copier up to 12" x18".

Trustee Lamont asked if they are both multi-function devices, and if email capabilities exist. Thompson responded they are both multi-function devices that have email capabilities, but that ability depends on if the Township's network allows it.

Thompson stated an option was presented, but wasn't included in the quote, that would give the Township the capability to print in booklet format. The machine would staple and crease the paper, and print on two sides.

Treasurer Dubre stated if two machines were purchased, the current copier in the building department could be moved to the center of the building.

Trustee Hensler asked of the \$14,000.00 total, what is the breakdown between machines. Thompson responded \$8,500.00 for the color copier and \$5,500.00 for the black and white.

Trustee Lamont asked if Township Board packets could be uploaded so the Board could access them from their home computers. Ryan Chivers stated a private area could be added to the Township website that would allow Board members to download the packet.

Trustee Lamont thinks this is something that should be looked into the future as a way to cut down on paper and other expenses. He asked what the life expectancy of the machines is.

Thompson responded it depends less on years, and more on use. The expectancy on both proposed machines ranges from 600,000-750,000 copies. He does not know how long ago the oldest existing machine was purchased, but it has around 550,000-600,000 copies.

Trustee Lamont stated the memo from Onalee Carnes indicates money is available in this year's budget. Supervisor Trout responded that is correct.

Treasurer Dubre asked where the funds would be taken from. Supervisor Trout responded General Services – Capital Outlay.



Treasurer Dubre stated if two machines are purchased, she wants to see the existing building department copier moved to the center of the building.

Trustee Vallad asked if any specifications were received for the machines. Supervisor Trout stated specific product information was looked at, but not included in the packet.

- \* **Supervisor Trout moved to purchase the two machines as shown on the bid comparison sheet, under the OCE bid - \$13,939.00 and approve the Supervisor to execute the purchase and to enter into maintenance agreements, also noted on the bid comparison sheet, for monthly maintenance. Trustee Hensler supported the motion.**

Trustee Lamont asked if part of the motion would be to relocate the existing copier in the Building Department and hook it up to the network. Supervisor Trout responded yes and that any machines taken out of service would have to come in front of the Township Board.

Trustee Vallad asked if any additional software needs to be purchased for networking. Thompson responded the software is included, and the machines come with print and scan drivers.

Treasurer Dubre asked if the \$224 monthly maintenance cost covers both machines. Ryan Chivers responded that was an estimate to cover both machines based on 10,000 black and white, and 1,500 color impressions.

Treasurer Dubre clarified the intent is to pay for the machines out of the General Services – Capital Outlay line item.

- **Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau, and Trout; No: Vallad; Absent: None. The motion carried by a 6 to 1 vote.**

5. Personnel Review – Job Descriptions, positions & contracts

Supervisor Trout stated there are three issues that need to be addressed. The first item is to approve a formal job description for the Information Technology (IT) Coordinator. The position calls for the person to work part time, under the direction of the Supervisor's Office to handle IT, web, and cable duties.

The second item is for additional clerical support in the office. He has developed a job description for a part-time inter-departmental assistant that would primarily work in the Supervisor's office, but would be available to other offices during their busy times. The position would not exceed 1,300 hours annually. For 2009, it is his intent to only use up to 650 hours.



The third item is to address concerns of regarding vacant and abandoned properties. He is suggesting someone be hired, on a temporary basis, to catalog and inventory problem properties, find out who is responsible for them, and follow up with the responsible party to make sure the properties are maintained and secured. He thinks this falls outside of the duties of the Ordinance Officer and is only asking that this be done for the remainder of the summer. Eventually this task will be taken in-house.

Treasurer Dubre asked if the third item is to be treated as a consultant, or payroll employee. Supervisor Trout responded as a consultant.

Trustee Hensler asked if the Ordinance Officer is unable to assume these additional duties. Supervisor Trout stated he is only working part time, and the continued follow up would be too time consuming.

Trustee Hensler if a dollar limit and time frame will be put into place. Supervisor Trout responded yes.

Treasurer Dubre thinks up to \$5,000.00 in the consultant line item is reasonable. Trustee Vallad stated he thinks this should be charged under the Ordinance Department.

Treasurer Dubre stated that was discussed with Supervisor Trout and a consultant line item will be added to the Ordinance Department.

Treasurer Dubre stated for budgeting purposes, she thinks a separate cost center needs to be established for the part-time clerical position.

Clerk Moreau asked if the proposed part-time person came to the Clerk's office during election time, is the intent to provide election training, or would they relieve the general clerk duties. Supervisor Trout responded it would be to relieve general duties.

Trustee Vallad stated there are times all the Parks staff are required at special events and that position could help out there as well. Supervisor Trout stated he spoke to Jennifer Tucker about this.

Trustee Hensler stated the 1,300 annual hours equates to 25 hours/week and asked if that would be consistent throughout the year. It would cost roughly \$20,000 per year for the clerical position. Supervisor Trout stated that would be maximum amount.

Treasurer Dubre clarified there are no benefits for the part-time positions, which is a significant savings.



Treasurer Dubre stated there is \$10,000.00 budgeted in Civic Center – Capital Outlay and to her knowledge, no capital outlay is planned. There is also \$27,000.00 in Contingency that money can be moved from. She suggested \$10,000.00 be taken from the Civic Center – Capital Outlay line item and \$5,000.00 taken from Contingency.

- \* **Treasurer Dubre moved to adopt the Information Technology Coordinator job description as presented, also to adopt the Clerical Support job description as presented, with the understanding that a General Services – Clerical cost center will be created, with a budget of \$10,000.00, for the balance of 2009, and for the position not to exceed 650 hours. Also, a Consultant/Contract Services line item be added to the Ordinance Officer cost center, with a budget of \$5,000.00 to handle issues with foreclosures, blight and other assistance within the Ordinance Department. Funds will be amended next month, but the intent is to take \$10,000.00 from Civic Center – Capital Outlay, and \$5,000.00 for the Consultant will come from General Fund Contingency. Also, the Supervisor will select and hire the part-time clerical position and the Ordinance Consultant contract services. Trustee Vallad supported the motion. Vote on the motion: Yes: Dubre, Hensler, Hopper, Lamont, Moreau, Trout, and Vallad; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

6. Consolidate Web/Cable Policies

Supervisor Trout stated two separate policies exist for web and cable that are essentially the same so he consolidated them. Copies of the existing, and proposed, policies were provided in the packet.

Trustee Hopper stated item 2.c.vi is the same as item 2.c.iv and should be removed.

- \* **Treasurer Dubre moved to adopt the Website and Cable Access Policy as presented with item 2.c.vi being removed as it is redundant. Trustee Lamont supported the motion. Vote on the motion: Yes: Dubre, Hensler, Hopper, Lamont, Moreau, Trout, and Vallad; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

7. FEMA Grant Opportunity

Supervisor Trout stated this is a grant opportunity offered by Department of Homeland Security for the construction of new, or modification of existing, fire stations. The grant application time frame is from today through July 11, 2009. He has started a narrative for the project and his thoughts was to recreate a portion of Station 2 and replace Station 1. Several potential sites exist, but that has not been determined yet. Owning the property and committing a local match will help the Township's chances. A match is not required, but feels the higher match percentage, the better. He will be asking for \$1,000,000.00.



The new station could be used for training, and possibly provide for living quarters. The grant language encourages providing for those things, or provisions for them in the future.

He stated there is \$200,000,000.00 available and about 10,000 applications are expected. White Lake Township has completed their application and has offered the Township the assistance of their grant writer.

Treasurer Dubre asked if Station 3, which does not exist, is an issue in that area for insurance. She asked if two locations could be applied for. Supervisor Trout responded he does not believe any municipality is precluded from applying more than once.

Treasurer Dubre stated the Township owns land is owned in that area, and she would like the Township to try for either or. She thinks the Township should contribute up to a 15% match.

Supervisor Trout stated the costs of any engineering or site work done up front can be shown as the Township's match.

\* **Treasurer Dubre moved to have the Supervisor pursue the grant opportunity as attached in his memo dated June 11, 2009 with a Township contribution of up to a 15% match towards any grant funding received. Trustee Hopper supported the motion. Vote on the motion: Yes: Dubre, Hensler, Hopper, Lamont, Moreau, Trout, and Vallad; No: None; Absent: None. The motion carried by a 7 to 0 vote.**

**Public Comment:** None

Thomas Weiler, 9171 Hillcrest, stated he previously gave Attorney Need a copy of the Township's Trespass Ordinance and stated that Ordinance needs to be toughened up. He talked to the Sheriff's Department for two years about this and would like the Township Board to recommend the Ordinance be reviewed. Currently, deeds read into the lake at Susan and Bridge Lakes. According to the State of Michigan, Bridge Lake is a Township lake and according to the Township deeds, the citizens that own property, own the land, and the land under the water. He stated the public owns the water, but when a deed reads into the lake, as his and his neighbors do, when on the water, a boat cannot legally be anchored.

Mr. Weiler stated it took two decades to get Bridge Lake Road closed with a gate that allowed limited access and people are now cutting across private property to Cobblestone Lane. Two years ago, he got a hold of the property owner to see if he would put a ditch in to stop the traffic onto Bridge Lake from Cobblestone Lane. He stated for the neighbors on his side it is a problem. He had a boat stolen last weekend because of that



access. The Township needs to provide its citizens with a solution and again asked for the Trespass Ordinance to be reviewed.

Daniel Spurgeon, 13137 Andersonville Road, stated there is a 25 MPH sign by the First Baptist Church on Andersonville Road and asked if a sign could also be placed on the other side of the road. Supervisor Trout stated he will ask.

Supervisor Trout stated he talked to the County about the un-mowed right of ways. He stated the County understands they are responsible for it, but does not know when they will get to it. He also stated a budget workshop needs to be scheduled next month.

Treasurer Dubre stated budget workshops are usually held in August.

Supervisor Trout asked Board Members to bring their calendars next month to schedule a workshop in either late July or early August.

Treasurer Dubre stated she contacted the County regarding the Sheriff's Department invoices. She has left three messages and has not gotten a response.

**Adjournment:**

Hearing no other business, Supervisor Trout adjourned the meeting at 10:28 p.m.

\_\_\_\_\_  
Mike Trout, Township Supervisor

\_\_\_\_\_  
Laura Moreau, Township Clerk



<b>BILLS PRESENTED FOR PAYMENT:</b>	<b>GENERAL FUND</b>
George B. Ford Agency	\$ 547.92
Quill (2)	516.95
Selective Insurance	3,823.77
Verizon Wireless	279.30
Sherman Publications, Inc. (2)	292.80
Road Maintenance Corp.	989.60
First Class Tire Shredders	258.00
Pitney Bowes	768.00
Onalee M. Carnes	122.50
Micro Center (3)	1,442.15
RLW Accounting Services, LLC	105.00
Jamie Dubre	617.35
The Impressive Type, LLC	98.00
Mike Forst (2)	1,938.33
All Waste LLC	7,945.00
All N One Lawn Care	1,160.00
Bordine Nursery	259.71
Suburban Office & Janitorial	188.76
Hart Pavement Striping Corp	225.00
Schindler Elevator Corp.	550.29
Smith's Disposal	65.00
Mister Mat Rental Service	50.25
Road Commission for Oakland County	29.24
Charter Township of Independence (2)	1,436.10
Flag Poles etc.	429.00
Nextel Communications	<u>70.93</u>
<b>TOTAL</b>	<b>\$ 24,208.95</b>
<b>Additional Disbursements:</b>	
Accident Fund (2)	\$ 705.67
Spring Mountain	35.50
UNUM	292.58
Calendars	72.99
Micro Center	157.09
U.S. Postal Service	1,500.00
Absolute Building Maintenance	2,735.00
Smith's Disposal	65.00
Suburban Office & Janitorial	23.99
Technology Solutions, LLC	247.50



Minutes of **REGULAR MEETING**  
Held JUNE 11, 2009  
Township of Springfield

Laura Moreau, Clerk

J&M Window Cleaning	400.00
Consumers Energy	570.86
DTE Energy (2)	1,377.99
Beardslee Sand & Gravel, Inc.	4,025.00
Stauder, Barch & Associates, Inc.	400.00
Lowrie's Landscape, Inc.	279.70
Road Commission for Oakland County (2)	9,216.12
Unicare	154.05
Adkison, Need & Allen PLLC	2,493.33
Laura Moreau	167.56
United Industries Corp.	758.64
Institute of Continuing Legal Education	65.00
Mike Trout	169.50
Paetec	800.11
Vicki Sievers	346.98
Coffee Break Services, Inc.	31.75
DTE Energy – Street Lighting	1,827.96
Carlisle/Wortman Assoc., Inc.	770.00
Quill	100.58
American United Life Insurance Co.	21.22
Patty Colloto	46.00
Karen Binasio	306.76
Verizon Wireless	150.95
Rubber Stamps Unlimited, Inc.	<u>22.51</u>
<b>TOTAL</b>	<b>\$ 30,337.89</b>
<b><u>GRAND TOTAL</u></b>	<b><u>\$ 54,546.84</u></b>

**BILLS PRESENTED FOR PAYMENT:**

**FIRE FUND**

George B. Ford Agency	\$ 3,048.85
Selective Insurance	3,693.84
All N One Lawn Care	440.00
Marlan Hillman	214.87
Douglass Safety Systems LLC (2)	204.61
Allen-Hope & Associates	20.00
AT&T (2)	136.00
Bound Tree Medical	127.88
Comcast	45.95
Kerton Lumber Co.	125.35
Lessors (2)	39.50



Minutes of **REGULAR MEETING**  
Held JUNE 11, 2009  
Township of Springfield

Laura Moreau, Clerk

Mazza Auto Parts, Inc. (2)	192.88
Michigan Water Conditioning	22.50
Moore Medical	242.70
Petty Cash	69.49
Quill	306.68
West Shore Fire, Inc.	93.00
Nextel Communications	<u>74.52</u>
<b>TOTAL</b>	<b>\$ 9,098.62</b>

**Additional Disbursements:**

Accident Fund (2)	\$ 3,926.56
Home Depot	528.00
UNUM	88.02
Road Commission for Oakland County	411.90
Unicare	52.26
Oakland County Sheriff's Dept.	1,568.83
Circle K. Service	300.00
Comcast	79.09
Consumers Energy (2)	180.29
DTE Energy (2)	425.41
Ryan Hart	186.75
McKay's Hardware	4.49
P&W	427.50
AT&T	<u>203.68</u>
<b>TOTAL</b>	<b>\$ 8,382.78</b>
<b>GRAND TOTAL</b>	<b>\$ 17,481.40</b>

**BILLS PRESENTED FOR PAYMENT:**

Verizon Wireless	<u>\$ 202.43</u>
<b>TOTAL</b>	<b>\$ 202.43</b>

**POLICE FUND**

**Additional Disbursements:**

Oakland County Sheriff's Dept.	\$ 124,802.51
Verizon Wireless	<u>120.83</u>
<b>TOTAL</b>	<b>\$ 124,923.34</b>
<b>GRAND TOTAL</b>	<b><u>\$ 125,125.77</u></b>



<b>BILLS PRESENTED FOR PAYMENT:</b>		<b>CABLE TV FUND</b>
General Fund		\$ <u>273.50</u>
	<b>TOTAL</b>	<b>\$ 273.50</b>
<b>Additional Disbursements:</b>		
None		\$ <u>0.00</u>
	<b>TOTAL</b>	<b>\$ 0.00</b>
	<b><u>GRAND TOTAL</u></b>	<b><u>\$ 273.50</u></b>

<b>BILLS PRESENTED FOR PAYMENT:</b>		<b>CIVIC CENTER DEBT FUND</b>
None		\$ <u>0.00</u>
	<b>TOTAL</b>	<b>\$ 0.00</b>
<b>Additional Disbursements:</b>		
None		\$ <u>0.00</u>
	<b>TOTAL</b>	<b>\$ 0.00</b>
	<b><u>GRAND TOTAL</u></b>	<b><u>\$ 0.00</u></b>

<b>BILLS PRESENTED FOR PAYMENT:</b>		<b>BUILDING DEPT FUND</b>
Ron Shelton		\$ 409.50
Doug Weaver		65.00
Tim Koerber		122.85
Charles B. Warner		<u>401.38</u>
	<b>TOTAL</b>	<b>\$ 998.73</b>
<b>Additional Disbursements:</b>		
Accident Fund		\$ 263.98
Carlisle Wortman Assoc. Inc.		<u>3,584.00</u>
	<b>TOTAL</b>	<b>\$ 3,847.98</b>
	<b><u>GRAND TOTAL</u></b>	<b><u>\$ 4,846.71</u></b>

<b>BILLS PRESENTED FOR PAYMENT:</b>		<b>LAKE IMPROVEMENT FUND</b>
<i>Waumegah Lake</i>		
Goose Busters		\$ 170.00
<i>Dixie Lake</i>		
Soil and Materials Engineers, Inc.		1,000.00
Aqua-Weed Control, Inc.		<u>1,000.00</u>
	<b>TOTAL</b>	<b>\$ 2,170.00</b>



**Additional Disbursements:**

Susin Lake	
Aqua-Weed Control, Inc.	\$ 2,877.50
Waumegah Lake	
Adkison, Need & Allen, PLLC	32.50
Aqua-Weed Control, Inc.	11,932.50
Midwest Marine Services, Inc.	<u>5,245.00</u>
	<b>TOTAL</b>
	<b>\$ 20,087.50</b>
	<b><u>GRAND TOTAL</u></b>
	<b><u>\$ 22,257.50</u></b>

<b>BILLS PRESENTED FOR PAYMENT:</b>	<b>SOFTWATER LAKE FUND</b>	
None		\$ 0.00
	<b>TOTAL</b>	<b>\$ 0.00</b>

**Additional Disbursements:**

None		\$ 0.00
	<b>TOTAL</b>	<b>\$ 0.00</b>
	<b><u>GRAND TOTAL</u></b>	<b><u>\$ 0.00</u></b>

**GRAND TOTAL FOR ALL FUNDS** **\$ 224,531.72**