



Minutes of **SPECIAL WORKSHOP MEETING**
Held **October 25, 2011**

Township of Springfield

Laura Moreau, Clerk

Minutes

SPRINGFIELD TOWNSHIP BOARD
Special Workshop Meeting – 2012 and 2013 Budgets
October 25, 2011

Call to Order: Supervisor Walls called the October 25, 2011 Special Workshop Meeting of the Springfield Township Board to order at 7:03 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd., Davisburg, MI 48350.

Roll Call:

Board Members Present

| | |
|---------------|---------------------|
| Collin Walls | 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

| | |
|-------------------|--|
| Diane Baker | Parks and Recreation Commissioner |
| Mike Forst | Property Manager |
| Anne Loncar | Parks and Recreation Commissioner |
| Vicki Sievers | Chief Assessor |
| Jennifer Tucker | Director, Parks & Recreation |
| Jean Vallad | Chairperson, Parks & Recreation Commission |
| Daryl Wendt | Parks and Recreation Commissioner |
| Annette Z. Parker | Parks and Recreation Commissioner |

Agenda Additions & Changes: none



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New Business:

1. 2012 and 2013 Budgets

Supervisor Walls explained that, if the Board members agree, the meeting will start with a review of the Parks and Recreation budget.

Parks and Recreation Fund

Parks and Recreation Director, Jennifer Tucker explained that the Board should have received a revised memo and budget figures by email yesterday and hard copies are at the Board table. The Parks Department received 2012 renewal rates for Blue Care Network on Friday afternoon (October 21). The rate increase was much lower than anticipated and, while they were unable to coordinate a special meeting before the budget workshop, a majority of Parks Commissioners provided input on the revised numbers before the Board. With the savings from the healthcare costs, Parks was able to reallocate funds to maintenance lines that were severely reduced during the budget process, keep funds in Prior Year Fund Balance and put funds in a Contingency line. The revised budget includes an \$18,700 contribution from the General Fund; the Parks Commission would like the Board to reconsider the request for recreation management software and associated equipment. Director Tucker asked if the Board members had any questions.

Treasurer Dubre asked if the other capital requests such as the truck and trailhead were removed from the budget. Director Tucker indicated yes, the other capital items were taken out of the budget.

Supervisor Walls asked Director Tucker where Parks got their budget number for Current Tax Collection. Director Tucker indicated that the \$390,000 figure was provided by Treasurer Dubre prior to submitting the department budget request in July. Supervisor Walls explained that if Parks was using the same taxable value that the Township Board used, he estimates a tax collection of \$412,500.

Treasurer Dubre added that the \$390,000 figure was determined early in the budget process but she would recommend revising that number to \$410,000.

Board members determined to update the Current Tax Collection line to \$410,000.

Supervisor Walls inquired if the increased revenue amount would be enough to cover the software request.



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The consensus among Director Tucker and the four Parks Commissioners present was that the Commission would need to consider if the potential for a greater tax collection would allow for the purchase of the software or if other needs should be addressed.

Clerk Moreau thanked the Parks Commission and Parks staff for preparing the revised numbers and noted it was untimely to present a change in revenue after the Commission just completed another hard look at their budget. She supports the revisions as presented and remains in strong support of the RecPro software and a General Fund contribution to cover the expense.

Trustee Hensler indicated her strong support for a contribution to cover the RecPro software and computers.

Treasurer Dubre indicated that she believes the software should be a priority and wants the Parks Department to be able to make that purchase. She recognizes that Parks has “sharpened their pencils” and took a hard look at the budget. She is pleased that funds were left in fund balance and contingency and will support a General Fund contribution for the RecPro software and computers.

Trustee Lamont concurred with Treasurer Dubre and noted that Parks is operating at a decrease in total revenue this year even with a General Fund contribution of \$18,700.

Supervisor Walls indicated that at least four members of the Board have indicated support for a General Fund contribution to the Parks and Recreation Fund in the amount of \$18,700 and asked how the Board will cover the cost in the General Fund.

General Fund

Clerk Moreau noted that the Board budgeted for a 10% increase in hospitalization in the General Fund and she found approximately \$13,000 in savings due to the lower than anticipated increase. Board members revised Hospitalization lines within the General Fund to reflect a 3.99% increase in the Blue Care Network rates.

Clerk Moreau inquired about the \$1,200 in the Clerical-Part Time line in the Clerk cost center. This amount was determined to be unnecessary and was removed from the budget.

The Postage line in General Services was determined to be under budget for several years and was reduced from \$9,000 to \$7,000.

Cemetery—Repairs and Maintenance and Fund Reserves—Contingency-Salary Adjustment were considered for reductions but no changes were approved.



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Trustee Hopper noted that CDBG funds were allocated for graveling so funds could be available in the Graveling line. The Board members determined that Public Works—Graveling could be reduced from \$60,000 to \$55,000.

Supervisor Walls noted that the Board found \$21,000 in the budget and this is sufficient to cover the Transfer Out to Parks and Recreation.

Police Fund

Supervisor Walls explained that he just became aware that the Miscellaneous & Overtime line in the Police Fund will not be sufficient for the year. The Board budgeted \$150,000 for over time in 2012 based on the 2010 actual expense; however, Treasurer Dubre indicated that the 2010 over time expense did not include the New Year's Day holiday. This holiday is quite expensive because it is a paid day off plus Deputies on duty are paid double time to work.

The Board members determined that the budget should be increased to \$180,000 for Operating—Miscellaneous & Overtime.

Supervisor Walls asked if Board members had any problems increasing the Operating Transfer In amount from the General Fund from \$238,000 to \$268,000 to cover the additional over time expense. Board members agreed to make the respective changes in the Police Fund and General Fund to reflect the increased fund transfer.

Supervisor Walls asked if Board members had anything additional to consider at this time. Hearing no other business, the meeting was adjourned.

Adjourned: 7:59 p.m.

Collin Walls, Supervisor

Laura Moreau, Clerk