

# MEMO

## Old Business

SPRINGFIELD  
CHARTER TOWNSHIP



TO: Township Board  
FROM: Ric Davis, Supervisor  
DATE: April 9, 2026  
RE: Levy/Burroughs Project Development

### Summary

#### A. Ramboll Proposal

I have collaborated with the Ramboll Project Team and Greg Need to refine the proposal. Both parties have reached mutually acceptable terms, and Greg Need has reviewed and approved the final language. Attached is the breakdown of reviews and cost totaling \$81,000.

#### B. Project Manager – Megan Masson-Minock

I have worked closely with Megan, our lead planner for the Township since the transition to Carlisle Wortman. Megan is highly qualified to serve as project manager for the Levy/Burroughs Mining Application. assume this role and be compensated in accordance with the previously accepted planning contract from Carlisle Wortman at a rate of \$115 per hour for an estimated 100 hours, totaling \$15,500. Attached is the portion from the contract with the pay rate.

#### C. Allocation of Funds

I have worked with the Treasurer and Clerk, and after reviewing past meetings, we have decided to reallocate Levy Escrow Account funds to better address current project priorities. This aims to improve efficiency and focus resources where they are most needed as the project evolves. Attached is a memo with the cost allocation changes.

### Recommendation:

Approve the Township Supervisor to sign and execute the Ramboll Proposal, accept Megan Masson-Minock as lead Project Manager for the Levy/Burroughs Mining Application, and approve the allocation of funds.

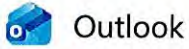
## 5. LEVEL OF EFFORT AND PROPOSED BUDGET

A breakdown of costs for the proposed review is provided below.

Phase	Subtotal	Total Estimated Cost
A – Document Review and Planning		\$12,500
B – Technical Reviews and Gap Analyses		\$46,500
Groundwater and Hydrogeology	\$6,000	
Stormwater and surface water runoff / SESC	\$5,000	
Air emissions/fugitive dust and crystalline silica	\$6,000	
Noise, vibration, and light	\$6,500	
Ecological and wildlife assessment (wetlands & natural features and threatened & endangered species)	\$9,000	
Traffic and haul route infrastructure stress	\$6,500	
Closure and reclamation planning	\$5,000	
Project Management across Phase B tasks	\$2,500	
C – Communications and Meeting Support		\$22,000
<b>TOTAL Budget:</b>		<b>\$81,000</b>

Ramboll is proposing that this work be completed on a time and materials basis with a total budget of \$81,000. This budget was developed based on the scope of work outlined in Section 4 and with the following additional assumptions:

1. Project documentation has already been provided through upload or public links, and no additional pending studies or information will be introduced during the course of the review.
2. No field work is to be completed.



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**[EXTERNAL] RE: Levy Planning Scope**

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**From** Greg Need <GNeed@anafirm.com>

**Date** Tue 3/31/2026 10:10 AM

**To** Danielle Amber <DAmber@ramboll.com>

**Cc** Gerald Fisher <fisherg@cooley.edu>; Ric Davis <rdavis@springfield-twp.us>; Danielle Sink <dsink@springfield-twp.us>; Michelle Simmons <MSimmons@anafirm.com>

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Hi, Danielle.

I just heard back from Gerry and he is fine with the scope of work as you and I discussed, as follows:

1. Ramboll is not going to be providing services for Property Valuation Impact nor Cultural, Historic, or Tribal Resources.
2. Ramboll will provide a summary in your report about the "Cumulative Environmental Impact" category.
3. As to the Public Summary Report, we discussed whether the Township intended that there be a separate public meeting at which you make this presentation and answer questions, or whether this would be part of the continuation of the Planning Commission public hearing. My suggestion is to indicate that a separate meeting would be a possibility to be determined later, and you should indicate you would provide those services at a specified hourly rate.

Let me know if you have any questions or comments; otherwise, we look forward to receiving your engagement letter.

Thanks,

Greg

Gregory K. Need  
**Adkison Need Allen & Rentrop, PLLC**  
39572 Woodward Avenue  
Suite 222  
Bloomfield Hills, Michigan 48304  
Phone: (248) 540-7400  
Fax: (248) 540-7401

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4/2/26, 12:51 PM

Inbox - Danielle Sink - Outlook

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**From:** Danielle Amber <DAmber@ramboll.com>

**Sent:** Monday, March 30, 2026 8:52 AM

**To:** Greg Need <GNeed@anafirm.com>

**Subject:** RE: Levy Planning Scope

Good morning, Greg – I hope you had a nice weekend. Just checking in to see if you had heard anything further from Ric or Gerry on the scope of work. We have the updated proposal ready to go once I hear back from you.

Many thanks – Danielle

**Danielle Amber**

Senior Managing Consultant

D +1 734-761-2175

M +1 734-780-4933

[damber@ramboll.com](mailto:damber@ramboll.com)

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Ramboll  
2090 Commonwealth Blvd  
Ann Arbor, MI 48105  
USA  
<https://ramboll.com>

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# Fee Structure

## RETAINER

### Monthly retainer would include:

- Unlimited telephone consultation on all matters related to planning and zoning, including e-mail correspondence and minor review consultation on zoning issues.
- Advising, assisting, and coordinating with Township Officials in matters dealing with State laws and Township ordinances.
- Conduct training workshops (once annually as requested) for Township elected and appointed officials, on special planning topics as requested by the Township.
- Attendance at one (1) Planning Commission a month.

MONTHLY RETAINER	2026 - RATES	2027 - RATES	2028 - RATES
	\$2,000	\$2,100	\$2,250

## DEVELOPMENT REVIEW

Development review would include:

- Review all applications for completeness.
- Consult with Township staff and applicants as necessary
- Prepare written staff reports and recommendations for Township staff and boards/commissions.
- Any other meeting to attend as requested.
- Billed at hourly rate:

POSITION	2026 1 YEAR	2027 2 YEAR	2028 3 YEAR
President	\$165	\$172	\$180

<b>POSITION CONT'D.</b>			
	<b>2026 1 YEAR</b>	<b>2027 2 YEAR</b>	<b>2028 3 YEAR</b>
Principal	\$155	\$162	\$170
Senior Associate	\$145	\$152	\$159
Planner/Landscape Architect	\$135	\$141	\$148
GIS Technician	\$105	\$110	\$115
Support Staff	\$95	\$100	\$105
Expenses (photocopies, prints, maps, etc.)	(+ 20%)	(+ 20%)	(+ 20%)

## **SPECIAL PROJECTS**

### **Special Projects may include:**

- a) Zoning Ordinance and text amendments.
- b) Master Plan preparation and updates.
- c) Special planning studies.
- d) Economic development services.
- e) Process, procedure, and policy reviews.

**Special projects are typically billed based on a not-to-exceed proposal.**



# Memo

To: Township Board  
From: Jamie Dubre   
Date: April 2, 2026  
Re: Levy Escrow Allocations

Attached is the current activity for the Levy Escrows established by the board and last updated in January. The accounts with activity are the Hydrogeological study and both Special Counsel and Legal Review. As you can see from the activity report I provided, we have spent all the \$7,500 allocated to our Special Counsel, Jerry Fisher. The board did authorize a transfer in March of \$10,000 that was previously paid from the general fund for reimbursement of some of the funds paid for legal work performed by Greg Need related to the Levy Mine application.

The Levy escrow allocation update is attached as well, with new allocations based on updated costs and two (2) new additional escrow accounts.

Budget amendments will likely be needed to account for the roughly \$10,000 estimate for current year costs associated with the Levy application for Special Counsel that will be paid from the General fund. We can discuss any specific questions or concerns the board has at our meeting.

GL ACTIVITY SUMMARY REPORT FOR SPRINGFIELD CHARTER TOWNSHIP

FROM 08/01/2025 TO 04/1/2026

Date	GL Number	Description	Revised Budget as of 4/1/2026	Debits	Credits	Ending Balance
10/31/2025	AP	PANGEA ENVIRONMENTAL LLC		3,075.00		
11/14/2025	AP	PANGEA ENVIRONMENTAL LLC		1,725.00		
12/15/2025	AP	AGATE HARBOR ADVISORS LLC		3,975.00		
01/30/2026	AP	PANGEA ENVIRONMENTAL LLC		2,175.00		
	<b>701-000-255.257</b>	<b>HYDROGEOLOGICAL STUDY</b>	<b>30,000.00</b>	10,950.00	30,000.00	<b>(19,050.00)</b>
	<b>701-000-255.258</b>	<b>NOISE &amp; VIBRATION-Adjusted 1/8/26</b>	<b>11,500.00</b>	5,000.00	16,500.00	<b>(11,500.00)</b>
	<b>701-000-255.259</b>	<b>NATURAL RESOURCES EVALUATION</b>	<b>16,500.00</b>	0.00	16,500.00	<b>(16,500.00)</b>
	<b>701-000-255.261</b>	<b>DUST CONTROL STUDY-Adjusted 1/8/26</b>	<b>11,500.00</b>	5,000.00	16,500.00	<b>(11,500.00)</b>
	<b>701-000-255.262</b>	<b>RECLAMATION BOND REVIEW-Adjusted 1/8/26</b>	<b>11,500.00</b>	5,000.00	16,500.00	<b>(11,500.00)</b>
	<b>701-000-255.263</b>	<b>PROPERTY VALUE STUDY</b>	<b>16,500.00</b>	0.00	16,500.00	<b>(16,500.00)</b>
	<b>701-000-255.264</b>	<b>GEOLOGIST MARKET EVALUATION</b>	<b>30,000.00</b>	0.00	30,000.00	<b>(30,000.00)</b>
03/31/2026	AP	FISHER CONSULTING		3,420.00		<b>(4,080.00)</b>
04/01/2026	GJ	13680			4,080.00	<b>(8,160.00)</b>
04/01/2026	GJ	13681		4,080.00		<b>(4,080.00)</b>
04/01/2026	GJ	13682		4,080.00		0.00
	<b>701-000-255.265</b>	<b>SPECIAL COUNSEL</b>	<b>7,500.00</b>	11,580.00	11,580.00	0.00
01/12/2026	GJ	LEVY ESCROW ADJ-TB MTG 1/8/26			15,000.00	<b>(15,000.00)</b>
03/13/2026	AP	ADKISON, NEED, ALLEN & RENTROP PLLC		1,069.50		
03/13/2026	GJ	PER TWP BOARD ACTION 3/12/26		10,000.00		
	<b>701-000-255.266</b>	<b>LEGAL REVIEW-TWP ATTORNEY</b>	<b>15,000.00</b>	11,069.50	15,000.00	<b>(3,930.50)</b>
New #	<b>701-000-255.267</b>	<b>STORMWATER AND TRAFFIC</b>	0.00	0.00	0.00	0.00
New #	<b>701-000-255.268</b>	<b>PROJECT ADMINISTRATION</b>	0.00	0.00	0.00	0.00

