



**Call to Order:** Supervisor Davis called the December 12, 2024 Regular Meeting of the Springfield Township Board to order at 7:30 pm at the Springfield Township Civic Center.

### **Pledge of Allegiance**

### **Roll Call:**

#### **Board Members Present**

Richard Davis	Township Supervisor
Sean Miller	Township Clerk
Jamie Dubre	Township Treasurer
Lori Beatty	Township Trustee
Dave Hopper	Township Trustee
Chris Moore	Township Trustee
Bill Whitley	Township Trustee

#### **Others Present**

Greg Need	Township Attorney
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### **Agenda Additions & Changes:**

Supervisor Davis stated that consent item n) should read the reappointment of Matt Underwood and appoint Mark Yovich to the Zoning Board of Appeals with the same term ending.

### **Public Comment:**

Supervisor Davis welcomed Trustee Lori Beatty and Trustee Chris Moore to the Township Board. He also thanked Clerk Miller and Treasurer Dubre for all their help in his transition to Supervisor.

### **Consent Agenda:**

**Clerk Miller moved to approve the Consent agenda as amended. Supported by Trustee Whitley. Vote on the motion. Yes: Beatty, Davis, Dubre, Hopper, Miller, Moore, and Whitley; No: none; Absent: none. The motion carried by a 7 to 0 vote.**

- a) Approve Minutes: Regular Meeting of November 14, 2024 and Budget Workshop Minutes of November 20, 2024
- b) Accept the November 2024 Treasurer's Report



- c) Receive November 2024 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, and Natural Resources
- d) Authorize payment of bills: November Additional Disbursements totaling \$37,769.79 and December 2024 Bills List totaling \$314,241.41
- e) Designate the Oakland Press as FY 2025 Legal Publication and authorize Clerk Miller to execute a 2025 Advertising contract, if required
- f) Approve the 2025 Holiday Schedule and Building Closures
- g) Approve the 2025 Membership dues with the Clinton River Watershed Council in the amount of \$697.00
- h) Approve 2025 Monthly healthcare reimbursement maximums as follows: Single coverage at \$5.10 for Vision, \$30.67 for Dental, and \$520.19 for Medical/RX; 2-person coverage at \$9.95 for Vision, \$78.39 for Dental, and \$1,509.97 for Medical/RX
- i) Adopt the 2025 Allocations, Rents and Charge for services as presented with the understanding that these are to remain in effect until the board has formal action to make such a change and shall remain in effect until that time. Authorize the following transfers from: Unallocated Fire: \$65,000 to Fire Equipment Replacement and \$404,000 to Fire Vehicle Replacement. This will clean up the expected remaining balances in both Fire sub funds or FYE 2025 based on Proposed 2025 budget and changes to the current 2024 budget
- j) Authorize the Treasurer to Transfer all remaining money from the General Fund Mill Pond Dam sub fund to the unallocated General fund for FY 2024
- k) Appoint Dave Hopper and Chris Moore to the Election Commission with a term ending November 20, 2028
- l) Appoint Brian Galley to the Planning Commission term ending November 30, 2027
- m) Appoint Victoria Zilka, Reappoint Sheryl Wendt and Ann Mauro-Vetter to serve as Board of Review Member for two-year terms ending December 31, 2026
- n) Appoint Mark Yovich and Reappoint Matt Underwood to the Zoning Board of Appeals with a term ending November 30, 2027
- o) Disclaim interest in Platted Easement to Parcel No. 07-14-176-033
- p) Adopt Resolution 2024-18 expressing support of local control and claim of appeal against Michigan Public Service Commission Oder
- q) Receive Communications: January Board Packets

## **Public Hearing:**

### 1. 2025 Budget Hearing

Supervisor Davis stated the tax rates that were previously certified for the December 2024 tax collection support the proposed revenue for the 2025 budgets. Budgets are approved based on the



total revenue and expense cost centers by fund. There were two public budget workshop meetings that were held on October 1<sup>st</sup> and November 20<sup>th</sup>. The notice of this public hearing was published on November 21<sup>st</sup> in the Oakland Press, as required by law.

Supervisor Davis opened the Public Hearing at 7:34pm.

He started the public hearing by highlighting the major portions of the General Fund. He stated that the general fund tax collection is approximately \$835,000. The state shared revenue is the Township's share of the sales tax, which is the largest revenue at \$1.6 million. He noted the decrease in salary to the IT position as well as the elimination of the Assessing position.

Parks and Recreation Director Sarah Richmond presented the 2025 Parks budget, highlighting specific expenditures within each. She stated that the Endowment Fund and Stewardship Fund have no current funds budgeted for 2025.

Nancy Strole commented regarding the Endowment and Stewardship funds. She stated that Springfield Site Action Committee created those funds in response to the cleanup of the toxic supersite with an agreement with the Township. Over that time, three properties were purchased under that agreement, those include Hartman Meadows, Davis Lake Overlook, and River Run Preserve, for a total cost of approximately \$827,000. She stated that around 20% of those funds are set aside for the stewardship of those properties. She commented on how well Natural Resources Manager Mike Losey is doing taking care of those properties, adding to their value.

Supervisor Davis continued the budget reviews and summarized specific items with the Cemetery fund, Lake Improvement fund, Cable TV fund, and Building Department fund. He requested that Treasurer Dubre summarize the debt funds.

Treasurer Dubre summarized the Fire Capital Improvement Debt fund, Capital Improvement Debt fund, and the Softwater Sewer Special Assessment District Debt fund and highlighted specific expenditures within each.

Chief Covey summarized the proposed 2025 Fire Fund budget, highlighting specific items within each. He noted the growth within the fire stations with 10 full-time firefighters and 30 on-call staff and summarized the upcoming implementation of new reporting software, a training program, and the purchase of a 3<sup>rd</sup> set of Jaws of Life to outfit engine 3.

Supervisor Davis continued the budget review with the Police Fund budget, noting that the contracted rates for services with Oakland County are increasing by almost 20%, therefore the contract moving forward is not sustainable and the Township is eliminating the Lieutenant position and replacing it with a detective unmarked vehicle.

Nancy Strole asked for clarity regarding the rate increase.

Minutes of  
**TOWNSHIP BOARD  
REGULAR MEETING**

**December 12, 2024**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Supervisor Davis stated that the information given by Oakland County is that they feel as though they have been carrying these contracts for the past 12 years and are finding ways to recover the money that they have spent. He said that they were notified of the increase on December 2<sup>nd</sup> and needed to give a response by December 9<sup>th</sup>.

Treasurer Dubre added that Oakland County gave the option to change their contract to a no-fill contract.

Nancy Strole commented that it is her understanding that Oakland County under law needs to provide a jail even for communities that may not contract. She stated that communities like Springfield are bearing the cost of that, while those that don't contract are getting the benefit. She is hoping that Oakland County townships are putting pressure on them to change this. She is wondering what the sheriff's department is offering out of their budget.

Supervisor Davis stated that Oakland County Commissioners have voted this into place. It is his understanding that the unions and the sheriff are against it.

Treasurer Dubre added that the Township Board did have a special meeting last Friday on this topic. While reviewing the situation they discussed the indirect costs that come from Oakland County. She stated that this year and last year were the 2 highest tax increases that capped at 5%. She continued by saying that Oakland County knows Springfield Township's data and knows that the new proposed contract is not sustainable. Therefore, they decided to make the position cut that would have the least impact on service to residents.

Nancy Strole commented that she is hoping MTA and other groups will be able to come up with solutions.

Supervisor Davis responded that the Oakland County Association of Township Supervisors has an upcoming meeting, and he knows this will be a topic of discussion.

Nancy Strole commented that under the law, the sheriff's department is required to provide jail facilities, meaning that they have certain statutory responsibilities, whether a community contracts with them or not. She doesn't want services cut that provide the community with protection and wants to know if there are any legal remedies.

Supervisor Davis stated that their goal is not to cut services. He thanked Nancy for her comments.

Treasurer Dubre continued the Budget review with a summary of the ARPA fund and Improvement Revolving fund and highlighted projects within each.

Dennis Omell asked what the township pays to chloride the roads.

Treasurer Dubre stated that in 2024 the township paid \$106,776 for chloride and \$106,000 for graveling.



Dennis Omell commented that when he first moved to the Township, the residents on his road had to pay for the graveling and he had to collect the money. He appreciates that they don't have to do that anymore.

Hearing no other comments, Supervisor Davis closed the public hearing at 8:09 pm.

## **Old Business:**

### 1. Master Plan Implementation – Giffels Webster Proposals

Trustee Hopper led this discussion by stating that this proposal was received in October by the Township's planner; Giffels Webster. The first proposal is for a zoning audit, which would include clean-up items throughout the zoning ordinances. The cost is roughly \$5,100 and should take 3-4 months. The second proposal is to reconvene and support the Dixie Highway Strategic Planning Committee, to oversee the north end of Dixie Highway. He stated that this committee's main function will be to support, not direct, the Planning Commission. The direction will be under the Planning Commission, the Township Board, residents, and business owners. The cost for this proposal is roughly \$12,825.

Trustee Moore added that a lot of work went into the Township's Master Plan, with public hearings and meetings held to develop the plan. A lot of people are to be involved and it's an important step forward for the township.

**Trustee Hopper moved to accept the proposals dated October 10, 2024 to enact a zoning audit performed by Giffels Webster of the Township's zoning ordinances in future and further accept the proposal dated October 4, 2024 to aid the Township in reforming the Dixie Highway Strategic Planning Committee. Supported by Trustee Moore. Vote on the motion. Yes: Beatty, Davis, Dubre, Hopper, Miller, Moore, and Whitley; No: none. Absent: none. Motion carried by a 7 to 0 vote.**

Nancy Stole commented that she thinks this is great and stated how many improvements have been made along the Dixie corridor. She noted that the rural character, green space, and natural features are what attract people to Springfield Township. She stated that this project is a great investment.

### 2. Second Reading – Amendments to Code of Ordinances for Maintenance of Animals

Supervisor Davis stated that this is the second reading, with no changes made. The notice of the second reading was published on November 21<sup>st</sup> in the Oakland Press as required by law.

Trustee Hopper stated that the Planning Commission has been working on this ordinance since April. The amended ordinance will provide clarity for residents on the maintenance of animals.



Trustee Hopper moved to amend the Springfield Township Code of Ordinances Chapter 40-Zoning by amending Section 40-2- Definitions; Amending Section 40-273- Intent; Amending Section 40-303- Intent; Amending Section 40-401- Principal Uses – Permitted Subject to Special Conditions; and repealing and replacing Section 40-644- Maintenance of Animals and further authorize the Clerk to publish notice of adoption of said amendments, amendments to take affect as prescribed by law. Supported by Clerk Miller. Vote on the motion. Yes: Beatty, Davis, Dubre, Hopper, Miller, Moore, and Whitley; No: none; Absent: none. Motion carried by a 7 to 0 vote.

Trustee Whitley commented that this very clearly defines what is allowed, in what zoning district, and what people can expect.

### **New Business:**

1. 2025 Budgets

Treasurer Dubre stated some changes are to be made to the General Fund. CBDG reimbursement should state \$20,000, which increases the revenue to \$5,000 for a new total of \$3,191,750. Capital Improvement Debt Fund interest and dividends should state \$100, bringing the new total to \$122,300.

**Treasurer Dubre moved that the tax rate previously certified for the December 1, 2024 tax collection support the 2025 budgets and to adopt the 2025 Parks and Recreation Fund as presented with Revenue at \$833,600 and Expenses at \$855,700. 2025 Stewardship Fund as presented with Revenue at \$,1200 and Expenses at \$1,000. 2025 Endowment Fund as presented with Revenue at \$1,200 and Expenses at \$0. 2025 General Fund as amended with Revenue at \$3,191,750 and Expenses at \$3,286,850. 2025 Fire Fund as presented with Revenue at \$3,251,700 and Expenses at \$3,244,900. 2025 Police Fund as presented with Revenue at \$2,669,000 and Expenses at \$2,641,800. 2025 Cemetery Fund as presented with Revenue at \$2,200 and Expenses at \$0. 2025 Lake Improvement Fund as presented with Revenue at \$272,900 and Expenses at \$293,400. 2025 Cable Fund as presented with Revenue at \$92,000 and Expenses at \$263,300. 2025 Building Fund as presented with Revenue at \$196,600 and Expenses at \$230,050. 2025 Fire Capital Improvement Debt Fund as presented with Revenue at \$330,600 and Expenses at \$330,500. 2025 Capital Improvement Program Debt Fund as amended with Revenue and Expenses at \$122,300 2025 ARPA Fund as presented with Revenue at \$500 and Expenses at \$60,000. 2025 Softwater Sewer Debt Service Fund at as presented with Revenue \$71,500 and Expenses at \$104,900. 2025 Improvement Revolving Fund as presented with Revenue at \$68,200 and Expenses at \$65,500. Supported by Trustee Whitley. Vote on the motion. Yes: Beatty, Davis, Dubre, Hopper, Miller, Moore, and Whitley; No: none; Absent: none. Motion carried by a 7 to 0 vote.**

2. Establish 2025 Township Board Meeting Dates and Times



Clerk Miller led this discussion by stating that he wants the Board's input on changing the meeting time to 7:00pm for 2025.

The Board agreed on 7:00pm on the second Thursday of the month.

**Clerk Miller moved to establish the 2025 regular meeting dates of the Springfield Township Board as the second Thursday of each month beginning at 7:00 pm and authorize the Clerk to publish notice of the same. Supported by Trustee Moore. Vote on the motion. Yes: Beatty, Davis, Dubre Hopper, Miller, Moore, and Whitley; No: none; Absent: none. Motion carried by a 7 to 0 vote.**

A member of the public asked where the notices are published other than the Oakland Press.

Clerk Miller answered that notices, by law, must be published in a paper of general circulation. He stated that the Oakland Press is the only paper in general circulation in Springfield Township, apart from the Clarkston news, which only goes out on Wednesday, thus limiting the days the township can publish.

Trustee Moore noted that all the meeting dates and times are published on the Township website.

3. Acceptance of Grant Funding from Ducks Unlimited Wetland Conservation Program to restore Wetland Habitat

Natural Resources Manager Mike Losey led this discussion by stating that they are now at the design, engineering, and permitted phase of this project. They have received the grant from Ducks Unlimited and are now working on the project agreement. He is looking to move the project forward to the construction phase. He included the full grant agreement in his memo, which he provided to the Board. He is seeking authorization to accept the grant.

**Clerk Miller moved to accept the Ducks Unlimited Wetland Conservation Program grant sub-award in the amount of \$400,000, designate natural Resources Manager as Project Officer and authorize the Township Supervisor to execute the Sub-Award Agreement with Ducks Unlimited, Inc. subject to the terms and conditions within. Supported by Trustee Whitley. Vote on the motion. Yes: Beatty, Davis, Dubre, Hopper, Miller, Moore, and Whitley; No: none; Absent: none. Motion carried by a 7 to 0 vote.**

Trustee Whitley stated that it is great to see this all come together.

Nancy Strole commented on how great a job Mike is doing. She appreciates the natural resources and greenspace in the Township. She thanked Mike for all his hard work.

4. 1988 GMC 2500 SL pick up – Decommission Vehicle

Facilities Manager Jerry David led this discussion by stating that after taking the truck to Bridge Lake Auto for repairs, they were made aware of the cost of the repairs, which he feels is too high.



He is recommending to decommission the truck. He stated that they can sell or scrap the truck. He recommends doing a closed bid process.

Clerk Miller proposed a 2-week period for bids and stated that he would publish a notice Thursday December 19th, therefore the 2 weeks to accept bids would start on that date and end on January 2.

**Clerk Miller moved to authorize the Clerk to post and publish the request for sealed bids regarding the sale of the 1988 GMC 2500 SL pick up with sealed bids to be received by the Clerk's Office by January 2<sup>nd</sup> 2025 at 4:00pm. In the event that no sealed bids are received by the deadline, he moved to authorize the Facilities Manager and Supervisor to explore and decide on other options for sale or scrap costs. Supported by Trustee Moore. Vote on the motion. Yes: Beatty, Davis, Dubre, Hopper, Miller, Moore, and Whitley; No: none; Absent: none. Vote carried by a 7 to 0 vote.**

5. 2025 No Haz Agreement and Resolution

Treasurer Dubre led this discussion by stating that this is a wonderful program, and she wants to make residents aware of the cost. The cost is \$15 per car for residents, after the roughly \$100 that the current hauler charges. There were 222 participants in 2024, which was a slight decrease from the year before. She said that approximately 66% of Springfield residents who utilized the program discarded electronic equipment and 34% said they were using the program for the first time. The total cost to the Township for 2024 was \$20,676.52. The tentative dates for next year are April 12, June 7, July 19, and September 13. She wants to try to get back into Pine Knob for the April date.

**Clerk Miller moved to adopt Resolution 2024-18 to adopt the North Oakland Household Hazardous Waste Consortium Agreement and authorize the Supervisor to execute the Interlocal Agreement with Oakland County. Supported by Trustee Hopper. Vote on the motion. Yes: Beatty, Davis, Dubre, Hopper, Miller, Moore, and Whitley; No: none; Absent: none. Motion carried by a 7 to 0 vote.**

6. 2025 Salaries and Wages

Supervisor Davis stated that this topic has been discussed at two public budget workshop meetings and during the Public Hearing this evening. The salaries, once approved, will take effect January 1<sup>st</sup>, 2025.

Clerk Miller noted a change to the Ordinance Officer position at \$24.25 per hour.

**Clerk Miller moved to adopt the 2025 pay rates for Township staff as indicated in the chart on page 1 of the memo with the correction of Ordinance Officer at \$24.25 per hour and to adopt the**



**2025 response personnel pay rates as indicated on the chart on page 3 of the memo with all pay rates effective January 1<sup>st</sup>, 2025. Supported by Trustee Moore. Vote on the motion. Yes: Beatty, Davis, Dubre, Hopper, Miller, Moore, and Whitley; No: none; Absent: none. Motion carried by a 7 to 0 vote.**

Trustee Whitley believes that there needs to be an update on job descriptions for staff taking on other responsibilities, to support the increase in pay rate.

Supervisor Davis stated that due to the elimination of the assessing position, the work will be given to the Treasurer's department and the Clerk's department staff.

Treasurer Dubre added that the IT position has also been eliminated, with Chris Benedict working as a contractor. The IT tickets are being handled by the Treasurer's staff. Assessing responsibilities are being split between a Clerk's assistant and the Treasurer's staff.

Trustee Hopper added that he thinks the job descriptions need to be updated.

Treasurer Dubre stated that she is waiting for the Supervisor's Office to work through their training and will involve EctoHR once all the training has been done.

Supervisor Davis added that there is a reduction in overall cost due to the elimination of positions.

Treasurer Dubre added that the Clerk's Office added a full-time employee, which helps with the workload. The Treasurer's department has taken over a lot of responsibilities with records and responsibilities.

Clerk Miller added that his staff's salary has not been updated since the implementation of Proposal 2. He also expects more election related work to begin with new laws being passed through the Legislature.

Nancy Strole asked who is going to be handling lot splits and combinations, inquiries and applications for ZBA, and general development and zoning.

Treasurer Dubre stated that they are working out those roles and responsibilities.

Ann Mauro-Vetter asked if there was a deadline to have all these responsibilities and roles ironed out.

Treasurer Dubre stated she would like to have it all worked out by March.

**Trustee Whitley moved that the pay rates for elected officials for calendar year 2025 be established as follows: Supervisor \$98,600, Clerk \$88,100, Treasurer \$88,100, Trustees \$3,300 annual salary and \$160 per meeting. Supported by Trustee Hopper. Vote on the motion. Yes:**



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**Beatty, Davis, Dubre, Hopper, Miller, Moore, and Whitley; No: none; Absent: none. Motion carried by a 7 to 0 vote.**

7. Adopt Budget Amendments

Supervisor Davis summarized the amendments with the General Fund, including the operations cost center, cemetery cost center, police fund contractual services, and building department fund.

Chief Covery summarized the amendments to the Fire fund including court collection fees, insurance and bond, and communications.

Director Richmond summarized the amendments to the Park fund including supplies and equipment under \$10,000, senior citizen program, events and supplies cost center, and capital outlay.

**Treasurer Dubre moved to approve the following budget amendments for 2024 budget as outlined in the Clerk's December 5, 2024 memo. General Fund revenue, unchanged at \$2,796,950. 2024 general fund expenses decreased from \$3,916,350 to \$3,895,850. 2024 Police Revenues unchanged at \$2,410,500 and expenses increased from \$2,355,000 to \$2,395,000. 2024 Building fund revenue unchanged at \$198,000 and expenses increased from \$223,350 to \$250,350. 2024 Fire fund with Revenue unchanged at \$3,348,100 and Expenses as outlined in the Fire Chiefs memo date November 27, 2024 and expenses increased from \$3,478,100 to \$3,483,100. 2024 Park fund as outlined in the Parks and Recreation Directors memo dated December 5, 2024 with Revenue unchanged at \$816,500 and Expenses increased from \$900,000 to \$940,550. Supported by Trustee Whitley. Vote on the motion. Yes: Beatty, Davis, Dubre, Hopper, Miller, Moore, and Whitley; No: none; Absent: none. Motion carried by a 7 to 0 vote.**

**PUBLIC COMMENT:** None.

**Adjournment:** Hearing no other business, Supervisor Davis adjourned the meeting at 9:11pm.

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Richard L. Davis, Supervisor

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Sean R. Miller, Clerk