



Call to Order: Supervisor Walls called the June 28, 2018 Special Workshop Meeting of the Springfield Township Board to order at 5:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd., Davisburg, MI 48350.

Roll Call:

Board Members Present

Collin W. Walls	Township Supervisor
Laura Moreau	Township Clerk
Jamie Dubre	Township Treasurer
Marc Cooper	Township Trustee
Judy Hensler	Township Trustee
David Hopper	Township Trustee

Board Members Not Present

Dennis Vallad	Township Trustee
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Others Present

Ryan Hart	Lieutenant
J. David Feichtner	Fire Chief
Michael Forst	Property Manager

Agenda—2019 to 2021 Budget Priorities

Supervisor Walls led a review and update of the objectives and strategies identified in the draft 2018-2023 Strategic Plan.

1. STRATEGIC PLANNING & FINANCIAL STABILITY

Board Members noted that joint meetings were held with the Planning Commission, Park Commission and Library Board during the past six months. The last meeting with the Planning Commission was in December 2017, so the 2018 meeting will need to be set. November 20, prior to the Regular Meeting of the Planning Commission was selected.

Supervisor Walls noted that the Township's share of the Mill Pond Dam impact/feasibility study is estimated to be \$9,000 and should be budgeted for 2019.



Regarding the Fund Balance Policy, Supervisor Walls and Treasurer Dubre believed that this matter was addressed when the Board established the Emergency Reserve sub fund in the General Fund.

Clerk Moreau believes that a policy is a different matter and something that the Board has been discussing for a number of years. She thought it was the Board's intent to identify an amount or percent to maintain as minimum balance in several funds.

Treasurer Dubre explained that there are a number of factors in determining fund balance, for example it should consider operating expenses and not take into account capital expenditures.

Clerk Moreau concurred and stated that these are the types of parameters that she hopes the Board will pinpoint. Fund balance was a part of the policy manual draft that the Board reviewed last year. The Strategic Plan became the top priority but Clerk Moreau will continue working on the Township Policies & Rules of Procedure Manual; this goal is listed with Municipal Services & Administration strategies with a target date of Q2 2019.

Board members discussed fund balance and noted that many projects will have to be prioritized for a Capital Improvement Plan.

Supervisor Walls indicated he contacted Dick Carlisle regarding assistance with the Senior Services Master Plan. The target date was moved to 4Q 2019.

2. MUNICIPAL SERVICES & ADMINISTRATION

Supervisor Walls offered updates on several ordinance amendments and committee efforts. Temporary & Non-conforming Signs should be added to the chart with target date of Q1 2019.

Supervisor Walls stated that Mark Yovich, Construction Manager reviewed the rough plans that the committee prepared for the shared maintenance facility and estimates the building as proposed could cost \$700,000 or more. If the Township intends to have a carport constructed in 2019 and a maintenance facility completed in 2022, funding planning should be added to the chart.

Clerk Moreau stated that the Target Date listed on the chart is not intended to be when the Township *starts* working on each strategy. This annual review is intended to help us identify tasks for each year so we keep moving toward the goal. Clerk Moreau agreed that



“determine funding” should be the goal this year and explained that notes to that effect can be added to the 2018 column for the garage and maintenance facility strategies.

Board members determined that funding planning for the Civic Center garage and the shared maintenance facility should be added to the agenda of the next budget workshop meeting set for August 23.

Board members discussed if the General Fund would cover the full expense of the maintenance facility or if a contribution from the Parks & Recreation Fund would be expected. Treasurer Dubre anticipates a contribution from the Parks Fund. Supervisor Walls indicated that as the plans are confirmed, the Board would need to look at how space was allocated and charge accordingly. Clerk Moreau believes Parks would need another millage to contribute to the construction and believes the facility should be a General Fund expense; she noted Parks equipment and vehicles are used to support general township functions, so she doesn’t understand how the allocation would be done. Trustees Hopper, Cooper, and Hensler want additional information on cost but initially believe that some contribution would come from the Parks Fund.

Property Manager Forst stated that he will have information for the July Board Meeting regarding repairs and purchases needed for the old Fire Station 1 building at 700 Broadway. Storage shelving, an eye wash station, and other items have been selected so that they can be relocated to another facility if 700 Broadway is a short-term solution. Mr. Forst will prepare other support materials for the August 23 workshop.

3. PUBLIC SAFETY & WELFARE

Supervisor Walls explained that several strategies that are on the chart fit together as one priority. Monitoring changes in surrounding departments, preparing contingency plans, and ensuring that advanced life support (ALS) is available are interrelated and need to be addressed sooner rather than later. Some changes with the Groveland Fire Department could impact our Fire Department Operations.

Fire Chief Feichtner explained some recent developments with the Groveland Fire Chief and the potential merging with North Oakland County Fire Authority (NOCFA). Chief further summarized a proposed change in the compensation structure for responders with NOCFA that could further impact our Department.

Chief Feichtner prepared Fire Department Planning Notes for the draft Strategic Plan to assist with planning; these notes identify specific triggers that would indicate we need to



change our structure or level of service. Chief Feichtner will work on a contingency plan and a needs assessment based on changes in the surrounding departments.

Board members noted that the ISO rating will be lowered again on August 1 down to a 3. Chief Feichtner added that ISO will be adjusting their scoring rubric and he will monitor that and review changes with the consultant when necessary.

Supervisor Walls provided an update on the paving projects of Big Lake and Andersonville roads. The Big Lake Road re-alignment at Dixie project was not on the chart; Supervisor Walls stated that it should be included because it appears the project could be moving ahead. Tentative target date was discussed for late 2020.

4. RURAL CHARACTER & COMMUNITY IDENTITY

Supervisor Walls noted that the target date for the first strategy regarding opportunities to enhance/expand recreation value of Mill Pond Park should be moved back based on how far we are into 2018. Clerk Moreau explained that we're supposed to explore opportunities in 2018 and that is happening. The sediment sampling was done at Mill Pond but we have no estimate yet of when we'll have the results. Contaminated sediment would impact efforts to improve the park—whether the pond is improved or the dam is removed. The results of this effort is a first step.

Clerk Moreau noted that, prior to the June meeting, Trustee Cooper asked her why the Township isn't mowing the Davisburg/Dixie intersection. She is also eager to move ahead with that priority and she will contact the RCOC permits department to determine if the mowing can be done through the Township's standing maintenance permit. Mike Forst noted that the intersection has many invasive plants and we should consider that impact before we hire our contractor to mow the intersection and then enter our natural areas with the equipment. It was determined that Mike Losey and Mike Forst will visit the site and provide a recommendation on invasive plants at the site. Mike Forst also will contact All-N-One for a quote to add the intersection to their mowing schedule.

Supervisor Walls explained that several items regarding Dixie Corridor are in progress; the first step is to update the Site Plan Review section of the ordinance before we consider how to revise the Dixie Overlay District or provide developer incentives.

Clerk Moreau stated that she will work on the historical information page for the website and the historical signs for the cemeteries after the election. Supervisor Walls asked for rough estimates for the signs for 2019 budget planning. Clerk Moreau also mentioned



that another historical presentation is planned for Heritage Festival and she will arrange for this to be recorded in studio through Independence Television so it's available on web and cable.

Supervisor Walls stated that his office is working on an engineering estimate for a pathway connection to Kingston; he believes a target date for that section of pathway would be Q3 2019.

Supervisor Walls explained that the improvements to the Storybook Trail are also underway; he should have a plan/quote to the Board in August.

5. NATURAL RESOURCES PRESERVATION

Supervisor Walls noted that the invasive control ordinance was adopted.

Regarding the strategy to explore scenarios/actions to improve water quality and enhance wildlife habitat of the Shiawassee River between State Game Area and Shiawassee Basin Preserve, Supervisor Walls stated that the Q3 2018 date was off.

Clerk Moreau stated that this strategy is about exploring options and that is underway but will continue into 2019. The Mill Pond Park Committee has been meeting since last October and Oakland County Parks & Recreation approved moving ahead with the RFQ for a feasibility study regarding Mill Pond Dam. As noted previously, the Township's share of the study will be in the 2019 budget.

Supervisor Walls noted restored/redeveloped prairies at the Civic Center target date should be moved to Q4 2018. Habitat Restoration at Shiawassee is ongoing. The Natural Resources Manager is actively pursuing and receiving grants. Walls suggested adding a Natural Resources Management Plan for the possible new property acquisition with a target date of Q1 2019.

Adjourned: Hearing no other business, Supervisor Walls adjourned the meeting at 7:04 p.m.

Collin W. Walls, Supervisor

Laura Moreau, Clerk