

Call to Order: Supervisor Collin Walls called the January 24, 2006 Financial Planning Meeting of the Springfield Township Board to order at 7:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, MI 48350.

Roll Call:

Board Members Present

Collin W. Walls	Township Supervisor
Jamie Dubre	Township Treasurer
Nancy Strole	Township Clerk
Dennis Vallad	Township Trustee
David Hopper	Township Trustee
Roger Lamont	Township Trustee
Marc Cooper	Township Trustee

Others Present

Leon Genre	Building/Planning Director
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Supervisor Walls commented that in the General Fund, there is immediate need to amend some cost centers because of Revenue we will not have.

1. Police Fund
 - a) 2006 Budget
 - b) Future Needs
 - c) Millage Renewal

Supervisor Walls said his assumptions provided to the Board are very conservative in his opinion. He did the projections based on a 6% increase in taxable value. The average Headlee rollback has been .985, and his projections are based at .975.

Supervisor Walls asked the Board members if they felt a millage and roll up should be proposed in the 2006 elections. There were no objections to this. The Board members also concurred that police coverage did not need to be expanded.

2. Fire Fund
 - a) 2006 Budget
 - b) Future Needs
 - c) Millage Renewal

Supervisor Walls said that, unlike our other funds, the Fire Fund is in good shape. He did not see the need to ask for a millage roll up. Clerk Strole asked if we have a projection based on cost per square foot for the operational costs for the fire department with the expansion. Supervisor Walls said, no. Clerk Strole said the projections provided by Supervisor Walls seem sufficient. Supervisor Walls said his estimate for the expansion was approximately \$800,000 and if we

assume a 25% increase, that is \$1,000,000. We could utilize up to a half million dollars out of the fund balance and borrow the rest. Board members discussed placing the Fire fund millage on the same 2006 ballot as the Police millage.

3. Building Department Fund
 - a) 2006 Budget

Trustee Cooper asked if there has been any more thought on a part-time Building Inspector? Supervisor Walls said currently that is not necessary and the 30 hours per week could be cut back to 20 or 25 hours per week. But then that is time that he won't have to pick up some of the work he is helping out with for Assessing. Supervisor Walls said it is his hope that we do not have to start cutting staff. If the Building Inspector works less than 30 hours, we would have to cut his medical benefits.

Clerk Strole commented that the Ordinance Officer is doing a great job and asked Mr. Genre what kind of shape we are in? Mr. Genre said we have cut his hours back somewhat and our legal bills have gone up, but that is because he is issuing tickets.

Trustee Cooper asked if the proposed \$85,000 to be borrowed by the Building Department will come from the General Fund? Supervisor Walls said yes. Mr. Genre said that is proposed by him as a loan. Supervisor Walls noted that filling the clerical position with two part-timers rather than one full-timer would help out. Mr. Genre said the details have not been worked out yet but it would save the Building Department money.

Trustee Vallad asked if we could come up with a way to compare this over time? Supervisor Walls said he will provide a chart that has been prepared that compares the last three years. Mr. Genre said the housing market is dead in the \$300,000 to \$450,000 range. We have homes that are 8,000 square foot and an inspection on that type of home could take all day.

Trustee Hopper asked if the time the Building Inspector is helping Assessing is being charged off to that department? Mr. Genre said no. Mr. Genre said he would provide a quarterly report to the Board at the April meeting. The Board agreed this was a good idea.

4. General Fund
 - a) 2006 Budget and Changes
 - b) 2006 Salary
 - c) Millage – General Fund, Library & Parks

Supervisor Walls said if we defer the parking lot repair, there is one spot that must be fixed. The bids to be received are for the parking lot and the suggested pathway to be installed. He suggested that we proceed with bids but do so in a manner that we can look at cost after we get the bids and if for some reason the pathway cost was more or we are in worse shape, we could cut that off and just do the parking lot. The Board members concurred that would make good sense.

Clerk Strole suggested that we could consider raising fees for the Spring Clean up and start charging for NO HAZ. Mr. Genre said he would rather not raise the fees because he would rather see the hazardous materials disposed of properly. If we start charging fees people will not utilize the service. The Board members agreed not to raise Spring Cleanup fees.

Supervisor Walls asked if Board members felt the Tri-Party Program should be used as additional funding to cover the cost of gravel versus saving it for a project. Clerk Strole said she would prefer we use tri-party funds for graveling instead of cutting gravel if it came to an "either/or." Treasurer Dubre said she would not agree with using tri-party money to gravel roads if we don't have to. Trustee Hopper said he agrees with Treasurer Dubre. Trustee Cooper said he thinks we need to use some of it for graveling and put some of it away. Trustee Vallad said he would prefer to use it all for gravel and put on hold any major projects in the works. Trustee Lamont said he thinks the tri-party money could be allocated to another project since we already have money for graveling.

The Board agreed to put the Tri-Party Funds discussion on the February Board meeting agenda.

Clerk Strole said for overtime in Elections, she would like to get rid of overtime but we have no control over it, because it is determined by events at the same or county levels. She suggested waiving the policy of forbidding carrying over time off and comp time to the next year, for this case; we could then use a portion for comp time instead of paying overtime. Trustee Lamont said that is a good idea. Trustee Vallad said that is a good idea but it should be utilized by a certain time of the following year. Supervisor Walls said there have been changes in the Fair Labor Act and he would research it.

Supervisor Walls said he would like to look at a different medical plan but it is very complicated and time has not permitted it yet. He looked at requiring the employees to pay more of the cost but it does not amount to much of a savings to the Township.

Clerk Strole said there may be a greater impact on savings if we look at the employer contribution to the 401(k) plan. Supervisor Walls said that was his thought too. The Board agreed to explore the possibility of reducing the 7.5% contribution to 4% or 5%. Fire Chief Oaks said he would rather take that cut from his pay, not the 401(k) contribution by the Township. Supervisor Walls said we should have something to discuss at the March Board meeting.

Supervisor Walls suggested looking at cutting conferences and dues. The only conferences that are necessary are those that an employee needs for recertification. In regard to dues, he asked if they should be on the Consent Agenda or just handled administratively? Trustee Vallad said if the Supervisor, Clerk or Treasurer is questioning a renewal then it should go on the agenda. If it is not being questioned, he would just assume leave it in the Consent. There were no objections to this suggestion.

Supervisor Walls said the original budget for 2006 was based on a two year computer replacement plan. He suggested holding that back to five years. The Board concurred.

Clerk Strole suggested that instead of continuing to have someone incur mileage charges to pick up the mail for the Township, that Patti could pick it up since she drives right past the post office in the morning. Mrs. Colotto said the mail is not ready until close to 9:00 a.m. and she starts work at 8:30 and she would still have to get in and out of the car. Supervisor Walls asked about eliminating the P.O. Box? Treasurer Dubre said that means we would have to throw away a few thousand preprinted envelopes.

Clerk Strole suggested not plowing the cemetery unless there is a funeral as the plow bill was larger than she thought. Clerk Strole said she would do some checking into contracting the payroll which may help. Trustee Cooper said we could save a lot by doing that. Trustee Lamont said he agrees we should look into this, it could save a job.

Trustee Cooper suggested posting notices on the Cable channel and the web instead of paying to publish them in the newspaper. Clerk Strole said that would require a change in the state laws. Trustee Cooper said it could ultimately be done.

Trustee Lamont said there have been personnel changes in the Building Department and the Assessing Department and the Treasury Department will have a reduction soon. Supervisor Walls said he would try to look into contracting the assessing position versus hiring a new full time staff member and would try to have something for the April meeting.. Trustee Lamont asked if there are any cuts that could be made in the Clerk's department? Trustee Cooper suggested perhaps utilizing two part-timers instead of one full-timer as the Building Department is trying to do? Clerk Strole said that may be a possibility and it could depend on what she finds out with exploring the contracting issue. Trustee Lamont said that would also eliminate the possibility of overtime issues at election time.

Clerk Strole said, in regard to her requested salary discussion, that could be deferred to the February meeting. The Board concurred.

Supervisor Walls asked about a General Fund increase millage. The 1.41 that was approved many years ago is now under 1 mil; the difference being approximately \$330,000. Trustee Cooper said if we don't increase it, will we be back here having to do more cuts. Supervisor Walls said it is his opinion that whether we do this in 2006 or later, all local units of government will be faced with looking at supporting the services more and more with user pay or local taxes. Supervisor Walls said he would like to have discussions like this at the joint meeting with Parks and Library. Supervisor Walls said he will do his best to do some kind of projections between now and May.

Treasurer Dubre asked about Budget Amendments? Supervisor Walls said he would have them for the February Board meeting. Treasurer Dubre agreed. Clerk Strole agreed to have her reviews ready by the April meeting. Trustee Hopper asked about the County and Assessing. Supervisor Walls said it would be ready for the April meeting because Board of Review is the first week of March.

5. Joint Meeting Date

The Board agreed to hold a joint meeting with the Township Board, the Library Board and the Parks and Recreation Commission tentatively on February 23, 2006.

6. Other

Trustee Cooper reminded Board members of the Leadership Clarkston meeting on March 1, 2006 at 6 p.m.

Public Comment: None

Adjournment:

Hearing no other business, Supervisor Walls adjourned the meeting at 9:45 p.m.

Collin W. Walls, Township Supervisor

Nancy Strole, Township Clerk