

**TOWNSHIP BOARD  
REGULAR MEETING  
February 8th, 2024 | 7:30 P.M.**

**SPRINGFIELD  
CHARTER TOWNSHIP**



**INSTRUCTIONS FOR LIVE STREAMING**

Via telephone: Dial (929) 205-6099 or (312) 626-6799, enter ID 847 7007 5861 (press # for participant number)

Via computer <https://us02web.zoom.us/j/84770075861>

**SPECIAL ACCOMMODATIONS**

Persons with disabilities needing accommodations for effective participation in the meeting should contact the Township Clerk at 248-846-6510 in advance to request assistance.

**PUBLIC COMMENT**

Public Comment is the time for audience members to comment on items not on the agenda. This is not a question-answer period. Please keep comments to no more than three minutes. Audience members will also be given the opportunity to comment on items that appear on the agenda after a motion is made and seconded, but before a vote is taken. Comments may be submitted in advance of the meeting to the Township Clerk at [clerk@springfield-twp.us](mailto:clerk@springfield-twp.us) or 248-846-6510.

**AGENDA**

- Call to Order**
- Pledge of Allegiance**
- Roll Call**
- Agenda Additions & Changes**
- Public Comment**
- Consent Agenda**

- a) Approve Minutes: Regular Meeting of January 11<sup>th</sup> 2024, Special Meeting of January 29<sup>th</sup> 2024, and Special Meeting of January 30<sup>th</sup> 2024
- b) Accept the December 2023 Treasurer’s Report and January 2024 Treasurer's Report
- c) Receive January 2024 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT, and Natural Resources
- d) Authorize payment of bills: January Additional Disbursements totaling \$181,374.72 and February 2024 Bills List totaling **\$63,085.06**
- e) Approve 2024 Southeast Michigan Council of Governments (SEMCOG) Dues at the cost of \$1,958.00
- f) Receive 2023 Planning Commission Annual Report
- g) Receive 2024 Liquor License Renewal Review
- h) Authorize Natural Resources Manager to contract for prescribed burn services with the following contractors at costs not to exceed: Stantec Consulting Services, LLC not to exceed \$4,800.00 and Plantwise, LLC not to exceed \$7,200.00
- i) Receive Communication:
  - Thank you from Clarkston Area Youth Assistance (CAYA) for 2023 Contribution

**OLD BUSINESS**

- 1. Sale of Fire Department Engines – Reconsider Sale Price and Method
- 2. Fire Chief Search – Discuss Second Round Interview Format

**NEW BUSINESS**

- 1. Fire Department Shift Staffing Hours Policy
- 2. Long Lake Wetland Restoration – Update and Grant Authorization
- 3. Proposed New Janitorial Custodian Service Agreement
- 4. Springfield Township Master Plan
  - a. Board Action to Adopt Final Plan
  - b. Set Joint Meeting with Planning Commission to discuss Action Plan

**Public Comment**

**Adjourn**

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**January 11, 2024**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



**Call to Order:** Supervisor Moreau called the January 11, 2024 Regular Meeting of the Springfield Township Board to order at 7:30 pm at the Springfield Township Civic Center.

**Pledge of Allegiance:** Colors presented by Boy Scout Troop 192 and Cub Scout Pack 192

**Roll Call:**

**Board Members Present**

|              |                     |
|--------------|---------------------|
| Laura Moreau | Township Supervisor |
| Sean Miller  | Township Clerk      |
| Jamie Dubre  | Township Treasurer  |
| David Hopper | Township Trustee    |
| Jason Pliska | Township Trustee    |
| Denny Vallad | Township Trustee    |
| Bill Whitley | Township Trustee    |

**Others Present**

|           |                   |
|-----------|-------------------|
| Greg Need | Township Attorney |
|-----------|-------------------|

**Agenda Additions & Changes:**

**Public Comment:**

**Consent Agenda:**

**Trustee Hopper moved to approve the Consent agenda. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley; No: none; Absent: none. The motion carried by a 7 to 0 vote.**

- a) Approve Minutes: Special Meeting of December 8<sup>th</sup> 2023, Regular Meeting of December 14<sup>th</sup> 2023, and Special Meeting of December 19<sup>th</sup> 202
- b) Receive December 2023 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT, and Natural Resources
- c) Authorize payment of bills: December Additional Disbursements totaling \$279,976.90 and January 2024 Bills List totaling \$121,098.19
- d) Authorize the Clerk to attend the Michigan Association of Municipal Clerks annual Clerk's Institute on March 24-29, 2024 at a cost not to exceed \$1,300.00

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- e) Approve Budget of up to \$2,100.00 each for Board Members, Deputy Clerk, Deputy Treasurer, and Executive Assistant's Attendance at 2024 MTA Conference in Traverse City
- f) Approve Budget not to exceed \$410.00 for Natural Resources Manager to attend 2024 Michigan Prescribed fire Council workshop and annual meeting
- g) Approve budget not to exceed \$1,600.00 for Natural Resources Manager to attend 2024 Poweshiek Skipperling International workshop

### **Old Business:**

#### **1. Medical Marijuana Caregiver Permit Application**

Supervisor Moreau began by saying that in August 2021 the Township Board adopted both a permitting ordinance and a zoning ordinance to regulate medical marijuana caregivers that would be operating in the Township, with strict provisions and annual inspections. She continued by saying that the application before the Board is for address 11444 Clark Road and stated that based on further review it was found this property did not meet the required setbacks contained in the zoning ordinance. The ordinance requires the zoning administrator to notify the Board whenever there is an application where denial may be required. The steps that are outlined in the ordinance state that the Board must hold a Public Hearing, which was held on December 19<sup>th</sup>, 2023. The applicant was notified, and the meeting was posted as required by law. Neither the applicant nor any representative for the applicant attended that public hearing meeting. Therefore, the Board must take action to either approve the permit, approve with conditions, or deny/revoke the permit.

**Trustee Hopper moved that per Code of Ordinance Section 22-5 Medical Marijuana Caregiver Permit, subsection (b)(1)e, the permit application for a proposed caregiver located at 11444 Clark Road was submitted to the Township Board. As required, the Board scheduled a public hearing within 30 days of receiving the application. A Special Meeting/Public Hearing of the Township Board was held on December 19, 2023 at 6:00pm. The applicant was notified of the hearing date and time via email and US mail and notice of the Special Meeting was posted at the Township Offices and on the Township website as required by law. The applicant did not attend nor did any representative appear on his behalf. Draft minutes of the hearing are included in the January 11, 2024 Board Meeting consent agenda that was approved tonight. Following the Public Hearing, the Board finds within its sole discretion to deny the permit as presented. Supported by Trustee Pliska. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley; No: none; Absent: none. The motion carried by a 7 to 0 vote.**

#### **2. Fire Chief Search – Candidates Review**

Supervisor Moreau stated the Township is now in the process of conducting a search for a new Fire Chief. The Board approved a process and a job posting and an application deadline was set for January 8<sup>th</sup>, 2024 at 4pm. As part of the process, the Board approved a Technical Review Committee

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to help with the technical qualifications and to review all the applicants to make sure they meet the minimum qualification as outlined in the job posting. The Township received a total of 31 resumes and out of that total, 9 met the minimum qualifications. 3 candidates stood out as highly qualified and offered desirable skills and background. The committee made a recommendation to move forward to the interview stage for these 3 candidates.

Trustee Whitley stated that the Technical Review Committee did a good job in the candidate review process and feels that it's time to move forward to the interview process.

Treasurer Dubre agreed.

Trustee Vallad agreed that the Review Committee did a good job in their review and feels it's also time to move forward with the interview process.

Clerk Miller stated that he appreciated the review of the Committee and felt it was thorough.

Trustee Hopper agreed and stated that it appears the 3 that the committee recommended were the strongest candidates out of the 9.

Trustee Pliska stated there is worth to the expediency in the process but also feels that the Board must take the time for due diligence.

Supervisor Moreau agreed with the Board and stated the interview process could go in stages if the Board feels they need more time to make a decision. She also stated that all interviews will take place at a Public Meeting.

**Trustee Whitley moved that the Township Board establish dates for the interviews of the 3 candidates put forward by the Technical Review Committee for the position of Fire Chief. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley; No: none; Absent: none. The motion carried by a 7 to 0 vote.**

The Board will hold special meetings to interview the candidates on Monday, January 29, 2024 at 5:00pm and if necessary, Tuesday, January 30, 2024 at 6:00pm.

## **New Business:**

### **1. Maintenance/Code Enforcement Split Position – Approve Job Description**

Supervisor Moreau stated she is bringing this back to the Board because of the need and desire of the part-time Maintenance Assistant, Mr. Tomas. She feels it is a good time to start training and transitioning and is requesting the transition from part-time maintenance assistant to full-time with the time being split between maintenance and code enforcement.



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Clerk Miller agreed that it's a good idea and Mr. Tomas's background and demeanor makes him a good candidate for the position.

Treasurer Dubre agreed.

**Clerk Miller moved to approve transitioning the part-time Maintenance Assistant position to a full-time Code Enforcement/Maintenance Assistant split position; further approve the job description as presented with a starting salary of \$36,400. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley; No: none; Absent: none. The motion carried by a 7 to 0 vote.**

**PUBLIC COMMENT:**

**Adjournment:**

Hearing no other business, Supervisor Moreau adjourned the meeting at 8:01 pm.

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Laura Moreau, Supervisor

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Sean R. Miller, Clerk

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**Call to Order:** Supervisor Moreau called the January 29, 2024 Special Meeting of the Springfield Township Board to order at 5:00 pm at the Springfield Township Civic Center.

**Pledge of Allegiance**

**Roll Call:**

**Board Members Present**

Laura Moreau  
Sean Miller  
Jamie Dubre  
David Hopper  
Jason Pliska  
Denny Vallad  
Bill Whitley

Township Supervisor  
Township Clerk  
Township Treasurer  
Township Trustee  
Township Trustee  
Township Trustee  
Township Trustee

**Others Present**

Judy Hensler  
David Kwapis

Technical Review Committee member  
Technical Review Committee Member/ Brandon Township  
Fire Chief

**AGENDA-** Fire Department Chief search first round interviews

1. Interview with Gerard Proctor (Gary)

Supervisor Moreau thanked Mr. Proctor for coming and summarized the interview process for him. Supervisor Moreau stated that the typical Fire Chief position requires a standard daytime schedule but due to the nature of the work the chief is responsible for after-hours response times and likely includes nights and weekends. She asked if this schedule works for him.

Mr. Proctor stated this schedule works fine for him and stated this is a schedule he is very familiar with.

Supervisor Moreau stated that along with this expectation, this position requires that the physical needs of fire suppression need to be met and asked if he would be able to accomplish this either with or without an accomodation.

Mr. Proctor stated he can meet them without accommodation. He currently responds to incidents and assures he is certified and up to date on agility training.

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Supervisor Moreau stated that if hired, a background check and drug test would be required and asked if he is ok submitting to that.

Mr. Proctor answered that he is.

Clerk Miller asked Mr. Proctor to give a summary about himself and an overview of his career and what he likes to do outside of working hours.

Mr. Proctor stated that he is very honored and humbled to be able to be in front of the Springfield Township Board. He stated he was raised in Oxford and is now living in Lake Orion with his wife. Outside of work he enjoys the outdoors and spending time with his family. He also likes woodworking and enjoys teaching his grandchildren how to do that. He has been in fire service since 1985 and is always learning something new as often as he can. During his career he started in Troy as a volunteer firefighter and stayed there for approximately 8 years where he progressed through the rank of lieutenant. He has also spent time in his career providing EMS services, except when he was in Troy, as they don't provide that service to the fire department. He has been involved in fire suppression, training, prevention, and administration. He continued by stating that he spent around 25 years at the Orion Fire Department with paid-on-call members and is very familiar with that system. During those 25 years he was also a firefighter and paramedic with West Bloomfield. During his time with Orion, he progressed from firefighter to lieutenant and finally to Captain where he provided leadership and was Senior Captain at his station. He was responsible for training and mentoring others on his team. He was also EMS Coordinator for Orion Township and spends a good amount of time working with the Oakland County Medical Control Authority and is very familiar with how EMS works in Oakland County. In West Bloomfield, he currently serves as the Captain for the EMS division. During his time there he started out as a firefighter and paramedic and moved onto the fire prevention where he served as a firefighter inspector and from there progressed to his current position. He has also worked as a training captain. He stated that he has kept true to training and mentoring his team and he finds that to be extremely important.

Trustee Vallad asked Mr. Proctor why he is interested in a career change and coming to Springfield Township.

Mr. Proctor answered that Springfield reminds him of Orion Township. He finds the small-town charm to be appealing. He also stated he likes the Fire Department as it reminds him of where he began. He finds the on-call system to be familiar and a system to maintain.

Trustee Vallad asked if he was familiar with the fire department's recent gains in productivity.

Mr. Proctor stated that he is aware of the ISO 3 rating of the Springfield Fire Department and is very impressed. He is also aware of the ALS transport and stated that what the Fire Department has accomplished in these past few years is incredible.

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Trustee Whitley asked Mr. Proctor to give his strengths and weaknesses of a paid-on-call department.

Mr. Proctor stated the weakness is the time requirements. Everyone is busy and it continues to get busier. He stated that strength comes from the dedication of the personnel. They understand and meet the requirements and provide a vital service to the community.

Supervisor Moreau stated that the Fire Chief is expected to be an administrator, planner, communicator, and a hands-on firefighter. She asked Mr. Proctor to explain why he thinks he would be a good fit for these roles.

Mr. Proctor stated that he thinks the length of his career is a good testament to his abilities. He stated his firefighter experience, EMS experience, and various knowledge in leadership makes him a good fit for these roles. He enjoys going on calls and sometimes prefers it to being behind a desk. He stated that with administration there is personnel to worry about and working with the various Boards. He has gained ample experience in these different roles.

Trustee Hopper asked what he would do as a chief to recruit new members of the paid-on-call staff and what he would do to retain the ones that are already there.

Mr. Proctor stated that the best way to recruit new members would be to have a good reputation of the Fire department and the members that are on the department.

Trustee Pliska asked that without providing confidential information tell the Board of a time when you had to make a tough decision regarding termination or discipline and how he worked through the situation.

Mr. Proctor stated during his time in the department he had some members who chose to do something borderline illegal. He found it difficult to learn the details of the situation and had to refer the discipline to the captain at the time. More recently he had someone at his own rank who made comments that were inappropriate. He was required to do the investigation and had to recommend significant discipline.

Treasurer Dubre asked Mr. Proctor to describe the most stressful portion of his career and how it impacted him and what he learned from it.

Mr. Proctor stated that the most stressful time was when he made the transition from a paid-on-call firefighter to a career firefighter.

Clerk Miller asked him to explain his experience with budgeting and financial management.

Mr. Proctor stated that the EMS division in West Bloomfield is one of many. It handles 80% of the run volume and has the biggest budget. He has experience with forecasting the upcoming needs, as well as forecasting the transport income for the following year. He has also had to budget for

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capital improvements. He manages approximately 1/3 of the division's budget. He also has experience budgeting for replacement of fleet vehicles.

Supervisor Moreau asked if it is also his role to monitor the budget and amendments.

He said yes.

Supervisor Moreau asked how he handles being under budget and cost centers being under budget at the end of the year.

He answered that it's not necessary to spend the rest of the budget for the year. He has conversations with the chief, and they like to lay out a plan.

Treasurer Dubre asked what the total budget is for his community.

He answered that it is 17 million dollars including personnel. Operationally it is around 2 million.

Trustee Whitley asked that if he became aware that the Township Board was adopting a policy that he didn't agree with how would he address that situation.

He answered by saying that he would start by having private conversations about that policy and make a pros and cons list. But ultimately, it is the Board's decision, and it is the Fire Chief's job to support the Board and therefore the policy.

Supervisor Moreau asked what his role has been in interacting with a Township Board.

He answered that it depends, most of the time the interaction is through the Chief, unless it is something specific to his division. He stated that he does present budgeting, cost centers, and capital improvements for his division, as well as presents packets to the Board. He continued by saying that West Bloomfield reports to the Tri City Fire Board as West Bloomfield provides fire services for Orchard Lake, Sylvan Lake, and Keego Harbor and those communities consist of the Tri City Fire Board so he must also interact with them.

Trustee Vallad asked if he has any salary and benefit expectations if he were to be selected as the Fire Chief for Springfield Township.

He answered that he would expect his salary to be on the lower range of what was posted for the first year. He would like the chance to give the Board the opportunity to get to know him and to see how he is performing. If he's meeting the expectations that the Board has set then maybe a conversation can be had at the end of the year to see about increasing the salary. He stated that he likes to think of it as earning trust and earning a paycheck through his accomplishments.

Chief Kwapis asked him to describe his transition to ALS at the Orion Fire department and his part in that transition.



He answered that when he first started, they were a medical first response agency. During that time, they worked hard to increase their capabilities and be able to transition to BLS non-transport level. Prior to leaving they were in the process of transitioning to ALS. He stated that he doesn't believe he was directly involved in that transition but that all the hard work helped with that transition to ALS, as well as increasing the level of service and running an EMS academy.

Chief Kwapis asked what his position has been on the Medical Control Board.

He answered that he has been involved with the Medical Control Authority. Every county has one that oversees the EMS in a geographical area. His involvement has been ongoing for at least 20 years. He serves as a co-chair for the protocols committee. Its purpose is the creation and review of all protocols related to the treatment and operation of an EMS agency and all its personnel. All 162 protocols are reviewed, corrections are made, as well as creating new ones. He is also chair of the EMS operations committee and they are responsible for taking all the protocols from the protocol committee and making sure they are operational. He also sits on the medical control committee, whose job is to approve operations and protocols that are brought to them. He is also a member of the Professional Standards Review operation. Their job is to investigate certain providers and incidents when a problem arises and determine what needs to be done.

Chief Kwapis asked how he would ensure that instructor qualifications help in a paid call department.

He answered that being an instructor on the fire and EMS side are important to have as not everything is geared towards the paid-on-call service. Having those qualifications provides the opportunity to have in-house training and requirements, which allows for better scheduling.

Clerk Miller asked if being on the Medical Control Authority means that he works with Chiefs from other departments and what his relationships are like with chiefs from northern Oakland County more specifically.

Mr. Proctor answered that he does work with other chiefs and stated that his relationship with them is good. He has worked on various projects with a lot of them.

Supervisor Moreau stated that the Board is done with their first round of questioning and thanked Mr. Proctor for his time.





2. Timothy Seal

Supervisor Moreau welcomed Captain Timothy Seal, thanked him for being here and summarized the process of the interview. She stated that typically the Fire Chief position requires a standard daytime schedule but due to the nature of the work the chief is responsible for after-hours response time and likely includes nights and weekends. She asked if this schedule works for him.

Mr. Seal answered this works for him. And no adjustments are needed.

Supervisor Moreau stated that along with that, the position requires that physical requirements are met for fire suppression and if he is able to meet those needs either with or without accomodation.

Mr. Seal stated he can meet this accommodation.

Supervisor Moreau stated that if hired he would need to complete a background check and a drug test.

Mr. Seal stated this would not be a problem.

Trustee Vallad asked Mr. Seal to briefly tell the Board about himself and give an overview of his career.

Mr. Seal stated he is very happy to be here and be able to tell the Board about himself. He stated that he has been in the Fire service for 32 years and has spent 21 years as a full-time career firefighter. He joined North Oakland County Fire Authority in 2011, where he spent 5 years as paid-on-call and was then promoted to the rank of Captain. In 2016 he wrote a successful FEMA recruitment/retention grant and was appointed the full-time Recruitment/Retention Coordinator and department training officer. He works closely with the EMS coordinator to go through quality assurance and quality improvement programs. He works by getting funds from the Michigan Fire Fighter Training Council of Fire Services to the north end of the county to help with training programs. He successfully wrote 2 recruitment/retention grants and is in charge of managing those grants which includes processing, interviewing, and hiring candidates for the paid-on-call positions. He has extensive knowledge of the department. He stated that he feels he would be a turnkey Chief for Springfield Township as he knows its operations inside and out. He has responded with this department on many different incidents and has developed a great working relationship with its personnel. He stated that Springfield has been guided in an outstanding direction by the previous chief who he has worked with at length on trainings. He stated he is interested in being a fully operational Fire Chief and is used to being on-scene and responding to calls.

Trustee Whitley asked Mr. Seal what interests him in making a career change and becoming Fire Chief.

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Mr. Seal answered that he has put much of his time into the Fire Service and it has been the only thing he has wanted to do since he was young. As he moved up through the ranks and roles, responsibilities have changed, and he has learned to refine his craft and skills. He understands the responsibilities that are taken on with each rank. He stated that a chief position has always been on the radar for him. He stated that he respects that role in the community highly and doesn't take it lightly and feels this position would further challenge him in his Fire service career.

Supervisor Moreau asked what his opinion is of the strengths and weaknesses of a paid-on-call department.

Mr. Seal answered that a paid-on-call department is generally set up in communities not having the general funding for full-time firefighters. He stated that both paid-on-call and full-time firefighters are dedicated to their community and he generally finds that paid-on-call departments are found in less frequency areas that don't have as many fire emergencies. The jobs and skills are the same and he feels that the paid-on-call tend to take more pride in their job and in their community. He doesn't care for the mentality of taking the job lightly and feeling as though it is "just a job".

Trustee Hopper stated that the Springfield Township Fire Chief is expected to be an administrator, a planner, a communicator, and a hands-on firefighter. He asked Mr. Seal to explain how his experience prepares him to meet these multitude of challenges.

Mr. Seal stated that these are multitudes of challenges especially out in these areas where combination departments are growing, where there are paid-on-call departments and there is an operational Fire Chief. He intends to meet these challenges by serving the Board, following their direction, and making recommendations based on his professionalism. He wants to build a team within the fire service and wants to empower them to grow, not just in fire service but in the community as well. He stated that he spends countless hours in the fire service looking at budgets, management styles, leadership styles, and finds it important to be on runs and calls when needed. He is very accustomed to dropping what he is doing administratively to go on a call but is used to the change of focus and being able to pick back up where he left off. He stated that he feels he would have no problems getting to know the Board and has laid out a 30/60/90-day transition plan if he were to be awarded this position.

Clerk Miller stated that he mentioned management styles and asked him what his management style is.

Mr. Seal answered that his management style is to operate as a leader. He stated that an iron fist management style is prevalent in Fire Service, but he prefers a democratic leadership style to be more constructive.

Trustee Pliska asked Mr. Seal what he would do as chief to recruit new members to the department and retain existing members.

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Mr. Seal answered that he has worked extensively on recruitment and retention and stated that the interest in joining the fire service isn't what it used to be. He stated that a few things he has done under the recruitment and retention grant are bring people in and pay them for the hours that they attend Fire Academy, reimburse them for hours lost, and offer incentives for completing training. The retention would consist of different incentives like allowing the department to make contributions to the paid-on-calls 401A. It would escalate based on years of service and percentage of salary. Another retention idea that he has knowledge of is a grant for a stipend, which is based on years of service and ranges in amounts. He stated that recruitment starts with publishing recruitment videos, word of mouth, and offering paid training.

Supervisor Moreau asked if he has any suggestions or experience with encouraging paid-on-call to respond, in addition to length of service, but be more active.

Mr. Seal answered by saying that he tends to find that the biggest reason paid-on-call tends to be viewed as negative is because there is a perceived issue of morale or an issue with the transition department. He feels communication is the biggest factor in encouragement. They need to know they are a critical part of the department.

Treasurer Dubre asked that if the Township Board was discussing a policy that he did not agree with, what would he do?

Mr. Seal answered that open communication and transparency with the Board is of the utmost importance. He works and serves at the pleasure of the Board and would communicate with the Board. But at the end of the day, it is the Board's decision, and he would enforce that policy.

Supervisor Moreau asked Mr. Seal to describe his interaction with the Fire Authority Board.

Mr. Seal answered that he has had a lot of communication and interaction with them but stated it is very different from a Township Board. Each member of the authority has a good basis on what they want but he finds it difficult when it comes to budgeting issues, as North Oakland County Fire Authority must ask each municipality for their share of the money. They don't have any fund balance and don't have a great capital improvement fund, which isn't dedicated to long term projection or purchasing equipment. He stated that even though it is different he still communicates well with them and is very respected by both Boards. He continued by saying that he has made many presentations to the Board involving cost sheets, cost savings analysis, budget projections, and has met one-on-one with various members to discuss topics. He has made presentations on grant information and projected programs and stated he is very comfortable and familiar with presenting to the Board.

Treasurer Dubre asked if he has had any presentations to the individual Township Boards through the NOCFA Board.

Mr. Seal stated that he hasn't had to present to any one single Board, just to the Fire Board.

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Treasurer Dubre asked regarding the unique situation of the NOCFA Board being more than one municipality how that translates when being out in those communities when there are differences and how he handles that.

Mr. Seal answered that his focus is the job and his task of leading the department. His job as captain restrains him from being directly involved in the politics side.

Clerk Miller stated that he mentioned budget difficulties when working with different municipalities and lack of a fund balance. He asked what experience he has with budgeting and financial management in his position.

Mr. Seal stated that in his current position he puts together a training budget for the Chief and helps with budget review requests. He studies the current budget and is aware of the line-item transfers that are made. He has very extensive budget experience in Redford Township dealing with municipal budgets, fund balance, and analyzing budgets. He also ran his business for a period of time, so he has experience with staffing and budget management and dealt with several accounting firms and lawyers.

Supervisor Moreau asked in regards to the Department, does he have any responsibility to oversee the budget and budget monitoring or is he primarily involved in recommending a budget for the Chief.

Mr. Seal stated that he does have responsibility in the training budget for expenditures and cost adjustments, as well as for FEMA. Any time there is a need to expend a line item from FEMA, he must submit budgetary amendments to FEMA for permission.

Treasurer Dubre asked what the total budget is for NOCFA.

Mr. Seal answered that it is just over 2 million.

Trustee Vallad asked him to describe a very stressful period of his career and why it was so stressful.

Mr. Seal answered that his stressful times are when he wants to promote or wants to make change. He stated that he learns from those situations and moves on when things don't happen as he thought they would. He stated that runs can be very stressful and he has seen how much of a mental impact this job can have on firefighters. He stated that in times of great stress he leans on his faith and his support system.

Trustee Whitley asked without providing any confidential information to tell the Board of a time that he had to make a tough decision involving termination or discipline and how he addressed that situation.

Mr. Seal answered that they recently went through a tough termination process, as he was close to this person. He felt very bad for this individual but due to liability reasons he felt it was the right

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choice to make for the department. He also stated another instance where a person “was the department and the department was him” for a long time, but somewhere along the way the train got off the tracks. He likes to try to give people remediation and corrective action plans, but this individual did not want to receive any help and termination was inevitable.

Supervisor Moreau asked him to describe what his salary and benefits expectations would be initially and then what they would be within a year.

Mr. Seal answered that he would be comfortable at the lower end of the salary posting of \$85,000. Within the year he would like to keep up with the cost of living to be comfortable. He stated he is comfortable with whatever benefit plans are offered by the municipality but may or may not need them.

Chief Kwapis asked what his experience is with the Oakland County Medical Control Authority.

Mr. Seal stated that he has basic experience with them and is familiar with the committees that they have. He does assist with the QA/QI with the EMS coordinator but doesn’t have direct impact with OCMCA.

Chief Kwapis stated that recently Oakland County Med Control developed new protocols and asked him to explain the process that was used to develop the protocols or review the protocols.

Mr. Seal answered that protocol revisions usually come from recommendations where there are state protocols that guide departments. County protocols are changed based on a percentage of recommendations for what works and doesn’t work. This goes through a committee who then make recommendations to what changes are to be made. Protocols through the state versus through the county are different. He stated this was the extent of his knowledge.

Chief Kwapis asked if he has any EMS instructor capabilities.

Mr. Seal answered that he doesn’t have his EMS I/C but that is something he’s had on his radar. He has taught many EMS classes with the EMS coordinator.

Chief Kwapis asked him to explain how important it is for an EMS instructor or fire instructor when dealing with paid-on-call staff to train.

Mr. Seal answered that sometimes it can become tricky as there are a certain amount of continuing education requirements that must be met to maintain a license. The CE is generally done over a 3-year period. At NOCFA they try to teach a continuous amount of CE classes each year to re-certify. It does become time consuming for the paid-on-call environment and it can be difficult to do every training, however, he feels the best type of training you can have is in-person training, although a majority of EMS credits can be acquired online.

Clerk Miller asked if he thinks not being an EMS Instructor would be a hurdle or barrier.

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Mr. Seal answered that having the knowledge of the members of the department he feels there is enough EMS Coordinators available to work through. He doesn't find it to be a disadvantage and if he did come to find it being a barrier then he would get his EMS I/C.

Supervisor Moreau stated that in the job posting it stated for applicant to have successfully completed Staff and Command and wondered if this is something he has ever wanted to pursue.

Mr. Seal stated he has looked into pursuing that many different times but due to time constraints he has not, but he is not opposed to going to staff and command. He stated he is very familiar with the different laws and hearings that are taught. He also stated NOCFA would have supported him in that, even if it wasn't high on their radar to have him get that done.

Supervisor Moreau asked if he was to be offered the position would he be able to follow through and pursue that.

He answered absolutely.

Clerks Miller asked what his relationship is like with other chiefs in northern Oakland County.

Mr. Seal stated that he thinks it's phenomenal and he loves working with the other chiefs. He has a very good working relationship with them and there is a lot of mutual respect.

Supervisor Moreau stated that he has already assembled a 30/60/90-day transition plan and asked him to briefly describe how he was able to put together that transition plan.

Mr. Seal stated that coming from a command staff position and walking into another community is how he developed that. He stated he needs to get familiar with the written operations of the department. He wants to review the policies and procedures and any rules and regulations that are in place. He has already reviewed the budget and would want to be visible to the community. He would review the personnel files and get an understanding of individual skill sets and training. He would look at the overall ranking structure in the department and get descriptions that they have for each rank. He would look at the department's overall emergency response preparedness and making sure citizens' needs and standards are being met. He would also make sure proper training is being done and make sure fire prevention and inspections are being done and there are inspection plans in place. Public education is also very important, and he would want to make sure proper community risk reduction plans are in place. He stated he would want to ensure a 5-year goal and objective plans are spelled out, as well as a 10-year plan. He would look into writing different grants to lessen the burden on the taxpayers and promote recruitment and retention. He has been through 2 ISO ratings in his department and during the last audit he got very knowledgeable on ISO and developed a spread sheet on training accountability, which in turn had other surrounding communities ask for that spreadsheet to implement into their own.

Supervisor Moreau thanked Mr. Seal for coming and thanked him for his time.





Mr. Seal thanked the Board for this opportunity and for their time.

3. Matthew Covey

Supervisor Moreau welcomed Matthew Covey and thanked him for being here. She summarized the interview process and began by asking him the prescreening interview questions. She stated that typically the Fire Chief position requires a standard daytime schedule but due to the nature of the work the Chief is responsible for after hour response times and likely includes nights and weekends. She asked if this schedule works for him.

Mr. Covey stated this works for him and is exactly what he expected due to the position.

Supervisor Moreau stated that with this expectation the position does require that physical requirements are met for fire suppression either with or without accommodation.

Mr. Covey stated he can meet these without accommodation.

Supervisor Moreau stated that if hired he would need to successfully pass a background check and drug test and asked if this is acceptable.

Mr. Covey answered yes.

Trustee Whitley asked what his motivation is for seeking the Fire Chief position in Springfield Township.

Mr. Covey answered that he loves this community and has lived here for 23 years. He is excited about this department and has seen nothing but motivated firefighters that have ownership and finds that unique to find in a combination department. The firefighters he has talked to are happy to be here and he hopes to follow the lead of Dave Feichtner down the road to keep it moving forward.

Supervisor Moreau asked Mr. Covey to briefly tell the board about himself and give an overview of his career and what he likes to do when he's not working.

Mr. Covey stated he was born and raised in Waterford Township. He went to Eastern Michigan University for 1 year of business and came back to OCC. His grandfather was a firefighter for West Bloomfield Township at the time and his uncle was a Tri-City firefighter. In conversation with those two, he decided to give that career a try. He then got on the Waterford Township volunteer firefighters association in 1991 and fell in love with fire service. Since then, he has worked his way up from a volunteer firefighter, to driver, to driver engineer, paramedic, up through lieutenant ranks, fire marshal, deputy chief, and chief. He stated he has a large resume of education and prides himself on getting education and bettering himself. He has a background in technical rescue, from

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hazmat, to structural collapse, to combined rescue. He was honored to be accepted to Eastern Michigan Staff and Command school, which benefited his career. He stated that he brings a very diverse background to the fire service because he also served as a fire investigator and fire marshal in 2 very large communities. He is also licensed to be a building and code official, as well as having an associate degree in fire science. He looks forward to continuing his education.

Trustee Hopper asked what he finds to be the strengths and weaknesses of a paid-on-call fire department.

Mr. Covey answered that the difficulty with today's world is that jobs have changed dramatically. When he was a volunteer, there were people that worked evenings and people that worked days, So, there were always people available. Most people today work during the day, so there is the daytime work struggle. He finds it to be very unfair to see a difference between the paid-on-call firefighters and the full-time firefighters. They both work hard and are dedicating their time to their community. They also go through the same education process as everyone else. The weakness is the time away from family after work and sacrificing your time. He stated that this department has an incredible amount of people who want to help out.

Trustee Hopper asked how he would keep recruiting and retaining.

Mr. Covey answered that one of the most important things for the fire service to do is be in the public eye. The communities see what you're doing, and they see how you're working at special events and community events. People are going to see the need and want and see the opportunity. He also suggested getting heavily involved with social media, from web sites to social media platforms to get the name of the Springfield Township Fire Department out to the public. Working with schools to teach young kids that it's a great and rewarding thing to do. Also, word of mouth. Talking to family members about it, as lots of families have ties to the fire service. Promote great opportunities for training and education. People want ownership of what they do and he stated the best recruiters are members of your own fire department.

Trustee Pliska stated that the Springfield Township Fire Chief is expected to be an administrator, a planner, a communicator, and a hands-on firefighter. He asked him to tell the Board how his experience has prepared him to meet these various challenges.

Mr. Covey answered that currently in his position he deals with 3 governing bodies and must work with each of the governments. He must be a good delegator and work with employees. He stated that the thing that has helped him was starting off at a very small volunteer department that has now grown into one of the largest departments in Oakland County. He stated that he has to be a good communicator and is the kind of person who wants to give all the data and information. He stated the biggest struggle is having uneducated government bodies. He feels communicating is the best way of education and feels Dave Feichtner did an excellent job at this.

Treasurer Dubre asked Mr. Covey to explain a stressful part of his career and how it impacted him and what he learned from it.

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Mr. Covey stated that in 2012 Pontiac went through an emergency manager situation that happened between the two biggest union organizations in the state of Michigan. He was a board member of one of these unions and two neighboring departments were fighting amongst themselves. Friendships, colleagues, other firefighters were part of that other department. He worried about people getting laid off and losing their jobs. He also stated another stressful time was losing his father at 65 to cancer. He stated he is successful because of what his father taught him. He learned to be a hard worker and that is why he is where he is today.

Clerk Miller asked Mr. Covey to tell the Board about his experience with budgeting and financial management.

Mr. Covey answered that currently as Fire Chief in Waterford Township he runs a 23 million budget. He brings forward the amount for the year and goes through the budget every year with 3 members of the community Board, where the budget is then presented to the whole Board. He stated that budgeting is 99% of his job as Chief.

Clerk Miller asked if he personally responds to calls.

Mr. Covey stated yes, he does.

Supervisor Moreau asked in addition to overseeing the large budget what role he has in monitoring the budget and presenting amendments to make sure they are staying within the budget.

Mr. Covey answered that it happens throughout the year. He stated that budgeting has become a difficult thing in the past few years because of cost increases. He stated he is familiar with going to the Board with amendments, as he oversees the budget daily to make sure they fall within the budget constraints.

Supervisor Moreau asked if there is a rare occasion where there is money left in a budget line or cost center if there is an expectation to find ways to spend that or how is that approached.

Mr. Covey answered that his approach is to have a “rainy day” fund. It is the fiduciary duty of the Chief to make sure there is back up money. If there is extra money, then sometimes key items can be purchased, but most important is to have the back up funds for unexpected costs. He stated the goal is to not just spend because the money is there.

Trustee Vallad asked that without providing any confidential information to tell about a time when he had to make a tough decision involving termination or discipline and how he worked through that.

Mr. Covey answered that he had an employee that was a “bad apple” and came to work being a bad influence on his department and was very disrespectful. Over a year of proper documentation, coaching, and counseling this individual was relieved of his duty.

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Supervisor Moreau stated that he mentioned coaching and counseling and asked how those figure in to this type of disciplinary approach.

Mr. Covey answered that sometimes people just need help, so by coaching and counseling you are bringing an individual in and discussing with them and offering them help. He stated that the goal should never be to just fire someone, the goal is to give them help.

Trustee Whitley asked if the Township Board was discussing a policy that he disagreed with, how would he address that.

Mr. Covey stated he would meet with the Supervisor and discuss it and explain why he disagrees with the policy and hopefully come to a resolve as a group.

Supervisor Moreau asked him to describe the ways in which he interacts with his Township Board.

Mr. Covey stated he interacts with the city of Lake Angelus, Pontiac, and Waterford Township Board on a regular basis. He meets with the Mayor and Deputy Mayor in the city of Pontiac on a regular basis also. There is also a Public Safety Committee that he meets with to talk about run stats, public education, issues in the community and how to address them, and addresses areas that need to be worked on. A monthly department head meeting is also held. He stated he works with the Board on a regular basis.

Supervisor Moreau asked him to give an idea of his salary and benefit expectations initially and then within a year.

Mr. Covey answered that after initially finding out about the job he found out it was around a \$95,000 per year salary, per what was posted on the job application. He stated that his expectations are to come here to work and work for what is offered to him by the Township Board.

Trustee Vallad asked that according to his work experience he was a Fire Marshal/Fire Investigator and to explain that.

Mr. Covey stated that he was the Fire Marshal for Waterford Township and the city Pontiac and Lake Angelus. He overviewed new construction, plan review, sprinkler systems, water systems, and all fire investigations. He stated that Fire Marshal is a very busy job as there is a huge demand for construction permits, plan reviews, fire investigations, and complaint follow ups. He stated he loved this position.

Treasurer Dubre asked what type of calls he goes on and how often he goes on them.

Mr. Covey answered that the Waterford Township has 9 stations and has anywhere from 30-35 firefighters every day on duty. There are 15,000 calls for service per year, therefore there is not a need for the Fire Chief to go on the majority of the standard daily calls. There are certain instances

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where there are major fires, large events, major incidents. Those are the type of instances where the Chief would respond and go.

Supervisor Moreau asked him to explain what it was like to start out as a volunteer firefighter.

Mr. Covey stated that the volunteer service in Waterford Township ended in 2013. In 1991 he started with the Waterford Township volunteer firefighter's association and where they sent him to firefighter 1 and 2 training and get his EMT license to work towards a paramedic. In 1995 he got hired as a full-time firefighter. As a volunteer you went on all the calls with the department. He learned from going on the calls and from those around him. At the time there were 10 volunteer firefighters per station that were on duty for 5 days 5 nights. Even when he went full time, he still went on calls with volunteer firefighters every time. In 2009 there was a milage that created less need for the volunteers and the next Chief that was hired got rid of the volunteers completely. He stated that Waterford had a great group of people and a community that helped them. The volunteers received a stipend from an organization that funded the volunteers.

Clerk Miller asked what motivation he has for leading and motivating a paid-on-call system.

Mr. Covey answered that because he started off as a volunteer and moved up, at no time did he have a problem getting volunteers to ride with him to calls. As a fire inspector he stated volunteers were willing to work with him and learn from him. The motivation with a volunteer organization is that they want to be part of something. He stated that when they are part of the decision-making process and you let them be involved, then they stay motivated and want to be a part of the community. They must be motivated through good training, making the job fun, and good coaching. He stated he feels he brings all of these things.

Chief Kwapis asked him what experience he has with Oakland County Medical Control Authority.

Mr. Covey answered that he has not sat on any OCMCA Boards but has dealt with disciplinary processes through them. He feels it is a great organization and respects them for their wealth of knowledge. He stated that he is not part of the OCMCA as an EMS Coordinator would be.

Chief Kwapis stated that Springfield Township is a rural agency compared to what Waterford and Pontiac is. And asked what he knows about the rural water operations.

Mr. Covey stated that this community is unique because Chief Feichtner bought incredible pieces of machinery that can move water fast. He has been to fires in Springfield Township and understands the process. In Lake Angelus there is a plan that was built for how to move water throughout that community. He does not have the experience of being on a large fire scene with multiple tanks, but said he is a quick learner.

Supervisor Moreau asked him to explain what he meant about Lake Angelus.

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Mr. Covey answered that Lake Angelus has zero hydrants, so a plan was developed that uses large leys from the city of Pontiac's water system. They will also call for mutual aid.

Treasurer Dubre asked how many households are in Lake Angelus.

Mr. Covey answered that it is a very small community but the houses are very large.

Chief Kwapis asked how he has worked with northern Oakland County Fire Chiefs and working on mutual aid resources.

Mr. Covey answered that before Independence Township was part of the mutual aid pack they worked with them on a regular basis and stated that he is the kind of chief that if a community needs them then they go. Currently he is not part of the north group organization but looks forward to it.

Chief Kwapis stated that knowing many of his full-time personnel come from paid call departments, what has he done to support this type of training.

Mr. Covey answered that he has not been asked to assist in any type of training. Between the 3201 and 3232 group there has been some state trained auto funding which is hard to come by. Both organizations had different views on how to use the money and there were difficult decisions to make. The Chief's choose how the money is spent. But he noted that it is important to get people and train them.

Chief Kwapis asked how he is going to work to fund those classes.

Mr. covey answered that he is going to fight for every nickel that he can.

Chief Kwapis asked him if he thinks those state funds are essential to bringing up new firefighters.

Mr. Covey answered very much so.

Chief Kwapis asked how he would work to increase those funds to the essential fire training.

Mr. Covey answered that the state's support for the departments is very poor. The fire departments don't receive enough money from the state of Michigan for basic training. There is not enough money to go around in Oakland County and each of the departments. What's created is a chaotic situation as there is not enough money to support all of the training. Without the state funding they are expensive classes. He stated there are 2 different needs in the fire service: larger types of continuing education and more basic training.

Chief Kwapis stated it is very important to continue to bring in new personnel and get them trained, otherwise they will go to a different department that potentially has better training classes or offer more. How would he fix that issue.



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Mr. Covey answered that he would do it collaboratively. Chiefs from neighboring departments with different training courses come together to collaborate with training and share the cost. An academy could happen here in the community with different departments, and all could train together. He stated he taught at the fire academy for a long time and loved it.

Mrs. Hensler asked him if the Waterford fire department is unionized.

Mr. Covey answered that yes, it is.

Mr. Covey addressed the Board and stated he has been a part of a millage committee since 1991 as a volunteer to push for millages because they were needed. Waterford is a 3-millage based community and he has run the committees for that. He understands how important those tax dollars are. He is also familiar with a special assessment district as Waterford was heavily affected by the 2007-2008 crisis. They were able to get community support for certain departments and he feels that is so important. As a resident of Springfield Township, he supported the fire millages and supported the community. He stated his passion and leadership will earn respect in this community if hired.

Supervisor Moreau thanked Mr. Covey for his time and for being here to talk with the Board.

Supervisor Moreau addressed the Board stating they have deliberation and things to discuss. She stated that she wants to have a little bit of time for Board discussion and then for public comment. She suggested Board members offer their impressions of each candidate or any overall impressions and discuss areas that stood out and areas that need to be developed more. She stated that she thought Mr. Proctor was very capable, organized, and detailed. She liked his strong background and stated she didn't think there would be any questions about his integrity and dedication. His opening discussion of his background was very detailed and presentation like, maybe a little less conversational, but still very detailed and prepared.

Trustee Pliska stated that he thought all his answers were deliberate and had depth and that shows he's a thinker. He thinks he would be a servant leader. He stated that based on what he saw he thinks there are two candidates who would be more hands-on leaders and one who is more of an administrative leader. He thinks Mr. Proctor falls into the hands-on category. He liked his comments on how he likes to teach, as Springfield Township is a very medical centric operation. He likes his experience with ALS including his vast experience in med control. He feels he would be able to continue the transition that Springfield Township is currently in.

Mrs. Hensler commented that she could see him as the Fire Chief. She thought he was open and liked the fact that he has lots of experience with multiple Boards. She feels he is very qualified and had clear and concise answers. He appeared to be a leader and a communicator. She feels like he is very involved in the fire service and feels he could work with the fire personnel very well.

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Treasurer Dubre felt he interviewed very well. She was impressed with his answers and feels he is deliberate in his thinking and honest in his answers.

Trustee Pliska agreed and stated he never felt like he was telling him what he wanted to hear.

Supervisor Moreau noted that with the recruitment and retaining of members questions and the paid-on-call questions she felt like he gave general answers and she was hoping to hear more specifics. She felt like he interviewed well and was organized and prepared. She agreed that the medical is important but doesn't think that it's the only thing that's important or that it should outshine any other priority that the township has. She wants to make sure that who they hire is willing to be a leader and go on calls.

Treasurer Dubre stated that she wanted to make sure there are follow up interviews because she noted certain questions that should be gone more in depth with. She wants to give the candidates follow up questions to be able to think about and bring back to their second interview, that way they aren't so on the spot questions.

Trustee Pliska agreed that is a good decision.

Trustee Vallad stated that he seemed well organized and could listen to the question and answer very logically, thought out, and direct. He felt he interviewed very well. He felt all 3 of them have a lot of good experience in the fire service.

Trustee Pliska stated not all the candidates are going to check every box, but they need to decide what skills they want from day one.

Clerk Miller stated he thought his qualifications were excellent and he liked the fact that he spent 25 years with Orion as paid-on-call and likes that he knows how that operates and how its lead. He spoke of the importance of training and mentoring and was very prepared.

Trustee Whitley stated that he thought all 3 have qualifications to be considered and they have to compare the 3 candidates. He feels he has the skills and experience but not necessarily broadly based. He thinks the Board should reserve judgment until they get to a comparison of the candidates. He thought he had good interview skills and comes off as a great communicator and has great experience. He saw no negatives with him.

Trustee Hopper stated that he thinks he would be a good administrator because of his direct answers. He liked the fact that he is 25 years on call. He agrees with Trustee Whitley on what they are going to rate as the highest.

Supervisor Moreau stated that they need to decide what is the best fit and what the department needs the most. The needs are vastly different than the last time they hired a chief.

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Chief Kwapis stated that he knows all 3 candidates and thinks they are all great. Mr. Proctor brings a lot of EMS and med control experience. He is also working towards a master's degree, and you can tell that he has that knowledge. He brings a lot of paid call experience. He thinks highly of all 3 of them. He feels like he fills all the needed spots.

Supervisor Moreau suggested they move on to discuss Timothy Seal.

Trustee Vallad thought that he wasn't as direct. He felt like he restated the question and took it in a different direction. He didn't feel his answers were bad but felt like it wasn't as organized.

Trustee Whitley stated that he didn't directly answer all of the questions and would tend to lead off on his own question and answer.

Supervisor Moreau agreed and stated that he did seem to work his way around his answers and not as direct. She stated that his answer for why he wanted to work for Springfield Township didn't include Springfield Township at all, she felt like it was more about personal gain. She was also concerned about his answer to the full-time firefighters and paid-on call.

Treasurer Dubre asked if all 3 requested the budget.

Supervisor Moreau answered yes.

Mrs. Hensler found it interesting that he mentioned that he didn't have any experience with Township Boards. She felt like he didn't answer all the questions directly. She didn't feel his presentation showed leadership.

Trustee Pliska stated that the interview process and being asked tough questions can be intimidating and he thinks it could have factored into his answers.

Clerk Miller stated that to Mrs. Henslers point that could be because his lack of being in front of a Township Board.

Trustee Hopper felt he wasn't as clear in some of his answers.

Chief Kwapis thinks he would be a great firefighter responder and would be great at giving directions at a scene. But lacked in his presentation, direction, and communication to the board.

Supervisor Moreau suggested they move on to discuss Matthew Covey.

Clerk Miller stated that he liked his demeanor and liked the fact that he lives in Springfield. He was concerned about his answer about paid-on call.

Trustee Pliska agreed and stated that volunteer and paid-on-call do not resemble each other.

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Treasurer Dubre agreed and stated it's a lot different in Waterford township.

Trustee Pliska felt as though he was making it seem like a paid-on-call firefighters are a supplement to career firefighters.

Treasurer Dubre disagreed and stated she felt like he was saying that that's how you start out as a firefighter is paid-on-call.

Supervisor Moreau stated that what was put in the job description is that they have a preference for volunteer, paid call, or shift departments. It is more about understanding and respecting the paid call.

Trustee Pliska agreed and stated it is more about understanding the dynamics and structure of it.

Supervisor Moreau stated that his answer for recruitment and retaining was detailed and well thought out.

Mrs. Hensler thought he was very well spoken and thought he answered the questions well. She isn't fond of someone who's been in the union for years and has no water or med control experience. He doesn't have much or any experience with paid-on-call.

Trustee Vallad stated he's also worried about the lack of experience with Springfield Township's water supply.

Trustee Pliska stated that he was surprised to hear he didn't have relationships with the northern chiefs. He stated he was also concerned with the fact that he doesn't go on many calls. He feels he is more of an administrator.

Trustee Hopper stated that he is concerned about the fact that he is more comfortable with the larger cities.

Trustee Pliska thought this is a perfect example of being more qualified than fit.

Trustee Whitley stated that his relationships with the northern counties are lacking, and his relationships are more in the departments that are like his. He noticed his passion for his career and being in the fire service and he felt that throughout the interview. He also liked the fact that he would be downsizing his job and his answer for wanting that is because he lives here, he felt that was a strong statement. It expressed a strong desire for the community.

Treasurer Dubre stated that she liked the fact that he has been in different positions throughout the years.

Trustee Pliska agreed that he liked his passion for the community and his energy.

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Mrs. Hensler said she liked his speech at the end of the interview and thought he made a lot of sense. She liked how he said he wanted the job.

Chief Kwapis stated that his experience with Mr. Covey is that in the northern departments, he's not typically the first to reach out. He does have a stronger relationship with the bigger departments that border his community.

Trustee Pliska stated that was obvious when he took the permit money from the northern departments and used it for the southern departments' gain.

Trustee Whitley stated that was his job. The name on your paycheck is what you owe loyalty to. Even if there are disagreements. The question is, is can he change loyalties.

Supervisor Moreau stated that she thinks that is enough on this topic. And opened the floor for public comment.

**PUBLIC COMMENT:**

Stacy Walls a resident of Springfield Township and member of the Fire Department addressed the Board stating she has a lot of passion for the Fire Department and feels very saddened that none of the officers were able to give any input into who gets hired into the Chief Position. She feels that an individual doesn't have to be a good interviewee to be the right candidate for the job. Some people are naturally better at speaking in front of large groups of people because some work in larger departments. She asked the board to give a little leeway. She also let the Board know that they have lots of educators available to teach them and has no doubt that members of the fire service will pitch in if whomever is hired doesn't have the right credentials. She stated that whoever is hired is going to have to be a working chief, as during the day there is no one around. She also stated that her opinion would be someone who doesn't reprimand in public and who has passion for the job. She stated this department deserves the right fit.

Richard Cray addressed the board stating he took a survey and most preferred Mr. Proctor.

Kayla Harless addressed the board stating that people find opportunities elsewhere and Springfield should be thought of as the steppingstone of their career.

Jonathon Miner addressed the board stating that he didn't agree with the fact that Mr. Covey has never been seen in the community and doesn't agree with the union part of his job. He feels like the department might lose their volunteers.

Earl Carlotta addressed the board saying that he too had never seen Mr. Covey in Springfield Township and they have never been to a mutual aid in Waterford. He stated he was disgusted with the Board because they didn't give an officer the chance to run for Chief.



Mindy Hart addressed the board stating that volunteers should not be thought of as supplemental. They are just as qualified and deserve the same respect as any other firefighter.

Ric Davis addressed the Board stating that from his perspective it is very important that whoever is hired have medical board control experience. He also stated the paid-on call department is critical.

Hearing no other public comment Supervisor Moreau moved on to more Board discussion. She stated that all 3 candidates are part of a union. She agreed that the department has many capable and qualified instructors and that is not a major concern of hers. Med control was talked about a lot in the technical review discussions, and it was not included at all in the job posting. She continued by saying that two of the candidates have letters of recommendation from members of Medical Control and they spoke very highly of them. She feels that every member of the Board finds it critical to find the right fit.

The Board decided that 2<sup>nd</sup> round interviews will take place with written questions provided to the candidates prior to the interview. The Board must come up with the questions that are to be asked and will be reviewed prior to the interview. The Board decided to reconvene tomorrow at 6pm.

**Adjournment:**

Hearing no other business, Supervisor Moreau adjourned the meeting at 9:24 pm.

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Laura Moreau, Supervisor

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Sean R. Miller, Clerk



Minutes of  
**BOARD OF TRUSTEES**  
**SPECIAL MEETING**  
**January 29, 2024**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



**Call to Order:** Supervisor Moreau called the January 30, 2024 Special Meeting of the Springfield Township Board to order at 6:00 pm at the Springfield Township Civic Center.

**Pledge of Allegiance**

**Roll Call:**

**Board Members Present**

Laura Moreau  
Sean Miller  
Jamie Dubre  
David Hopper  
Jason Pliska  
Denny Vallad  
Bill Whitley

Township Supervisor  
Township Clerk  
Township Treasurer  
Township Trustee  
Township Trustee  
Township Trustee  
Township Trustee

**Others Present**

Judy Hensler  
David Kwapis

Technical Review Committee member  
Technical Review Committee Member/ Brandon Township  
Fire Chief

**AGENDA-** Follow up and discussion of Fire Department Chief search first round interviews

Supervisor Moreau stated that a few things still up for discussion are the process, timing, next steps for the interviews, and what questions are going to be asked to the candidates. Before starting this discussion Supervisor Moreau wanted to address the Fire Department and the Board regarding an email that was received regarding allegations of bias. She stated that an email was sent to her from Diana Walls stating that she had a personal connection to Mr. Covey through his wife, who is her hair stylist. She stated that she met the Covey family through church years ago and understands how rumors start but felt the need to clarify this situation. She stated that she does not have a conflict of interest based on where she gets her hair done. She continued by saying that she owes the residents of Springfield Township, The Township Board, and the Fire Department the best fit for Fire Chief, and that is where her interest lies. She is committed to the process of interviewing each candidate, asking the right questions, and making a decision with the other members of the Township Board. She also reiterated the fact that she has always been open to discussions with the Fire Department prior to the candidate interviews and had previously asked them to give their opinions or call her with any questions. She stated she was disappointed in the nature of the email and invited anyone who still has questions to give her a call.

Minutes of  
**BOARD OF TRUSTEES**  
**SPECIAL MEETING**  
**January 29, 2024**

**SPRINGFIELD**  
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Supervisor Moreau continued by distributing the original job posting to Board members to review. She thought it would be important to remind everyone of the preferences, requirements, and other experience or training desired that was listed in the posting. She also provided a draft of a possible timeline for the process. She continued by saying that after speaking with the Township's HR about the candidate's background check and assessment test, she was told there could be a summary of the assessment that could be made public. She is proposing to direct Ecto HR to initiate that process right away and be able to get the proposed questions out to the candidates so that everything can be completed and returned by Monday February 5th.

The Board agreed that this is a good timeline.

She continued by saying that it was discussed in yesterday's meeting to include Fire Department Officers or a small committee to review the responses and provide feedback. She is turning this topic back to the Board for discussion.

Treasurer Dubre stated she doesn't think that's necessary.

Trustee Vallad stated that if it alleviates concerns, then it might be worthwhile.

Supervisor Moreau stated that this would be public record, so regardless, anyone could see it. She doesn't want it to seem like any information is being hidden. She does not object to constructive feedback and insight into the responses.

Trustee Pliska agreed and stated that the feedback would be contingent upon the question.

Mrs. Hensler stated that the more people involved, the more convoluted this process is going to become. She feels like the more time the Board gives these candidates to review and write down their answers to the questions provided, the more the answers are going to become like term papers and the less weight their answers are going to hold.

Trustee Pliska agreed and stated maybe the Board should reconsider and come up with a different process, like giving them a scenario and getting their response.

Supervisor Moreau agreed and stated from yesterday's meeting she heard a lot of feedback about how well a candidate does or doesn't interview. She said this doesn't want to take away from the fact that there is a good reading on first impressions and initial responses.

Chief Kwapis agreed that coming up with the questions can be difficult and getting the right questions. He suggested giving them a topic or a question to present to the Fire Department and to the Board.

Treasurer Dubre liked the idea of giving them a small amount of time to come up with a presentation and giving them a question that is going to gage different responses.

Minutes of  
**BOARD OF TRUSTEES  
SPECIAL MEETING**  
**January 29, 2024**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Supervisor Moreau asked if it should be the same question for all candidates.

Chief Kwapis suggested that it should be the same question for all candidates.

Supervisor Moreau stated that she thinks two important things to consider are what did the Board state they were looking for in a candidate and what is left to be understood and who is the best fit. She feels leadership is the most important. She was trying to come up with questions that answered those and got to that point.

Trustee Whitley agreed and stated that he thinks a set of questions or a project that is directly comparable to the way each candidate solves the problem, that way there is a way to differentiate. He liked Chief Kwapis's suggestion where it would be a question or presentation that would interact with the Fire Department and with the Board.

Clerk Miller stated that he liked the idea of giving a situation-based analysis or assessment by giving them a hypothetical situation and hearing how they would handle that situation.

Trustee Whitley stated that this could be a great way to engage with the Fire Department. What is their biggest concern and find out a way to fit that into the content of the question.

Chief Kwapis stated that he thinks that is a great idea and likes that it's a way for the Department to buy into the process. He thinks it should be a fairly difficult question and a difficult presentation.

Trustee Pliska thinks that the candidates should be given a story rubric and the Board and Fire Department be able to rate their answers on a scoring mechanism.

Chief Kwapis suggested giving the candidates enough time to prepare and answer the questions properly.

Trustee Whitley stated that he doesn't want to give them too much time to be able to prepare their responses.

Treasurer Dubre stated that they will have to have their presentations submitted by a certain date to eliminate that.

Supervisor Moreau stated this would be a good time to request topic areas from the Fire Department to discuss on the agenda at the next Township Board meeting.

The Board decided that the 2<sup>nd</sup> interview and presentation would take place on the 22<sup>nd</sup> at 5pm with a backup date on the 29<sup>th</sup> at 5:30pm.

Supervisor Moreau stated that this would give the Fire Department enough time to come up with top 3 topics or discussions that they would like to see presentations on.

Minutes of  
**BOARD OF TRUSTEES**  
**SPECIAL MEETING**  
**January 29, 2024**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



A member of the Fire department suggested that Dave Feichtner talk about important topics.

Dave Feichtner addressed the Board and suggested that a presentation on the budget would show depth of perception of what is going on in the budget, for instance what if the Township lost the Millage. Also solving issues with state allocations or resource allocations or the mutual aid association group. He suggested issues with non-uniform agreement and continued by suggesting what is something that is in the fire service of Michigan that there isn't uniform agreement on and how would they build consensus.

Supervisor Moreau likes the idea of offering two challenges. One being related to the budget and the other being what is a challenge that they believe the department is facing.

A member of the Fire Department stated that he would like to see all three of the candidates write a statement regarding what they would write a grant for first in order to address the needs of the department.

Another member stated another idea would be about water sources in Springfield Township and have the candidates come up with water sources and where would they put them.

Treasurer Dubre stated that she believes the candidates should be given a single point of contact at the Fire Department to reach out to if they need additional information about something that relates to the Fire Department.

A member of the Fire Department stated that managing and leading the personnel is another huge part of the Chief's job and feels the Fire Department should be more involved in this decision beyond just their budget and their interview style.

Supervisor Moreau agreed and stated that's why the Board is giving the Fire Department the opportunity to give input on the questions that are to be asked.

Clerk Miller suggested a personnel-related scenario.

A member of the Fire department stated they would like to see a presentation on retention. Also, what would they do in a crisis scenario.

Mrs. Hensler agreed that she likes the idea of management by crisis.

Dave Feichtner stated that the problem with incident examples is that every candidate has taken a 5-day incident command course where they manage crises for 5 days. He expects that each candidate would give almost the same answer based on their experience in those classes. He suggested a question that involves more soft skills.

A member of the fire department suggested asking where the candidate sees the Fire Department going and whether they think another millage is needed and why.

Minutes of  
**BOARD OF TRUSTEES  
SPECIAL MEETING**  
**January 29, 2024**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Trustee Hopper suggested asking what the candidate wants to see accomplished in the 30, 60, 90-day administration. And what are the candidates' 3 goals for the Fire Department.

Supervisor Moreau suggested challenges with paid-on-call.

A member of the Fire Department suggested asking how they would groom and grow the department into a higher status. He is also concerned about how long the candidates will have to write a presentation. He feels it should be more on the spot.

Treasurer Dubre stated that she likes the idea of a timed presentation with a set amount of time to prepare, followed by questions from the Board.

Clerk Miller stated that he likes the idea of having them think critically on the spot. He also liked the idea of a question about Grants.

Trustee Pliska asked whether these questions will be ready for the next Board meeting.

Supervisor Moreau stated yes, it will be included in Monday additions.

A member of the Fire Department suggested incorporating a medical response question.

Supervisor Moreau asked for all questions to be emailed to her by Monday, February 5<sup>th</sup> and all questions will be decided on at the next Board meeting on February 8<sup>th</sup>. She asked the Board if they still want to move ahead with the background check and assessment test.

The Board agreed that they wanted to move forward.

The Board decided on the order of presentations as follows: Mr. Covey, Mr. Proctor, and Mr. Seal.

**Public Comment:** none

**Adjournment:**

Hearing no other business, Supervisor Moreau adjourned the meeting at 7:27 pm.

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Laura Moreau, Supervisor

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Sean R. Miller, Clerk

# Charter Township of Springfield

## Treasurer's Report December 31, 2023

|                          | SAVINGS    | CHECK<br>ACCTS | MM & CD<br>Totals | MBIA       | COMERICA   | CHASE<br>CONNECT | CHASE CD   | OXMM       | HUNTINGTON<br>BANK | STATE<br>BANK | FIFTH THIRD<br>BANK | FLAGSTAR   | WATERFORD<br>N.A. | PERSHING   |              |                               |
|--------------------------|------------|----------------|-------------------|------------|------------|------------------|------------|------------|--------------------|---------------|---------------------|------------|-------------------|------------|--------------|-------------------------------|
| GENERAL                  | 726,460.10 | 100.00         | 1,240,643.22      | 186,743.17 | 57,798.29  |                  | 100,850.32 | 27,561.37  | 28,248.37          | 72,716.50     | 288,362.95          | 308,560.06 | 25,472.15         | 144,330.04 | 1,967,203.32 | 4,296,845.93<br>General Total |
| CC CAP                   | 255,355.73 |                | 276,244.49        |            |            |                  | 109,879.13 |            |                    |               |                     |            | 24,490.47         | 141,874.89 | 531,600.22   |                               |
| ROAD                     |            |                | 540,993.47        | 5,856.39   |            |                  | 31,058.45  |            |                    | 91,992.84     | 27,565.59           |            | 306,371.97        | 78,148.23  | 540,993.47   |                               |
| PATHWAYS                 |            |                | 271,285.73        |            | 66,562.90  |                  | 100,940.67 |            |                    |               |                     | 42,450.25  |                   | 61,331.91  | 271,285.73   |                               |
| MILL POND<br>DAM         |            |                | 318,161.22        | 57,317.65  |            |                  |            |            |                    |               |                     | 158,066.85 |                   | 102,776.72 | 318,161.22   |                               |
| EMERGENCY<br>RESERVE     |            |                | 667,601.97        |            |            | 102,020.94       |            | 15,256.72  |                    |               |                     | 181,096.24 |                   | 369,228.07 | 667,601.97   |                               |
| FIRE                     | 315,383.20 |                | 789,143.29        |            | 32,308.24  |                  | 19,028.46  | 43,905.08  |                    | 3,976.12      | 46,366.61           | 534,058.96 | 39,946.22         | 69,553.60  | 1,104,526.49 | 2,084,515.73<br>Fire Total    |
| BUILDING                 |            |                | 82,397.50         |            |            |                  | 28,680.72  | 6,016.38   |                    |               | 20,601.65           | 10,640.59  | 16,458.16         |            | 82,397.50    |                               |
| Equipment<br>Replacement |            |                | 473,438.43        |            | 103,133.50 |                  |            | 65,502.05  | 11,208.44          |               |                     | 91,501.34  | 68,720.14         | 133,372.96 | 473,438.43   |                               |
| Vehicle<br>Replacement   |            |                | 424,153.31        |            |            | 102,020.94       |            | 3,229.71   |                    |               |                     | 241,627.18 |                   | 77,275.48  | 424,153.31   |                               |
| Police                   | 309,888.93 |                | 2,823,467.20      |            | 3,037.83   | 510,104.70       | 61,753.40  | 41,579.83  | 371,040.11         | 65,334.54     | 22,867.26           | 786,138.16 | 29,194.86         | 932,416.51 | 3,133,356.13 | 962,381.70<br>P&R Total       |
| Cemetery                 | 23,618.32  |                | 98,742.06         |            |            |                  |            | 17,721.38  |                    |               |                     | 50,339.00  | 23,782.91         | 6,898.77   | 122,360.38   |                               |
| Parks                    | 55,058.10  |                | 873,719.64        | 80,309.05  |            | 255,052.36       |            | 51,353.55  |                    |               |                     | 300,752.59 | 13,291.05         | 172,961.04 | 928,777.74   |                               |
| PARKS CARD<br>SERVICES   | 33,603.96  |                | 0.00              |            |            |                  |            |            |                    |               |                     |            |                   |            | 33,603.96    |                               |
| Stewardship              | 16,533.09  |                | 110,962.37        |            |            |                  |            | 110,962.37 |                    |               |                     |            |                   |            | 127,495.46   |                               |
| Endowment                |            |                | 100,370.84        |            |            |                  |            | 100,370.84 |                    |               |                     |            |                   |            | 100,370.84   |                               |
| Softwater Lk             | 21,396.60  |                | 5,204.01          |            |            |                  |            |            |                    |               | 5,204.01            |            |                   |            | 26,600.61    |                               |
| Big Lk                   | 116,578.35 |                | 12,324.30         |            |            |                  |            | 12,324.30  |                    |               |                     |            |                   |            | 128,902.65   |                               |
| Dixie Lk                 | 56,461.86  |                | 0.00              |            |            |                  |            |            |                    |               |                     |            |                   |            | 56,461.86    |                               |
| Susin Lk                 | 59,576.28  |                | 7,659.92          |            |            |                  |            | 7,659.92   |                    |               |                     |            |                   |            | 67,236.20    |                               |
| Waum Weed                | 45,252.24  |                | 54,880.98         |            |            |                  |            | 54,880.98  |                    |               |                     |            |                   |            | 100,133.22   |                               |
| Eiza Lake                | 16,098.09  |                | 0.00              |            |            |                  |            |            |                    |               |                     |            |                   |            | 16,098.09    |                               |
| Lake Totals              | 293,966.82 | 0.00           | 74,865.20         | 0.00       | 0.00       | 0.00             | 0.00       | 74,865.20  | 0.00               | 0.00          | 0.00                | 0.00       | 0.00              | 0.00       | 368,832.02   |                               |
| Cable                    | 104,261.85 |                | 720,074.43        |            |            | 0.00             | 57,574.61  | 25,933.17  |                    |               | 102,987.85          | 236,087.46 | 26,828.16         | 270,663.18 | 824,336.28   |                               |

# Charter Township of Springfield

## Treasurer's Report December 31, 2023

|                               | SAVINGS      | CHECK<br>ACCTS | MM & CD<br>Totals | MBIA       | COMERICA   | CHASE<br>CONNECT | CHASE CD   | OXMM         | HUNTINGTON<br>BANK | STATE<br>BANK | FIFTH THIRD<br>BANK | FLAGSTAR     | WATERFORD<br>N.A. | PERSHING     |               |   |
|-------------------------------|--------------|----------------|-------------------|------------|------------|------------------|------------|--------------|--------------------|---------------|---------------------|--------------|-------------------|--------------|---------------|---|
| Building                      | 40,652.16    |                | 116,986.60        |            |            |                  |            | 32,235.74    |                    |               |                     |              |                   | 84,750.86    | 157,638.76    | 522,446.78<br>Library<br>Total                  |
| Library                       | 82,110.46    |                | 110,241.12        |            |            | 102,626.65       |            | 7,614.47     |                    |               |                     |              |                   |              | 192,351.58    |   |
| LIBRARY<br>RESERVE            |              |                | 330,095.20        |            |            | 50,404.76        |            | 37,760.80    |                    |               |                     | 44,929.99    |                   | 196,999.65   | 330,095.20    |   |
| FIRE DEBT                     |              |                | 2,087.08          |            |            |                  |            | 512.36       |                    |               |                     | 1,574.72     |                   |              | 2,087.08      |   |
| CAPITAL IMPRV<br>PROGRAM DEBT |              |                | 3,842.77          |            |            |                  |            | 518.50       |                    |               |                     | 3,324.27     |                   |              | 3,842.77      |   |
| ARPA                          |              |                | 819,385.63        |            |            |                  |            | 819,385.63   |                    |               |                     |              |                   |              | 819,385.63    |   |
| Trust & Agency<br>(GEN)       | 169,360.14   |                | 46,919.70         |            |            |                  |            | 4,068.26     |                    |               |                     | 18,717.04    | 24,134.40         |              | 216,279.84    |   |
| AUTUMN SHORE<br>SEPTIC        |              |                | 80,009.84         |            |            |                  |            |              |                    |               |                     | 80,009.84    |                   |              | 80,009.84     |   |
| FOUNTAIN HILLS<br>SEPTIC      |              |                | 60,821.05         |            |            |                  |            |              |                    |               |                     | 60,821.05    |                   |              | 60,821.05     |   |
| STONEGATE SEPTIC              |              |                | 60,560.44         |            |            |                  |            |              |                    |               |                     | 60,560.44    |                   |              | 60,560.44     |   |
| KINGSTON POINTE<br>SEPTIC     | 16,200.00    |                | 47,594.03         |            |            |                  |            |              |                    |               |                     | 47,594.03    |                   |              | 63,794.03     | 222,601.34<br>Improvement<br>Revolving<br>Total |
| HILLS OF KINGSTON<br>SEPTIC   |              |                | 106,740.02        |            |            |                  |            |              |                    |               |                     | 106,740.02   |                   |              | 106,740.02    |   |
| SUNSET BLUFFS<br>SEPTIC       | 20,000.00    |                | 16,137.46         |            |            |                  |            |              |                    |               |                     | 16,137.46    |                   |              | 36,137.46     |   |
| FOUNTAIN VILLAGE<br>SEPTIC    | 36,000.00    |                | 32,504.07         |            |            |                  |            |              |                    |               |                     | 32,504.07    |                   |              | 68,504.07     |   |
| T&A TOTAL                     | 241,560.14   |                | 451,286.61        | 0.00       | 0.00       | 0.00             | 0.00       | 4,068.26     | 0.00               | 0.00          | 0.00                | 423,083.95   | 24,134.40         | 0.00         | 692,846.75    |   |
| FSA                           |              | 11,745.13      | 0.00              |            |            |                  |            |              |                    |               |                     |              |                   |              | 11,745.13     |   |
| TAX                           | 703,190.22   |                | 0.00              |            |            |                  |            |              |                    |               |                     |              |                   |              | 703,190.22    |   |
| Softwater<br>Sewer            | 78,216.21    |                | 122,459.30        |            |            |                  |            | 8,133.34     |                    | 10,227.84     | 104,098.12          |              |                   |              | 200,675.51    |   |
| G2G                           | 0.00         | 0.00           | 0.00              |            |            |                  |            |              |                    |               |                     |              |                   |              | 0.00          |   |
| Improvement<br>Revolving      | 76,217.48    |                | 137,576.82        |            |            |                  |            | 82,473.47    |                    |               |                     | 55,103.35    |                   |              | 213,794.30    |   |
| Sherwood<br>Patrick           | 8,807.04     |                | 0.00              |            |            |                  |            |              |                    |               |                     |              |                   |              | 8,807.04      |   |
| Totals                        | 3,386,280.41 | 11,845.13      | 11,985,429.51     | 330,226.26 | 262,840.76 | 1,122,230.35     | 509,765.76 | 1,576,960.22 | 410,496.92         | 244,247.84    | 618,054.04          | 3,469,334.96 | 598,690.49        | 2,842,581.91 | 15,383,555.05 |   |
|                               | SAVINGS      | CHECK<br>ACCTS | MM & CD<br>Totals | MBIA       | COMERICA   | CHASE<br>CONNECT | CHASE CD   | OXMM         | HUNTINGTON<br>BANK | STATE<br>BANK | FIFTH THIRD         | FLAGSTAR     | WATERFORD<br>N.A. | PERSHING     |               |   |



# Charter Township of Springfield

## Treasurer's Report January 31, 2024

|                          | SAVINGS      | CHECK<br>ACCTS | MM & CD<br>Totals | MBIA       | COMERICA   | CHASE<br>CONNECT | CHASE CD   | OXMM       | HUNTINGTON<br>BANK | STATE<br>BANK | FIFTH THIRD<br>BANK | FLAGSTAR   | WATERFORD<br>N.A. | PERSHING   |              |                               |
|--------------------------|--------------|----------------|-------------------|------------|------------|------------------|------------|------------|--------------------|---------------|---------------------|------------|-------------------|------------|--------------|-------------------------------|
| GENERAL                  | 900,106.29   | 100.00         | 1,240,663.22      | 186,743.17 | 57,798.29  |                  | 100,850.32 | 27,561.37  | 28,268.37          | 72,716.50     | 288,362.95          | 308,560.06 | 25,472.15         | 144,330.04 | 2,140,869.51 | 4,475,912.12<br>General Total |
| CC CAP                   | 260,755.73   |                | 276,244.49        |            |            |                  | 109,879.13 |            |                    |               |                     |            | 24,490.47         | 141,874.89 | 537,000.22   |                               |
| ROAD                     |              |                | 540,993.47        | 5,856.39   |            |                  | 31,058.45  |            |                    | 91,992.84     | 27,565.59           |            | 306,371.97        | 78,148.23  | 540,993.47   |                               |
| PATHWAYS                 |              |                | 271,285.73        |            | 66,562.90  |                  | 100,940.67 |            |                    |               |                     | 42,450.25  |                   | 61,331.91  | 271,285.73   |                               |
| MILL POND<br>DAM         |              |                | 318,161.22        | 57,317.65  |            |                  |            |            |                    |               |                     | 158,066.85 |                   | 102,776.72 | 318,161.22   |                               |
| EMERGENCY<br>RESERVE     |              |                | 667,601.97        |            |            | 102,020.94       |            | 15,256.72  |                    |               |                     | 181,096.24 |                   | 369,228.07 | 667,601.97   |                               |
| FIRE                     | 1,094,922.02 |                | 789,143.29        |            | 32,308.24  |                  | 19,028.46  | 43,905.08  |                    | 3,976.12      | 46,366.61           | 534,058.96 | 39,946.22         | 69,553.60  | 1,884,065.31 | 2,864,054.55<br>Fire Total    |
| BUILDING                 |              |                | 82,397.50         |            |            |                  | 28,680.72  | 6,016.38   |                    |               | 20,601.65           | 10,640.59  | 16,458.16         |            | 82,397.50    |                               |
| Equipment<br>Replacement |              |                | 473,438.43        |            | 103,133.50 |                  |            | 65,502.05  | 11,208.44          |               |                     | 91,501.34  | 68,720.14         | 133,372.96 | 473,438.43   |                               |
| Vehicle<br>Replacement   |              |                | 424,153.31        |            |            | 102,020.94       |            | 3,229.71   |                    |               |                     | 241,627.18 |                   | 77,275.48  | 424,153.31   |                               |
| Police                   | 1,391,741.43 |                | 2,823,467.20      |            | 3,037.83   | 510,104.70       | 61,753.40  | 41,579.83  | 371,040.11         | 65,334.54     | 22,867.26           | 786,138.16 | 29,194.86         | 932,416.51 | 4,215,208.63 | 1,182,077.89<br>P&R Total     |
| Cemetery                 | 23,618.32    |                | 98,742.06         |            |            |                  |            | 17,721.38  |                    |               |                     | 50,339.00  | 23,782.91         | 6,898.77   | 122,360.38   |                               |
| Parks                    | 267,734.19   |                | 873,719.64        | 80,309.05  |            | 255,052.36       |            | 51,353.55  |                    |               |                     | 300,752.59 | 13,291.05         | 172,961.04 | 1,141,453.83 |                               |
| PARKS CARD<br>SERVICES   | 40,624.06    |                | 0.00              |            |            |                  |            |            |                    |               |                     |            |                   |            | 40,624.06    |                               |
| Stewardship              | 16,533.09    |                | 110,962.37        |            |            |                  |            | 110,962.37 |                    |               |                     |            |                   |            | 127,495.46   |                               |
| Endowment                |              |                | 100,370.84        |            |            |                  |            | 100,370.84 |                    |               |                     |            |                   |            | 100,370.84   |                               |
| Softwater Lk             | 21,396.60    |                | 5,204.01          |            |            |                  |            |            |                    |               | 5,204.01            |            |                   |            | 26,600.61    |                               |
| Big Lk                   | 148,720.78   |                | 12,324.30         |            |            |                  |            | 12,324.30  |                    |               |                     |            |                   |            | 161,045.08   |                               |
| Dixie Lk                 | 101,071.83   |                | 0.00              |            |            |                  |            |            |                    |               |                     |            |                   |            | 101,071.83   |                               |
| Susin Lk                 | 73,152.02    |                | 7,659.92          |            |            |                  |            | 7,659.92   |                    |               |                     |            |                   |            | 80,811.94    |                               |
| Waum Weed                | 66,977.21    |                | 54,880.98         |            |            |                  |            | 54,880.98  |                    |               |                     |            |                   |            | 121,858.19   |                               |
| Eiza Lake                | 25,438.47    |                | 0.00              |            |            |                  |            |            |                    |               |                     |            |                   |            | 25,438.47    |                               |
| Lake Totals              | 415,360.31   | 0.00           | 74,865.20         | 0.00       | 0.00       | 0.00             | 0.00       | 74,865.20  | 0.00               | 0.00          | 0.00                | 0.00       | 0.00              | 0.00       | 490,225.51   |                               |
| Cable                    | 100,310.25   |                | 720,074.43        |            |            | 0.00             | 57,574.61  | 25,933.17  |                    |               | 102,987.85          | 236,087.46 | 26,828.16         | 270,663.18 | 820,384.68   |                               |

# Charter Township of Springfield

## Treasurer's Report January 31, 2024

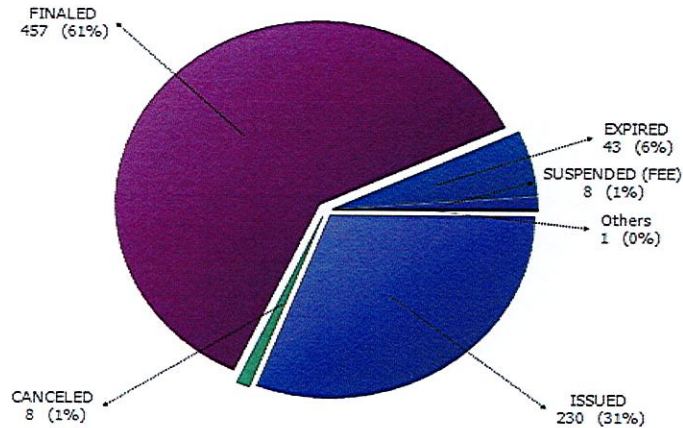
|                               | SAVINGS      | CHECK<br>ACCTS | MM & CD<br>Totals | MBIA       | COMERICA   | CHASE<br>CONNECT | CHASE CD   | OXMM         | HUNTINGTON<br>BANK | STATE<br>BANK | FIFTH THIRD<br>BANK | FLAGSTAR     | WATERFORD<br>N.A. | PERSHING     |               |   |
|-------------------------------|--------------|----------------|-------------------|------------|------------|------------------|------------|--------------|--------------------|---------------|---------------------|--------------|-------------------|--------------|---------------|---|
| Building                      | 35,215.74    |                | 116,986.60        |            |            |                  |            | 32,235.74    |                    |               |                     |              |                   | 84,750.86    | 152,202.34    | 787,059.20<br>Library Total                     |
| Library                       | 346,722.88   |                | 110,241.12        |            |            | 102,626.65       |            | 7,614.47     |                    |               |                     |              |                   |              | 456,964.00    |   |
| LIBRARY<br>RESERVE            |              |                | 330,095.20        |            |            | 50,404.76        |            | 37,760.80    |                    |               |                     | 44,929.99    |                   | 196,999.65   | 330,095.20    |   |
| FIRE DEBT                     |              |                | 2,087.08          |            |            |                  |            | 512.36       |                    |               |                     | 1,574.72     |                   |              | 2,087.08      |   |
| CAPITAL IMPRV<br>PROGRAM DEBT |              |                | 3,842.77          |            |            |                  |            | 518.50       |                    |               |                     | 3,324.27     |                   |              | 3,842.77      |   |
| ARPA                          |              |                | 576,965.01        |            |            |                  |            | 576,965.01   |                    |               |                     |              |                   |              | 576,965.01    |   |
| Trust & Agency<br>(GEN)       | 168,101.86   |                | 46,919.70         |            |            |                  |            | 4,068.26     |                    |               |                     | 18,717.04    | 24,134.40         |              | 215,021.56    |   |
| AUTUMN SHORE<br>SEPTIC        |              |                | 80,009.84         |            |            |                  |            |              |                    |               |                     | 80,009.84    |                   |              | 80,009.84     |   |
| FOUNTAIN HILLS<br>SEPTIC      |              |                | 60,821.05         |            |            |                  |            |              |                    |               |                     | 60,821.05    |                   |              | 60,821.05     |   |
| STONEGATE SEPTIC              |              |                | 60,560.44         |            |            |                  |            |              |                    |               |                     | 60,560.44    |                   |              | 60,560.44     |   |
| KINGSTON POINTE<br>SEPTIC     | 16,200.00    |                | 47,594.03         |            |            |                  |            |              |                    |               |                     | 47,594.03    |                   |              | 63,794.03     | 230,615.50<br>Improvement<br>Revolving<br>Total |
| HILLS OF KINGSTON<br>SEPTIC   |              |                | 106,740.02        |            |            |                  |            |              |                    |               |                     | 106,740.02   |                   |              | 106,740.02    |   |
| SUNSET BLUFFS<br>SEPTIC       | 20,000.00    |                | 16,137.46         |            |            |                  |            |              |                    |               |                     | 16,137.46    |                   |              | 36,137.46     |   |
| FOUNTAIN VILLAGE<br>SEPTIC    | 36,000.00    |                | 32,504.07         |            |            |                  |            |              |                    |               |                     | 32,504.07    |                   |              | 68,504.07     |   |
| T&A TOTAL                     | 240,301.86   |                | 451,286.61        | 0.00       | 0.00       | 0.00             | 0.00       | 4,068.26     | 0.00               | 0.00          | 0.00                | 423,083.95   | 24,134.40         | 0.00         | 691,588.47    |   |
| FSA                           |              | 10,567.41      | 0.00              |            |            |                  |            |              |                    |               |                     |              |                   |              | 10,567.41     |   |
| TAX                           | 1,134,329.25 |                | 0.00              |            |            |                  |            |              |                    |               |                     |              |                   |              | 1,134,329.25  |   |
| Softwater<br>Sewer            | 94,180.85    |                | 122,459.30        |            |            |                  |            | 8,133.34     |                    | 10,227.84     | 104,098.12          |              |                   |              | 216,640.15    |   |
| G2G                           | 0.00         | 2,132.92       | 0.00              |            |            |                  |            |              |                    |               |                     |              |                   |              | 2,132.92      |   |
| Improvement<br>Revolving      | 76,217.48    |                | 137,576.82        |            |            |                  |            | 82,473.47    |                    |               |                     | 55,103.35    |                   |              | 213,794.30    |   |
| Sherwood<br>Patrick           | 16,821.20    |                | 0.00              |            |            |                  |            |              |                    |               |                     |              |                   |              | 16,821.20     |   |
| Totals                        | 6,476,891.55 | 12,800.33      | 11,743,028.89     | 330,226.26 | 262,840.76 | 1,122,230.35     | 509,765.76 | 1,334,539.60 | 410,516.92         | 244,247.84    | 618,054.04          | 3,469,334.96 | 598,690.49        | 2,842,581.91 | 18,232,720.77 |   |
|                               | SAVINGS      | CHECK<br>ACCTS | MM & CD<br>Totals | MBIA       | COMERICA   | CHASE<br>CONNECT | CHASE CD   | OXMM         | HUNTINGTON<br>BANK | STATE<br>BANK | FIFTH THIRD         | FLAGSTAR     | WATERFORD<br>N.A. | PERSHING     |               |   |

## 2024 Building Department Totals

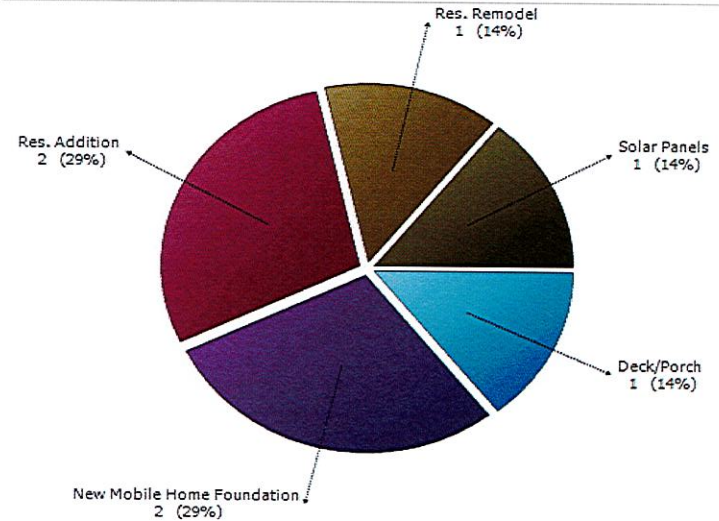
|                       | Jan       | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Total |
|-----------------------|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|
| <b>Permits Issued</b> |           |     |     |     |     |     |     |     |     |     |     |     |           |
| Building              | 8         |     |     |     |     |     |     |     |     |     |     |     | 8         |
| Electrical            | 18        |     |     |     |     |     |     |     |     |     |     |     | 18        |
| Mechanical            | 21        |     |     |     |     |     |     |     |     |     |     |     | 21        |
| Plumbing              | 3         |     |     |     |     |     |     |     |     |     |     |     | 3         |
| <b>Total</b>          | <b>50</b> |     |     |     |     |     |     |     |     |     |     |     | <b>50</b> |

|                              |                 |  |                 |
|------------------------------|-----------------|--|-----------------|
| <b>Permit Fees Collected</b> |                 |  |                 |
| Plan Review                  | \$375           |  | \$375           |
| Building                     | \$2,981         |  | \$2,981         |
| Electrical                   | \$3,549         |  | \$3,549         |
| Mechanical                   | \$4,820         |  | \$4,820         |
| Plumbing                     | \$416           |  | \$416           |
| Registration                 | \$255           |  | \$255           |
| <b>Total</b>                 | <b>\$12,396</b> |  | <b>\$12,396</b> |

**Permit Status**  
*(issued within the last 365 days)*



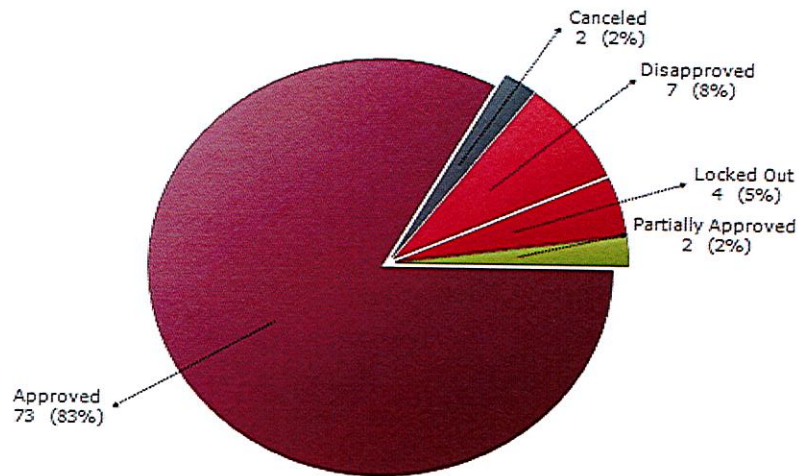
**Building Permit Categories**  
*(issued in January)*



|                              | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Total |
|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|
| <b>Inspections Completed</b> |     |     |     |     |     |     |     |     |     |     |     |     |           |
| Building                     | 27  |     |     |     |     |     |     |     |     |     |     |     | 27        |
| Electrical                   | 34  |     |     |     |     |     |     |     |     |     |     |     | 34        |
| Mechanical                   | 19  |     |     |     |     |     |     |     |     |     |     |     | 19        |
| Plumbing                     | 8   |     |     |     |     |     |     |     |     |     |     |     | 8         |
| <b>Total</b>                 | 88  |     |     |     |     |     |     |     |     |     |     |     | 88        |
| <i>Reinspections</i>         | 12  |     |     |     |     |     |     |     |     |     |     |     | 12        |

|                          |         |         |
|--------------------------|---------|---------|
| <b>Inspector Pay Out</b> |         |         |
| Building                 | \$0     | \$0     |
| Electrical               | \$2,169 | \$2,169 |
| Mechanical               | \$1,380 | \$1,380 |
| Plumbing                 | \$412   | \$412   |
| <b>Total</b>             | \$3,961 | \$3,961 |

Inspection Results  
(completed in January)



# SPRINGFIELD

## CHARTER TOWNSHIP



CHARTER TOWNSHIP OF SPRINGFIELD

CODE ENFORCEMENT REPORT

1/01/2024---1/31/2024

LETTERS POSTED/MAILED: 2

CASES RESOLVED: 4

SIGNS REMOVED: 6

DAYS WORKED: 11

HOURS WORKED: 63

CODE ENFORCEMENT OFFICER: RAY L'ESPERANCE



RAY LESPERANCE

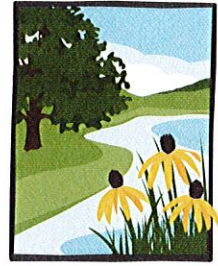
[<- Totals](#)

| Number   | Category  | Complaint   | Opened     | Closed | Address                | Parcel Number    | Status |
|----------|-----------|---|------------|--------|------------------------|------------------|--------|
| EN230061 | BLIGHT    | 8/15/23 BLIGHT ON PROP. THAT HAS BEEN INCREASING OVER TIME. CONTACT AT RES. ATT. W/NWG. RESULT. PHOTOS TAKEN OF BLIGHT AND MAINTENANCE OF ANIMALS ISSUE. 8/16/23 SECOND ATT. AT CONTACT W/OWNER. I SPOKE W/OWNERS SON IN LAW WHO IS TEMP. RESIDING AT PROP. I PROVIDED HIM W/MY BUS. CARD AND REQ. THAT HE HAVE HIS IN LAWS CALL ME TO DISCUSS THE ISSUES. HE STATED THEY ARE AWAY AND WILL RETURN ON FRIDAY. 8/30/23 RETURN CALL REC. F/OWNER WHO REFERRRED ME TO HER HUSBAND TO RESOLVE ISSUES. SEVERAL VOICEMAILS LEFT W/HUSBAND W/NO RETURN CALL. 9/21/23 LTR A MAILED. 10/4/23 PROP. INSP. SHOWING SOME PROGRESS. COMMUNICATION W/OWNER ESTABLISHED VIA TEXT MSG. DUE TO BOTH OWNERS WORKING DAYSHIFT. 10/5/23 POOL COVER PLACED ON ABOVE GROUND POOL. PLAY STRUCTURE CONTAINING TURKEY HAS BEEN REMOVED F/UNDER DECK. 11/20/23 OWNER HAS REDUCED CHICKENS ON PROP. AND CONTINUED W/CLEANUP EFFORTS. 1/10/24 PER OWNER HE HAS RELOCATED A FEW MORE BIRDS AND HAS LEADS ON RELOCATING MORE. | 08/16/2023 |        | 10050 ANDERSONVILLE RD | U -07-27-226-004 | ACTIVE |
| EN230068 | COMPLAINT | 9/21/23 COMP. REC. F/NEIGHOR REF. TIRES AND SCRAP WHICH MAY SOON ENCROACH UPON THE PROP. LINE. SAME DAY I INSP. SITUATION W/OWNERS WHO STATED THEY WILL HAVE THEIR SON RESOLVE THE ISSUES. 9/28/23 PH. CALL REC. F/OWNERS SON STATING HE WOULD LIKE TO ERECT A PRIVACY FENCE ON THE REAR PROP. LINE. HE ADVISES THAT THERE HAVE BEEN ISSUES IN THE PAST BETWEEN EACH OWNERS CANINES. HE BELIEVES THAT ERECTING A FENCE WILL RESOLVE MULTIPLE ISSUES. HE WAS ADVISED OF FENCE ORD. 11/15/23 PROP. INSP. CONDUCTED FINDING OWNER HAS CLEARED AREA ALONG PROP. LINE TO CONSTRUCT A FENCE AND HOLES FOR FENCE POSTS STARTED.  | 09/26/2023 |        | 7320 MEADOW LN         | U -07-21-201-017 | ACTIVE |

|          |             |  |            |            |                   |                  |        |
|----------|-------------|--|------------|------------|-------------------|------------------|--------|
| EN240001 | ILL SIGNS   | 1/2/24 WHILE ON PATROL I OBSERVED BUSINESS HAS CHANGED WITH NEW SIGNAGE. IN ADDITION THE CHANGEABLE COPY SIGN AT DIXIE HGWY IS CONSTANTLY CHANGING. I SPOKE W/MGR ON SITE AND PROVIDED HIM WITH A COPY OF THE TWP. ORD. I EXPLAINED TO HIM THAT THE CHANGEABLE COPY DISPLAYS CAN ONLY CHANGE TWO TIMES IN A 24 HR. PERIOD. THE MGR STATED HE WILL RESOLVE THE ISSUE.   | 01/02/2024 | 01/11/2024 | 9650 DIXIE HWY    | U -07-14-176-034 | CLOSED |
| EN240004 | ACTIVE FILE | 1/4/24 I ATT. TO CONTACT OWNER AT RES. TO DISCUSS WHITE CADILLAC THAT HEAS BEEN IN THE DRIVEWAY ON JACK STANDS FOR SEVERAL WEEKS. NO ANS. AT DR. LTR POSTED ALONG W/COPY OF ORD. PHOTO TAKEN. 1/25/24 CONF. VEH. REMOVED.  | 01/04/2024 |            | 9997 DAVISBURG RD | U -07-14-102-002 | CLOSED |
| EN240005 | COMPLAINT   | 1/2/24 COMP. REC. F/NEIGHOR ABOUT RUNOFF F/PROP. AFTER OWNER HAD INSTALLED A SEPTIC SYSTEM AND WELL ON THE PROP. BRIAN F/BLDG. DEPT. LOCATED THE PERMIT F/OAKLAND COUNTY HEALTH DIV. FOR INSTALLATION OF AN ON-SITE SEWAGE DISPOSAL SYSTEM. 1/3/24 I INSP. THE PROP. FINDING EXCAVATION IN PROGRESS ON BOTH THE OWNERS PROP. AS WELL AS THE COMPLAINANT NEIGHORS PROP. THE EXCAVATOR ON THE OWNERS PROP. WAS COVERING A TRENCH F/THE WELLHEAD TO THE WELL EQUIPT. SHED. THE COMPLAINANTS CONTRACTOR WAS MOVING/LEVELING SOIL BETWEEN THE COMPALINANTS HM. AND OWNERS PROP. IPHOTO'S AND VIDEO'S WERE TAKEN F/DIFFERENT ANGLES F/BOTH ADJACENT PROPERTIES. UPON SPEAKING W/BILL AT THE BLDG. DEPT. WE DETERMINED THAT THE OWNER DID NOT OBTAIN ALL OF THE REQ. PERMITS FOR THE PROP. ON 1/4/24 BOTH BILL(BLDG. DEPT.) AND I MET W/OWNER AND HIS SON AT THEIR PROP. THEY WERE ADVISED OF WHICH ADDITIONAL PERMITS WOULD BE REQUIRED BY THE TWP. OWNER AND HIS SON STATED THEY WILL BE IN TO PULL THE ADDITIONAL PERMITS ASAP. 1/11/24 PER BLDG. DEPT. OWNER OBTAINED BLDG PERMIT APPLICATIONS IN OFFICE THIS DATE. | 01/04/2024 |            | 5901 CLAYPOOL     | U -07-28-279-008 | ACTIVE |



|          |           |   |            |            |                    |                  |        |
|----------|-----------|---|------------|------------|--------------------|------------------|--------|
| EN240006 | COMPLAINT | 1/9/24 COMP. REC. STATING DEBRIS HAS NOT BEEN PICKED UP AT THE END OF THE DRIVEWAY AT RD. 1/10/24 PROP. INSP. CONDUCTED LOCATING DEBRIS AS DESCRIBED. I ATT. CONTACT W/OWNER AT RES. NO ANSWER, LTR POSTED. 1/10/24 PH. CALL REC F/NEW OWNER WHO ADVISED THAT HE ARRIVED F/OUT OF STATE ON 1/7/24 FINDING DEBRIS LEFT BY PREV. OWNER. HE STATED HE HAS CONTACTED WASTE MGMT FOR P.U. 1/11/24 TEXT MSG. REC. F/OWNER ADVISING DEBRIS HAS BEEN REMOVED. 1/18/24 CONF. DEBRIS REMOVED. | 01/10/2024 | 01/18/2024 | 13225 DAVISBURG RD | U -07-18-451-008 | CLOSED |
| EN240014 | BLIGHT    | 1/18/24 7 KROGER SHOPPING CARTS OBS. ADJACENT TO MAILBOXES. PHONE CONTACT MADE W/OWNER WHO STATED SHE WILL TEXT ALL OF HER TENANTS AND TELL THEM TO RETURN THE SHOPPING CARTS TO KROGER. 1/23/24 CONF. SHOPPING CARTS HAVE BEEN REMOVED.  | 01/18/2024 | 01/23/2024 | 9740 DIXIE & 9750  | U -07-14-176-003 | CLOSED |



CHARTER TOWNSHIP OF SPRINGFIELD  
CODE ENFORCEMENT REPORT

January 1, 2024 - - - January 31, 2024

Enforcement Letters: 5

Citations Issued: 0

Court Appointments: 0

Signs Picked Up: 10

Cases Resolved: 4

Open Cases: 4

Devoted Barn case a 11180 Clark Road in Davisburg remains open where seven cows remain in anticipation of relocation.

Greg Kazmierski, Code Enforcement Officer

A handwritten signature in black ink, appearing to be 'GK', followed by a long horizontal line.

<- Totals

Ordinance Report 1-1-24 to 1-31-24 Kazmierski

| Number   | Category    | Complaint  | Opened     | Closed     | Address                | Parcel Number    | Status |
|----------|-------------|--|------------|------------|------------------------|------------------|--------|
| EN240002 | ACTIVE FILE | <p>December 29, 2023 Large chicken coop near Foster Road, only enough property to have one chicken, has over ten. Met with owner to discuss violation and negotiate subsequent timely correction. GFK</p> <p>January 2, called and left message. GFK</p> <p>January 4, 2024 I called owner this morning and he plans to have the coop removed by the end of January. GFK</p> <p>January 23, 2024 All chickens are gone. Destruction of coop has begun. GFK</p> | 01/03/2024 |            | 8160 FOSTER RD         | U -07-25-200-044 | ACTIVE |
| EN240003 | BLIGHT      | <p>January 3, 2024 Clothes washer appliance and yellow sprayer container stored on the east side of the garage, a blight violation. GFK</p>  | 01/03/2024 | 01/16/2024 | 11490 ELY RD           | U -07-09-176-004 | CLOSED |
| EN240007 | ILL SIGNS   | <p>January 10, 2024 Large banner strung over the window on left side of front door. Spoke to manager and instructed her to see Supervisor's office for authorization or remove banner. GFK</p> <p>January 12, 2024 Banner is gone. Case resolved. GFK</p>  | 01/11/2024 | 01/12/2024 | 10788 DIXIE HWY        | U -07-03-126-012 | CLOSED |
| EN240008 | BLIGHT      | <p>January 10, 2023 Large wood frame at roadside. Met with owner who said that he would remove. GFK</p> <p>January 16, 2024 No change. Sending letter. GFK</p> <p>February 1, 2024 Frame has been removed. Case resolved. GFK</p>  | 01/11/2024 | 02/01/2024 | 9860 DIXIE             | U -99-00-000-995 | CLOSED |
| EN240009 | BLIGHT      | <p>January 11, 2024 Washer appliance, wood pallet and other junk stored on the north side of the building. Sending a ten day correction letter. GFK</p>  | 01/11/2024 |            | 12890 ANDERSONVILLE RD | U -07-17-326-002 | ACTIVE |

|          |             |  |            |            |                     |                  |        |
|----------|-------------|--|------------|------------|---------------------|------------------|--------|
| EN240010 | ACTIVE FILE | <p>January 12, 2024 New wood fence with fence on either side of the property facing the wrong way. Visited site and no one home. Left photos with Code fence provisions with note to contact me. GFK</p> <p>January 16, 2024 Discussed fence violations with Joseph Mahat who called. Agreement to remedy fence violations (side fences facing the wrong way) by May 1, 2024, weather permitting. He asked me about the utility pole in the front yard and whether it could be moved. Informed him that I have no authority there but referred him to utility companies. GFK</p> | 01/12/2024 |            | 5690 HILLSBORO RD   | U -07-28-476-010 | ACTIVE |
| EN240015 | ACTIVE FILE | January 9, 2024 Fence construction violation discovered by Enforcement Officer. Back fence and east-side fence both have finished side face the wrong way. Since there was no complaint, decision was made to inform owner of the violation, but no enforcement will take place unless there is a complaint, at this time. GFK   | 01/23/2024 | 01/22/2024 | 9239 VILLA CREST DR | U -07-26-227-009 | CLOSED |
| EN240016 | BLIGHT      | January 25, 2024 Several dump trailers on east side of the garage. Owner is moving all to the back of the property as soon as he can get some stone in place on the ground. Earth is covered with snow, and ground is very soft now. GFK   | 01/26/2024 |            | 9740 CLARK RD       | U -07-23-101-006 | ACTIVE |
| EN240017 | BLIGHT      | January 29, 2024 Spoke to owner about boat on trailer in the front yard, and trailers and equipment in driveway, with access to back yard not utilized. Given winter conditions, agreed to move all to back yard with the exception of red trailer and travel trailer to remain in front of house on driveway. Needs to be accomplished by February 29, 2024. GFK  | 01/30/2024 |            | 6178 NEILSON RD     | U -07-28-228-035 | ACTIVE |
| EN240018 | BLIGHT      | <p>January 19, 2024 Snow blower attachment at road side, trailer stored at roadside, Vehicle stored at roadside. All need to be removed. No answer at the front door, left copy of violations. GFK</p> <p>February 1, 2024 All have been removed. Case resolved. GFK</p>   | 01/19/2024 | 02/01/2024 | 5942 LONG POINT DR  | U -07-28-251-036 | CLOSED |





## Springfield Township Fire Department Monthly Report January 2024

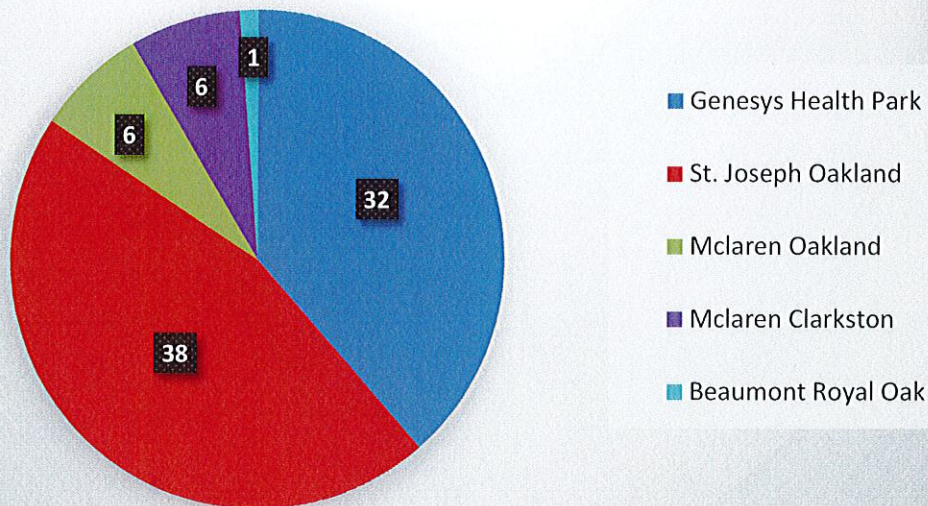
### Operations

| Incidents    | January 2024 | YTD        | January 2023 | YTD        |
|--------------|--------------|------------|--------------|------------|
| Medicals     | 104          | 104        | 70           | 70         |
| Fires        | 1            | 1          | 3            | 3          |
| MVA          | 12           | 12         | 15           | 15         |
| False Alarms | 2            | 2          | 6            | 6          |
| Other        | 45           | 45         | 17           | 17         |
| <b>Total</b> | <b>164</b>   | <b>164</b> | <b>111</b>   | <b>111</b> |

### **Current month:**

83 Transports (79 STFD, 1 Medstar, 1 NOCFA and 2 Groveland) 69 ALS, 14 BLS  
7 mutual aids (2 to Holly Village, 2 to GTFD, 1 to ITFD, 1 to HTFD and 1 to NOCFA)

### Destination Hospitals for Patients



### Incidents by District:

|              |    |
|--------------|----|
| Station # 1: | 51 |
| Station # 2: | 95 |
| Station # 3: | 18 |

### Incidents per Shift:

|                  |    |
|------------------|----|
| Shift 1 (6a-6p): | 94 |
| Shift 2 (6p-6a): | 70 |

## **Incidents of Significance**

- a) Incident 24-0014: Mutual Aid to NOCFA for a Fire
- b) Incident 24-0019: Mutual Aid to Highland for a Fire
- c) Incident 24-0074: Mutual Aid to Independence for a Fire
- d) Incident 24-0076: Mutual Aid to Holly Village for a Fire
- e) Incident 24-0080: Mutual Aid to Holly Village for a Fire
- f) Incident 24-0091: Mutual Aid to Groveland for a Fire
- g) Incident 24-0101: Mutual Aid to Groveland for a Fire

## **Administration**

### **General/Recruitment/Retention**

- a) EMS billing continues with Star EMS and we receive reimbursement regularly.

### **Buildings/Grounds/Maintenance**

- a) The remodeling project is wrapping up at Station #2.
- b) A quote being prepared for Station #1 for thermal balance/ventilation in the bay area.
- c) The inducer motor was replaced on the Furnace at Station #3.
- d) Repairs and maintenance included some monthly preventative maintenance at each station and several small repairs performed by Jerry David and his team.
- e) Garage latches removed from bay doors at all three stations.
- f) The dryer start button was replaced at Station #1.

### **Apparatus/Equipment**

- a) Medic 1 had a ignition issue repaired under warranty.
- b) Medic 3 was taken into the dealership for fuel issues.
- c) Warranty work was done on all three new engines.
- d) The new mobile radios were installed in all of our apparatus.
- e) Car 1 had new brakes installed, battery replaced, wiper motor replaced, and an oil change.
- f) Car 2 had an oil change and a tire repair.

### **Training**

- a) January 8: Dr. Wahl from McLaren Oakland gave a presentation on multi-system trauma. Started the rollout of the new protocols going in effect on February 1.
- b) Three (3) members are currently in the process for paramedic testing.

### **Awards/Kudos**

- a) Congratulations to FF N. White who passed her paramedic National certifying written exam. She is now a state licensed Paramedic.
- b) Congratulations to FF G. Watts who passed his paramedic National certifying practical exam. He is now a state licensed Paramedic.
- c) Thank you to all the members who stepped up and assisted during the snowstorms.

#### Miscellaneous

- a) Grant number EMW-2018-FF-00351 was the staffing and recruiting grant. It was not renewed by the grant directorate. We will be working on final drawdowns and reimbursements prior to it being closed out.
- b) We are awaiting the closeout module for the regional FEMA COVID grant for PPE-respirators with eighteen (18) other departments.
- c) Letter of compliance for Oakland County Medical Control completed for 2024.

#### **Fire Prevention/Community Fire and Life Safety**

- a) Three (3) fire prevention inspections were conducted.

Respectfully submitted,  
Capt. Matt Strickland  
February 1, 2024



COUNTY OF OAKLAND  
**OFFICE OF THE SHERIFF**

MICHAEL J. BOUCHARD



**Springfield Township Substation**

**To:** Springfield Township Board  
**From:** Lt. M. Baldes – Substation Commander  
**Date:** 02/05/2024  
**Re:** Substation Report for January 2024

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The following is a summary of the activities of the Oakland County Sheriff's Office Springfield Township Substation for January 2024:

**Detective Bureau**

**D/Sgt. Charles Yon**

Court Appearances: 8  
Court Appearances – YTD:  
New Cases: 24  
Total Cases Closed: 16  
Total Cases Closed – YTD: 16  
Warrants Sent to Prosecutors Office: 5  
CPS Referrals: 6  
CPS Referrals – YTD: 6

COUNTY OF OAKLAND

# OFFICE OF THE SHERIFF

MICHAEL J. BOUCHARD



## Road Patrol

### **CALLS FOR SERVICE:**

Total Dispatched Calls: 1,114  
Total Dispatched Calls – YTD: 1,114

### **Violations (to include criminal appearance violations and traffic warning tickets)**

Monthly Violations: 53  
Violations – YTD: 53

\*\*Monthly Stat Reports Attached – To include tickets, monthly summary of offenses and top 20 offenses.

DB  
Cc: Township Board

**CLR-1885 - CFS Listing (OS)**  
**City : Springfield Twp.**  
**CFS Dates :1/1/2024 to 1/31/2024**

**Top 20 Offenses**

| <b>Reported<br/>Offense<br/>Code</b> | <b>Reported Offense Description</b>                      | <b>CFS<br/>Count</b> | <b>Verified<br/>Offense<br/>Code</b> | <b>Verified Offense Description</b>                      | <b>CFS<br/>Count</b> |
|--------------------------------------|--|----------------------|--------------------------------------|--|----------------------|
| L3501                                | Area Check / Extra Patrol - OS                           | 716                  | L3501                                | Area Check / Extra Patrol - OS                           | 636                  |
| C3332                                | Assist Fire Department                                   | 118                  | C3332                                | Assist Fire Department                                   | 74                   |
| C3999                                | Alarms All Other   | 34                   | L6039                                | Subdivision Checks - OS                                  | 45                   |
| C3730                                | Traffic Complaint / Traffic Miscellaneous<br>A Complaint | 32                   | C3730                                | Traffic Complaint / Traffic<br>Miscellaneous A Complaint | 32                   |
| C3336                                | Assist Citizen   | 29                   | C3331                                | Assist Medical   | 31                   |
| C3145                                | Property Damage Traffic Crash PDA                        | 24                   | C3336                                | Assist Citizen   | 31                   |
| C3710                                | Traffic Complaint / Vehicle off roadway -<br>CID         | 20                   | C3999                                | Alarms All Other   | 30                   |
| C3299                                | Welfare Check  | 18                   | L3534                                | House Check - OS   | 29                   |
| C3324                                | Suspicious Circumstances                                 | 13                   | C3145                                | Property Damage Traffic Crash PDA                        | 23                   |
| C3702                                | Traffic Complaint / Road Hazard                          | 13                   | C3710                                | Traffic Complaint / Vehicle off roadway<br>- CID         | 18                   |
| C3310                                | Family Trouble   | 12                   | C3299                                | Welfare Check  | 16                   |
| C3333                                | Assist Motorist  | 12                   | C3702                                | Traffic Complaint / Road Hazard                          | 12                   |
| C3337                                | Assist Citizen - Vehicle Lockout                         | 11                   | C3310                                | Family Trouble   | 12                   |
| C3804                                | Animal Complaint   | 8                    | C3333                                | Assist Motorist  | 12                   |
| L3503                                | BOL - Be On the Lookout - OS                             | 7                    | C3337                                | Assist Citizen - Vehicle Lockout                         | 11                   |
| L3598                                | 911 Welfare Check - OS                                   | 7                    | C3324                                | Suspicious Circumstances                                 | 10                   |
| L6044                                | Public Relations - AH                                    | 6                    | C3245                                | Sick Care For Medical                                    | 10                   |
| C3148                                | Motor Vehicle - Animal Traffic Crash                     | 6                    | L3503                                | BOL - Be On the Lookout - OS                             | 7                    |
| C3355                                | Civil Matter - Other                                     | 5                    | L3598                                | 911 Welfare Check - OS                                   | 6                    |
| L6701                                | Follow Up - OS   | 5                    | C3355                                | Civil Matter - Other                                     | 6                    |

## CLR-065 Monthly Summary Of Offenses (OS)

City:Springfield Twp-SPT



Search Criteria: (This report counts for offenses but excludes UCR status of 'Unfounded'.)

Month: January

Year: 2024

City: Springfield Twp-SPT

# CLR-065 Monthly Summary Of Offenses (OS)

## City:Springfield Twp-SPT

| CLASS                 | Description                                       | Jan/2024 | Jan/2023  | % CHG         | YTD 2024 | YTD 2023  | % CHG         | ADULT    |          | JUV      |          | Total    |          |
|-----------------------|---|----------|-----------|---------------|----------|-----------|---------------|----------|----------|----------|----------|----------|----------|
|                       |   |          |           |               |          |           |               | Jan/2024 | YTD      | Jan/2023 | YTD      | Jan      | YTD      |
| 11001                 | SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE   | 0        | 1         | -100%         | 0        | 1         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 11002                 | SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE   | 0        | 0         | 0%            | 0        | 0         | 0%            | 1        | 1        | 0        | 0        | 1        | 1        |
| 13001                 | NONAGGRAVATED ASSAULT                             | 2        | 3         | -33.3%        | 2        | 3         | -33.3%        | 3        | 3        | 0        | 0        | 3        | 3        |
| 13002                 | AGGRAVATED/FELONIOUS ASSAULT                      | 0        | 1         | -100%         | 0        | 1         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 13003                 | INTIMIDATION/STALKING                             | 0        | 1         | -100%         | 0        | 1         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 22001                 | BURGLARY -FORCED ENTRY                            | 1        | 5         | -80%          | 1        | 5         | -80%          | 1        | 1        | 0        | 0        | 1        | 1        |
| 23005                 | LARCENY -THEFT FROM MOTOR VEHICLE                 | 0        | 5         | -100%         | 0        | 5         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 23006                 | LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES | 0        | 1         | -100%         | 0        | 1         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 23007                 | LARCENY -OTHER                                    | 2        | 0         | 0%            | 2        | 0         | 0%            | 0        | 0        | 0        | 0        | 0        | 0        |
| 24001                 | MOTOR VEHICLE THEFT                               | 0        | 2         | -100%         | 0        | 2         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 24002                 | MOTOR VEHICLE, AS STOLEN PROPERTY                 | 1        | 0         | 0%            | 1        | 0         | 0%            | 1        | 1        | 0        | 0        | 1        | 1        |
| 26001                 | FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME     | 0        | 2         | -100%         | 0        | 2         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 26005                 | FRAUD -WIRE FRAUD                                 | 1        | 0         | 0%            | 1        | 0         | 0%            | 0        | 0        | 0        | 0        | 0        | 0        |
| 26007                 | FRAUD - IDENTITY THEFT                            | 1        | 2         | -50%          | 1        | 2         | -50%          | 0        | 0        | 0        | 0        | 0        | 0        |
| 30002                 | RETAIL FRAUD -THEFT                               | 0        | 1         | -100%         | 0        | 1         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 52003                 | WEAPONS OFFENSE -OTHER                            | 1        | 0         | 0%            | 1        | 0         | 0%            | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Group A Totals</b> |   | <b>9</b> | <b>24</b> | <b>-62.5%</b> | <b>9</b> | <b>24</b> | <b>-62.5%</b> | <b>6</b> | <b>6</b> | <b>0</b> | <b>0</b> | <b>6</b> | <b>6</b> |
| 48000                 | OBSTRUCTING POLICE                                | 2        | 0         | 0%            | 2        | 0         | 0%            | 0        | 0        | 0        | 0        | 0        | 0        |
| 53002                 | PUBLIC PEACE -OTHER                               | 0        | 1         | -100%         | 0        | 1         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 54001                 | HIT and RUN MOTOR VEHICLE ACCIDENT                | 0        | 1         | -100%         | 0        | 1         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 54002                 | OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS  | 0        | 1         | -100%         | 0        | 1         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 55000                 | HEALTH AND SAFETY                                 | 0        | 1         | -100%         | 0        | 1         | -100%         | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Group B Totals</b> |   | <b>2</b> | <b>4</b>  | <b>-50%</b>   | <b>2</b> | <b>4</b>  | <b>-50%</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| 2800                  | JUVENILE OFFENSES AND COMPLAINTS                  | 2        | 1         | 100%          | 2        | 1         | 100%          | 0        | 0        | 0        | 0        | 0        | 0        |

# CLR-065 Monthly Summary Of Offenses (OS)

## City:Springfield Twp-SPT

| CLASS                                | Description                                | Jan/2024    | Jan/2023    | % CHG          | YTD 2024    | YTD 2023    | % CHG          | ADULT    |          | JUV      |          | Total    |          |
|--------------------------------------|--|-------------|-------------|----------------|-------------|-------------|----------------|----------|----------|----------|----------|----------|----------|
|                                      |  |             |             |                |             |             |                | Jan/2024 | YTD      | Jan/2023 | YTD      | Jan      | YTD      |
| 2900                                 | TRAFFIC OFFENSES                           | 0           | 6           | -100%          | 0           | 6           | -100%          | 0        | 0        | 0        | 0        | 0        | 0        |
| 3000                                 | WARRANTS                                   | 1           | 1           | 0%             | 1           | 1           | 0%             | 1        | 1        | 0        | 0        | 1        | 1        |
| 3100                                 | TRAFFIC CRASHES                            | 67          | 34          | 97.05%         | 67          | 34          | 97.05%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 3200                                 | SICK / INJURY COMPLAINT                    | 46          | 39          | 17.94%         | 46          | 39          | 17.94%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 3300                                 | MISCELLANEOUS COMPLAINTS                   | 257         | 191         | 34.55%         | 257         | 191         | 34.55%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 3500                                 | NON - CRIMINAL COMPLAINTS                  | 799         | 656         | 21.79%         | 799         | 656         | 21.79%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 3700                                 | MISCELLANEOUS TRAFFIC COMPLAINTS           | 101         | 68          | 48.52%         | 101         | 68          | 48.52%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 3800                                 | ANIMAL COMPLAINTS                          | 19          | 11          | 72.72%         | 19          | 11          | 72.72%         | 0        | 0        | 0        | 0        | 0        | 0        |
| 3900                                 | ALARMS                                     | 42          | 15          | 180%           | 42          | 15          | 180%           | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Group C Totals</b>                |  | <b>1334</b> | <b>1022</b> | <b>30.52%</b>  | <b>1334</b> | <b>1022</b> | <b>30.52%</b>  | <b>1</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>1</b> | <b>1</b> |
| 4100                                 | NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS | 0           | 1           | -100%          | 0           | 1           | -100%          | 0        | 0        | 0        | 0        | 0        | 0        |
| 4300                                 | LICENSE / TITLE / REGISTRATION CITATIONS   | 0           | 1           | -100%          | 0           | 1           | -100%          | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Group D Totals</b>                |  | <b>0</b>    | <b>2</b>    | <b>-100%</b>   | <b>0</b>    | <b>2</b>    | <b>-100%</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| 5000                                 | FIRE CLASSIFICATIONS                       | 0           | 2           | -100%          | 0           | 2           | -100%          | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Group E Totals</b>                |  | <b>0</b>    | <b>2</b>    | <b>-100%</b>   | <b>0</b>    | <b>2</b>    | <b>-100%</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| 6000                                 | MISCELLANEOUS ACTIVITIES (6000)            | 63          | 1           | 6200%          | 63          | 1           | 6200%          | 0        | 0        | 0        | 0        | 0        | 0        |
| 6700                                 | INVESTIGATIVE ACTIVITIES                   | 9           | 20          | -55%           | 9           | 20          | -55%           | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Group F Totals</b>                |  | <b>72</b>   | <b>21</b>   | <b>242.86%</b> | <b>72</b>   | <b>21</b>   | <b>242.86%</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| <b>City - Springfield Twp Totals</b> |  | <b>1417</b> | <b>1075</b> | <b>31.81%</b>  | <b>1417</b> | <b>1075</b> | <b>31.81%</b>  | <b>7</b> | <b>7</b> | <b>0</b> | <b>0</b> | <b>7</b> | <b>7</b> |

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## Monthly Violation Summary

### January 2024

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## CITATIONS

#### Search Criteria:

|                                      |                 |
|--------------------------------------|-----------------|
| Month :                              | January         |
| Year :                               | 2024            |
| Citation Type:                       | Both            |
| Violation Type:                      | Includes All    |
| Range One:                           | 00:00 - 07:59   |
| Range Two:                           | 08:00 - 15:59   |
| Range Three:                         | 16:00 - 23:59   |
| Group By Violation Alias:            | Yes             |
| Division(s):                         | Springfield     |
| Include Court Approved Only?         | No              |
| Count Secondary Officer's Violation? | No              |
| Report ID:                           | 363365          |
| Saved:                               | No              |
| Run By:                              | BALDES, MATTHEW |



# Monthly Violation Summary

## January 2024

| Violation Description                                       | Count     | Percentage     | Accident  | TIME RANGE |           |           | YTD       |
|---|-----------|----------------|-----------|------------|-----------|-----------|-----------|
|   |           |                |           | One        | Two       | Three     |           |
| <b>**ALL OTHERS**</b>                                       |           |                |           |            |           |           |           |
| OPERATING WHILE HOLDING / USE OF A MOBILE ELECTRONIC DEVICE | 1         | 100 %          | 0         | 0          | 0         | 1         | 1         |
| <b>Total    **ALL OTHERS**</b>                              | <b>1</b>  | <b>1.89 %</b>  | <b>0</b>  | <b>0</b>   | <b>0</b>  | <b>1</b>  | <b>1</b>  |
| <b>MOVING</b>   |           |                |           |            |           |           |           |
| 009 - Speeding 21+ over                                     | 1         | 3.12 %         | 0         | 1          | 0         | 0         | 1         |
| 010 - Speeding 01-05 Over                                   | 7         | 21.88 %        | 0         | 0          | 5         | 2         | 7         |
| 011 - Speeding 06-10 Over                                   | 2         | 6.25 %         | 0         | 1          | 1         | 0         | 2         |
| 012 - Speeding 11-15 Over                                   | 1         | 3.12 %         | 0         | 1          | 0         | 0         | 1         |
| 014 - Basic Speed   | 4         | 12.5 %         | 4         | 1          | 3         | 0         | 4         |
| 015 - Failed to Stop in Assured Clear Distance              | 4         | 12.5 %         | 4         | 1          | 2         | 1         | 4         |
| 016 - Fail to Use Due Care & Caution                        | 4         | 12.5 %         | 4         | 2          | 2         | 0         | 4         |
| 060 - Traffic Signal  | 2         | 6.25 %         | 0         | 0          | 2         | 0         | 2         |
| 070 - Stop Sign   | 3         | 9.38 %         | 0         | 0          | 0         | 3         | 3         |
| 090 - Failed to Yield                                       | 2         | 6.25 %         | 1         | 1          | 1         | 0         | 2         |
| 110 - Lane Usage  | 1         | 3.12 %         | 0         | 1          | 0         | 0         | 1         |
| 160 - Other Moving  | 1         | 3.12 %         | 0         | 1          | 0         | 0         | 1         |
| <b>Total    MOVING</b>                                      | <b>32</b> | <b>60.38 %</b> | <b>13</b> | <b>10</b>  | <b>16</b> | <b>6</b>  | <b>32</b> |
| <b>NON MOVING</b>   |           |                |           |            |           |           |           |
| 190 - No Operator's License in Possession                   | 1         | 5 %            | 1         | 0          | 0         | 1         | 1         |
| 193 - Expired Operator's License                            | 1         | 5 %            | 0         | 0          | 1         | 0         | 1         |
| 200 - No Proof of Vehicle Registration                      | 3         | 15 %           | 1         | 0          | 1         | 2         | 3         |
| 201 - Expired Plate   | 3         | 15 %           | 0         | 0          | 3         | 0         | 3         |
| 204 - Impeding Traffic                                      | 11        | 55 %           | 4         | 3          | 7         | 1         | 11        |
| 211 - No Proof of Insurance                                 | 1         | 5 %            | 0         | 0          | 0         | 1         | 1         |
| <b>Total    NON MOVING</b>                                  | <b>20</b> | <b>37.74 %</b> | <b>6</b>  | <b>3</b>   | <b>12</b> | <b>5</b>  | <b>20</b> |
| <b>Total Violations</b>                                     | <b>53</b> |                | <b>19</b> | <b>13</b>  | <b>28</b> | <b>12</b> | <b>53</b> |
| <b>Total Tickets</b>  | <b>40</b> |                | <b>15</b> | <b>10</b>  | <b>20</b> | <b>10</b> | <b>40</b> |

**COMP TIME REPORT**  
**to**  
**TOWNSHIP BOARD ~ February 8, 2024**

**As of January 31st, 2024**

➤GENERAL FUND: \$787.64

|                                 |            |
|---------------------------------|------------|
| Treasurer's Office              | 2.5 hours  |
| Clerk's Office                  | 17.5 hours |
| Supervisor's Office/2 employees | 3.5 hours  |

➤P & R FUND: \$3,049.24

|                   |             |
|-------------------|-------------|
| P & R/5 employees | 168.5 hours |
|-------------------|-------------|

# January 2024 IT Report



## VISITS TO TOWNSHIP WEBSITE

|               | Visits |
|---------------|--------|
| December 2023 | 4,369  |
| January 2024  | 4,309  |

## % VISITS TO WEBSITE FROM MOBILE DEVICES

|              |     |
|--------------|-----|
| January 2024 | 45% |
| January 2023 | 49% |

## MOST VISITED WEBPAGES

The ten most visited website pages this month

| Page                            | Total Views |
|---------------------------------|-------------|
| Home page                       | 2,710       |
| Mill Pond Dam                   | 801         |
| Minutes & Agendas               | 425         |
| Parks & Recreation              | 405         |
| Departments                     | 270         |
| Fire Department                 | 265         |
| Treasurer – Property Taxes      | 227         |
| Document Center                 | 197         |
| Parks & Rec – Programs & Events | 165         |
| Employment Opportunities        | 164         |

## MOST DOWNLOADED FILES

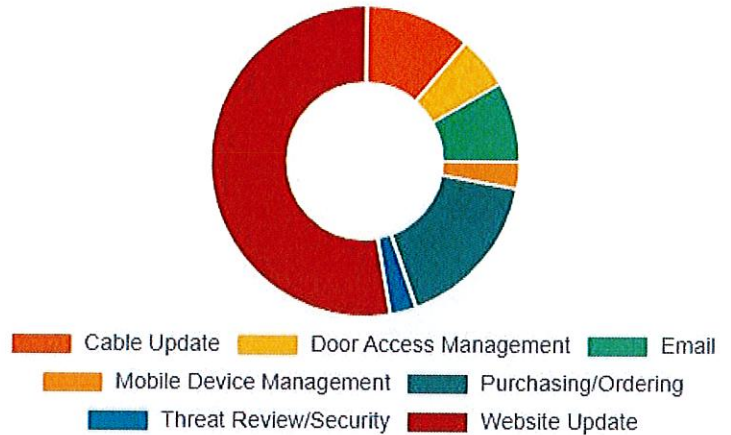
The ten most downloaded files this month

| File Name                               | Downloads |
|---|-----------|
| Special Meeting Notice Chief Interviews | 81        |
| Zoning Map                              | 61        |
| 2024 Meeting Dates                      | 57        |
| 2023 Winter Millage Rates               | 48        |
| Draft Master Plan Notice                | 30        |
| Building Permit                         | 28        |
| January 2024 Board Meeting Agenda       | 26        |
| Mechanical Permit                       | 23        |
| January 2024 Board Packet               | 22        |
| September 2023 Board Minutes            | 19        |

## IT HELP DESK TICKETS

|          | New Tickets | Open Tickets | Average Ticket Close Time |
|----------|-------------|--------------|---------------------------|
| January  | 36          | 0            | 3 hours                   |
| December | 24          | 0            | 3 hours                   |

## TICKET CATEGORY BREAKDOWN



## ON-DEMAND BOARD MEETING VIEWS

|              |    |
|--------------|----|
| January 2024 | 29 |
| January 2023 | 53 |

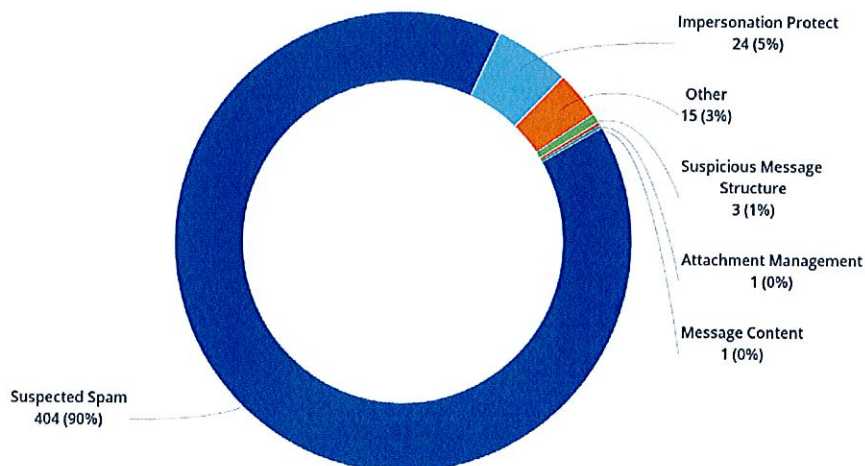
## MOST VIEWED VIDEOS

The five most viewed videos from springfieldtp.viebit.com

| Video Name                                 | Views |
|--|-------|
| January 2024 Township Board                | 29    |
| Mill Pond Dam Public Outreach Presentation | 20    |
| December 2023 Township Board               | 14    |
| December 2021 Township Board               | 8     |
| December 2022 Township Board               | 5     |

## Inbound Hold Reasons

448 total messages held over the reporting period  
18 average messages/weekday



## January 2024 Natural Resources Report

Mike Losey, Natural Resources Manager

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**Field Activities:** January was a difficult month for field activities due to the record amount of precipitation and poor ground conditions due to thaws. However, we did complete a wetland and old field habitat maintenance project at River Run Preserve with staff and equipment supplied by OC Parks as a partnership effort through the Oakland County Cooperative Invasive Species Management Area (OC CISMA). This project was an important maintenance activity and targeted resprouting nonnative and clonal shrubs in wetland and field habitats in the center of the preserve. In total, staff from OC Parks mowed approximately 10 acres over 16 tachometer hours the machine was on site. In previous years, this was an activity that we would contract out at our expense and would have cost approximately \$4500 to complete. Our continued participation in collaboratives including the OC CISMA are a great example of how we can work together with outside groups and organizations to improve the natural resources of Springfield Township.

**Planning:** Throughout January, I worked on planning for projects that will begin or continue in 2024. One highlight is related to our work with the federally endangered Poweshiek skipperling butterfly. The Poweshiek skipperling recovery team we are involved with met to discuss reintroduction plans into formerly occupied habitat at the Shiawassee Basin Preserve along the northeast shore of Long Lake. This is an area of prairie fen where butterflies have not been observed in recent years but were likely pushed out due to invasive plant growth. This same area has been the focus of habitat improvement and research in recent years, and we are now at the point where the site could support a release of captively raised butterflies from the Minnesota Zoo and John Ball Zoo. Reintroductions into formerly occupied habitats are a historic milestone for this species, critical for the recovery plans for the species, and indicative of the success the team has had thus far be able to raise the butterflies in captivity while restoring habitat in the wild. We are fortunate to work with such a strong partnership as this recovery group and contribute our leadership and expertise toward restoring our natural heritage.

I am also happy to share that through our collaboration with Michigan Natural Features Inventory (MNFI), the forest resources and other natural features at the Shiawassee Basin Preserve will be mapped using the 'Michigan Forest Inventory System' (MiFI). MiFI surveys will improve our understanding of the forested habitats at our preserve and help plan future management needs to maintain or improve their condition. In MiFI, a survey area is delineated into 'Stands' which are defined as unique landcover types embedded within, and distinct from the surrounding landscape. During stand surveys, data collection includes a plant species list with relative species abundance and associated stand level variables. The stand level variables include (but are not limited to) stand age, mature tree density, canopy closure, cover type, acreage at the stand level, and associated natural community classification. MiFI is an award winning and innovative forestry inventory method that was pioneered in Michigan, with over 350,000 acres currently mapped across a combination of state land and increasingly other recreation lands as well. MNFI has offered to perform these surveys in 2024 at no cost to the Township. This will be a highly informative survey effort that will inform our understanding and future management of the forested areas of the Shiawassee Basin Preserve. The survey effort will also be available for public review online since it is a digital survey system. A number of pressing issues are affecting our forest health in the state and within our preserve including oak wilt, invasive insects, and the decline of oak abundance. Keeping our forests resilient for future generations starts with understanding the current condition and I am happy to facilitate this collaborative survey effort.

Attached are a couple of pictures from January for your perusal.

-Mike Losey



OC Parks Staff and mowing equipment at River Run Preserve.



A milestone for the Davisburg Road/ Mill Pond Dam project was met in late January with the installation of this open bottom concrete culvert that will span the Shiawassee river.



**Additional Disbursements**  
**Invoice Entry Dates 1/9/2024-1/31/2024**  
**For Approval at February 8, 2024**

**GENERAL FUND**

| Vendor                              | Inv. Line Desc                    | Chk Date | Amount |           |
|-------------------------------------|-----------------------------------|----------|--------|-----------|
| ADKISON, NEED, ALLEN & RENTROP PLLC | ACCOUNTS PAYABLE                  | 01/31/24 | \$     | 3,151.83  |
|                                     |                                   |          | \$     | 3,151.83  |
| AMERICAN WATER                      | REPAIRS & MAINT. / 700 BROADWAY   | 01/31/24 | \$     | 10.25     |
| AMERICAN WATER                      | MAINTENENCE SUPPLIES-CIVIC CENTER | 01/31/24 | \$     | 99.50     |
|                                     |                                   |          | \$     | 109.75    |
| ANDERSON, ECKSTEIN & WESTWRICK, INC | ACCOUNTS PAYABLE                  | 01/31/24 | \$     | 3,411.63  |
|                                     |                                   |          | \$     | 3,411.63  |
| AT&T                                | TELEPHONE                         | 01/31/24 | \$     | 211.07    |
|                                     |                                   |          | \$     | 211.07    |
| BASIC BENEFITS                      | FSA ADMIN FEES                    | 01/31/24 | \$     | 81.94     |
|                                     |                                   |          | \$     | 81.94     |
| BEAR PACKING & SUPPLY               | MAINTENENCE SUPPLIES-CIVIC CENTER | 01/31/24 | \$     | 116.41    |
|                                     |                                   |          | \$     | 116.41    |
| BOUND TREE MEDICAL                  | OPERATING SUPPLIES                | 01/31/24 | \$     | 270.39    |
|                                     |                                   |          | \$     | 270.39    |
| BROWN AND BROWN OF MICHIGAN         | INSURANCE & BOND                  | 01/31/24 | \$     | 34,553.16 |
|                                     |                                   |          | \$     | 34,553.16 |
| BS & A SOFTWARE                     | CEMETERY SOFTWARE                 | 01/31/24 | \$     | 329.00    |
|                                     |                                   |          | \$     | 329.00    |
| CLARKSTON PAPER                     | MAINTENENCE SUPPLIES-CIVIC CENTER | 01/31/24 | \$     | 375.57    |
|                                     |                                   |          | \$     | 375.57    |
| CLEAN TEAM, INC                     | CUSTODIAL SERVICES                | 01/31/24 | \$     | 1,985.10  |
|                                     |                                   |          | \$     | 1,985.10  |
| COMCAST                             | FACILITY OPERATIONS               | 01/31/24 | \$     | 149.85    |
|                                     |                                   |          | \$     | 149.85    |

**Additional Disbursements**  
**Invoice Entry Dates 1/9/2024-1/31/2024**  
**For Approval at February 8, 2024**

|                                 |                                   |          |                     |
|---------------------------------|-----------------------------------|----------|---------------------|
| COMMUNITY DISPOSAL              | CONSULTANTS/CONTRACT-CIVIC CTR.   | 01/31/24 | \$ 61.75            |
|                                 |                                   |          | <u>\$ 61.75</u>     |
| CORVID CYBERDEFENSE, LLC        | IT SECURITY SERVICES              | 01/31/24 | \$ 1,685.15         |
|                                 |                                   |          | <u>\$ 1,685.15</u>  |
| CUMMINS SALES AND SERVICES      | REPAIRS & MAINT. / 700 BROADWAY   | 01/31/24 | \$ 213.48           |
| CUMMINS SALES AND SERVICES      | CONSULTANTS/CONTRACT-CIVIC CTR.   | 01/31/24 | \$ 751.97           |
|                                 |                                   |          | <u>\$ 965.45</u>    |
| DTE ENERGY                      | REPAIRS & MAINT. / 700 BROADWAY   | 01/31/24 | \$ 175.23           |
| DTE ENERGY                      | ELECTRIC                          | 01/31/24 | \$ 1,513.12         |
|                                 |                                   |          | <u>\$ 1,688.35</u>  |
| ECTO HR, INC                    | ACCOUNTS PAYABLE                  | 01/31/24 | \$ 693.27           |
|                                 |                                   |          | <u>\$ 693.27</u>    |
| ELAN FINANCIAL SERVICES         | ACCOUNTS PAYABLE                  | 01/31/24 | \$ 860.00           |
| ELAN FINANCIAL SERVICES         | SAFETY & HEALTH                   | 01/31/24 | \$ 50.50            |
| ELAN FINANCIAL SERVICES         | COMPUTER LICENSE & SUPPORT        | 01/31/24 | \$ (36.50)          |
| ELAN FINANCIAL SERVICES         | OFFICE SUPPLIES                   | 01/31/24 | \$ 129.55           |
| ELAN FINANCIAL SERVICES         | OPERATING SUPPLIES                | 01/31/24 | \$ 12.72            |
| ELAN FINANCIAL SERVICES         | MAINTENANCE SUPPLIES-CIVIC CENTER | 01/31/24 | \$ 136.10           |
| ELAN FINANCIAL SERVICES         | FIELD SUPPLIES                    | 01/31/24 | \$ 27.95            |
|                                 |                                   |          | <u>\$ 1,180.32</u>  |
| GREAT LAKES HARDWARE INC        | FIELD SUPPLIES                    | 01/31/24 | \$ 53.58            |
|                                 |                                   |          | <u>\$ 53.58</u>     |
| IMPRESSIVE PRINTING & PROMOTION | PRINTING & PUBLISHING             | 01/31/24 | \$ 158.00           |
|                                 |                                   |          | <u>\$ 158.00</u>    |
| KERTON LUMBER CO                | SNOW REMOVAL                      | 01/31/24 | \$ 145.89           |
|                                 |                                   |          | <u>\$ 145.89</u>    |
| MICHIGAN STATE UNIVERSITY       | ACCOUNTS PAYABLE                  | 01/31/24 | \$ 10,000.00        |
|                                 |                                   |          | <u>\$ 10,000.00</u> |
| ROAD COMM. FOR OAKLAND COUNTY   | ACCOUNTS PAYABLE                  | 01/31/24 | \$ 212.75           |
|                                 |                                   |          | <u>\$ 212.75</u>    |

**Additional Disbursements**  
**Invoice Entry Dates 1/9/2024-1/31/2024**  
**For Approval at February 8, 2024**

|                                     |                               |          |                     |
|-------------------------------------|-------------------------------|----------|---------------------|
| SPRINGFIELD TWP. PARKS & REC.       | PRINTING & PUBLISHING         | 01/31/24 | \$ 490.00           |
|                                     |                               |          | <u>\$ 490.00</u>    |
| STANTEC CONSULTING SERVICES INC     | ACCOUNTS PAYABLE              | 01/31/24 | \$ 295.50           |
|                                     |                               |          | <u>\$ 295.50</u>    |
| TOSHIBA FINANCIAL SERVICES          | COPIER, PRINTER LEASE & MAINT | 01/31/24 | \$ 283.96           |
|                                     |                               |          | <u>\$ 283.96</u>    |
| TRANSPORTATION IMPROVEMENT ASSOCIAT | DUES & SUBSCRIPTIONS          | 01/31/24 | \$ 200.00           |
|                                     |                               |          | <u>\$ 200.00</u>    |
| UNUM LIFE INSURANCE                 | LIFE INSURANCE                | 01/31/24 | \$ 43.00            |
| UNUM LIFE INSURANCE                 | DISABILITY INSURANCE          | 01/31/24 | \$ 107.95           |
| UNUM LIFE INSURANCE                 | LIFE INSURANCE                | 01/31/24 | \$ 21.50            |
| UNUM LIFE INSURANCE                 | DISABILITY INSURANCE          | 01/31/24 | \$ 39.00            |
| UNUM LIFE INSURANCE                 | LIFE INSURANCE                | 01/31/24 | \$ 83.50            |
| UNUM LIFE INSURANCE                 | DISABILITY INSURANCE          | 01/31/24 | \$ 161.68           |
| UNUM LIFE INSURANCE                 | LIFE INSURANCE                | 01/31/24 | \$ 74.83            |
| UNUM LIFE INSURANCE                 | DISABILITY INSURANCE          | 01/31/24 | \$ 147.29           |
| UNUM LIFE INSURANCE                 | LIFE INSURANCE                | 01/31/24 | \$ 18.28            |
| UNUM LIFE INSURANCE                 | DISABILITY INSURANCE          | 01/31/24 | \$ 31.31            |
| UNUM LIFE INSURANCE                 | LIFE INSURANCE                | 01/31/24 | \$ 21.50            |
| UNUM LIFE INSURANCE                 | DISABILITY INSURANCE          | 01/31/24 | \$ 46.76            |
| UNUM LIFE INSURANCE                 | LIFE INSURANCE                | 01/31/24 | \$ 21.50            |
| UNUM LIFE INSURANCE                 | DISABILITY INSURANCE          | 01/31/24 | \$ 41.89            |
|                                     |                               |          | <u>\$ 859.99</u>    |
| VERIZON WIRELESS                    | MOBILE COMMUNICATIONS         | 01/31/24 | \$ 108.38           |
| VERIZON WIRELESS                    | MOBILE COMMUNICATIONS         | 01/31/24 | \$ 49.88            |
| VERIZON WIRELESS                    | MOBILE COMMUNICATIONS         | 01/31/24 | \$ 92.72            |
| VERIZON WIRELESS                    | MOBILE COMMUNICATIONS         | 01/31/24 | \$ 89.18            |
|                                     |                               |          | <u>\$ 340.16</u>    |
| <b>TOTAL</b>                        |                               |          | <b>\$ 64,059.82</b> |

**FIRE FUND**

| Vendor                    | Inv. Line Desc        | Chk Date | Amount           |
|---------------------------|-----------------------|----------|------------------|
| COMCAST                   | TELEPHONE & INTERNET  | 01/12/24 | \$ 194.90        |
|                           |                       |          | <u>\$ 194.90</u> |
| ACE HARDWARE OF CLARKSTON | OPERATING SUPPLIES #1 | 01/31/24 | \$ 108.57        |
|                           |                       |          | <u>\$ 108.57</u> |



**Additional Disbursements**  
**Invoice Entry Dates 1/9/2024-1/31/2024**  
**For Approval at February 8, 2024**

|                                  |                                |          |                     |
|----------------------------------|--------------------------------|----------|---------------------|
| AMERICAN WATER                   | REPAIRS & MAINTENANCE #1       | 01/31/24 | \$ 68.25            |
| AMERICAN WATER                   | REPAIRS & MAINTENANCE #2       | 01/31/24 | \$ 102.50           |
| AMERICAN WATER                   | REPAIRS & MAINTENANCE # 3      | 01/31/24 | \$ 39.00            |
|                                  |                                |          | <u>\$ 209.75</u>    |
| ANDRE WILLIS                     | CERTIFICATION & LICENSE        | 01/31/24 | \$ 25.00            |
|                                  |                                |          | <u>\$ 25.00</u>     |
| ANNA PLISKA                      | ACCOUNTS PAYABLE               | 01/31/24 | \$ 2,295.60         |
|                                  |                                |          | <u>\$ 2,295.60</u>  |
| ARAMARK                          | OPERATING SUPPLIES             | 01/31/24 | \$ 158.36           |
|                                  |                                |          | <u>\$ 158.36</u>    |
| BEAR PACKING & SUPPLY            | OPERATING SUPPLIES #2          | 01/31/24 | \$ 159.11           |
|                                  |                                |          | <u>\$ 159.11</u>    |
| BOUND TREE MEDICAL               | MEDICAL SUPPLIES               | 01/31/24 | \$ 547.82           |
|                                  |                                |          | <u>\$ 547.82</u>    |
| BRIDGE LAKE AUTO REPAIR & TOWING | TRUCK REPAIR AND MAINTENANCE   | 01/31/24 | \$ 1,580.34         |
|                                  |                                |          | <u>\$ 1,580.34</u>  |
| BROWN AND BROWN OF MICHIGAN      | INSURANCE & BOND               | 01/31/24 | \$ 80,576.44        |
|                                  |                                |          | <u>\$ 80,576.44</u> |
| CDW GOVERNMENT INC.              | COMPUTER EQUIPMENT & LICENSING | 01/31/24 | \$ 550.05           |
|                                  |                                |          | <u>\$ 550.05</u>    |
| COMCAST                          | TELEPHONE & INTERNET           | 01/31/24 | \$ 381.16           |
|                                  |                                |          | <u>\$ 381.16</u>    |
| COMCAST                          | TELEPHONE & INTERNET           | 01/31/24 | \$ 358.33           |
|                                  |                                |          | <u>\$ 358.33</u>    |
| COMSTAR TECHNOLOGIES LLC         | ACCOUNTS PAYABLE               | 01/31/24 | \$ 4,201.00         |
|                                  |                                |          | <u>\$ 4,201.00</u>  |

**Additional Disbursements**  
**Invoice Entry Dates 1/9/2024-1/31/2024**  
**For Approval at February 8, 2024**

|                              |                                |          |                    |
|------------------------------|--------------------------------|----------|--------------------|
| CONSUMERS ENERGY             | HEAT #2                        | 01/31/24 | \$ 173.24          |
|                              |                                |          | <u>\$ 173.24</u>   |
| CUMMINS SALES AND SERVICES   | REPAIRS & MAINTENANCE #1       | 01/31/24 | \$ 214.31          |
| CUMMINS SALES AND SERVICES   | REPAIRS & MAINTENANCE #2       | 01/31/24 | \$ 350.24          |
| CUMMINS SALES AND SERVICES   | REPAIRS & MAINTENANCE # 3      | 01/31/24 | \$ 215.14          |
|                              |                                |          | <u>\$ 779.69</u>   |
| DTE ENERGY                   | ACCOUNTS PAYABLE               | 01/31/24 | \$ 209.82          |
| DTE ENERGY                   | ELECTRIC #1                    | 01/31/24 | \$ 713.84          |
| DTE ENERGY                   | ELECTRIC #2                    | 01/31/24 | \$ 666.55          |
|                              |                                |          | <u>\$ 1,590.21</u> |
| ELAN FINANCIAL SERVICES      | ACCOUNTS PAYABLE               | 01/31/24 | \$ 815.78          |
| ELAN FINANCIAL SERVICES      | OPERATING SUPPLIES #2          | 01/31/24 | \$ 35.78           |
| ELAN FINANCIAL SERVICES      | OPERATING SUPPLIES             | 01/31/24 | \$ 80.02           |
| ELAN FINANCIAL SERVICES      | DUES & SUBSCRIPTIONS           | 01/31/24 | \$ 10.00           |
| ELAN FINANCIAL SERVICES      | MISCELLANEOUS                  | 01/31/24 | \$ 49.95           |
| ELAN FINANCIAL SERVICES      | COMPUTER EQUIPMENT & LICENSING | 01/31/24 | \$ 117.98          |
| ELAN FINANCIAL SERVICES      | MEDICAL SUPPLIES               | 01/31/24 | \$ 112.78          |
| ELAN FINANCIAL SERVICES      | RADIO MAINTENANCE              | 01/31/24 | \$ 41.36           |
|                              |                                |          | <u>\$ 1,263.65</u> |
| FIRE MODULES LLC             | DUES & SUBSCRIPTIONS           | 01/31/24 | \$ 620.00          |
|                              |                                |          | <u>\$ 620.00</u>   |
| GLOBAL INDUSTRIAL            | ACCOUNTS PAYABLE               | 01/31/24 | \$ 1,523.61        |
|                              |                                |          | <u>\$ 1,523.61</u> |
| GRIFFEN WATTS                | UNIFORMS                       | 01/31/24 | \$ 207.95          |
|                              |                                |          | <u>\$ 207.95</u>   |
| HANDTEVY PEDIATRIC EMERGENCY | DUES & SUBSCRIPTIONS           | 01/31/24 | \$ 2,350.00        |
|                              |                                |          | <u>\$ 2,350.00</u> |
| HOLLY AUTOMOTIVE SUPPLY INC  | TRUCK REPAIR AND MAINTENANCE   | 01/31/24 | \$ 82.36           |
|                              |                                |          | <u>\$ 82.36</u>    |
| KELKO HEATING AND COOLING    | REPAIRS & MAINTENANCE #2       | 01/31/24 | \$ 2,400.00        |
|                              |                                |          | <u>\$ 2,400.00</u> |

**Additional Disbursements**  
**Invoice Entry Dates 1/9/2024-1/31/2024**  
**For Approval at February 8, 2024**

|                                    |                              |          |                    |
|------------------------------------|------------------------------|----------|--------------------|
| MACQUEEN                           | ACCOUNTS PAYABLE             | 01/31/24 | \$ 3,401.49        |
|                                    |                              |          | <u>\$ 3,401.49</u> |
| MICHIGAN LAUNDRY MACHINERY SERVICE | REPAIRS & MAINTENANCE #1     | 01/31/24 | \$ 66.76           |
|                                    |                              |          | <u>\$ 66.76</u>    |
| NAOMI BAKSA                        | UNIFORMS                     | 01/31/24 | \$ 95.39           |
|                                    |                              |          | <u>\$ 95.39</u>    |
| NATIONAL SATELLITE CORPORATION     | DUES & SUBSCRIPTIONS         | 01/31/24 | \$ 1,044.00        |
|                                    |                              |          | <u>\$ 1,044.00</u> |
| NYE UNIFORM                        | UNIFORMS                     | 01/31/24 | \$ 212.85          |
|                                    |                              |          | <u>\$ 212.85</u>   |
| PENN CARE INC                      | MEDICAL SUPPLIES             | 01/31/24 | \$ 192.87          |
|                                    |                              |          | <u>\$ 192.87</u>   |
| PRESSURE VESSEL TESTING            | EQUIPMENT MAINTENANCE        | 01/31/24 | \$ 555.00          |
|                                    |                              |          | <u>\$ 555.00</u>   |
| ROAD COMM. FOR OAKLAND COUNTY      | ACCOUNTS PAYABLE             | 01/31/24 | \$ 1,730.63        |
|                                    |                              |          | <u>\$ 1,730.63</u> |
| SPRINGFIELD TWP. PARKS & REC.      | PRINTING & PUBLISHING        | 01/31/24 | \$ 382.50          |
|                                    |                              |          | <u>\$ 382.50</u>   |
| STATE WIRE AND TERMINAL, INC.      | TRUCK REPAIR AND MAINTENANCE | 01/31/24 | \$ 39.48           |
|                                    |                              |          | <u>\$ 39.48</u>    |
| SUBURBAN OFFICE & JAN.SUPPLIES     | OPERATING SUPPLIES #2        | 01/31/24 | \$ 161.61          |
|                                    |                              |          | <u>\$ 161.61</u>   |
| UNUM LIFE INSURANCE                | LIFE INS/PROVIDENT INS       | 01/31/24 | \$ 193.50          |
| UNUM LIFE INSURANCE                | DISABILITY INSURANCE         | 01/31/24 | \$ 405.99          |
|                                    |                              |          | <u>\$ 599.49</u>   |

**Additional Disbursements**  
**Invoice Entry Dates 1/9/2024-1/31/2024**  
**For Approval at February 8, 2024**

|                  |                       |          |    |        |
|------------------|-----------------------|----------|----|--------|
| VERIZON WIRELESS | MOBILE COMMUNICATIONS | 01/31/24 | \$ | 400.10 |
|                  |                       |          | \$ | 400.10 |

**TOTAL      \$    111,219.31**

**POLICE FUND**

|                             |                  |          |    |          |
|-----------------------------|------------------|----------|----|----------|
| Vendor                      | Inv. Line Desc   | Chk Date |    | Amount   |
| BROWN AND BROWN OF MICHIGAN | INSURANCE & BOND | 01/31/24 | \$ | 1,948.00 |
|                             |                  |          | \$ | 1,948.00 |

**TOTAL      \$    1,948.00**

**LAKE IMPROVEMENT FUND**

|                |                               |          |    |        |
|----------------|-------------------------------|----------|----|--------|
| Vendor         | Inv. Line Desc                | Chk Date |    | Amount |
| DTE - WAUMEGAH | CONTR. SERVICES-WAUMEGAH-WEED | 01/31/24 | \$ | 72.48  |
|                |                               |          | \$ | 72.48  |

|                |                            |          |    |          |
|----------------|----------------------------|----------|----|----------|
| PROGRESSIVE AE | CONTR. SERVICES-DIXIE LAKE | 01/31/24 | \$ | 4,000.00 |
|                |                            |          | \$ | 4,000.00 |

**TOTAL      \$    4,072.48**

**BUILDING FUND**

|                     |                      |          |    |        |
|---------------------|----------------------|----------|----|--------|
| Vendor              | Inv. Line Desc       | Chk Date |    | Amount |
| UNUM LIFE INSURANCE | LIFE INSURANCE       | 01/31/24 | \$ | 10.24  |
| UNUM LIFE INSURANCE | DISABILITY INSURANCE | 01/31/24 | \$ | 14.88  |
|                     |                      |          | \$ | 25.12  |

**TOTAL      \$      25.12**

**CABLE TV FUND**

|                         |                                       |          |    |        |
|-------------------------|---------------------------------------|----------|----|--------|
| Vendor                  | Inv. Line Desc                        | Chk Date |    | Amount |
| ELAN FINANCIAL SERVICES | OPER. SUPPLIES & EQUIP UNDER \$10,000 | 01/31/24 | \$ | 49.99  |
|                         |                                       |          | \$ | 49.99  |

**TOTAL      \$      49.99**

**Additional Disbursements**  
**Invoice Entry Dates 1/9/2024-1/31/2024**  
**For Approval at February 8, 2024**

**GRAND TOTAL                      \$    181,374.72**

**REGULAR MEETING****February 8, 2024**

Township of Springfield

Sean R. Miller, Clerk

**BILLS PRESENTED FOR PAYMENT:****GENERAL FUND**

| Vendor                             | Invoice Line Desc                 | Amount              |
|------------------------------------|-----------------------------------|---------------------|
| SPRINGFIELD TWP. PARKS & REC.      | ACCOUNTS PAYABLE                  | \$ 653.76           |
| STANTEC CONSULTING SERVICES INC    | ACCOUNTS PAYABLE                  | \$ 1,362.25         |
| PRINTING SYSTEMS, INC              | PRINTING & PUBLISHING             | \$ 74.83            |
| CONSUMERS ENERGY                   | REPAIRS & MAINT. / 700 BROADWAY   | \$ 304.26           |
| JEREMY'S LAWN & TREE SERVICE       | DAVISBURG REPAIRS & MAIN.         | \$ 325.00           |
| TECHNOLOGY SOLUTIONS COMPLETE, LLC | COMPUTER SERVICE & MAINTENANCE    | \$ 191.84           |
| BLUE CARE NETWORK OF MICHIGAN      | HOSPITALIZATION                   | \$ 15,670.59        |
| QUILL LLC                          | OFFICE SUPPLIES                   | \$ 214.99           |
| AMERICAN WATER                     | OPERATING SUPPLIES                | \$ 52.00            |
| ARAMARK                            | OPERATING SUPPLIES                | \$ 61.56            |
| ZULTYS, INC                        | TELEPHONE                         | \$ 1,285.57         |
| BRIDGE LAKE AUTO REPAIR & TOWING   | REPAIRS & MAINTENANCE-TWP. TRUCKS | \$ 111.90           |
| BRIDGE LAKE AUTO REPAIR & TOWING   | REPAIRS & MAINTENANCE-TWP. TRUCKS | \$ 156.03           |
| MICHIGAN MECHANICAL VENTURES, LLC  | CONSULTANTS/CONTRACT-CIVIC CTR.   | \$ 817.50           |
| CONSUMERS ENERGY                   | HEAT                              | \$ 1,792.93         |
| CONSUMERS ENERGY                   | STREET LIGHTING                   | \$ 34.47            |
| DTE ENERGY                         | STREET LIGHTING                   | \$ 2.71             |
| DTE ENERGY                         | STREET LIGHTING                   | \$ 4,095.57         |
| ROAD COMM. FOR OAKLAND COUNTY      | STREET LIGHTING                   | \$ 74.72            |
| VERIZON WIRELESS                   | MOBILE COMMUNICATIONS             | \$ 40.01            |
| <b>TOTAL</b>                       |                                   | <b>\$ 27,322.49</b> |

**BILLS PRESENTED FOR PAYMENT:****FIRE FUND**

| Vendor                          | Inv. Line Desc                   | Amount      |
|---------------------------------|----------------------------------|-------------|
| BOUND TREE MEDICAL              | ACCOUNTS PAYABLE                 | \$ 493.99   |
| CONSUMERS ENERGY                | HEAT #1                          | \$ 803.02   |
| HOLLY AUTOMOTIVE SUPPLY INC     | REPAIRS & MAINTENANCE #1         | \$ 10.44    |
| KERTON LUMBER CO                | REPAIRS & MAINTENANCE #1         | \$ 129.93   |
| KERTON LUMBER CO                | REPAIRS & MAINTENANCE #1         | \$ (15.99)  |
| MAURER'S TEXTILE RENTAL         | OPERATING SUPPLIES #2            | \$ 69.74    |
| CONSUMERS ENERGY                | HEAT #2                          | \$ 192.70   |
| CONSUMERS ENERGY                | HEAT#3                           | \$ 669.88   |
| KELKO HEATING AND COOLING       | REPAIRS & MAINTENANCE # 3        | \$ 516.00   |
| BLUE CARE NETWORK OF MICHIGAN   | HOSPITALIZATION                  | \$ 7,674.32 |
| NYE UNIFORM                     | UNIFORMS                         | \$ 111.00   |
| GRIFFEN WATTS                   | CERTIFICATION & LICENSE          | \$ 440.00   |
| ZULTYS, INC                     | TELEPHONE & INTERNET             | \$ 522.60   |
| IOTG LEASING PROGRAM OF DE LAGE | COMPUTER EQUIPMENT & LICENSING   | \$ 60.00    |
| PLANET TECHNOLOGIES, INC.       | COMPUTER EQUIPMENT & LICENSING   | \$ 88.00    |
| RANDY HARLESS                   | OTHER EQUIP PURCH-UNDER \$10,000 | \$ 258.00   |
| TURNOUT MANAGEMENT              | TURN OUT GEAR                    | \$ 154.00   |
| BOUND TREE MEDICAL              | MEDICAL SUPPLIES                 | \$ 35.02    |
| BOUND TREE MEDICAL              | MEDICAL SUPPLIES                 | \$ 259.80   |
| BOUND TREE MEDICAL              | MEDICAL SUPPLIES                 | \$ 98.14    |
| BOUND TREE MEDICAL              | MEDICAL SUPPLIES                 | \$ 41.00    |
| BOUND TREE MEDICAL              | MEDICAL SUPPLIES                 | \$ 41.51    |
| BOUND TREE MEDICAL              | MEDICAL SUPPLIES                 | \$ 294.42   |
| BOUND TREE MEDICAL              | MEDICAL SUPPLIES                 | \$ 210.12   |
| PENN CARE INC                   | MEDICAL SUPPLIES                 | \$ 59.85    |
| PENN CARE INC                   | MEDICAL SUPPLIES                 | \$ 71.60    |

**REGULAR MEETING****February 8, 2024**

Township of Springfield

Sean R. Miller, Clerk

|                           |                              |           |                  |
|---------------------------|------------------------------|-----------|------------------|
| PENN CARE INC             | MEDICAL SUPPLIES             | \$        | 76.95            |
| TELEFLEX                  | MEDICAL SUPPLIES             | \$        | 1,310.50         |
| ACE HARDWARE OF CLARKSTON | TRUCK REPAIR AND MAINTENANCE | \$        | 58.47            |
| ACE HARDWARE OF CLARKSTON | TRUCK REPAIR AND MAINTENANCE | \$        | 7.73             |
| ACE HARDWARE OF CLARKSTON | EQUIPMENT MAINTENANCE        | \$        | 17.99            |
| WEINGARTZ                 | EQUIPMENT MAINTENANCE        | \$        | 79.98            |
| WEINGARTZ                 | EQUIPMENT MAINTENANCE        | \$        | 10.99            |
| <b>TOTAL</b>              |                              | <b>\$</b> | <b>14,851.70</b> |

**BILLS PRESENTED FOR PAYMENT: POLICE FUND**

| Vendor       | Inv. Line Desc |           | Amount          |
|--------------|----------------|-----------|-----------------|
| GENERAL FUND | RENT           | \$        | 3,000.00        |
| GENERAL FUND | SUPPORT        | \$        | 3,000.00        |
| <b>TOTAL</b> |                | <b>\$</b> | <b>6,000.00</b> |

**BILLS PRESENTED FOR PAYMENT: LAKE IMPROV FUND**

| Vendor              | Inv. Line Desc             |           | Amount        |
|---------------------|----------------------------|-----------|---------------|
| BLUE WATER AQUATICS | CONTR. SERVICES-ELIZA LAKE | \$        | 893.00        |
| <b>TOTAL</b>        |                            | <b>\$</b> | <b>893.00</b> |

**BILLS PRESENTED FOR PAYMENT: CABLE FUND**

| Vendor                           | Inv. Line Desc          |           | Amount          |
|----------------------------------|-------------------------|-----------|-----------------|
| CHARTER TOWNSHIP OF INDEPENDENCE | CONSULTANTS/CONTRACTING | \$        | 1,500.00        |
| GENERAL FUND                     | OFFICE RENT             | \$        | 900.00          |
| GENERAL FUND                     | SUPPORT SERVICES        | \$        | 3,000.00        |
| COMCAST                          | MISCELLANEOUS           | \$        | 254.90          |
| <b>TOTAL</b>                     |                         | <b>\$</b> | <b>5,654.90</b> |

**BILLS PRESENTED FOR PAYMENT: BUILDING FUND**

| Vendor                        | Inv. Line Desc                     |           | Amount          |
|-------------------------------|------------------------------------|-----------|-----------------|
| BLUE CARE NETWORK OF MICHIGAN | HOSPITALIZATION                    | \$        | 499.74          |
| MARK CARLSON                  | ELECTRICAL INSPECTOR(CONTRACTUAL)  | \$        | 423.08          |
| RON SHELTON                   | ELECTRICAL INSPECTOR(CONTRACTUAL)  | \$        | 1,745.83        |
| JERRY HOBSON                  | PLUMBING INSPECTOR (CONTRACTUAL)   | \$        | 412.18          |
| JERRY HOBSON                  | MECHANICAL INSPECTOR (CONTRACTUAL) | \$        | 1,380.37        |
| GENERAL FUND                  | TELEPHONE                          | \$        | 201.77          |
| GENERAL FUND                  | FACILITY RENT & UTILITIES          | \$        | 1,500.00        |
| GENERAL FUND                  | RECEIPTING, ACCOUNTING & PAYROLL   | \$        | 2,200.00        |
| <b>TOTAL</b>                  |                                    | <b>\$</b> | <b>8,362.97</b> |

**GRAND TOTAL \$ 63,085.06**

**SEMCOG**

Southeast Michigan Council of Governments  
1001 Woodward Ave  
Suite 1400  
Detroit, MI 48226  
Phone: 313-961-4266

**RECEIVED****JAN 11 2024****INVOICE****SPRINGFIELD TOWNSHIP  
CLERK'S OFFICE**

Billed To:  
Springfield Charter Township  
Sean Miller  
12000 Davisburg Rd  
Davisburg, MI 48350-2643

DATE: 1/1/2024  
INVOICE #: INV02028  
DUE DATE: Upon Receipt  
TOTAL DUE: 1,958.00

CUSTOMER ACCOUNT #: 1135

| ITEM DESCRIPTION            | AMOUNT          |
|-----------------------------|-----------------|
| 2024 Annual Membership Dues | 1,958.00        |
| <b>TOTAL THIS INVOICE</b>   | <b>1,958.00</b> |

If you will be paying electronically, please contact us at [accountspayable@semcog.org](mailto:accountspayable@semcog.org) for our banking information.

**REMIT TO:**

Southeast Michigan Council of Governments  
1001 Woodward Ave, Suite 1400  
Detroit, MI 48226

A copy of this invoice should accompany your check. Thank you!





## SPRINGFIELD TOWNSHIP

### 2023 PLANNING COMMISSION ANNUAL REPORT

January 2024

Prepared with assistance from

**giffels**  
**webster**

# 2023 PLANNING COMMISSION ANNUAL REPORT

## INTRODUCTION

The Michigan Planning Enabling Act (P.A. 33 of 2008, as amended) requires the Planning Commission to prepare, file, and present an annual written report to the Township Board. This document is intended to meet the state requirement as well as provide an overview of 2023 accomplishments.

The Springfield Township Planning Commission is comprised of seven members, some of whom have been on the Planning Commission for many years. These members come from a variety of professional backgrounds. The varied perspectives and knowledge of the members make for a well-rounded Commission that conducts fair and thoughtful deliberations.

The Planning Commission held 11 meetings in 2023, two special meetings to discuss master plan goals and objectives, and one Joint Meeting with the Park Commission.

## 2023 PLANNING COMMISSION ROSTER

| Name                            | Term Ending   |
|---------------------------------|---------------|
| Dean Baker, Chairperson         | November 2026 |
| Kevin Sclesky, Vice-Chairperson | November 2024 |
| Jamie Costigan                  | November 2026 |
| Ruth-Ann Hines                  | November 2025 |
| Dave Hopper                     | November 2024 |
| Christopher Moore               | November 2024 |
| George Mansour                  | November 2025 |

## 2023 SITE PLAN COMMITTEE ROSTER

| Name  | Term Ending   |
|---|---------------|
| Laura Moreau, Township Supervisor                                 |               |
| Dave Hopper, Township Board Representative to Planning Commission | November 2024 |
| Dean Baker, Planning Commission Chair                             | November 2026 |
| <b>Alternate Member</b>   |               |
| Sean Miller, Township Clerk                                       |               |

## BUILDING & PLANNING DEPARTMENT STAFF

Laura Moreau, Township Supervisor and Zoning Administrator

Bill Dinnan, Building Official

Mike Smith, AEW, Township Engineer



In 2023, Giffels Webster assisted the Township with planning and zoning services. The team of consultants were available to answer technical planning and zoning related calls and emails, participate in pre-application meetings, and assist with special projects as needed. Giffels Webster also prepared reviews, memoranda, and reports for the Planning Commission and Township Board, as needed. Additionally, Giffels Webster continued and completed work on an update to the Springfield Township Master Plan. Consultants from Giffels Webster attended all Planning Commission meetings and were available to attend Township Board or Zoning Board of Appeals meetings as requested. The team is directed by Jill Bahm, AICP, a partner at Giffels Webster, who is supported by senior planner, Julia Upfal, AICP, associate planner, Stephanie Osborn, AICP, and Giffels Websters' GIS team, led by Ariana Toth.

## 2023 Department Activities

### Development Reviews

The Planning Commission reviewed 1 site plan review application and 1 land use determination in 2023.

**Site Plan Reviews.** Site plan review takes place when an application is submitted for new construction or additions to ensure that development plans meet the standards of the Zoning Ordinance. These standards are primarily non-discretionary, such as setback, landscaping, lighting, and parking requirements. The Planning Commission reviewed 1 site plan application in 2023:

- **Pavement Supplies – 8354 White Lake Road.** This project proposed to develop a 3.75 acre parcel of land zoned M-1 Light Industrial for the wholesale of pavement materials, supplies, and equipment. The proposed facility includes an 8,080 sq. ft. primary building with both office and warehouse uses. Space for parking vault tankers and vehicles of field staff is provided on site. The building dimensions were restricted to less than 100' to avoid triggering the architectural requirements of the zoning ordinance. The site plan was approved.

**Special Land Uses.** Special land uses require a public hearing and often have extra standards for review. There were no special land use reviews this year.

**Land Use Determination.** Land Use Determinations are needed when a proposed use is not clearly articulated as a permitted use or special land use in any of the zoning districts. When the Township or an applicant needs clarity on the appropriate classification of a non-designated land use, a request for interpretation may be submitted to the Zoning Board of Appeals (ZBA) to make a determination. The Planning Commission is responsible for making a recommendation to the ZBA to determine the appropriate zoning and conditions for the non-designated use.

- **Waste Transfer Station Use Determination.** The Planning Commission had one land use determination application in 2023 for a proposed waste transfer station. The Planning Commission reviewed several potential conditions which may be required of Waste Transfer Centers and included those in their recommendation, ultimately suggesting that a minimum lot size of 5 acres and residential setback of 500 feet would be appropriate conditions for this type of use. The Zoning Board of Appeals included these conditions, along with others deemed necessary to protect public health, welfare, and safety in their determination.

## SITE PLAN COMMITTEE

The Site Plan Committee met 4 times during 2023.

| Site Plan Committee Agenda Items - 2023 |              |  |
|---|--------------|--|
| Meeting Date                            | Agenda Items |  |
| March 29, 2023                          | 1            | Request from Woodland Airstream, 9331 Dixie Highway, PI #07-14-451-003 and 07-14-451-005 to review minor modifications to site, landscaping, and photometric plans   |
| May 31, 2023                            | 1            | Request from Self-Storage Solutions, 9457 Dixie Highway, PI #07-14-402-002, to review minor modifications to site, building, and landscaping plans   |
|   | 2            | Request from 10445 Dixie, LLC, PI #07-03-451-011, for administrative site plan review for proposed change in use   |
| July 31, 2023                           | 1            | Request from Jack's BBQ, 10816 Dixie Highway, PI #07-03-126-013, to review minor modifications to the site plan which include constructing a lean-to and moving and screening the dumpster   |
| December 13, 2023                       | 1            | Request from Pavement Supplies, 8354 White Lake Road, PI #07-36-451-021, to review modifications to the site plan which include adjusting the location of the building on the site, raising the grade under the building 6 feet, minor landscape changes, and removal of one parking space |

## ZONING AMENDMENTS

The Planning Commission worked on several important amendments during 2023.

- Setbacks for Accessory and Nonconforming Uses – Amendments to Code of Ordinances Chapter 40, Section 40-2 to amend the definition of building line and lot width, Section 40-649 to clarify applicability of the standard, 40-931 to clarify ambiguous language in addressing expansions for nonconformities, and Section 40-932 to clarify how to calculate the setback for a nonconforming lot.
- Nonconforming Lots of Record – Amendments to Code of Ordinances Chapter 40, Section 40-931 (h) to clarify that the provision applies to all lots, residential and non-residential.
- Zoning Board of Appeals Powers and Duties and Unlisted Use Determination – Amendments to Code of Ordinances Chapter 40, Sections 40-63(c) to amend the powers of the Zoning Board of Appeals and update the language from “nondesignated” to “unlisted”, Section 40-156 to outline the process for unlisted uses, and Section 40-159 to provide new language regarding unlisted uses and the process for addressing them.
- Short Term Rentals – Amendments to Code of Ordinances Chapter 40, Section 40-2 to add the definitions of “bed and breakfast establishment”, “lodging unit”, and “short-term rental” and update definitions of “hotel” and “rooming unit”, and remove the definitions of “Boardinghouse”, “lodging house”, and “rooming house”, and Sections 40-367, 40-387, 40-401, and 40-424 to permit short-term rentals and bed and breakfast establishments as principal uses permitted subject to special conditions, Section 40-653 to provide standards for hotels and



motels, Section 40-654 to provide standards for short term rentals and bed and breakfast establishments, Section 40-655 to provide standards for one-family detached dwellings in the OS district, and Section 40-681.G to update parking requirements for hotels and motels, short-term rentals, and bed and breakfast establishments.

## MASTER PLAN

The planning commission began its effort to create a new Master Plan for the Township in 2022, starting with a joint kickoff between the Planning Commission and the Township Board in August of that year. Also completed in 2022 was a review of a resource packet material highlighting planning best practices, the creation of the master plan website and meeting toolkits, the launch and collection of photos through PictureThis, the completion of a community-wide survey, and the open house event. Activities completed in 2023 built off the previous year's momentum. The following includes a summary of all Master Plan activities that took place in 2023:

*Presentation of Master Plan Open House and Survey Results* – The results presented at the December 2022 Planning Commission meeting were presented again at the January meeting, with broad outreach to provide notice of the discussion to residents and other stakeholders.

*Workshop 1: Review of Goals and Objectives in the Township Master Plan* – Workshops were held to ensure time was set aside to complete master plan work, in addition to development reviews and amendments. This workshop reviewed the goals and objectives from the previous plan and included discussion of changes to update the goals and objectives for the new plan.

*Workshop 2: Housing and Seniors Discussion* – This workshop was a two-part discussion. First, Planning Commissioners reviewed and explored policy priorities relevant to housing. During the second half of the meeting, the discussion turned to a panel of community seniors who offered insight on the needs and preferences for seniors in the community. The discussion covered a broad range of topics including housing, land use/ access to goods and services, transportation, recreation, and programming. The panel helped the Planning Commission consider their policy priorities for seniors.

*Workshop 3: Roads, Nonmotorized Transportation, and Natural Features/Conservation Discussion* – This workshop focused on how to increase mobility, accessibility, and recreational opportunities throughout the Township, as well as conservation strategies for key natural features. Park and Recreation Commissioners attended this discussion to share their priorities and plans for recreation pathways and conservation.

*Discussion on Economic Development, Dixie Highway Corridor, and Downtown Davisburg*

*Implementation Section* – This discussion focused on themes that came out of the public survey related to economic development, infrastructure limitations, and strategies to overcome those challenges where development is desired.

*Action Plan Discussion (July)* – Planning Commissioners reviewed the list of action items compiled during earlier discussions that help achieve master plan goals and objectives. The actions were clarified as needed and refined by the commissioners.

*Master Plan – Discussion on Future Land Use Map (August)* – Planning Commissioners reviewed the existing future land use map and descriptions and proposed changes and made edits as needed.

## PARKS AND RECREATION PLAN

Work to update the existing 2019-2023 Parks and Recreation Plan started in 2022 with the community survey and open house. In 2023, the plan was updated following an evaluation of goals to determine

what new or different action items are needed for the Parks Commission to progress towards its overarching vision for community parks. The plan was drafted and approved by both the Park Commission and Township Board in the fall of 2023, and is in alignment with the community Master Plan. It will be submitted to the DNR in early 2024.

## THE YEAR AHEAD

**Springfield Township Master Plan.** In 2024, the Township’s planning efforts will culminate in the adoption of the new Master Plan. The Plan includes action-oriented implementation steps for Commissioners to start progressing towards community goals, and prioritization of those steps is already underway by the Planning Commission. A joint meeting will be held early next year with the Planning Commission and Township Board to finalize prioritization of action items and begin implementation work.

**Zoning Amendments.** In 2024, the Planning Commission will continue to review the zoning ordinance and discuss potential areas where amendments are necessary. The new Master Plan provides guidance on efforts to update and improve the Zoning Ordinance, and these efforts have already been prioritized by the Planning Commission for work in 2024. Three large amendments (revise uses in the office service district, create new requirements and qualifications for lake front lots, and creating a mixed use residential district) have already been identified by staff as areas to begin work.

**Zoning Ordinance Audit.** If approved by the Township Board, Giffels Webster will complete an audit of the existing zoning ordinance to identify changes needed to modernize the ordinance and align it with current law and best practices, as well as Master Plan recommendations. The audit will result in a checklist of suggested amendments for Planning Commission consideration.

**Clearzoning Conversion of the Zoning Ordinance.** If approved by the Township Board, Giffels Webster will complete a transformation of the existing zoning ordinance content into the Clearzoning format. This includes minor updates to language, new illustrations, a reorganization and reformatting of the text, and improvements to accessibility such as hyperlinks throughout the document and alternative text with images. An interactive zoning map will also be created as part of the conversion. The final document will be adopted in its entirety, replacing the existing ordinance.

## AGENDA ITEMS BY MONTH: 2023

| Planning Commission Agenda Items - 2023 |                  |              |  |
|---|------------------|--------------|--|
| Meeting Date                            | Type of Meeting  | Agenda Items |  |
| January 24, 2023                        | Regular Business | 1            | Master Plan –<br>a) Presentation of Master Plan Survey and Open House Results<br>b) Review of 2018-2023 Strategic Plan |
|   |                  | 2            | Review annual report to Township Board   |
| February 28, 2023                       | Regular Business | 1            | Preliminary Site Plan Review for Pavement Supplies, 8354 White Lake Road   |
|   |                  | 2            | Discussion on proposed ordinance amendments:   |

|                |                       |   |   |
|----------------|-----------------------|---|---|
|                |                       |   | <ul style="list-style-type: none"> <li>a) Expanding and extending nonconformities,</li> <li>b) Setbacks for nonconforming lots, and</li> <li>c) Short term rentals</li> </ul>   |
| March 28, 2023 | Regular Business      | 1 | Land Use Recommendation – Proposed Waste Transfer Station   |
|                |                       | 2 | <p>Continued discussion on proposed ordinance amendments:</p> <ul style="list-style-type: none"> <li>a) Expanding and extending nonconformities</li> <li>b) Setbacks for nonconforming lots; Accessory structures</li> </ul>  |
| March 28, 2023 | Special Meeting       | 1 | Township Master Plan – Goals and Objectives Review  |
| April 25, 2023 | Regular Business      | 1 | <p>Public Hearing on Amendments to the Code of Ordinances- Accessory and Nonconforming Uses:</p> <ul style="list-style-type: none"> <li>a) Section 40-2 Definitions</li> <li>b) Section 40-649 Accessory Buildings and Structures and Uses</li> <li>c) Section 40-931 Nonconforming Uses of Land; Nonconforming Structures; Nonconforming Uses of Structures and Premises</li> <li>d) Section 40-932 Setbacks for Nonconforming Lots</li> </ul>                     |
|                |                       | 2 | Final Site Plan Review for Pavement Supplies, 8354 White Lake Road, P.I.#07-36-451-021  |
|                |                       | 3 | Proposed Amendments to Code of Ordinances – Accessory structures; Expanding and extending nonconformities; setbacks for nonconforming lots  |
| April 25, 2023 | Special Meeting       | 1 | Township Master Plan – Housing and Seniors Discussion   |
| May 23, 2023   | Regular Business      | 1 | <p>Proposed Amendments to Code of Ordinances:</p> <ul style="list-style-type: none"> <li>a) Section 40-931(h) Nonconforming uses of land; nonconforming structures, nonconforming uses of structures and premises – Nonconforming lots of record</li> <li>b) Section 40-156 District regulations – application</li> <li>c) Section 40-63(c) – Zoning board of appeals – Powers and duties – Requests for interpretation; nondesignated land uses; record</li> </ul> |
|                |                       | 2 | Master Plan – Continued discussion on housing   |
| May 23, 2023   | Special Joint Meeting | 1 | Township Master Plan – Discussion on roads, nonmotorized transportation, and natural features/conservation  |
| June 27, 2023  | Regular Business      | 1 | Public Hearing on Amendments to the Code of Ordinances - Nonconforming Lots of Record   |



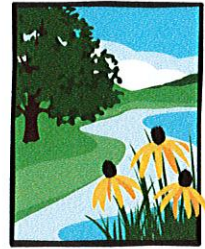
|                    |                  |   |  |
|--------------------|------------------|---|--|
|                    |                  |   | a) Section 40-931(h) – Nonconforming uses of land; nonconforming structures; nonconforming uses of structures and premises   |
|                    |                  | 2 | Public Hearing on Amendments to the Code of Ordinances - ZBA Powers and Duties and Unlisted Use Determination<br>a) Section 40-63(c) – Zoning board of appeals – Powers and duties – Requests for interpretation, Record<br>b) Section 40-156 – District Regulations – Application<br>c) Section 40-159 – Unlisted Use Determination   |
|                    |                  | 3 | Proposed Amendments to Code of Ordinances – Nonconforming lots of record   |
|                    |                  | 4 | Proposed Amendments to Code of Ordinances – ZBA Powers and duties and Unlisted Use Determination   |
|                    |                  | 5 | Master Plan – Discussion on Economic Development, Dixie Highway Corridor, and Downtown Davisburg Implementation Section  |
| July 25, 2023      | Regular Business | 1 | Master Plan – Discussion on Action Plan  |
| August 22, 2023    | Regular Business | 1 | Discussion on proposed ordinance amendments: Short term rentals  |
|                    |                  | 2 | Master Plan – Discussion on Future Land Use Map  |
| September 26, 2023 | Regular Business | 1 | Continue discussion on proposed ordinance amendments: Short term rentals   |
|                    |                  | 2 | Master Plan – Review Draft Plan  |
| October 24, 2023   | Regular Business | 1 | Public Hearing on Amendments to the Code of Ordinances – Short term rentals<br>a) Section 40-2<br>b) Section 40-367<br>c) Section 40-384<br>d) Section 40-387<br>e) Section 40-401<br>f) Section 40-242<br>g) Section 40-655 (added) Hotels and motels<br>h) Section 40-656 (added) Short term rentals and bed and breakfast establishments<br>i) Section 40-657 (added) One family detached dwellings |
|                    |                  | 2 | Short term rentals: Proposed amendments to adopt   |
|                    |                  | 3 | Master Plan: Discussion on revised draft   |
| November 28, 2023  | Cancelled        |   |  |

|                   |                  |   |   |
|-------------------|------------------|---|---|
| December 19, 2023 | Regular Business | 1 | Meeting dates and election of officers for 2024   |
|                   |                  | 2 | Master Plan – Implementation/Next Steps <ul style="list-style-type: none"> <li>a) Action Plan</li> <li>b) Discuss zoning audit, Clearzoning conversion, and ordinance amendments</li> <li>c) Discuss plan and priorities for joint meeting with Township Board</li> </ul> |

# SPRINGFIELD CHARTER TOWNSHIP

SEAN R. MILLER, CLERK

248-846-6510 | 248-846-6538 FAX



## Memo

**To:** Township Board - **CONSENT**  
**From:** Sean Miller, Clerk  
**Date:** 2/2/2024  
**Re:** 2024 Liquor License Annual Review

Springfield Township Code of Ordinances, Chapter 4 – Alcoholic Liquors, Sec. 4-27 Annual Review, requires that the Township Clerk conduct an annual review of each on-premises licensee's liquor license and permits to determine if the Township Board should object to the LCC's renewal. Attached is a list of all current and escrowed Licenses in the Township. With the assistance of Lt. Baldes, Chief Feichtner, Treasurer Dubre, and Supervisor Moreau, I have reviewed each of the on-premise licenses. Following is a summary of the findings:

**Sheriff's Office:** No violations or nuisances for on-premise licensees.

**Fire Department:** Chief Feichtner noted that several of the licensees had fire code violations. The Fire Department is working with the licensees to bring them into compliance. At this time however, the Fire Department has no concerns with renewing their liquor licenses.

**Treasurer's Office:** Heather Highlands Golf Course has a one-year delinquency. This is similar to past years. We will continue to monitor payments; however, Treasurer Dubre has no issues of concern for this business.

**Supervisor's Office:** No zoning issues or ordinance violations.

**Clerk's Office:** No violations of approved standards and plans.

Finding no other violations, nuisances, or general concerns with the on-premise licensed establishments, I recommend that the Board takes no action and allows the licenses and/or permits to be renewed in accordance with LCC rules.

If you have any questions or concerns, please contact me.

Respectfully,  
Sean R. Miller  
Township Clerk

# SPRINGFIELD TOWNSHIP

## 2024 LIQUOR LICENSES REPORT

### ON-PREMISE LICENSES

| Establishment/Licensee   | Address                   | Description   |
|--|---------------------------|---|
| Jack's Roadside BBQ, LLC   | 10816 Dixie Hwy           | Between Oak Hill and East Holly<br>*Also SDM off-premise license  |
| Heather Highlands Golf Course<br>(Perfect Par Enterprises, Inc.)                 | 11450 East Holly          | *Also SDM off-premise license                                     |
| Indian Springs Metropark & Golf Course<br>(Huron-Clinton Metropolitan Authority) | 5200 Indian Trail         | Environmental Cntr & Golf Course<br>*Also SDM off-premise license |
| Shepherd's Hollow Golf Club<br>(Shepherd's Hollow Golf Club LLC)                 | 9085 Big Lake             | *Also SDM off-premise license                                     |
| Mc Dunn's Springfield Inn  | 10197 Dixie Hwy           | Resort License<br>*Also SDM off-premise license                   |
| Oakland County Parks & Recreation<br>Commission                                  | 12450 Andersonville<br>Rd | Springfield Oaks Golf Course                                      |

|                 |          |          |    |         |   |            |   |
|-----------------|----------|----------|----|---------|---|------------|---|
| <b>CURRENT:</b> | <b>7</b> | Allowed: | 10 | Issued: | 7 | Available: | 3 |
|-----------------|----------|----------|----|---------|---|------------|---|

### OFF-PREMISE LICENSES

| Establishment/Licensee                                       | Address           | Description  |
|--|-------------------|--|
| Buscemi's of Clarkston—SDM/SDD<br>(M&N Liquor, Inc.)         | 9811 Dixie Hwy    | Formerly Davisburg-Dixie Market                      |
| Maria's Market – SDM/SDD<br>(The Maggiorino Group, LLC)      | 643 Broadway      | Downtown Davisburg                                   |
| Dixie Highway Market—SDM/SDD<br>(Dixie Highway Market, Inc.) | 9420 Dixie Hwy    | AKA Bridge Lake Market, north of<br>Bridge Lake Auto |
| Kroger Store #709—SDM<br>(The Kroger Co. of Michigan)        | 9741 Dixie Hwy    | Kroger at Dixie and Davisburg Rd                     |
| Dixie Highway BP – SDM<br>(My Stop, LLC)                     | 8500 Dixie Hwy    | BP at I-75   |
| Mobil Gas Station – SDM/SDD<br>(East Holly Oil, Inc.)        | 8435 E. Holly Rd. | In Springfield Twp. but LARA lists as<br>Holly Twp.  |

|                     |           |          |    |         |   |            |    |
|---------------------|-----------|----------|----|---------|---|------------|----|
| <b>CURRENT SDD:</b> | <b>5</b>  | Allowed: | 5  | Issued: | 6 | Available: | -1 |
| <b>CURRENT SDM:</b> | <b>12</b> | Allowed: | 15 | Issued: | 4 | Available: | 11 |

### ESCROWED LICENSES

| Establishment/Licensee                                 | Address         | Description                                      |
|--|-----------------|--|
| Old House Inn<br>(Wanda Rothermel)                     | 10655 Dixie Hwy | *Also SDM off-premise license                    |
| Dixie Party Store—SDM/SDD<br>(Suham Party Store, Inc.) | 8774 Dixie Hwy  | North of Feldman Chrysler<br>(formerly Al Deeby) |

# Memo

## Consent

**TO:** Township Board  
**FROM:** Mike Losey  
**DATE:** 2/1/2024  
**RE:** 2024 Prescribed Burn Services Contract Approvals

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**Background:** Prescribed ecological burning is an integral part of the management of natural resources in Springfield Township and has been a management tool safely employed in the township for nearly 20 years. For 2024, we identified a total ten prescribed burn units to bid out, totaling approximately 93 acres of land. The prescribed burn units are located at the Shiawassee Basin Preserve, with specific burn unit boundaries and burn objectives developed in collaboration with our conservation partners at Michigan Natural Features Inventory and Michigan Nature Association. Notably, MNFI and MNA each have approximately \$10,000 of funding available to directly pay for a subset of these prescribed burn units as part of our collaborative conservation projects that focus on research and habitat management for rare species. I am highlighting this because our continued collaborations and having funding available from external partners are a significant contribution toward our natural resources management at the preserve, and I will continue to be in close coordination with them on bid review, contractor selection and implementation for the burn units involved in those projects. For prescribed burn units that are not focused on the collaborative projects, I am proposing the Township funds through the FY24 Stewardship Budget Center.

**Bidding Procedure:** Bidding Procedures followed the Township's Procurement Policy for 'Small Purchases' since the expected total expense by the Township was expected to fall under \$25,000 and no federal funds would be utilized to pay for the Township-funded burns. I developed an RFQ which was emailed to five companies that offer prescribed burn services, and the RFQ was also posted on the Township website until the bid deadline in late January. The RFQ outlined prescribed burn unit boundaries, special conditions associated with each burn, and required submittals to meet our Township's Prescribed Burn Policy. Contact me if you would like a copy of the RFQ.

**Bid Reviews:** Following the bidding procedure process and advertisement of the RFQ, four companies submitted bid packets to me via email for consideration. The bid packets were reviewed to ensure the required submittals were provided and evaluated based on criteria identified in the RFQ including bid costs and experience performing this work, particularly in areas with fire sensitive wildlife present. Several companies did not bid on all units individually, and several also offered combination or bundle pricing if awarded certain combinations of units. Contact me if you would like to review the bid packets or bid tabulations beyond my description below.

**Bid Selection:** I am requesting Township Board authorization to award contracts to the companies that submitted the lowest qualified bids for Burn Units 2024.3, 2024.4, 2024.7.C and 2024.10. Stantec Consulting Services Inc had the lowest qualified bid for unit 2024.3, while Plantwise had the lowest qualified bid for units 2024.4, 2024.7.C and 2024.10. If authorized, these units will be funded by our FY 2024 Stewardship Budget Center. I am not requesting that we utilize these contractors for burn break preparations or extended mop up as each of these units are simple in configuration and will not have extended mop up needs. Each of these companies have identified an appropriate level of crew configuration and equipment for the burn units and services that they have been selected to complete and we have worked with each of them on prescribed burns or other ecological services in the past.

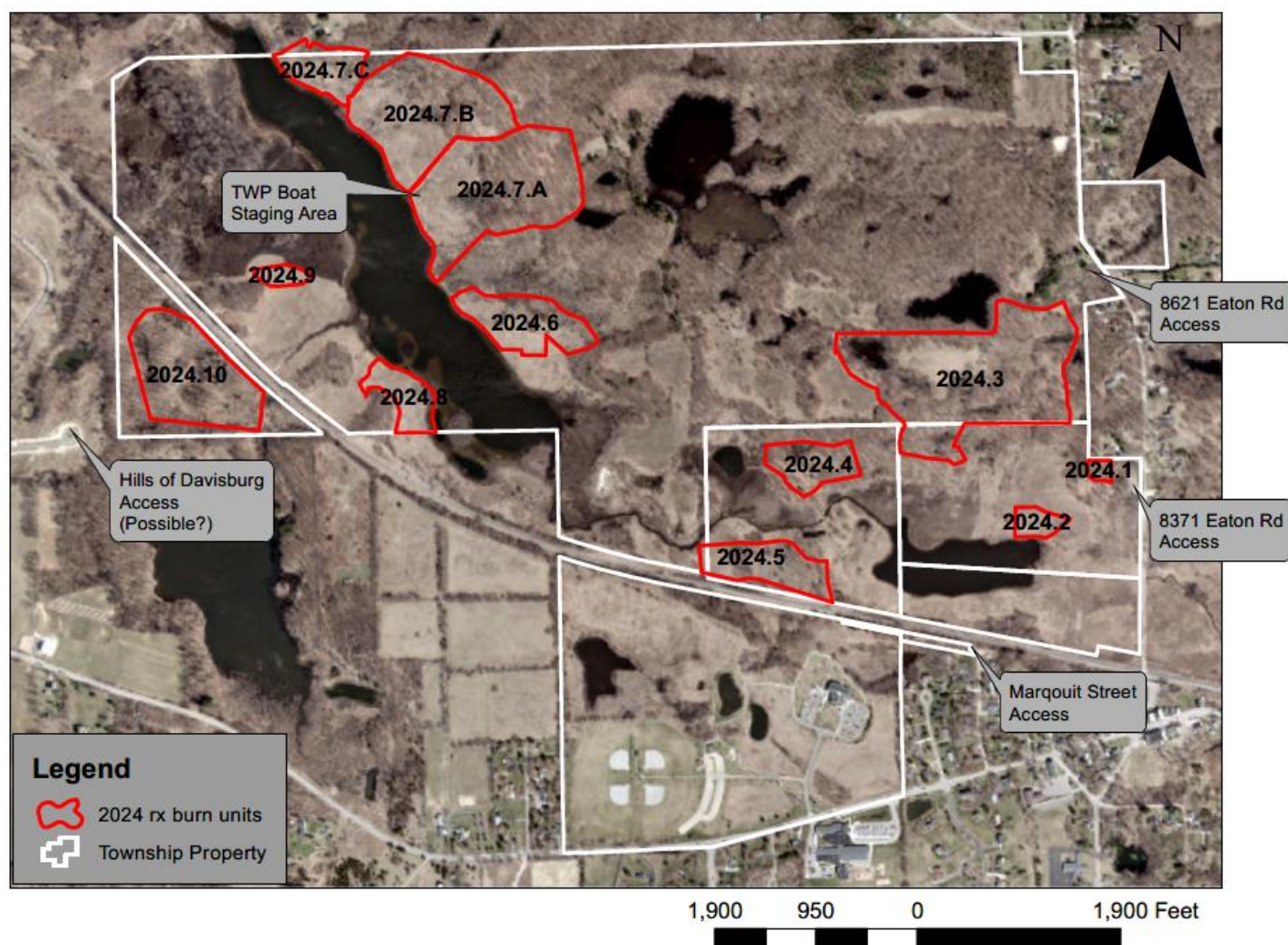
**Recommendation:** Authorize Natural Resources Manager to contract for prescribed burn services with the following contractors at costs not to exceed: Stantec Consulting Services, LLC not to exceed \$4,800 and Plantwise, LLC not to exceed \$7,200.

Bid Tabs (green highlighted cells indicated lowest qualified bids):



|                                 |          |   |                       |                |                                      |
|---------------------------------|----------|---|-----------------------|----------------|--------------------------------------|
| Contractor:                     |          | Mike Appel<br>Environmental<br>Design LLC | David Borneman<br>LLC | Plantwise LLC  | Stantec<br>Consulting<br>Service Inc |
| Planning Fee                    |          | \$100 per unit                            |                       | \$150 per unit | Included in<br>Implementation<br>Fee |
| Implementation<br>Fee Per Unit: |          |   |                       |                |                                      |
|                                 | 2024.3   | No Bid                                    | \$7,500               | \$5,040        | \$4,783                              |
|                                 | 2024.4   | \$2,600                                   | \$4,000               | \$1,850        | No Individual Bid                    |
|                                 | 2024.7.C | No Bid                                    | No Individual Bid     | \$1,550        | No Bid                               |
|                                 | 2024.10  | \$3,300                                   | \$6,000               | \$3,175        | No Bid                               |

## 2024 RX Burn Units





# CLARKSTON AREA YOUTH ASSISTANCE

January 22, 2024

**OFFICE**

5565 Pine Knob Lane  
Clarkston, MI 48346  
#4A

**TELEPHONE**

(248) 623-4313

**FAX**

(248) 623-4598

**EMAIL**

caya@clarkston.k12.mi.us

**SPONSORED BY:**

Oakland County  
Circuit Court-Family Division

The Village of Clarkston  
Independence Township  
Springfield Township

Clarkston Community Schools

**STANDING COMMITTEES**

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Skill Building  
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Mentors Plus  
Youth Recognition  
Fundraising  
Homework Club  
Pinwheels for Prevention

**CASEWORK SERVICES  
FOR YOUTH & FAMILIES**

Ms. Laura Moreau, Supervisor  
Charter Township of Springfield  
12000 Davisburg Rd.  
Davisburg, MI 48350

Dear Ms. Moreau:

Clarkston Area Youth Assistance (CAYA) was extremely grateful to receive your generous donation of \$3,500 for the 2023 year.

CAYA is a 501 (c) (3) organization, and donations are tax deductible. Our tax ID is 38-2368361. This will confirm that no goods or services were provided in exchange for your contribution.

This generous donation allows us to continue to meet our mission, *"To strengthen youth and families and to prevent and reduce delinquency, neglect, and abuse through community involvement."*

Your generosity will be used to help the youth in our community to be able to participate in school and/or community related activities, when their family income would otherwise not allow participation. Additionally, it will help Clarkston Area Youth Assistance deliver workshops that promote family growth and youth development.

We appreciate partnering with Springfield Township, and thank you again for your support of CAYA.

Sincerely,  
Clarkston Area Youth Assistance  
Jan Scislowicz, Chair  
Tricia Deluce, Vice Chair  
Jackie Fromm, Advisor  
John Nicholson, Treasurer  
Kristina Martin, Secretary





# SPRINGFIELD TOWNSHIP FIRE DEPARTMENT

DATE: February 5, 2024  
TO: Township Board  
FROM: Ryan Hart, Captain  
RE: Engine Sale Update

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As you are aware the sale of the American LaFrance engines fell through with the Village of Holly. During the September 2023 board meeting I mentioned that I would advertise by word of mouth and social media. After one month I would purchase an advertisement space in the magazine Fire Trader.

Once the sale fell through, I listed the two engines on Facebook Marketplace. I also purchased 1 advertisement space in the Fire Trader magazine. The prices listed on Facebook Marketplace and in the Fire Trader magazine are \$45,000 for one and \$50,000 for the second engine. They have been advertised for one month. Since they have been listed, I have received only 1 request for pictures and nothing further.

I have looked into having Brindlee Mountain broker sell the trucks for us. They charge a 10% selling fee. The information for this company is attached to this memo.

I have done a lot of research to find out what other 2003-2004 American LaFrance engines are listed for. I found that all of them were listed between \$35,000 and \$45,000.

I recommend and request that we lower the price of one engine to \$35,000 and the other to \$30,000 on Facebook Marketplace and in the Fire Trader magazine for an additional 30 days. If they do not sell within the thirty days we will sign the contract with Brindlee Mountain broker.

### ***Requested Motion***

***Amend the previously authorized sale of two 2003 American LaFrance fire engines from a minimum total of between \$100,000 and \$110,000 to a minimum total of \$65,000 less 10% broker fees if required.***

# 2003 American LaFrance Custom Pump

**\$35,000**



Truck Type      Used Pumpers and Engines

Manufacturer      American LaFrance

Year Built      2003

Location      USA - South

Stock #      17220

Price      \$35,000



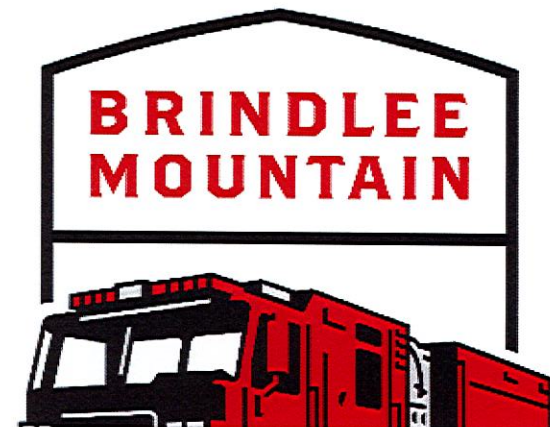
Print Listing



Email Listing



Add to Favorites







to search results

# 2004 American LaFrance Pumper

\$45,000



45 +

|              |                          |
|--------------|--------------------------|
| Truck Type   | Used Pumpers and Engines |
| Manufacturer | American LaFrance        |
| Year Built   | 2004                     |
| Mileage      | 70,000                   |
| Location     | USA - West               |
| Stock #      | 17282                    |



Minutes of  
**BOARD OF TRUSTEES  
REGULAR MEETING**

**September 14, 2023**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Trustee Whitley asked if there is a certain brand or manufacturer that is stipulated.

Captain Hart said Oakland County has a contract with Motorola and they will not allow them to choose a different manufacturer. He also stated that Oakland County Sheriff's just switched to this system last week as well.

**Treasurer Dubre moved to authorize the purchase of 9 Motorola Radios as outlined in the Fire Captains September 8<sup>th</sup>, 2023, memo at a cost not to exceed \$74,000.00 to be paid from Fire Capital Outlay. Supported by Clerk Miller. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley. No: none; Absent: none. The motion carried by a 7 to 0 vote.**

**4. Fire Department – Approve Sale of two Engines**

Captain Hart also led this discussion by stating that on Monday he will be doing the final inspection on the Fire Department's new Sutphen trucks. With the purchase of these new trucks Captain Hart said it is time to sell the older 2002 American LaFrance engines, as discussed by the Board 2 ½ years ago. He stated that with authorization from the Board he would like to start advertising and getting the word out for the sale of these engines. Captain Hart continued by saying that based off research he is hoping to get \$100,000 to \$110,000 for the sale of both trucks. He said he would like to advertise by word of mouth and social media first and if there is no interest after one month then he will purchase an ad space in Fire Trader.

Trustee Vallad asked how many miles are on the old trucks.

Captain Hart answered that one is over 90,000 miles and the other is 68,000 miles.

**Treasurer Dubre moved to authorize the sale of two 2002 American LaFrance engines for a minimum total of between \$100,000 and \$110,000. Supported by Trustee Hopper. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley. No: none; Absent: none. The motion carried by a 7 to 0 vote.**

**5. Budget Amendments – 2023 Fire Fund**

Chief Feichtner made an announcement that The Fire Department was reassessed by ISO, maintaining their Public Classification of 3. He also mentioned that last week the Fire Department had applied for a \$10,000 Grant for PPE gear and they were just notified that they received that.

Supervisor Moreau led this discussion by stating that this was talked about last month, as there was an ambulance that had to be addressed along with some other clean up items in the budget.

Treasurer Dubre stated that she added to the Capital Outlay Fire Fund Expenditures, instead of increasing it from \$170,000 to \$238,000, she is requesting that they increase \$200,000 to \$268,000. With a new Total Expenditures increase of \$164,000 with a new total of \$2,844,000.00.



BRINDLEE MOUNTAIN FIRE APPARATUS  
15410 Hwy 231 Union Grove AL 35175 • 256-776-7786

**Listing and Marketing Commission Agreement**

The undersigned Seller and Brindlee Mountain Fire Apparatus, LLC ("Brindlee") being duly authorized, hereby enter into the following contractual agreement (the "Agreement") effective as of \_\_\_\_\_, 2024:

Apparatus: American La France Eagle (the "Apparatus")

Apparatus owned or exclusively offered for sale by: Chater Township of Springfield ("Seller") If

Apparatus not owned by Seller, then owner of the Apparatus: \_\_\_\_\_ ("Owner")

**List Price:** The price at which the Apparatus will be listed shall be TBD for each engine, or such other price agreed upon by Seller and Brindlee (the "List Price")

Seller grants Brindlee the non-exclusive right to offer the Apparatus for sale for the List Price. Brindlee shall have the right, but not the obligation, to market and advertise the Apparatus in any media of Brindlee's choosing, including the internet. Seller represents and warrants that the information provided to Brindlee by Seller, Owner and their agents and representatives regarding the Apparatus is true and correct and Seller holds Brindlee harmless and indemnifies Brindlee from any liability resulting from inaccuracies in such information. Seller agrees to pay Brindlee the commission set forth below (the "Commission") if Seller or Owner sells the Apparatus or any other fire apparatus to a buyer referred by Brindlee (a "Referral"), or anyone acting on behalf of a Referral, whether or not the Apparatus is sold at the List Price. The Commission shall be calculated as follows:

- The greater of 10% of the sales price or \$500 if the subject Apparatus is sold for less than \$150,000.00;
- 7% of the sales price if the subject Apparatus is sold for a price from \$150,000.00 to \$300,000.00; and
- 5% of the sales price if the subject Apparatus is sold for a price above \$300,000.00.

Payment of the Commission will be made to Brindlee within 10 days after the sale of the subject Apparatus. Seller shall pay interest in the amount of 1.5% per month on Commission not paid within such 10 day period. Seller further agrees that any additional costs incurred by Brindlee as part of collection efforts for past due Commission will be reimbursed to Brindlee by Seller. The Commission rights of Brindlee and the Commission obligations of Seller set forth in this Agreement shall survive expiration or termination of this Agreement.

Seller agrees to notify Brindlee at the time of sale of the Apparatus as to the sales price and the name and address of the buyer, regardless of whether such buyer is a Referral which was referred by Brindlee. Seller agrees that if Seller fails to provide such information then Seller will pay a Commission to Brindlee as if the buyer of the Apparatus was a Referral referred by Brindlee and the Apparatus was sold at the List Price.





15410 US Highway 231  
Union Grove, AL 35175

Phone: (256) 776-7786  
Fax: (256) 498-0924  
[www.FireTruckMall.com](http://www.FireTruckMall.com)

Please complete this form to the best of your knowledge.  
The more information you can provide us, the better equipped we will be in marketing your truck!

**Customer Information:**

Fire Department/Owner: Springfield Township Fire Dept. Name of Contact: Ryan Hart  
Phone Number: 2484314582 Fax: \_\_\_\_\_ Email: rhart@springfield-twp.us  
Where is the truck currently located (city, state): Davisburg, Michigan

**Apparatus:**

Year: 2003 VIN: 4Z3AAACY53RL80045 Shop Order #/ Build #: N/A

Chassis: Manufacturer: Freightliner Model: Eagle 4x4 (y/n): N  
Fire Body: Manufacturer: American La France Model: Eagle  
Aerial: Manufacturer: N/a Model: N/a Length: N/a  
Aerial Hours: N/a Date of Last Aerial Certification: N/a

Mileage: 69,000 Engine Hours: 5600 # Cab Seating: 6 # SCBA Seats: 3

Engine: Make: Cummins Model: ISL HP: 370 Diesel or Gas: Diesel  
Transmission: Make: Allison Model: MD3066P Automatic or Manual: Automatic

Pump: Make: Hale Model: ----- GPM: 1250 Pump and Roll (y/n): N  
Date of Last Pump Certification: 8/23 Foam System (make and model): N

Water Tank: Gallons: 750 Material: N Foam Tank(s): N

**Discharges (number and size):**

Driver's Side: Two 2.5" Officer's Side: One 2.5" and one 3"  
Front: One 1.5" Rear: None

**Suctions (number and size):**

Driver's Side: 6" Intake Officer's Side: 6" Intake  
Front: 6" Intake Rear: none

Crosslays (# and size): Two 1.5" Piped for Deck Gun (y/n): yes Deck Gun Included (y/n): yes  
Booster Reels: No



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Union Grove, AL 35175

Phone: (256) 776-7786  
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Please complete this form to the best of your knowledge.  
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**Customer Information:**

Fire Department/Owner: Springfield Township Fire Dept. Name of Contact: Ryan Hart  
Phone Number: 2484314582 Fax: \_\_\_\_\_ Email: rhart@springfield-twp.us  
Where is the truck currently located (city, state): Davisburg, Michigan

**Apparatus:**

Year: 2003 VIN: 4Z3AAACY23RL90533 Shop Order #/ Build #: N/A

Chassis: Manufacturer: Freightliner Model: Eagle 4x4 (y/n): N

Fire Body: Manufacturer: American La France Model: Eagle

Aerial: Manufacturer: N/a Model: N/a Length: N/a

Aerial Hours: N/a Date of Last Aerial Certification: N/a

Mileage: 99,800 Engine Hours: 8150 # Cab Seating: 6 # SCBA Seats: 3

Engine: Make: Cummins Model: ISL HP: 370 Diesel or Gas: Diesel

Transmission: Make: Allison Model: MD3066P Automatic or Manual: Automatic

Pump: Make: Hale Model: ----- GPM: 1250 Pump and Roll (y/n): N

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Crosslays (# and size): Two 1.5" Piped for Deck Gun (y/n): yes Deck Gun Included (y/n): yes

Booster Reels: No



# SPRINGFIELD CHARTER TOWNSHIP

LAURA MOREAU, SUPERVISOR

248-846-6502 | 248-846-6548 FAX



## MEMO

**TO:** Township Board  
**FROM:** Laura Moreau, Supervisor *LM*  
**DATE:** February 5, 2024  
**RE:** Fire Chief Search – Second Round Interview

At the Special Meeting last Tuesday, the interview panel discussed the format for the second round Fire Chief interviews. The consensus was to ask candidates to make a prepared presentation followed by impromptu short answer responses.

For the presentation, candidates will have up to 30 minutes to address the same budget-related challenge which they will receive in advance of the meeting. For the short answer questions, candidates will draw questions, have a brief time to prepare "on the spot", and then present responses.

Some suggestions were discussed at the Special Meeting but the panel expressed a desire to invite suggestions for topic areas and/or issues that members would like to see addressed by the three chief candidates. The request was sent the following afternoon with a deadline of today, Monday the 5<sup>th</sup> at 10am. By this deadline, two members of the department submitted questions (one question from a full-time member and four questions from a paid-call member). Additionally, three members of the Township Board offered additional questions.

Below are draft questions for discussion organized by type and contributor.

### Draft Presentation Question

At the August State Primary Election, the dedicated ALS millage of .75 mills fails to be renewed by Township voters. This loss in millage funding will reduce the Fire Fund tax revenue by about \$625,000. For the upcoming Budget Workshop Meeting, you are tasked with developing a plan that would allow the Fire Department to continue providing ALS services.

Working from the 2024 Fire Fund Budget, please prepare a proposal for how you would continue operations in the coming year. You have up to 30 minutes for the presentation and may utilize print materials and/or AV equipment.

## Draft Short Answer Questions

| FROM DEPARTMENT MEMBERS |   |
|-------------------------|---|
|                         | A good way to encourage future prospects and members of the department to become more involved is by offering opportunities like more certifications, licensures, and officer training. Utilizing your experience such as instructor certifications, licensures and professional background, how would you facilitate these type of training programs?                        |
|                         | Please describe if in the past you've had experience merging two departments together or merging paid on call staff with full time staff, and what you found worked, didn't work, and how you would draw on that experience (if applicable) to ensure both full time staff and paid on call staff were being utilized to effectively execute the mission of Springfield Fire. |
|                         | Do you have a succession plan you would install within the department? How would you go about finding future officer candidates to assist you in the mission of Springfield Fire? Would you have a competitive test for promotion or would you hand pick individuals?   |
|                         | With a growing township and growing department, how do you see the department evolving and what steps would you take to ensure the department is staying at the forefront of education, development, aggressive firefighting tactics, and aggressive paramedicine?  |
|                         | How did you recruit at your previous department, and do you feel the tactics you used there could be used here, or if not, how do you properly recruit for Springfield Fire?  |

| OFFERED AT JANUARY 30 MEETING |  |
|-------------------------------|--|
|                               | Understanding the Department's current needs and funding challenges, what type of grant would be first on your list to pursue?                 |
|                               | Where do you see the Department going in 1, 3, and 5 years?  |
|                               | What is your plan for recruiting and retaining paid call members?  |
|                               | Describe what it means to you to be a hands-on Fire Chief and detail how you would approach your role as both a leader and member of the team. |
|                               | Discuss how you would work to enhance the benefits and minimize the challenges of our combination paid-call/full-time department.              |

**FROM BOARD MEMBERS**

|  |  |
|--|--|
|  | Most members of the STFD are Paid on Call, and many aspire to become full time FF/EMT/Paramedics, with aspirations to achieve a leadership / command / officer position. How do you identify that potential in a PoC FF, to develop them, and assist, encourage, and allow them to achieve their career goals?   |
|  | Describe a time when you “screwed up” on the job, resulting in negative financial impact. How did you address this situation, and implement a plan to correct the situation and prevent a recurrence?  |
|  | Where do you see yourself in 5 years? In 10 years?   |
|  | Will you be willing to relocate to Springfield Township? What if the position is contingent upon relocating to Springfield township within the next 6 months?  |
|  | At an officers’ meeting, a suggestion is made to address coverage in a lesser populated area of the Township. You have already considered the situation thoroughly and disagree with the officer’s analysis and recommendation. You don’t think it’s advisable to take this matter to the Township Board, but a couple of the officers pressed you and feel strongly about their plan. How do you handle this situation? |
|  | You want to seek Township Board approval for a new department program or policy but after discussing it with the Supervisor, she said she did not think it was necessary and told you not to pursue it; however, in previous conversations you had with Board members they indicated support for your program or policy - What would you do?   |
|  | As Chief you instituted a new policy regarding department operations and heard gossip that members are unhappy and criticizing you to other members of the department; What do you do?   |
|  | Describe one area you feel the Springfield Township Fire Department is strong in, one area you feel the Department could use some improvement, and how you think you may assist with the improvement.  |
|  | As the Fire Chief, describe and define the type of relationships you’d like to foster with members of the Department and the Township Board. What actions would you take to ensure relationships you’ve described would come to reality?   |





# SPRINGFIELD TOWNSHIP FIRE DEPARTMENT

To: Laura Moreau, Supervisor  
From: Matt Strickland, Captain  
Date: 2/2/24  
Re: Staffing Hours

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On September 21, 2021, the Springfield Township Fire Department created a policy to only allow employees to work a total of 24 consecutive hours unless otherwise specifically approved by the Fire Chief. This policy was created as the department was moving forward with ALS coverage.

The ALS transition went better than expected. One thing that we identified was several shifts a month would remain unfilled. As the scheduler, I would move shifts around to the best of my ability to maintain the best coverage for the community. As we have discussed in the past, the State of Michigan, our neighboring fire departments and STFD are continuing to deal with a shortage of certified Paramedics.

The paramedics that work for the STFD meet each month to look at schedules, discuss EMS topics, EMS protocols, EMS training and go over our medical equipment. Each month members request the ability to work more than 24 hours to help fill our open shifts. Many of our paramedics work for other departments as their full-time career and state they are allowed to work up to 72 hours consecutively. Our EMT's are also interested in the ability to work more hours to fill open shifts. They are correct, a policy change would help solve the open shift issues. I advised the team that a study was conducted, that showed the effects of firefighters and EMS personnel who worked more than 24 hours on limited sleep.

I advised the members of the department that I would research this and report back to them. I spoke with several Fire Chiefs and Captains from fire departments in Oakland County. It was found that the study was more directed towards larger city departments with high emergency call volumes. Most of the departments have a 72 consecutive hour rule. Some departments had this as a policy, some had this as an unwritten rule, and a few had mandated down time/rest time. A few departments had no rule/policy at all. These were in place to fill open shifts and allow trade days just as STFD is trying to accomplish.



# SPRINGFIELD TOWNSHIP FIRE DEPARTMENT

Currently the STFD averages 4.1 calls per day and has the responsibility to train, clean and maintain our fire apparatus and equipment. There is traditionally ample time for our firefighters to rest once their daily assignments have been completed.

Therefore, I recommend STFD update our policy to allow employees to work when needed 48 consecutive hours unless otherwise specifically approved by the Fire Chief or Captain. I would further add to the policy requiring mandatory down time for those scheduled more than 24 hours as an extra precaution in case of a busy shift to provide adequate rest. I believe this change will be a step in the right direction as we continue to staff the stations to provide the best response for the township residents and businesses we proudly serve. I have attached the updated policy for you to review. Should you have any questions please feel free to contact me. Thank you very much for your time and consideration.

The Surrounding departments I spoke with are as follows:

Waterford – 72 hours – Policy

Independence – 72 hours – Policy

Oxford – 72 hours - Policy

Brandon - 72 hours - Policy

Highland – 48 hours – Policy

White Lake – 48 hours - Policy

Oakland – 72 hours – No policy

North Oakland – 60 hours – No policy

Groveland – 72 hours – No policy

Shelby Twp. - 72 hours - No policy

West Bloomfield – 72 hours – No policy





## Springfield Township Department

Minimum Staffing  
Effective Date: 3/1/24

Policy #: 108.0  
Page **1** of **4**

### **PURPOSE**

The purpose of this procedure is to establish the process for the administration of maintaining regularly scheduled night and weekend shifts.

### **POLICY**

It shall be the policy of the Springfield Township Fire Department to ensure that the fire station (s) are staffed in accordance with Board direction and OCMCA staffing policies.

### **PROCEDURE**

- I. In addition to on-call responses, the Springfield Township Fire Department staffs two (2) personnel 24/7. The coverage for this staffing is established by utilizing regular Springfield Fire full time and volunteer paid call firefighters plus “shift only” personnel to work shifts. Any STFD firefighter who possesses the minimum requirements may participate in working shifts. If only certified as FF 1 & 2 or EMT, they may only work shifts with a firefighter who has both certifications.
- II. In order to facilitate staffing 24/7, STFD may hire shift only staff from outside of the Township district. Those working shift as well as those “shift only” personnel will adhere to all of the Township and Fire Department rules and regulations except where specifically delineated below.
- III. ALS staffing
  - a. When licensed to provide ALS, Station #2 will be staffed 24/7 with a minimum of one (1) paramedic and one (1) EMT per Oakland County Protocol (OCMCA) and State of Michigan guidelines. Any deviation from this will require notification of the Fire Chief.





## Springfield Township Department

Minimum Staffing  
Effective Date: 3/1/24

Policy #: 108.0  
Page 2 of 4

- IV. The following will be general guidelines for personnel working shifts:
- a. The following minimum standards are established for personnel interested in working shifts:
    - i. Fire Fighter I and II
    - ii. Emergency Medical Technician/Paramedic
    - iii. Both i & ii
  - b. Members with licensure that does not meet any above are eligible only with the approval of the Fire Chief.
  - c. Employees shall report to work as scheduled at the station assigned, properly attired and prepared to begin work at the prescribed starting time.
  - d. In the event that an employee is unable to report to work or is going to be late, the employee is to personally notify the fire chief or his designee as soon as possible, and no later than 60 minutes prior to the start of the scheduled work shift. If prior notification is not possible, (i.e., due to an emergency or sudden illness), the employee must notify the on duty crew or supervisor as soon as is practical.
  - e. In the event that one of the oncoming shift personnel is late, one of the off going shift members will have to hold over until arrangements are made for coverage.
  - f. After the verbal notification, a written (non-email) notification of absence or tardiness must be submitted to the fire chief which shall include an explanation of the circumstances as well as an indication of the expected date and time the employee plans to return to work.
  - g. In the event that an employee is more than 30 minutes late reporting to work, the fire chief or his designee may use discretion in determining whether or not the employee may work the remainder of the shift and the absence shall be documented as unexcused.



## Springfield Township Department

Minimum Staffing  
Effective Date: 3/1/24

Policy #: 108.0  
Page 3 of 4

- h. Excessive absenteeism or tardiness places an extra burden on fellow employees. Therefore, an employee who demonstrates a problem with absenteeism or tardiness shall be subject to disciplinary action, up to and including dismissal.
- i. The maximum hours consecutively worked by an employee will be 24 48 hours unless otherwise specifically approved by the Fire Chief or Captain. Incidents or extenuating circumstances may require personnel to be held over.
- j. If an employee is prescheduled to work 36 or 48 hours. Downtime is required between 1300 and 1600 hours each day.

- V. The following will be additional guidelines for out of district, "shift only" personnel:
- a. All out of district personnel must meet all of the requirements in III listed above.
  - b. "Shift only" personnel must still maintain the following training attendance requirements at STFD trainings:
    - 1. 25% of Fire Trainings
    - 2. 25% of Medical Trainings
  - c. Shift only personnel must provide copies of all applicable and required training from their home agency no less than yearly to ensure compliance with Federal, State, and local requirements.
  - d. Personnel must provide a copy of a recent (last 12 months) fire department or comparable physical.
  - e. With their current employer's permission, personnel must provide their own complete firefighting protective ensemble that is in good repair, recently passed inspection, and working order. If not, the STFD will try and fit them for a set of gear. Should none be available, their employment may not be considered as we will not purchase new gear for shift only staff. If they do not have a compatible SCBA mask, one will be loaned to them for the duration of



## Springfield Township Department

Minimum Staffing  
Effective Date: 3/1/24

Policy #: 108.0  
Page 4 of 4


- their shift. Loaned gear or SCBA must be left at the station at the end of the shift.
- f. Shift only personnel will have to complete an application, have an interview with STFD staff and be offered employment.
  - g. Personnel must be currently employed in the fire or EMS service and pass all applicable Springfield background and employment checks.
  - h. Copies of all training records and certificates must be presented prior to an offer of employment.
- VI. Shift bids (requests) will be due to the administrative captain responsible for the fill-in schedule no later than the 20th day of the month prior. They will send out an email reminder several days prior to the selection day. Selection of individuals to fill the shifts will be based upon STFD seniority, licensure, and Springfield Fire need considerations. They will fill the schedule and publish it no later than the 25th of the month prior. They will maintain a running list of the number of shifts that each member has worked in order to balance shifts worked per month as much as possible. Any unstaffed/open shifts will be sent out for additional notification of openings and will be filled by eligible members. Members with fewer hours will be given the opportunity to fill those shifts prior to others with more hours as long as the other shift requirements are met for staffing. If any shift remains open/staffed with only one member, notification will be sent to the Captain and Fire Chief no later than one week prior to the shift in question. They will find personnel to fill that opening.



# Memo

## New Business

**TO:** Township Board

**FROM:** Mike Losey, Natural Resources Manager 

**DATE:** 2/1/2024

**RE:** Update on Long Lake Wetland Restoration, Midwest Glacial Lakes Partnership Grant, and Authorize Grant Application to Wetland Conservation Program

---

**Background:** At the February 2023 Township Board meeting, I presented on an environmental restoration project opportunity at the Shiawassee Basin Preserve and requested approval for a grant application submission and matching fund request. The project would restore wetland habitat and hydrology on the north side of Long Lake and reduce erosion into the lake by addressing a legacy impact from a trenched metal draft pipe, actively eroding ditch, earthen berm, and clay tile lines. Following my presentation, the Township Board approved my request to submit a grant application for Engineering Services to the Midwest Glacial Lakes Partnership (MGLP) with the Township providing \$45,000 in matching funds toward the grant in FY24.

MGLP Coordinator Joe Nohner contacted me in January to indicate that they would like to move ahead with the approving Springfield's grant proposal but cannot award grant funds until the federal government passes a full fiscal year budget for FY24. With no certainty regarding when a full federal budget will be passed instead of repeatedly authorizing continuing resolutions, I am not sure how long we should wait on this grant program funding while our project area continues to degrade, and other grant opportunities become available.

Fortuitously, a new grant funding opportunity through Ducks Unlimited (DU) was announced in January, the 'Wetland Conservation Program' (WCP). DU is managing this program on behalf of the Michigan DNR's Wildlife Division using funding in part through the American Rescue Plan Act. The purpose of the WCP is to restore wetland habitat, reduce sedimentation and nutrient inputs, and improve water quality in eligible watersheds including the Shiawassee River Watershed. Eligible projects include land acquisition, wetland restoration and wetland enhancement projects. Eligible wetland enhancement and restoration activities include design, engineering, permitting and construction. DU is planning to fund 5-10 projects through this grant program at \$250,00-750,00 each. The WCP grant program does not require matching funds from applicants, but matching funds committed by applicants and projects that build upon existing partnerships receive extra scoring during the application review period. Any projects funded by the WCP would begin in summer of 2024 and must be completed by September 2026. Grant applications are due March 11, 2024.

In addition to the Design, Engineering and Permitting phase we were seeking MGLP grant funding for, I continued to seek cost estimates and funding for the Construction and Restoration phase. The primary construction activities that would drive the cost for this restoration project involve earth-moving work associated with installing erosion control measures, filling the actively eroding ditch, excavating the man-made earthen berm, performing final site grading, and re-seeding the project footprint. Additional actions would include removing any problematic clay tile or metal pipe and installing project monitoring equipment to measure hydrological restoration of the wetland. I calculated some high-end estimates of the quantity of material that would be moved during this project and shared the project idea with various contractors that are familiar with current costs for similar or ongoing wetland restoration projects, and it seems like a reasonable estimate for the construction/restoration phase would be about \$300,000.

In advance of this memo, I met with DU staff and communicated with MGLP Coordinator Nohner about the applicability of the WCP helping to bring this project to completion. DU staff were in favor of Springfield applying for project funds, and MGLP Coordinator Nohner was in favor of working together with DU as well given the uncertainty of the MGLP grant funding timeline and the opportunity to receive funding for Construction and Restoration.

I am proposing that we move forward with an application to the WCP to request funding for the Construction and Restoration phase of our wetland restoration project at Long Lake and the Design, Engineering and Permitting Phase if we cannot reasonably expect MGLP funding to be awarded by March 11. We have already committed matching funds to the MGLP for 2024, those funds could be applied to the WCP grant as match if the MGLP grant is not awarded or if applying those funds would demonstrate a partnership commitment in the event the MGLP is awarded. Furthermore, I will continue to refine cost estimates for the Construction and Restoration phase while also being mindful of project competitiveness at a cost-per-acre basis, I would not request more than \$500,00 in reimbursable funding from the WCP.

As I had previously stated in February 2023, completing this project would be the capstone of all our efforts to create a resilient wetland habitat that benefits the globally rare natural resources at our Shiawassee Basin Preserve while improving water quality in the upper Shiawassee River watershed as well.

**Recommendation:** Authorize submission of grant application to the Ducks Unlimited Wetland Conservation Program, grant reimbursement request not to exceed \$500,000. Authorize match contribution to Wetland Conservation Program grant application not to exceed \$45,000 in FY24, using matching funds previously authorized for Midwest Glacial Lakes Partnership Grant by the Township Board on February 9, 2023.

**Photo 1:** Erosion ditch in summer of 2019. **Photo 2:** Erosion ditch in January 2024.







## Memo

To: Laura Moreau and Township Board  
From: Jerry David, Facilities Manager/JD  
Date: February 1, 2024  
Re: 2024-New Janitorial Custodian Service Agreement

I would like to thank our Cleaning Committee, which was made up of staff from several Township departments, Cathy Forst, Sarah Richmond, Joan Rusch, Erin Mattice, Rachel Broadwater and Kathy VanGilder, for all their work on this project..

### Background

Clean Team Inc (CTI) is our current cleaning service company, which purchased our original cleaning company **Absolute! Building Maintenance - A!BM**, several years ago. Clean Team Inc has been using the work instructions that were created in 2003 by A!BM to clean our facility. Unfortunately, CTI has not been able to adhere to their contractual obligations for some time and while I have tried to work with them and be as understanding as possible with their staffing issues, it is very obvious that their company is no longer the correct fit for our facility. We need to have a company that will be able to clean and maintain this facility to our standards.

### Quote

The cleaning committee reviewed all the bid proposals and based on those proposals and answers to a questionnaire that we requested, the committee interviewed both Corporate Clean Group and Office Price Commercial Cleaning. Based on pricing and interviews the committee is recommending contracting with Corporate Cleaning Group. Attached to this memo you will find a cost comparison worksheet and the proposal from Corporate Cleaning Group.

1. Stratus Building Solutions (SBS)
  - o \$4,900.00 a month x 12 months = \$58,800.00 (year total cost).
  - o Based on the answers to the questionnaire, the committee agreed that this company did not meet our requirements fully.
2. Corporate Cleaning Group (CCG)
  - o \$4,100.00 a month x 12 months = \$49,200.00 (year total cost)
  - o \$3,900.00 (Ceramic/VCT Tile care – twice a year at \$1900.00 each)
  - o \$53,100.00 (Total YTD Cost including floor car cost)
3. Office Pride Commercial Cleaning (OPCC)
  - o \$6,581.60 a month x 12 months = \$78,979.20 (year total cost)
    - OPCC did not break out the cost for the floor care.



- The committee met with OPCC representatives and felt that they could offer an excellent cleaning service and would be a good relationship between both the Twp and OPCC, but their cost put them way out of reach.
4. Clean Team Inc. (CTI)
- \$3,054.00 a month x 12 months = **\$36,648.00** (year total cost)
  - CTI was not included in the quote process, because the committee felt that they are not providing us with a good cleaning service.

In addition, we as a cleaning committee also believe that this is a long-term relationship/investment between Springfield Township and Corporate Cleaning Group.

#### **Budget Amendments**

The Township and Library would have to increase our 2024 budgets for cleaning services, if the Township Board and Library Board approve our recommendation to move forward with Corporate Cleaning Group. The % increase difference in cost will be 31% overall but split between the Township 65% and Library 35%. Please note that the proposal provides the same cleaning services and schedule for the Library, Township, Parks, and OCSO Substation.

If you have any questions, please feel free to call or email me.

Thank you,  
Jerry David

**Suggested motion:** Authorize the Facilities Manager to award Corporate Cleaning Group the Cleaning Service Agreement for the cleaning of the Springfield Township Civic Center at a cost not to exceed \$53,100.00 for the calendar year of 2024 at a cost split of Township 65% and Library 35%.

# Cleaning for Health



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Delivering High Performance Cleaning Solutions





September 18, 2023



## Our Word is Our Commitment

Professional Service Proposal For  
**Jerry David**  
**Springfield Twp Civic Center**

Submitted by:  
Corporate Cleaning Group Managing Partner

[tj@corporatecleaninggroup.com](mailto:tj@corporatecleaninggroup.com)  
4181 Pioneer dr Commerce Mi 48390

September 18, 2023

Jerry David  
Springfield Twp Civic Center  
12,000 Davisburg, Springfield Twp MI 48350

Dear Jerry,

Thank you for taking time to meet with us to discuss how Corporate Cleaning Group can provide solutions to your cleaning needs. We are forward thinking and have proven methods of success. Our track record has demonstrated innovation, consistency, integrity and quality that you will recognize immediately.

Enclosed you will find a description of our methods and processes that we believe sets us apart from others.

CCG Is dedicated to developing a true partnership that will meet your needs in not only the short term but for years to come. We are pleased to present this proposal to you.

Please feel free to give me a call at 248.343.8580 if you have any questions. Thank you.

Sincerely,

TJ Yakuber  
tj@corporatecleaninggroup.com  
Corporate Cleaning Group



## Core Values

The foundation of Corporate Cleaning Group is built on several key philosophies. These philosophies guide us to make sure we conduct business in the most ethical manner as we strive to be the leader in client satisfaction. Although at first glance these may seem elementary, they are at the core of our existence and can be felt throughout our entire organization.







## Corporate Cleaning Group Value Blocks

The Corporate Cleaning Group differential advantage can be seen in our Value Blocks. Our Value Blocks bridge the customers' needs with our customized solutions through a very structured set of processes and procedures.

Clean for  
Health

Staffing

Training

Quality  
Control

Compliance

Start Up  
Process



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# Cleaning For Health

Corporate Cleaning Group goes to great measures to ensure that your facility does not just appear clean, but truly is clean. Through years of experience, CCG has designed a program that concentrates on healthy cleaning. This makes a significant difference in the quality of the indoor environment while reducing health risks to personnel and occupants.



## Touch Points

We train our staff to focus on high touch points



## Color Coded Microfiber

To eliminate any possible cross contamination



## Correct Chemicals

We use hospital-grade cleaning disinfectants



## Pretreated

Soaking microfiber clothes vs. spraying chemicals & wiping



## Proper Dwell Times

It's not just about the chemicals, but allowing them the proper dwell time



## Filtration Vacuums

HEPA filtration vacuums ensure allergens stay in the vacuum & not in your facility



## Mopping Systems

Flat mops, microfiber string mops, and double bucket systems



## Floor Machines

Scrubbing & extracting in one simple motion



## Electrostatic Spraying

The latest in cleaning technology for superior disinfecting



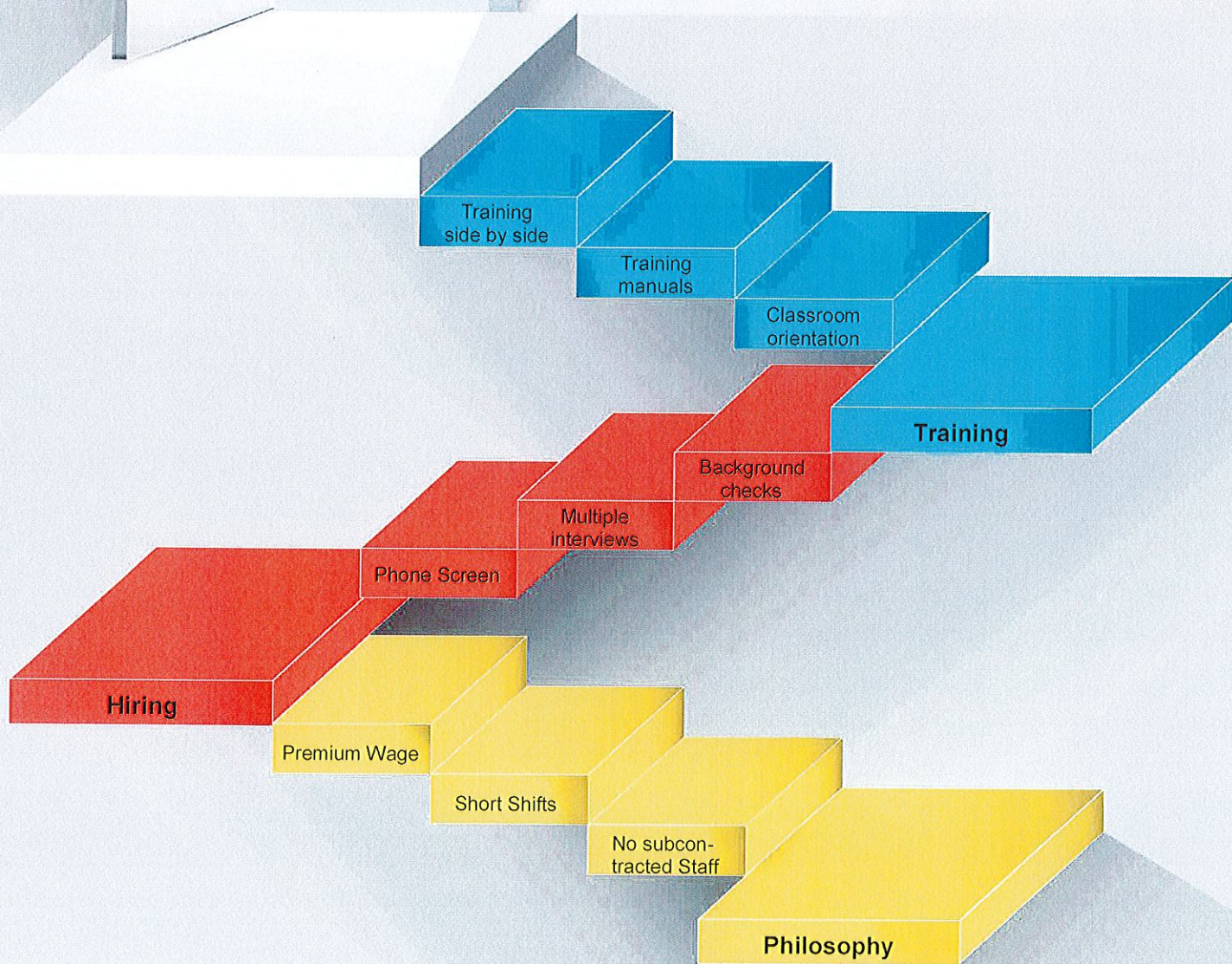
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## Staff Recruitment and Training

*From Our Door  
to Yours*



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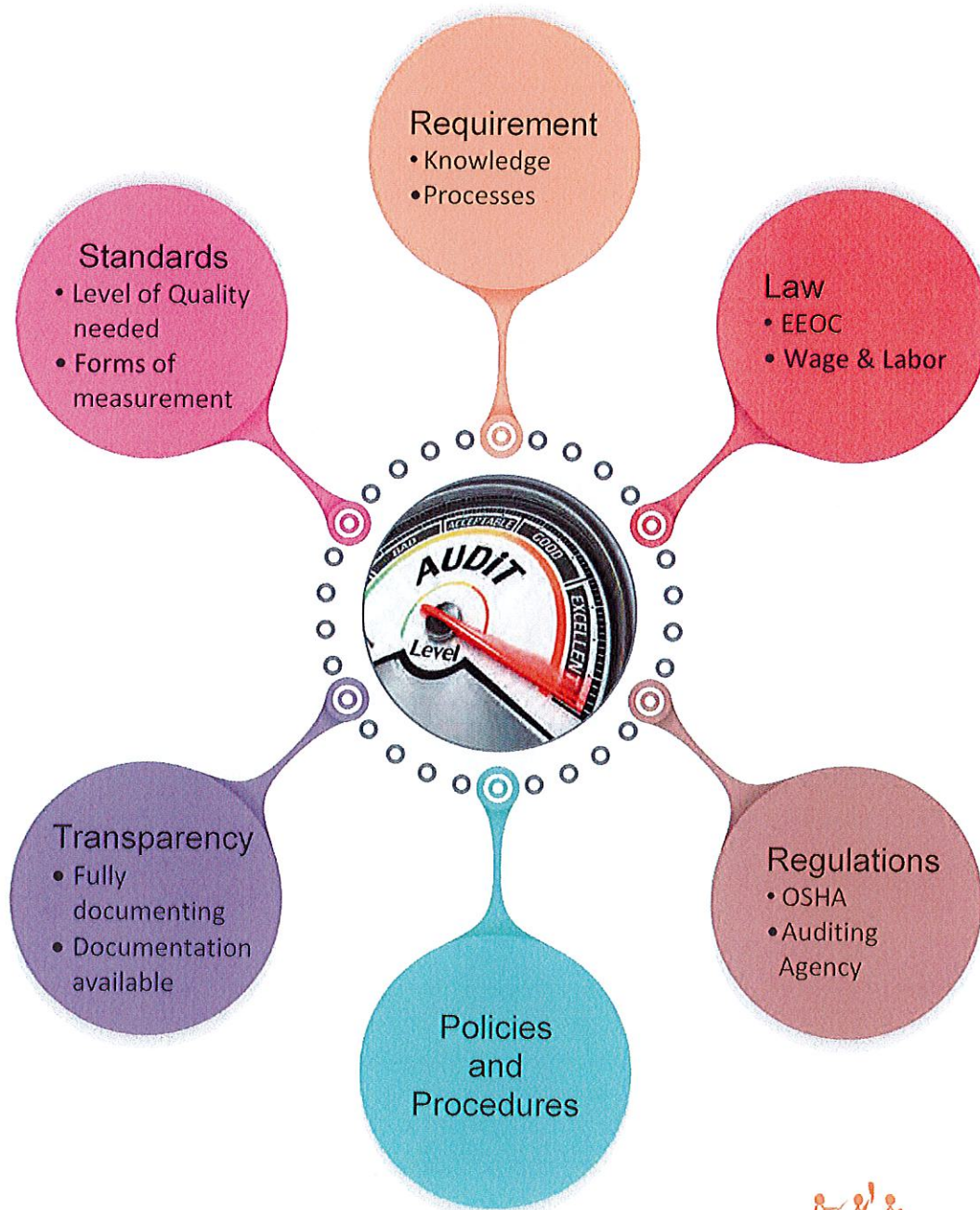






# Compliance

It is our belief that you shouldn't have to worry about being compliant. At Corporate Cleaning Group we have gone to great lengths to ensure that not only are we in compliance but that your facility is as well. You can have confidence that CCG meets the requirements and is fully compliant.







# Start-Up Process







# Cleaning Specifications

| Tasks   | Nightly | Weekly | Monthly | Quarterly | Annually | Upon Request |
|---|---------|--------|---------|-----------|----------|--------------|
| <b>Break Room • Cafeteria • Kitchen • cafe</b>        |         |        |         |           |          |              |
| Empty trash containers. Replace soiled liners.        | ✓       |        |         |           |          |              |
| Clean and disinfect sinks, fixtures and counter tops. | ✓       |        |         |           |          |              |
| Restock paper towels and hands soaps as required.     | ✓       |        |         |           |          |              |
| Clean and polish glass and / or mirrors.              | ✓       |        |         |           |          |              |
| Clean and disinfect touch points: door handles        |         | ✓      |         |           |          |              |
| Spot clean and disinfect walls.                       |         | ✓      |         |           |          |              |
| Spot clean and disinfect cabinetry exteriors.         |         | ✓      |         |           |          |              |
| Spot clean and disinfect appliances.                  |         | ✓      |         |           |          |              |
| Spot clean and disinfect vending machine exteriors.   |         | ✓      |         |           |          |              |
| Clean and disinfect table tops.                       | ✓       |        |         |           |          |              |
| Vacuum all carpeted areas /mats.                      | ✓       |        |         |           |          |              |
| Dust Mop/sweep hard surface floors.                   | ✓       |        |         |           |          |              |
| Damp mop hard surface floors.                         | ✓       |        |         |           |          |              |
| Dust mid-level area: window sills, wall art.          |         | ✓      |         |           |          |              |
| Dust high-level areas: corners, edges, vents          |         |        | ✓       |           |          |              |
| Dust low-level areas: corners, edges, baseboards.     |         |        | ✓       |           |          |              |

| Tasks  | Nightly | Weekly | Monthly | Quarterly | Annually | Upon Request |
|--|---------|--------|---------|-----------|----------|--------------|
| <b>Restrooms</b>                               |         |        |         |           |          |              |
| Empty trash containers. Replace soiled liners. | ✓       |        |         |           |          |              |
| Restock toilet paper, paper towels, soap       | ✓       |        |         |           |          |              |



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| Tasks   | Nightly | Weekly | Monthly | Quarterly | Annually | Upon Request |
|---|---------|--------|---------|-----------|----------|--------------|
| <b>Restrooms</b>                                      |         |        |         |           |          |              |
| Empty sanitary napkin receptacles replace liners.     | ✓       |        |         |           |          |              |
| Disinfect sanitary napkin receptacles.                |         | ✓      |         |           |          |              |
| Clean and disinfect sinks, fixtures and counter tops. | ✓       |        |         |           |          |              |
| Clean and polish mirrors.                             | ✓       |        |         |           |          |              |
| Clean and disinfect touch points: door handles.       | ✓       |        |         |           |          |              |
| Clean and disinfect walls, partitions.                | ✓       |        |         |           |          |              |
| Clean and disinfect toilet and urinal exteriors.      | ✓       |        |         |           |          |              |
| Clean and disinfect toilet bowls.                     | ✓       |        |         |           |          |              |
| Dust mob/ sweep hard surface floors.                  | ✓       |        |         |           |          |              |
| Damp mop hard surface floors.                         | ✓       |        |         |           |          |              |
| Dust high-level areas: corners, edges, vents.         |         |        | ✓       |           |          |              |
| Dust low-level areas: corners, edges, baseboards.     |         |        | ✓       |           |          |              |

| Tasks   | Nightly | Weekly | Monthly | Quarterly | Annually | Upon Request |
|---|---------|--------|---------|-----------|----------|--------------|
| <b>Stairwells • Elevators</b>                 |         |        |         |           |          |              |
| Fully Sweep/ Vacuum hard surface.             |         | ✓      |         |           |          |              |
| Spot sweep / vacuum hard surfaces.            | ✓       |        |         |           |          |              |
| Vacuum carpeted surfaces / mats.              |         | ✓      |         |           |          |              |
| Spot mop hard surfaces.                       | ✓       |        |         |           |          |              |
| Full damp mop to hard surfaces.               |         | ✓      |         |           |          |              |
| Clean and disinfect touch points: handrails.. |         | ✓      |         |           |          |              |
| Spot clean and disinfect walls.               |         | ✓      |         |           |          |              |
| Polish elevator stainless.                    | ✓       |        |         |           |          |              |



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| Tasks  | Nightly | Weekly | Monthly | Quarterly | Annually | Upon Request |
|--|---------|--------|---------|-----------|----------|--------------|
| <b>Lobbies • Entryways • Hallways • Waiting Areas • Reception • Common Areas</b> |         |        |         |           |          |              |
| Empty trash containers. Replace soiled liners.                                   | ✓       |        |         |           |          |              |
| Clean and disinfect tables and counter tops.                                     | ✓       |        |         |           |          |              |
| Clean both sides of entrance doors & window glass.                               | ✓       |        |         |           |          |              |
| Maintain metal door and window frames.   | ✓       |        |         |           |          |              |
| Maintain metal thresholds / door tracks.   |         | ✓      |         |           |          |              |
| Vacuum all carpeted areas / mats.  | ✓       |        |         |           |          |              |
| Dust mop / sweep hard surfaces.  | ✓       |        |         |           |          |              |
| Spot mop hard surface flooring.  | ✓       |        |         |           |          |              |
| Full damp mop all hard surface flooring.   |         | ✓      |         |           |          |              |
| Clean, disinfect and polish drinking fountains.                                  | ✓       |        |         |           |          |              |
| Spot clean and disinfect touch points.   |         | ✓      |         |           |          |              |
| Dust tops of doors, doorframes and hinges.                                       |         |        | ✓       |           |          |              |
| Dust mid-level areas: window sills, wall art.                                    |         | ✓      |         |           |          |              |
| Dust high-level areas: corners, edges, vents.                                    |         |        | ✓       |           |          |              |
| Dust low-level areas: corners, edges, baseboards.                                |         |        | ✓       |           |          |              |
| Dust under cabinetry and furniture.  |         |        | ✓       |           |          |              |

| Tasks   | Nightly | Weekly | Monthly | Quarterly | Annually | Upon Request |
|---|---------|--------|---------|-----------|----------|--------------|
| <b>Office • Cubicles • Library • Conference •</b> |         |        |         |           |          |              |
| Empty trash containers, replace soiled liners.    | ✓       |        |         |           |          |              |
| Clean and disinfect tables and counter tops.      | ✓       |        |         |           |          |              |
| Spot and clean interior partition glass.          | ✓       |        |         |           |          |              |
| Spot clean side panel/door insert window.         | ✓       |        |         |           |          |              |



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| Tasks  | Nightly | Weekly | Monthly | Quarterly | Annually | Upon Request |
|--|---------|--------|---------|-----------|----------|--------------|
| <b>Office • Cubicles • Library • Conference •</b>  |         |        |         |           |          |              |
| Full vacuum all carpeted areas / mats.             |         | ✓      |         |           |          |              |
| Spot vacuum all carpeted areas / mats.             | ✓       |        |         |           |          |              |
| Dust mop / sweep hard surface floors.              | ✓       |        |         |           |          |              |
| Spot mop hard surfaces.                            | ✓       |        |         |           |          |              |
| Full damp mop all hard surface flooring.           |         | ✓      |         |           |          |              |
| Clean and disinfect touch points: door handles.    |         | ✓      |         |           |          |              |
| Dust tops of doors, doorframes and hinges.         |         |        | ✓       |           |          |              |
| Dust mid-level areas: window sills, wall art.      |         | ✓      |         |           |          |              |
| Dust / wipe down desktops clear of paperwork.      |         | ✓      |         |           |          |              |
| Dust high-level areas: corners, edges, baseboards. |         |        | ✓       |           |          |              |
| Dust high-level areas: corners, edges, vents.      |         |        | ✓       |           |          |              |
| Dust under cabinetry and furniture.                |         |        | ✓       |           |          |              |



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# Proposal of Terms

## The terms of our services are as follows:

Cleaning is provided 5 day(s) per week. Monday-Friday.

Corporate Cleaning Group will supply all equipment and all cleaning chemicals.

Springfield Twp Civic Center will supply all paper products, hand soap, liners, and feminine products.

Springfield Twp Civic Center will be billed on the 1st of the Month of each month, with payment due on the following 1st of the Month

Springfield Twp Civic Center can terminate services at any time by providing a thirty- day notice.

Strip and wax projects will be billed at a rate of \$1,950 per service

Additional cleaning can be provided at a rate of \$27.00 per hour.

Emergency cleaning services can be provided at a rate of \$75.00 per hour with a minimum of \$125.00 per hour for a hazmat clean.

A signed service agreement will be required before CCG provides any services.

All employees are uniformed, insured, and fully screened with background checks.

|   |            |
|---|------------|
| <b>Total Monthly Cleaning Charge:</b>   | \$4,100.00 |
| <b>Total Monthly Floor Care Charge:</b> | \$1,950.00 |
| <b>Total Monthly Charge:</b>            | \$4,100    |



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# Service Agreement

**GENERAL SERVICES:** Janitorial, Cleaning and Maintenance Services

**INITIAL TERM:** One Year

**MONTHLY COMPENSATION:** \$\$4100

**THIS CONTRACT** ("Service Agreement") is made effective this day of October 01, 2023 ("**Effective Date**") by and between Springfield Twp Civic Center, with its principal offices at 12,000 Davisburg rd , Springfield Twp, MI 48350 ("**Customer**") and Corporate Cleaning Group, with its principal offices at 4181 Pioneer dr Commerce Mi 48390 ("Contractor")

**NOW THEREFORE**, in consideration of the mutual promises contained in this Service Agreement the parties agree as follows:

1. **PURPOSE OF AGREEMENT.** The purpose of this Service Agreement is to state the terms and conditions under which Contractor will provide janitorial, cleaning, maintenance, and other facility services for the building(s) or areas within such buildings that are owned or leased by Customer, at the following locations:  
  
Address
2. **SERVICES TO BE PERFORMED.** Contractor agrees to perform the janitorial, cleaning, and other services that are outlined in the Proposal of Terms and the Cleaning Specifications, which are included within the Proposal document. Contractor's Services will include all items necessary for and reasonably inferable in the proper execution and completion of the Services, including without limitation responsibility for the professional and technical competence and performance of its employees, with the exception of those items to be performed or provided by the Customer.
3. **COMPENSATION.** The monthly prices, optional pricing, and billing rates for this Service Agreement are set forth in the Proposal of Terms, which is included within the Proposal document.
4. **INITIAL TERM.** This Service Agreement shall be for an initial term of one year beginning on the Effective Date of this Agreement. This Service Agreement shall automatically renew for successive one (1) year period beginning on the anniversary date of the Initial Term, unless thirty (30) days prior written notice of non-renewal is provided to the other party. Compensation shall be adjusted as set forth in the Terms and Conditions for each successive one-year term, to include account being subject to a 3% or higher annual increase.



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5. **TERMS AND CONDITIONS.** The Terms and Conditions, which are included within the Proposal document, are incorporated into this Service Agreement and govern and control. In the event of any conflict between the Terms and Conditions, this Service Agreement or any attachment to the proposal document or this Service Agreement, the documents shall control in the following order: this Service Agreement, the Proposal of Terms, the Cleaning Specifications, and the Terms and Conditions.

6. **OTHER PROVISIONS:**

This Service Agreement includes the following documents:

Proposal of Terms

Cleaning Specifications

Terms and Conditions

**Contractor:**

By: TJ Yakuber

Title: Managing Partner

Date: October 01, 2023

**Customer:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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# Terms and Conditions

## GENERAL SERVICES

Contractor shall:

- (1) Perform the Services using the professional skill and care as is customary in the industry;
- (2) Consult with the Customer on matters that may affect performance of the Services;
- (3) Coordinate the performance of the Services with the Customer;
- (4) Take such safety precautions as are customary in the industry;
- (5) Shall not use any Hazardous Materials in the performance of the Services or bring any Hazardous Materials to the building(s) unless the use of such Hazardous Materials has received the prior written approval of the Customer;
- (6) Maintain, if required, MSDS information on all cleaning supplies and other chemicals used in performing the Services;
- (7) Provide, if requested by Customer, a monthly updated list of the employees, subcontractors and other personnel who are providing the Services; and
- (8) Supply sufficient and appropriately qualified and skilled employees and subcontractors to provide the Services.
- (9) Upon the direction of the Customer, Contractor shall immediately remove or reassign any of its employees (or the employees of subcontractors) from the staff assigned to perform the Services to which the Customer has reasonable objection. Contractor and the Customer shall undertake good faith efforts to discuss the situation as soon as possible thereafter.



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## **SPECIAL CONDITIONS**

In the event that building utilities (including water, electricity, or gas), security service or access to the building should be changed or interrupted. Customer agrees to notify Contractor in advance of such conditions. If the Customer's use of the facility or a specific area materially changes during the term of this Contract ("Service Agreement"), which requires Contractor to expend labor or supplies outside the scope or intent of this Contract, Contractor is entitled to an Increase in the Monthly Compensation. If, during the term of this Service Agreement, any area becomes under construction or becomes affected by construction or renovation and Contractor is required to expend additional labor or supplies outside the scope or Intent of this Service Agreement because of such construction or renovation, Contractor may charge an Amount above the Monthly Compensation for any additional labor and supplies expended, plus a reasonable profit and overhead.

## **SUPPLIES AND STORAGE**

Contractor will furnish all cleaning materials, supplies, and equipment necessary to perform the services in this Service Agreement, except for those cleaning materials, supplies, and equipment specifically identified to be supplied by Customer in accordance with the Proposal of Terms.

Customer agrees to supply to Contractor all consumables, such as paper towels, toilet tissue, plastic liners, and other miscellaneous items that are used by Customer. The customer agrees to provide the Contractor with secure and adequate storage for equipment and cleaning supplies.

## **SECURITY**

Customer shall be responsible for securing all valuables at night and will instruct its employees to secure all of their valuable items. If an item of the Customer or Customer's employees, as the case may be, is missing, the item shall be reported as missing by the Customer or Customer's employee within seventy-two (72) hours to Contractor's management personnel.

## **COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES AND REGULATIONS**





In performing the Services, Contractor shall comply with all applicable federal, state, county and city statutes, ordinances and regulations.

## **INSURANCE**

Contractor will purchase and maintain in effect for the duration of this Service Agreement the following insurance: (i) Worker's Compensation insurance with the statutory limits, (ii) liability insurance for bodily injury and property damage with limits of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate, and (iii) automobile insurance with limits of \$1,000,000 per occurrence. Contractor agrees to furnish Customer with certificates of insurance upon Customer's request.

## **INDEMNIFICATION**

Contractor shall be responsible only for such injury, loss, or damage caused by the negligent acts or omissions of Contractor, its employees, or its subcontractors. Contractor and the Customer agree to indemnify hold each other, and their respective employees, agent's representatives, shareholders, officers, directors, affiliates and assigns and successors, harmless against all claims, actions, damages, liabilities, losses, costs and expenses, including reasonable legal fees, arising out of or related to personal injury or property damage but only to the extent caused by the indemnifying party's negligence in connection with this Agreement. Each party is not obligated to indemnify the other party for the other party's negligence or actions, but shall indemnify the other party to the extent to which the party is adjudged, under comparative fault or similar rules, to be the cause of such personal injury or property damage.

The duty of either party under this Section will continue in full force and effect notwithstanding the expiration or early termination of this Service Agreement with respect to any claims based on facts or conditions which occurred prior to such expiration or termination.

## **COMPENSATION ADJUSTMENTS**

After the expiration of the Initial Term or any successive term, the Monthly Compensation will be reviewed to determine if there are any adjustments needed to reflect changes in Contractor's costs. Your account may be subject to a 3% or higher annual increase. At least 45 days before





the end of the Initial Term or a successive term. Contractor shall notify Customer in writing of any proposed adjustments to the Monthly Compensation. Unless the Customer objects to the adjusted Monthly Compensation within thirty days from receipt of such notification, the Monthly Compensation shall be adjusted in accordance with the Contractor's written notification.

## **ADDITIONAL COMPENSATION ADJUSTMENTS**

The Monthly Compensation may also be adjusted in the event that:

- (1) Contractor employs additional persons at the Customer's direction;
- (2) Customer extends the service area or requires services beyond the Cleaning Specifications;  
or
- (3) Contractor, at Customer's request, performs services outside of agreed upon working hours or legal holidays.

## **NORMAL WORKING HOURS**

No services will be performed by Contractor on the following holidays unless agreed upon in advance: Christmas Day, New Year's Day, Easter, Thanksgiving Day, Labor Day, 4th of July and Memorial Day, or the national Federal holiday on which these holidays are observed.

## **CUSTOMER RESPONSIBILITY WITH REGARD TO ACCESS**

Before beginning service, Customer shall provide Contractor with a fully marked set of keys allowing access to all cleanable areas of the building(s). Such keys shall be properly labeled and identifiable as to the areas for which they provide entry. Contractor will accept a master key only if the Customer notifies Contractor in advance, in writing.

## **PAYMENT**

Contractor will submit an invoice to Customer on the twelfth (12th) day of each month in which services are rendered and the Customer shall make payment to Contractor within thirty (30) days of the receipt of the monthly invoice. In the event Customer fails to make full payment of





any monthly bill within this time period, Contractor, after providing five (5) days written notice to Customer with a right to cure the nonpayment, may terminate this Service Agreement.

If Contractor renders services to Customer on a cost-plus or hourly billing basis, Contractor will invoice for such services in the month after the services were performed.

If the Customer fails to make prompt payment to Contractor of any amount due under this Contract, Contractor is entitled to recover interest on all amounts outstanding and owed to Contractor by the Customer at a rate of ten (10) percent per annum until such amounts are paid in full.

## **TERMINATION**

Either party shall have the right to terminate this Service Agreement for its convenience and for any cause whatsoever or no cause, upon delivering ninety (90) days' advance written notice to the other party. In addition, Contractor has the right to terminate this Service Agreement at any time for non-payment for such services by the Customer.

If this Service Agreement is terminated by either party for any reason. Contractor agrees to return all keys provided to it by the Customer within twenty-four (24) hours after completion of the last day of service.

If this Service Agreement is terminated for any reason, the Customer agrees to pay all outstanding invoices due and owing and to pay for all Services performed to the date of termination.

## **NO SOLICITATION**

Customer acknowledges that Contractor's employees providing the Services represent a valuable resource for Contractor. The Customer agrees that during the Term of this Service Agreement, and for six (6) months thereafter, it shall not accept for employment any employees of Contractor to perform the Services, without the prior written consent of Contractor. In the event this Service Agreement is terminated by the Customer for any reason at any time, other than for default by Contractor, the Customer agrees that it shall not accept for employment any employees of Contractor for a period of six (6) months following termination of this Service Agreement.







## MISCELLANEOUS PROVISIONS

- (1) This Service Agreement shall be construed under and in accordance with the laws of the state where the property is located.
- (2) This Service Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Service Agreement.
- (3) If any provision of this Service Agreement is held to be illegal, invalid or unenforceable under present or future law effective during the term hereof, such provision shall be fully severable and this Service Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part hereof and the remaining portions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance here from.
- (4) This Service Agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter.
- (5) Contractor is an independent contractor with respect to performance of the Services. Nothing in this Service Agreement shall be construed as creating any agency or employment relationship between Contractor and the Customer
- (6) Each Party will appoint a representative for the purposes of coordinating and conducting the day-to-day management of its obligations under this Service Agreement. Each representative shall be authorised to act on behalf of the respective Party in fulfilling the terms and conditions of this Service Agreement.
- (7) In any court proceeding, arbitration, or other action brought by one party against the other party to enforce or interpret the terms of this Service Agreement, or to resolve any dispute concerning any of the services, work, or obligation of this Service Agreement or any other matter arising out of this Service Agreement, or to enforce any arbitration award, including any appeals, the prevailing party in such proceeding or action shall be entitled, in addition to such other relief the court may grant, to an award of its costs incurred in connection with the proceeding or action, including, but not limited to, reasonable fees and disbursements of its attorneys.





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## **DISPUTE RESOLUTION**

The parties will attempt in good faith to resolve through negotiation any dispute, claim, or controversy arising out of or relating to this Service Agreement. Any party may initiate negotiations by providing written notice in letter form to the other party, setting forth the subject of the dispute and the relief requested. The recipients of such notice will respond in writing within five business days with a statement of their position on and recommended solution to the dispute. If the dispute is not resolved by these negotiations, the matter will be submitted to mediation.

## **AMENDMENT OR MODIFICATION**

No amendment to or modification of this Service Agreement shall be valid or binding unless in writing and executed by an authorized representative of the Customer and Contractor, except for the adjustment in Monthly Compensation for a successive term. No agent, employee or other person shall purport to act on behalf of or bind Contractor with respect to any amendment or modification of this Contract, except for the president or a senior vice president of Contractor. Any agreements or modifications or amendments to this Service Agreement by any person other than the president or a senior vice president of Contractor shall not be binding upon Contractor.





# SPRINGFIELD CHARTER TOWNSHIP



## MEMO

## New Business

TO: Springfield Township Board  
FROM: Joan Rusch, Executive Assistant  
DATE: January 29, 2024  
RE: **Adoption of Master Plan**

Per the Michigan Zoning Enabling Act, the Planning Commission is the body responsible for the preparation, content, public review, and adoption of the Master Plan. Along with a draft posted on the Township website, the Master Plan was distributed to the surrounding communities and other required agencies for a 63-day review period.

Public comment was received, reviewed, and incorporated into the plan as appropriate. The Planning Commission received comments from the Oakland County Coordinating Zoning Committee which provided a unanimous recommendation for the adoption of the plan. The Road Commission for Oakland County and the Huron-Clinton Metropark Authority also provided feedback. These comments are included in the Board packets. A memo from Giffels Webster has been provided explaining how these and other comments were addressed in the Master Plan.

At the January 23, 2024, Planning Commission meeting, the Planning Commission held a Public Hearing and adopted the Master Plan as the final step in the process as outlined by MZEA.

A copy of the Public Hearing notice has been provided in the packets, as well as draft minutes from the January 23, 2024, Planning Commission meeting along with the signed Resolution of Adoption by the Planning Commission.

If the Township Board concurs with the action of the Planning Commission, the Board can also adopt the Master Plan by resolution. A link to the Master Plan has been sent to each Board Member. If you wish to receive a hard copy, please contact me.

2024-01

**WHEREAS**, the Springfield Township Planning Commission has the responsibility and is empowered by the Michigan Planning Enabling Act, PA 33 of 2008, as amended, to make and adopt a Master Plan for the physical development of the Township and to amend the Plan as needed from time-to-time, and

**WHEREAS**, Springfield Township has retained a professional planning consultant to assist the Planning Commission with the technical studies necessary to make a comprehensive new Master Plan for Springfield Township, and

**WHEREAS**, the Planning Commission found that the new Master Plan is necessary for the continued development and the appropriate redevelopment of the physical areas of Springfield Township,

**NOW BE IT FURTHER RESOLVED**, that an approved copy of the Master Plan shall be submitted to all required entities as outlined in the Michigan Planning Enabling Act, PA 33 of 2008, as amended.

**Absent:**

[illegible]

CHARTER TOWNSHIP OF SPRINGFIELD

SEAN R. MILLER, Clerk

**RESOLUTION OF ADOPTION**  
of the  
**2024 SPRINGFIELD CHARTER TOWNSHIP MASTER PLAN**  
by the  
**SPRINGFIELD TOWNSHIP PLANNING COMMISSISON**

**WHEREAS**, the Springfield Charter Township Planning Commission has the responsibility and is empowered by the Michigan Planning Enabling Act, PA 33 of 2008, as amended, to make and adopt a Master Plan for the physical development of the Township and to amend the Plan as needed from time-to-time, and

**WHEREAS**, the Springfield Charter Township Board created the Planning Commission for the purposes stated in the Michigan Planning Enabling Act, PA 33 of 2008, as amended, and

**WHEREAS**, the Springfield Charter Township has retained a professional planning consultant to assist the Planning Commission with the technical studies necessary to make a comprehensive, new Master Plan for Springfield Township, and

**WHEREAS**, the Springfield Charter Township Planning Commission has held a public hearing on its proposed Master Plan updated for the Township on January 23, 2024, at the Springfield Charter Township Offices, and

**WHEREAS**, the Springfield Charter Township Planning Commission finds that the new Master Plan is necessary for the continued development and the appropriate redevelopment of the physical areas of Springfield Township,

**NOW THEREFORE BE IT RESOLVED** that the Springfield Charter Township Planning Commission hereby adopts this Master Plan for Springfield Township, along with the text, maps, charts, graphs, and other descriptive materials contained in the Plan.

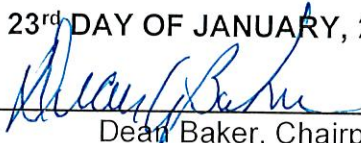
Motion by David Hopper, supported by Kevin Sclesky

AYES: BAKER, COSTIGAN, HINES, HOPPER, MOORE, SCLESKY

NAYS: None

ABSENT: MANsour

RESOLUTION DECLARED ADOPTED THIS 23<sup>rd</sup> DAY OF JANUARY, 2024.

  
\_\_\_\_\_  
Dean Baker, Chairperson  
Springfield Township Planning Commission

Minutes of  
PLANNING COMMISSION  
REGULAR MEETING  
January 23, 2024

SPRINGFIELD  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



**Call to Order:** Chairperson Baker called the January 23, 2024, Regular Meeting of the Springfield Township Planning Commission to order at 7:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd., Davisburg, MI 48350.

**Commissioners**

**In Attendance:** Dean Baker, Chair  
Jamie Costigan  
Ruth Ann Hines  
Dave Hopper  
Chris Moore  
Kevin Sclesky

**Absent:** George Mansour

**Consultants Present:**

Julia Upfal, Giffels Webster  
Stephanie Osborn, Giffels Webster

**Staff Present:**

Laura Moreau, Supervisor  
Joan Rusch, Executive Assistant

**Approval of Agenda:**

Commissioner Hines moved to proceed with the agenda as presented. Supported by Commissioner Hopper. Vote: Yes: Baker, Costigan, Hines, Hopper, Moore, Sclesky. No: None. Absent: Mansour. Motion approved.

**Public Comment:** None

**Approval of Consent Agenda:**

Commissioner Hopper moved to approve the consent agenda as presented. Supported by Commissioner Sclesky. Vote: Yes: Baker, Costigan, Hines, Hopper, Moore, Sclesky. No: None. Absent: Mansour. Motion approved.

**1) Approve minutes of December 19, 2023, Regular Meeting**

**Public Hearing:**

Chairperson Baker explained that this was the time for the public to make comments on the draft of the Master Plan that has been distributed and has completed the 63-day review period.

**Hearing Opened at 7:02 p.m.**

**Comments:** None

**Hearing Closed: 7:03 p.m.**





**Old Business:**

**1. Master Plan – Discuss comments and consider adoption**

Ms. Upfal briefly presented the timeline of the Master Plan process from the kickoff in June 2022 through the adoption by the Planning Commission occurring later in this meeting. The Planning Commission, by statute, does have the responsibility of being the body that adopts the Master Plan. Once the Master Plan is adopted by the Planning Commission, the Commission can choose to send the Master Plan to the Township Board for a concurring vote. The Commission does have the two-thirds majority of the required members present, so the adoption of the Master Plan can occur this evening. The Master Plan has been distributed to the surrounding communities and other required entities for a 63-day review period. The plan was reviewed by the County Zoning Commission, and they provided a unanimous recommendation for adoption of the plan. Other comments came from the Road Commission for Oakland County, the Huron-Clinton Metropark Authority, and Township Staff. Ms. Upfal reviewed the comments received and explained how these were incorporated into the plan. Ms. Upfal explained the Future Land Use map changes suggested by Oakland County Coordinating Zoning Committee and offered a response to these items. Ms. Upfal stated that if the Planning Commission is comfortable with the changes to the Master Plan, the next step is for the Planning Commission to adopt the Master Plan by resolution, which has been included in the packets. The motion can reference this provided resolution instead of reading it. Then the Planning Commission can recommend to the Township Board to adopt the Master Plan if it concurs.

The Commissioners had no questions for clarification regarding the feedback of the various agencies.

**New Business:**

**1. Consider Adoption of Master Plan**

Chairperson Baker noted that there is a Master Plan draft, there has been the required comment period, and the Master Plan has been edited with the comments. He stated that now would be the time where the Planning Commission is prepared to offer motion relevant to adoption.

Commissioner Hopper proudly moved to adopt the Master Plan as presented this evening and approve the Resolution of Adoption of the 2024 Springfield Township Master Plan as provided in the meeting packet, with the intent of forwarding the plan to the Township Board for its concurrence. Supported by Commissioner Sclesky. Vote: Aye: Baker, Costigan, Hines, Hopper, Moore, Sclesky. Nay: None. Absent: Mansour. Motion Approved.

**2. Set Joint Meeting with Township Board to Discuss Master Plan**

The Commissioners discussed which month would be better for a joint meeting with the Township Board. It appeared that March 26 at 6:00 p.m. would work best for both bodies and will propose this tentative date to the Township Board.



### 3. Review Annual Report to Township Board

Ms. Osborn provided a brief review of the activities of the Planning Commission for 2023. These included 11 regular meetings, 2 special meetings, 1 joint meeting with the Park Commission, 1 site plan review, 1 land use determination, and 4 site plan committee meetings. The PC also made 14 ordinance amendments. However, the main accomplishment of the Planning Commission during 2023 was the Master Plan work. Ms. Osborn also reviewed the upcoming work of the Planning Commission which could include zoning amendments, a zoning audit, and the Clearzoning conversion.

Chairperson Baker thanked Giffels Webster for compiling this report to the Township Board.

Commissioner Sclesky appreciated that the planners adhered to the proposed timeline for the Master Plan and delivered items as expected.

Ms. Upfal thanked the Commissioners for their efforts as well.

**Public Comment:** None

#### **Adjournment:**

**Commissioner Hines moved to adjourn the meeting at 7:23 p.m. Supported by Commissioner Sclesky. Vote: Yes: Baker, Costigan, Hines, Hopper, Moore, Sclesky. No: None. Absent: Mansour. Motion approved.**

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Joan Rusch, Recording Secretary

**NOTICE OF PUBLIC HEARING  
SPRINGFIELD TOWNSHIP  
Master Plan**

Notice is hereby given that the Springfield Township Planning Commission will hold a public hearing at 7:00 p.m. on January 23, 2024, at the Springfield Township Offices, located at 12000 Davisburg Road, Davisburg, MI 48350. The purpose of the hearing is to receive public comments on the proposed Springfield Township Master Plan Update.

Meeting information will be provided on the Township's website: <https://www.springfield-twp.us/>

The Master Plan includes text, illustrations, charts, and maps that describe the Planning Commission's proposal for the long-range future development of the Township. It includes a Future Land Use Plan and Senior Services Plan. The Master Plan has been prepared under the authority vested in the Planning Commission by the Michigan Planning Enabling Act, Michigan Public Act 33 of 2008.

A Master Plan is a long-range policy plan for land use that helps guide Township officials when making land use and development decisions. The Master Plan is not a zoning map and does not change the zoning of individual properties.

A complete draft of the proposed Master Plan may be inspected prior to the hearing at the Township Offices. The draft plan can also be viewed online at <https://www.springfield-twp.us/>.

Written comments may be sent to the Township prior to the hearing at 12000 Davisburg Road, Davisburg, MI 48350 or emailed to: [supervisor@springfield-twp.us](mailto:supervisor@springfield-twp.us). Oral comments will be taken during the public hearing.

This notice is published pursuant to the requirements of Michigan Public Act 33 of 2008.

Sean R. Miller, Clerk  
Charter Township of Springfield  
Published: January 4, 2024

# memorandum

**DATE:** January 12, 2024  
**TO:** Springfield Township Planning Commission  
**FROM:** Jill Bahm, Julia Upfal, and Stephanie Osborn, Giffels Webster  
**SUBJECT:** Final Feedback and Updates to Master Plan Draft

## Introduction

The draft Master Plan has completed its 63-day review period for the public, including direct sharing with Oakland County, the Southeast Michigan Council of Governments, all adjacent jurisdictions, railroad companies, and public utility providers. We have received feedback from some of these entities. This memo provides a summary of that feedback and resulting changes made.

## Feedback and Proposed Changes

| Source                    | Feedback Provided  | Changes Made   |
|---------------------------|--|--|
| Springfield Twp Fire Dept | Page 177 – the number of full time firefighters should be updated to 10 and the number of paid on-call staff is 35. We do not have a part-time fire fighter.   | Changes made as proposed. This was also updated on page 25.  |
| Oakland County            | 1. Expand on organizations related to existing parks in the township within the Natural Resources section. Particularly, Oakland County's Springfield Oaks and Huron-Clinton Metropolitan Authority's (Metropark) Indian Springs are not identified in the Natural Features portion of the plan (pages 38-44). Both parks and the authorities that control them could be included as part of the "Participation in Organizations Committed to Natural Resource Preservation" and/or "Organizations to Support Various Natural Resource Protection Initiatives" (Table 2) list of organizations. The park and/or authorities as listed above are documented in Appendix A of the plan. Making a connection between these entities, the Appendix A, and the information in Table 10 – Promoting Advocacy, could further support the implementation of "Action Items" within the Natural Resources section (pg. 119-121). | Added:<br>Activity: Recreation and Event Center<br>Organization: Springfield Oaks<br><br>Activity: Recreation and Outdoor Education<br>Organization: Huron-Clinton Metroparks<br><br>More information about organizations supporting Springfield's previous natural resource conservation and preservation efforts can be found in Appendix A. |
| Oakland County            | 2a. Consider the following changes to the FLU plan/map: Add property (#08-19-302-005) which is missing from the proposed FLU map that borders Independence Township at the east end of the I-75 and Dixie Highway interchange. The subject property is shown as part of the interchange and is not identified on the map. Currently, this property is part of a multi-family development known as "Encore at Deerhill Villas" that was completed in 2020. The development occupies properties that sit in both Independence Township and Springfield Township. The Springfield Township 2009 FLU map has the property designated as High Density Residential and zoned as Residential Multiple (RM) which matches the recent development of the property.  | This property was transferred to Independence Township in December 2013; this is not currently part of Springfield Township. Therefore, this property is not designated on the Future Land Use map.  |



|                |   |  |
|----------------|---|--|
|                | The FLU plan should recognize this property and the recent development to reflect the appropriate land use on the map. It is unclear/unknown by this reviewing body if the property was annexed into Independence Township.   |  |
| Oakland County | 2b. Acknowledge that any changes to an established and/or modified "Mobile Home Park" should comply with the State of Michigan's regulatory jurisdiction of such developments. This is in response to a change to the FLU map noted as change #1 on Map 6, page 108. Changes to the size of the mobile home park and/or the potential elimination of such a development should be in accordance with the State of Michigan Mobile Home Commission Act (Act 96 of 1987) and any other state regulations pertaining to mobile homes and premanufactured housing developments. The FLU change may not fully permit a justifiable rezoning of the existing mobile home park in the future and including such information, noting the state's control, could be beneficial for transparency purposes.  | Added to page 105: "Any changes to an established and/or modified Mobile Home Park should comply with the State of Michigan's regulatory jurisdiction of such developments, specifically the State of Michigan Mobile Home Commission Act (Act 96 of 1987) and any other state regulations pertaining to mobile homes and premanufactured housing developments."   |
| Oakland County | 2c. Confirm and update property boundary line data to show the most recent land divisions and property boundary lines. Proposed FLU change #7 shows a change that does not align with property lines but rather natural features. Under closer analysis, it was observed that there are other properties on the FLU map (and possibly other maps) that show incorrect or older property line locations as compared to the most recent data provided by Oakland County Equalization. The proposed plan should avoid split zoning and/or multiple FLU classifications on a single property that sits within the township. It is recommended that properties be classified in their entirety under one (1) classification and include overlay zones as necessary. This would protect against a property using arbitrary lines between future zoning classifications. It would further prevent the location of boundaries being left open for interpretation where a zoning designation change is or should be if/when future rezoning cases that aim to follow the FLU map are proposed or required. | <p>The Future Land Use Map does not regulate how land can be developed; that is done through the zoning ordinance. Instead, this map is used to help guide rezoning and other land use decisions, as one criteria among many.</p> <p>In the updated Master Plan, Some of the FLU designations align with natural features or major corridors, which often present logical development constraints and are less likely to change over time than parcel boundaries. Although some designations have changed since the last Master Plan, these FLU boundaries are consistent with previous FLU boundary lines and the Township's vision for the future. The FLU designations are helpful guides for thoughtful land use decisions and rezoning considerations, even when they do not align with parcel boundaries, which may be larger or smaller in ways that do not align with the Township's vision. Therefore, while we acknowledge the County's recommendation, we feel these FLU boundaries are the most accurate way to represent the Township's future land use intentions, while giving the Township direction and flexibility</p> |

|                          |  |  |
|--------------------------|--|--|
|                          |  | to make land use decisions on a case-by-case basis in the future.  |
| RCOC                     | Page 25 – There are 104.59 miles of public roads in which 24.4 miles are primary. All the primary roads are paved in the township. About 14.5% of the 49.21 miles of local, non-subdivision roads are paved. Nearly three quarters (22.86 miles) of local subdivision roads are paved, compared to the 8.12 miles that are unpaved.  | Updated  |
| RCOC                     | <p>Page 46 – Using SEMCOG's 2021-2022 analysis of road conditions throughout the township show 19% of the roads rated as "good" and 54% as fair compared to 31% good and 51% as fair in 2007.</p> <p>NOTE: The comment above was made. However, according to SEMCOG, 19% of roads were rated as "poor", 55% as "fair", and 27% as "good". There are rounding issues here, as this total adds up to 101%. 54% was kept as the value for "fair" per the recommended change, and the share of roads rated as "poor" and "good" were updated according to the SEMCOG values.</p> | Updated  |
| RCOC                     | Page 46 - It should also be noted that any proposed modifications or enhancements concerning roads under RCOC jurisdiction would require RCOC review and any work proposed within the right-of-way will require a permit.  | Added a sentence before the last sentence:<br>"Any proposed modifications or enhancements concerning roads under RCOC jurisdiction require RCOC review and any work within the right-of-way requires a permit from the RCOC."  |
| RCOC                     | Page 86 – In the "Aging-in-place" paragraph, second line down: "overtime" needs a space.   | Corrected  |
| Huron-Clinton MetroParks | The Huron Clinton Metroparks Authority suggested that a note be included about their effort to connect the metroparks, namely Indian Springs to Stoney Creek via a pedestrian, bicycle, or multiuse pathway. Part of the pathway will likely go through Springfield Township. They are currently in the pre-engineering stages.  | Added to page 71:<br>In addition to the Township's priority pathways, collaboration with the Huron Clinton Metroparks Authority (HCMA) will help the community achieve additional opportunities for biking and walking. The Township supports efforts by HCMA and other regional partners to create new bicycle and pedestrian routes, particularly between Springfield Oaks and other Metroparks in the region. |
| Township Supervisor      | On pages 22-23 (History of Planning and Zoning Timeline) add a brief reference to the Shiawassee and Huron Headwaters Resource Preservation Project, adopted in 2000.  | Icon and timeline item added to page 22.   |
| Township Supervisor      | On pages 22-23 (History of Planning and Zoning Timeline) correct the adoption date for the Dixie Highway Corridor (should say 2015 instead of 14).   | Updated to include a new time point of 2015 for Dixie Highway Design Guideline adoption and  |

|                     |  |   |
|---------------------|--|---|
|                     |  | kept the time point of 2014 for the corridor study.                         |
| Township Supervisor | Under Background Studies Summary, Community Facilities, mention the recent renovation of existing office space to create the Oakland County Sherriff's Office Springfield Township Substation    | Updated in both the Appendix (page 177) and the body of the plan (page 25). |
| Township Supervisor | Under Background Studies Summary, Community Facilities, in the second paragraph, the fire department is described as paid-on-call, but should instead be described as a "combination department" | Updated in both the Appendix (page 177) and the body of the plan (page 25). |

## Next Steps

If the Planning Commission is comfortable with the changes presented, it may wish to vote to adopt the plan.



## BOARD OF COMMISSIONERS

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1200 N. Telegraph Road  
Pontiac, MI 48341-0475  
Phone: (248) 858-0100  
Fax: (248) 858-1572

January 10, 2024

Laura Moreau, Township Supervisor  
Springfield Township  
12000 Davisburg Road  
Davisburg, Michigan 48350

Dear Ms. Moreau,

On Wednesday, January 10, 2024, the Oakland County Coordinating Zoning Committee (CZC) held a meeting and considered the following Master Plan Update:

**Springfield Township Master Plan Update  
(County Code Master Plan No. 24-01)**

The Oakland County Coordinating Zoning Committee, by a 3-0 vote, endorses the Oakland County Economic Development, Planning & Local Business Development's staff review of the Master Plan Update. The staff review finds the proposed Master Plan changes to be **not inconsistent** with adjacent communities of Groveland Township, Independence Township, Rose Township, Waterford Township and White Lake Township. The changes are viewed as acceptable to recommend approval of the plan to the Springfield Township Planning Commission and/or Township Board. A copy of the staff review is enclosed.

Adjacent communities and other reviewing jurisdictions have been copied on the outcome of this review and are listed on the back of this letter. The proposed [DRAFT 2023 Springfield Township Master Plan](#) is available through the Springfield Township website. Please contact Springfield Township regarding the final adoption process.

If further documentation is necessary regarding the CZC meeting, the official minutes of the January 10, 2024, meeting will be available following the next CZC meeting. Draft meeting minutes are available upon request. If you have any questions regarding the review, please do not hesitate to contact me directly at (248)858-0389 or [krees@oakgov.com](mailto:krees@oakgov.com).

Respectfully,

Scott E. Kree | Senior Planner  
Oakland County Economic Development  
Planning & Local Business Development

*(CC'd recipients are listed on the next page)*



CC: Gwen Markham, Oakland County Commissioner, CZC Chair, District 15  
Yolanda Smith Charles, Oakland County Commissioner, CZC Vice-Chair, District 17  
Phil Weipert, Oakland County Commissioner, CZC Member, District 13  
Bob Hoffman, Oakland County Commissioner, District 7  
Karen Joliat, Oakland County Commissioner, District 8  
Dean Baker, Springfield Township Planning Commission Chair  
Jill Bahm, Planning Consultant at Giffels Webster for Springfield Township  
Danielle Willcock, Groveland Township, Planning & Zoning Administrator  
Brian Oppmann, Independence Township Planning & Zoning Administrator  
David Plews, Rose Township Zoning Administrator  
Jeffrey Polkowski, Waterford Township Superintendent of Planning & Zoning  
Sean O'Neil, White Lake Township Planning Director  
Jason Bibby, Huron-Clinton Metroparks System Planner  
Melissa Prowse, Oakland County Parks Manager – Planning & Development  
Brad Knight, RCOC Director of Planning & Environment  
Dan Butkus, WRC Engineering Technician, Plan Review & Permitting Unit  
Lori Swanson, Oakland TSC-MDOT Manager  
Adelaide Pascaris, ITC Area Manager  
Jennifer Whitteaker, DTE Regional Manager  
Lauren Royston, Consumers Energy Community Affairs Manager  
Michael Spence, SEMCOG Administrator of Governmental Affairs  
CN Rail

January 3, 2024

Commissioner Gwen Markham, Chairperson  
Oakland County Coordinating Zoning Committee  
1200 North Telegraph Road  
Pontiac, MI 48341

SUBJECT: County Code No. MP 24-01, Oakland County Department of Economic Development, Division of Planning & Local Business Development's staff review of the draft Springfield Township Master Plan Update.

Dear Chairperson Markham and Committee Members:

On November 20, 2023, the Oakland County Department of Economic Development (OCED), Division of Planning & Local Business Development (PLBD) received a mailed letter from Springfield Township (dated November 13, 2023) that initiated the review and comment period for the proposed Draft **Springfield Township Master Plan Update, (County Code Master Plan No. 24-01)**. Under the Michigan Planning Enabling Act, Oakland County, adjacent municipalities, and other jurisdictional authorities have 63 days to submit comments on Master Plan updates.

This review of the Draft Master Plan will go before the Oakland County Coordinating Zoning Committee (CZC) on Wednesday, January 10, 2024, which falls within the community's specified comment period. It is assumed that adjacent communities were notified about the proposed Draft Master Plan and review period by Springfield Township. The Springfield Township proposed Draft Master Plan can be located and accessed online at: <https://cms1files.revize.com/springfieldtwp/Departments/Planning%20&%20Zoning/ST-MP-DRAFT and Notice of Distribution 2023.pdf>

#### **Staff Recommendation**

Based on the review of the surrounding communities' master plans, the *Springfield Township Draft Master Plan* is **not inconsistent** with the plan of any city, village, or township that received notice of the draft plan. Oakland County has not prepared a countywide development plan, so there is no countywide plan with which to compare the draft changes. Following is an analysis and summation of the Draft Master Plan update.

#### **Select Summary Analysis of Content**

The information included herein represents a summarized analysis of the proposed draft Master Plan for Springfield Township. Select sections are highlighted in this review with a focus on changes to borderline conditions and future land uses. Springfield Township shares borders with five (5) Oakland County municipalities which consists of Groveland Township, Independence Township, Rose Township, Waterford Township and White Lake Township. The township last updated their Master Plan in 2009 with an amendment in 2016. Starting on page 34, the draft Master Plan is divided into four (4) main chapters with each containing multiple supporting sections. This review will reference topics from these chapters in the following order as submitted: 1-*Envision*, 2-*Plan*, 3-*Implement*, and 4-*Appendix*. There is an "Executive Summary" which is part of the *Introduction* to the plan (pages 10 through 32) that also contains relevant information for the purposes of this review.

#### **Public Engagement**

The draft Master Plan starts with an introductory section explaining the planning process, reasoning for maintaining a Master Plan, history of the township's growth, and public engagement opportunities, among other



topics. Springfield Township started their Master Plan update process in mid-2022. A community survey application and "PictureThis!" (a browser-based application where residents and stakeholders can share images of things they like or would like to see in the community, with location tags tying the images to a map) was launched in October of 2022. There were 249 participants that contributed and submitted responses to the survey. A community Open House was held in November 2022 where feedback was collected from the participants. Unique to the plan is the focus on the existing, aging population. Senior citizens' concerns and goals were highlighted multiple times in the plan and were a major focus of the public participation and "aging in place" objectives.

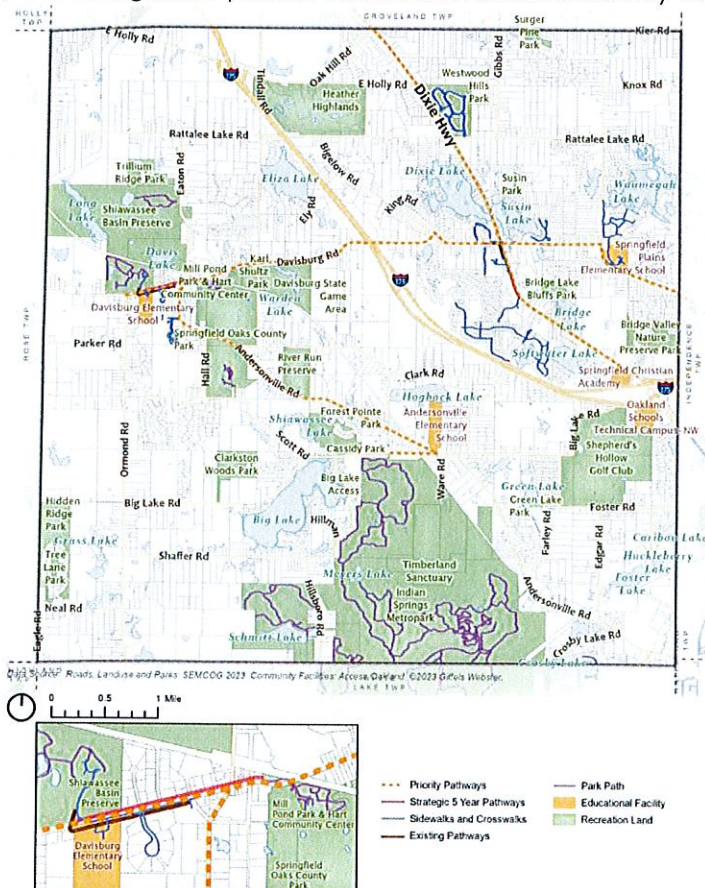
## Environment

Throughout the *Natural Resources* section of the draft Master Plan, the preservation of existing environmental resources and other related aspects of sustainability are apparent. Cooperation with local watersheds and federal/state agencies, are noted in the plan. Oakland County department cooperation noted within this section of the Master Plan references the Oakland County's Brownfield Redevelopment Authority (BRA), the Office of Sustainability, and the Cooperative Invasive Species Management Area (CISMA) organization. Education, outreach, funding, technical assistance, and best practices have been noted as part of the cooperation with the listed organizations and are comparatively integrated as part of the implementation/action plan. The plan recognizes current projects such as the removal of the Mill Pond Dam in Davisburg which was ongoing during the time of this Master Plan update.

## Transportation & Economic Development

The draft Master Plan has two sections that are specifically dedicated to transportation, *Roads & Infrastructure* (pages 45-53) and *Non-motorized Transportation* (pages 68-72) which are separated by the *Economic Development* section (pages 54-67). Together, these three sections are supportive of a common goal in achieving unlimited access to the region. Historically, for the past 60+ years, Springfield Township has experienced growth along the major northwest/southeast transportation arteries of Dixie Highway and Interstate 75 (I-75), that bisect the township. The automotive dominated thoroughfares connect the metro Detroit region (to the south) to the Flint region (to the north) and beyond. Springfield Township, in many ways, is a transition point along these parallel corridors in Oakland County where a shift from suburban to rural is present.

The hamlet of Davisburg sits approximately 3 miles west of the Dixie Highway/I-75 parallel corridors. The area is accessed by the two-lane roads of Andersonville Road (from the southeast), Davisburg Road (from the east and west) and Ormond Road (from the south). Davisburg's unique location allows indirect connections to the Villages of Holly and the City of the Village of Clarkston, which are all small centers of commerce in the northwest-central portion of the county. The connection between these towns and the major arteries that feed the region remains important. Maintaining the existing infrastructure, improving safe and reliable connections continue to be an objective of the plan with many capital improvements and other action items that are to be implemented under the direction of this Master Plan. The plan acknowledges the Oakland County Transit Millage and services provided by Northern Oakland Transit Authority (NOTA), which are also included in the "Advocacy" portions of the action plan, multiple times.



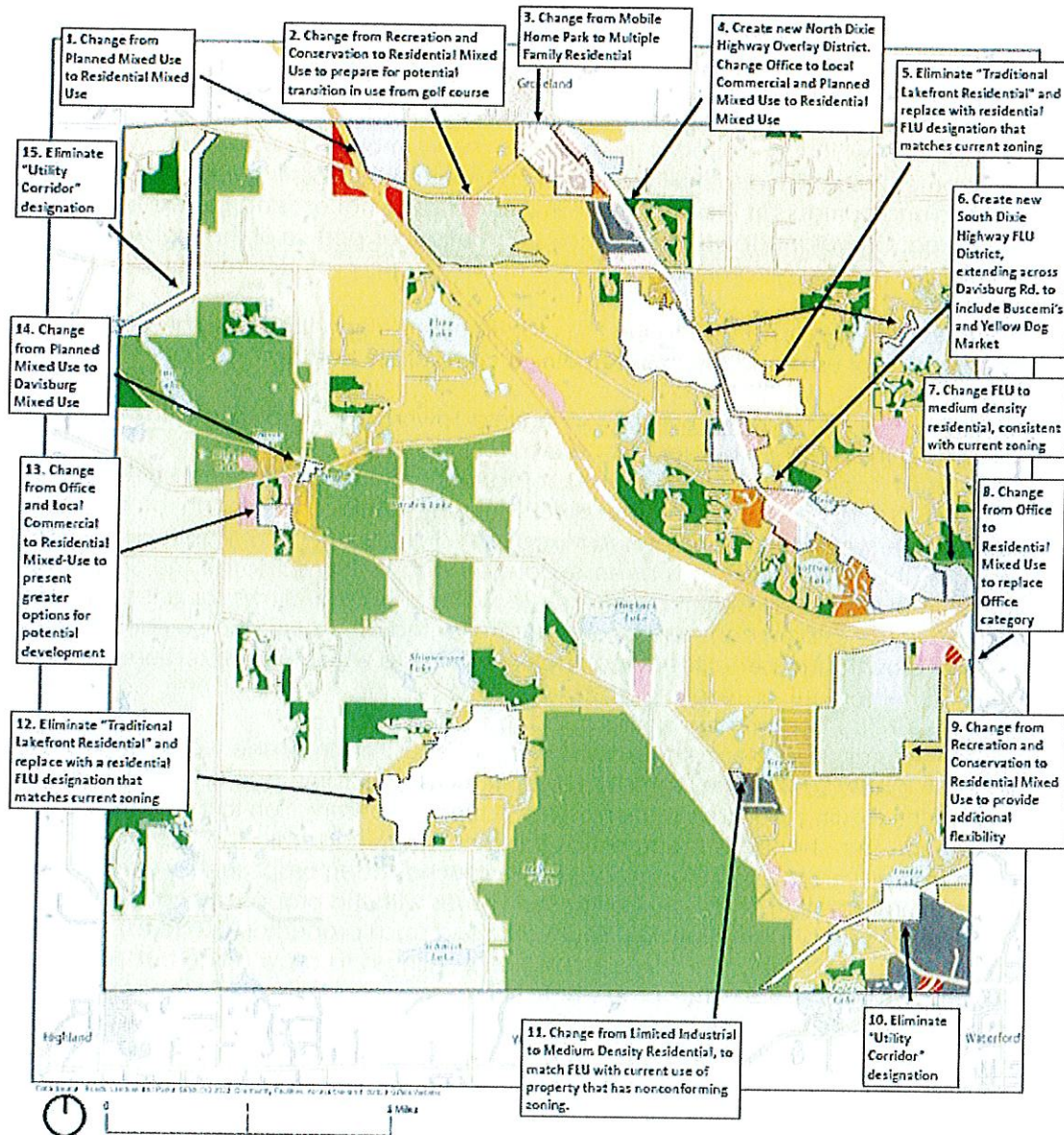
Park and recreation areas are prevalent throughout the township but especially to the west and south of the Dixie/I-75 corridors. In an effort to increase non-motorized accessibility, the plan has taken this opportunity to create and emphasize non-motorized transportation options that connect



recreation areas, educational facilities, residential neighborhoods, and adjacent municipalities. The plan utilizes the township's Pathway Plan.

## Future Land Use

There are few but significant updates to the Future Land Use (FLU) map and plan. The plan provides a list of changes to the 2009 FLU map/plan on page 108, map 6 (see map below). The plan's proposed FLU map with the implemented changes is on page 107, map 5 (the FLU map is available on page 5 of this review). The information below provides an analysis of the noted changes and are referenced by number as presented within the draft Master Plan. Border changes to the FLU plan uses are as follows:



LOW DENSITY RESIDENTIAL  
~~TRADITIONAL LAKEFRONT RESIDENTIAL~~  
 MEDIUM DENSITY RESIDENTIAL  
 HIGH DENSITY RESIDENTIAL  
 MOBILE HOME PARK  
 MULTIPLE FAMILY RESIDENTIAL  
 GENERAL CLUSTER COMMERCIAL

LOCAL COMMERCIAL  
 OFFICE SERVICE  
 PLANNED MIXED USE  
 PUBLIC AND SEMI-PUBLIC  
 RECREATION AND CONSERVATION  
 PRIVATELY DEDICATED OPEN SPACE  
 LIMITED INDUSTRIAL  
 UTILITY CORRIDOR



- GROVELAND TOWNSHIP (Northern Border): Springfield Township is proposing two (2) changes to the FLU classification along the Groveland Township border. The changes at the northern border of the township are as follows:
  - The first is a change from *Planned Mixed Use* to *Residential Mixed Use*, emphasizing a residential element to future development or land uses (see note #1). This area is adjacent to I-75 and the exit to East Holly Road. Currently, there are six (6) properties in this area that are accessed by East Holly Road or Tindall Road. Properties consist of accessory uses to an automotive dealership (main building located across East Holly Road, south side), Fueling station/convenience store, active gravel mining operations, telecommunication tower/infrastructure, and a few unimproved properties. The changes proposed by the FLU plan as compared to the 2009 plan still offer mixed uses, however, the proposed FLU classification puts emphasis on residential density increase in conjunction with other mixed uses, potentially commercial or retail. This change is appropriate due to the location and access to I-75 between the Village of Holly and the Dixie Highway corridor.
  - The mobile home park FLU classification has changed to *Multiple Family* (see note #3). Future uses of the property which is currently being used as a mobile home park, would allow residential development of similar density if the state was to permit the existing use to be vacated. Maintaining density along corridors in the township is important as to not exceed the existing infrastructure needs of the area. Groveland Township maintains a contiguous portion of the mobile home park, known as *Oak Hill Estates*. A recommendation (#2.B) on page 7 of this review has been proposed for clarification.

Both areas of the proposed changes to the FLU classifications along the Groveland Township border do not increase the intensity of uses and thus, **this remains a compatible border.**

- INDEPENDENCE TOWNSHIP (Eastern Border): Springfield Township is proposing a few minor changes to FLU designations along their eastern border. They are as follows:
  - A proposed change that is part of the reorganization of uses along the Dixie Highway Corridor (see note #6). A large portion of the Dixie Highway corridor, just north of the Dixie Highway/I-75 interchange, were part of a "Planned Mixed Use" district in the 2009 Master Plan. Under the proposed changes, the "mixed use" has been expanded and redefined to be the *South Dixie Highway* FLU district. The proposed district creates more walkability and allows for a less intense mix of uses in addition to the existing commercial and auto-oriented uses along the corridor. This change is viewed as smart growth and benefits the regional corridor as a whole. The mixed-use elements available for future development or rezoning can help to soften the impact of uses adjacent to single family residential in the bordering township of Independence.
  - A change proposed along this border is located just north of the I-75/Dixie Highway interchange behind the new *South Dixie Highway* FLU corridor classification (see note #7). The proposed change involves the existing FLU classification of *Recreation & Conservation* to be changed to *Medium Density Residential*. This change is proposed as it is more consistent with the existing zoning of the area. A recommendation (#2.C) on page 7 of this review has been proposed for clarification. Regardless of the recommendation, there are no foreseen issues with the proposed change.
  - On the west side of Dixie Highway, south of I-75, a small property (1.80 acres) is being changed from *Office Service* to *Residential Mixed Use* which continues to allow office but encompass a residential element (see note #8). The property is unimproved and sits at the entrance to the Englewood Meadows subdivision which began development in the early 1960s. This change to the subject property is a result of the elimination of the *Office Service* FLU classification.
  - The "Utility Corridor" designation has been removed from the existing FLU map and plan, resulting in a reclassification of an ITC transmission line corridor property to be designated as *Medium Density Residential* through this portion of the township.

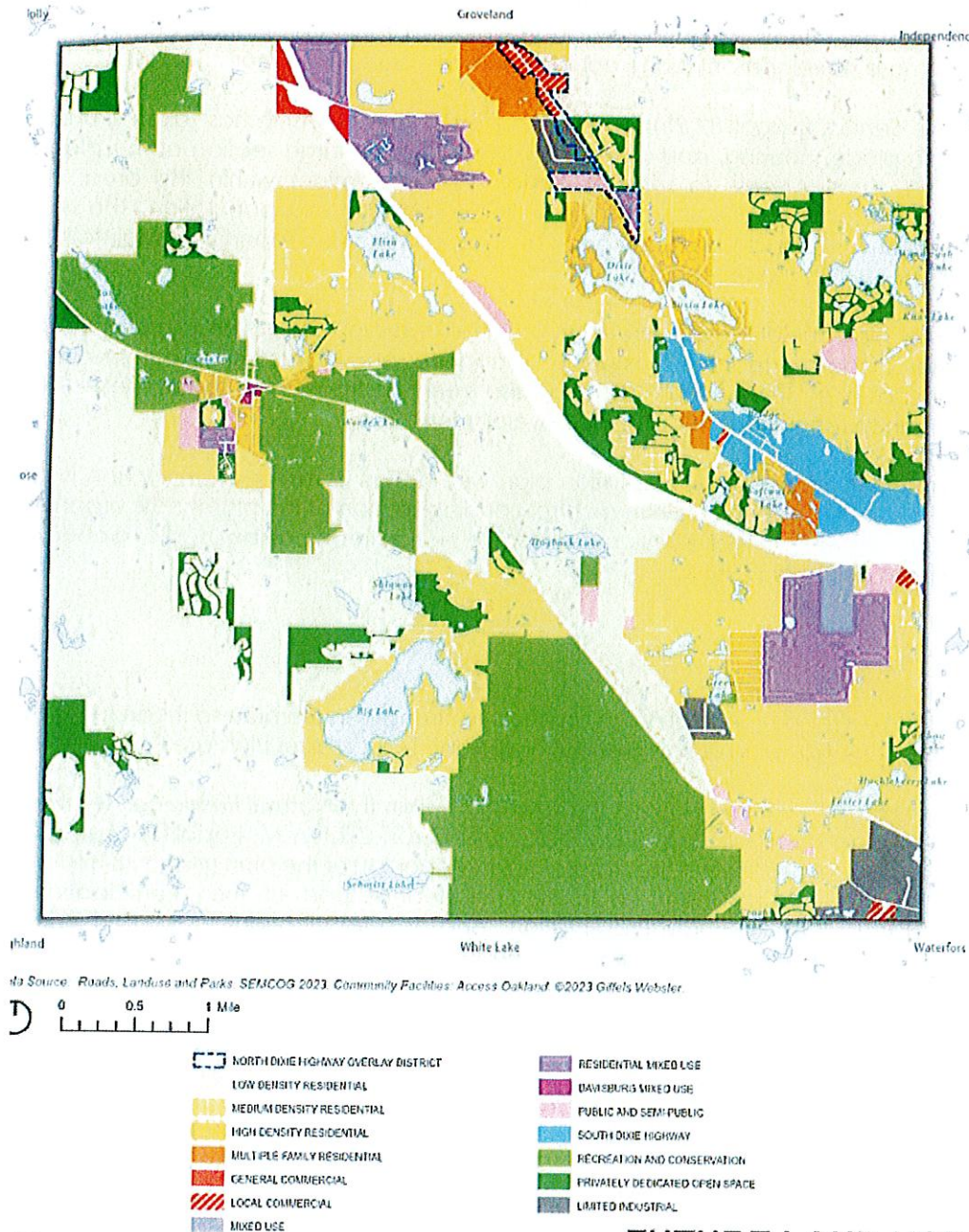
The changes along the Independence Township border, as reviewed and listed above, appear to be in the best interest of the township's growth and pose no foreseen borderline issues with density or use. **This remains a compatible border.**

- ROSE TOWNSHIP (Western Border): There are no proposed changes along the Rose Township and Springfield Township border other than the elimination of the "Utility Corridor" designation in the northwestern portion of the township (see note #15). The Consumers Energy owned utility corridor has been designated with a FLU classification of *Low Density Residential* which aligns with the adjacent FLU classification and current zoning.

Both sides of the border maintain low density residential and recreational use designations. **This remains a compatible border.**

- **WATERFORD TOWNSHIP (Southeastern Border):** A small portion of the northwest corner of Waterford Township shares a border with Springfield Township, equaling approximately 350 feet in length. In Waterford Township, this area has one (1) property at the border which has housed a communications tower since the 1980's. Waterford Township maintains a zoning of *Low Density Multiple-Family Residential (R-M1)* and a split FLU designation of *Local Business* and *Multiple Family*. Springfield Township is not proposing any changes to this area which remains under the *Limited Industrial* classification, currently zoned as *Light Industrial (M-1)*. Historically, this area has remained unchanged in land uses since the reconfiguration of White Lake Road in the late 1990's and early 2000's. **This remains a compatible border.**

- **WHITE LAKE TOWNSHIP (Southern Border):** Springfield Township is not proposing any specific changes to their FLU plan along their southern border with White Lake Township. However, the "Utility Corridor" designation has been removed from the existing FLU map and plan, resulting in a reclassification of an ITC transmission line corridor property to be designated as *Medium Density Residential* through this portion of the township (see note #10). The designation does not directly change the existing use of the property and due to the uninterrupted boundaries of the property that extend from the rail line to the township border, multiple classifications cannot be designated. The corridor is over 70 acres in size. White Lake Township maintains a *Regional Parks & Open Space* designation for the same corridor on the south side of the border. White Lake Township is in the process of updating their Master Plan and proposing to classify the corridor as *Recreation/Open Space* which is compatible to the existing zoning and FLU designation. **This remains a compatible border.**



- **OAKLAND COUNTY PROPERTY:** A collection of properties have been reassigned a proposed FLU classification that border Oakland County's Springfield Oaks Golf Course (see note #14). Originally designated as *Planned Mixed Use*, the properties in the Davisburg area have been refined under the proposed FLU classification of *Davisburg Mixed Use*. The proposed FLU designation continues to promote mixed uses but also protects the traditional village development patterns with an emphasis on historic character and preservation. **This remains a compatible border.**

### **Other highlights**

The plan expands on many topics, especially those that have become more at the forefront of long-range planning since 2009. Housing (pages 74-81) is a topic that has been greatly improved upon through the update of the plan. The plan looks at opportunities for development and clustering as it pertains to access to amenities and infrastructure capacity. Action plan items for housing include potential zoning ordinance changes that protect open/rural areas and promote development along corridors with infrastructure needs in place.

The housing section feeds into the *Seniors* (pages 82-95) section seamlessly. The township has taken a unique approach to focusing on aging in place, housing, and inclusion by dedicating a large section of the plan to seniors, defined as those 60 and older. Access to services, sustainable life options within the area, and transportation help the plan set a path that is truly focused on the wellbeing of their senior population. The senior demographic was a focus of the plan which includes many goals and objectives that support and maintain the existing and future senior populations within the township.

The Master Plan demonstrates cross-plan discipline by referencing other related supporting planning documents. Dixie Highway has adopted design guidelines that the Master Plan recognizes and promotes through the use of an overlay district. The township has a "Pathways Plan" that has also been incorporated into the Master Plan which aligns with the zoning ordinance regulations of pathway developments.

A robust, yet comprehensible and user-friendly implementation plan with action items for each section is also included in the update. Each "Action Item" connects with a corresponding section of the plan and is organized by zoning, advocacy, capital improvements and/or additional items. The action items can be used as a checklist as the plan ages and items are undertaken or pursued.

### **Recommendations**

As a function of this review, staff makes recommendations in an effort to strengthen the plan so it can be further utilized as a tool for the community. The following recommendations for the Draft Master Plan are listed below:

1. Expand on organizations related to existing parks in the township within the *Natural Resources* section of the plan. Particularly, Oakland County's Springfield Oaks and Huron-Clinton Metropolitan Authority's (Metropark) Indian Springs are not identified in the *Natural Features* portion of the plan (page 38-44). Both parks and the authorities that control them could be included as part of the "Participation in Organizations Committed to Natural Resource Preservation" and/or "Organizations to Support Various Natural Resource Protection Initiatives" (Table 2) list of organizations. The park and/or authorities as listed above are documented in Appendix A of the plan. Making a connection between these entities, the Appendix A, and the information in Table 10 - Promoting Advocacy, could further support the implementation of "Action Items" within the *Natural Resources* section (pg. 119-121) of the Draft Master Plan.
2. Consider the following changes to the Future Land Use (FLU) plan/map:
  - a. Add property (#08-19-302-005) which is missing from the proposed FLU map that borders Independence Township at the east end of the I-75 and Dixie Highway interchange. The subject property is shown as part of the interchange and is not identified on the map. Currently, this property is part of a multi-family development known as "Encore at Deerhill Villas" that was



completed in 2020. The development occupies properties that sit in both Independence Township and Springfield Township. The Springfield Township 2009 FLU map has the property designated as *High Density Residential* and zoned as *Residential Multiple* (RM) which matches the recent development of the property. The FLU plan should recognize this property and the recent development to reflect the appropriate land use on the map. It is unclear/unknown by this reviewing body if the property was annexed into Independence Township.

- b. Acknowledge that any changes to an established and/or modified "Mobile Home Park" should comply with the State of Michigan's regulatory jurisdiction over such developments. This is in response to a change to the FLU map noted as change #1 on Map-6, page 108. Changes to the size of the mobile home park and/or the potential elimination of such a development should be in accordance with the State of Michigan *Mobile Home Commission Act* (Act 96 of 1987) and any other state regulations pertaining to mobile homes and premanufactured housing developments. The FLU change may not fully permit a justifiable rezoning of the existing mobile home park in the future and including such information, noting the state's control, could be beneficial for transparency purposes.
- c. Confirm and update property boundary line data to show the most recent land divisions and property boundary lines. Proposed FLU change #7 shows a change that does not align with property lines but rather natural features. Under closer analysis, it was observed that there are other properties on the FLU map (and possibly other maps) that show incorrect or older property line locations as compared to the most recent data provided by Oakland County Equalization. The proposed plan should avoid split zoning and/or multiple FLU classifications on a single property that sits within the township. It is recommended that properties be classified in their entirety under one (1) classification and include overlay zones as necessary. This would protect against a property using arbitrary lines between future zoning classifications. It would further prevent the location of boundaries being left open for interpretation where a zoning designation change is or should be if/when future rezoning cases that aim to follow the FLU map are proposed or required.

### **Oakland County Technical Assistance**

A summary of programs offered by the Oakland County Economic Development Department that are relevant to Springfield Township has been included on the final page of this review.

### **Oakland County Technical Resources**

Oakland County compiles existing and future land use statistics for the county as a whole and for each community using generalized land use definitions. We provide a snapshot of the Township's existing land use and development patterns. These documents are available upon request and/or can be accessed at our website: <https://www.oakgov.com/community/community-development/planning-services/current-and-future-land-use-maps-and-statistics>

### **Conclusion Summary**

The draft *Springfield Township Master Plan Update* remains a complete document with new expanded areas of interest that should prove helpful to forecast planned growth in Springfield Township for the future. The plan puts emphasis on seniors, housing and mobility as compared to the previous plan. The plan has been modified to include quick links imbedded in the document for ease of access allowing the user to navigate to a particular topic or content as needed.

Oakland County does not have a Planning Commission or County Master Plan, so a full comparison and contrast of the information to County-wide Plans is not possible. Our staff review of the proposed Master Plan and a cursory review of adjacent communities' Master Plans have found Springfield Township's Draft Master Plan to be **not inconsistent** with those plans.



Springfield Township has received a copy of this review. Additional copies have been emailed to adjacent municipalities and other reviewing jurisdictions for their review and/or comments. On January 10, 2024, this review will go before the CZC which will consider a motion on the recommendation of the submitted draft Master Plan. If there are any questions or comments about this review and analysis, please do not hesitate to contact me at (248) 858-0389 or email me at [krees@oakgov.com](mailto:krees@oakgov.com).

Respectfully,



Scott E. Kree | Senior Planner  
Oakland County Department of Economic Development  
Planning and Local Business Development Division

**CC:** Yolanda Smith Charles, Oakland County Commissioner, District 17 & CZC Vice-Chair  
Phil Weipert, Oakland County Commissioner, District 13 & CZC Member  
Bob Hoffman, Oakland County Commissioner, District 7  
Karen Joliat, Oakland County Commissioner, District 8  
Laura Moreau, Springfield Township Supervisor  
Dean Baker, Springfield Township Planning Commission Chair  
Jill Bahm, Planning Consultant at Giffels Webster for Springfield Township  
Danielle Willcock, Groveland Township, Planning & Zoning Administrator  
Brian Oppmann, Independence Township Planning & Zoning Administrator  
David Plews, Rose Township Zoning Administrator  
Jeffrey Polkowski, Waterford Township Superintendent of Planning & Zoning  
Sean O'Neil, White Lake Township Planning Director  
Jason Bibby, Huron-Clinton Metroparks System Planner  
Melissa Prowse, Oakland County Parks Manager – Planning & Development  
Brad Knight, RCOC Director of Planning & Environment  
Dan Butkus, WRC Engineering Technician, Plan Review & Permitting Unit  
Lori Swanson, Oakland TSC-MDOT Manager  
Adelaide Pascaris, ITC Area Manager  
Jennifer Whitteaker, DTE Regional Manager  
Lauren Royston, Consumers Energy Community Affairs Manager  
Michael Spence, SEMCOG Administrator of Governmental Affairs  
CN Rail

## Oakland County Planning Resources

The Oakland County Department of Economic Development (OCED), Division of Planning & Local Business Development (PLBD) offers a variety of programs to support Oakland County communities with innovative programming and assistance to create attractive destinations in which to live, work and raise a family. The chart below details those programs offered by the PLBD (a division of the OCED). Current participation in these programs and opportunities for future involvement are noted on the right side of the chart. Additional information on all OCED programs can be found at [www.oakgov.com/advantageoakland](http://www.oakgov.com/advantageoakland).

| Program  | Mission   | Springfield Township's Opportunities and Current Participation   |
|--|---|--|
| Environmental Stewardship                                | Provide information, plans and options to promote conservation of the natural environment while supporting sustainable economic growth, development, and redevelopment. | Springfield Township supports development that is cognizant of natural resource protection and management. County staff members are able to act in a supporting capacity with grant application identification, open space protection, and sustainable development practices as requested.                 |
| Historic Preservation Assistance                         | Support local efforts to maintain and enhance architectural and heritage resources through sustainable practices to enrich the quality of life for all.                 | County staff is able to assist with potential design concepts for adaptive reuse of any historic structures within the community.  |
| Land Use & Zoning Services                               | Prepare and provide land use, zoning, and Master Plan reviews for communities to enhance coordination of land use decision-making.                                      | Springfield Township continues to send Master Plan Updates and Amendments to the County for review fulfilling the legislative requirements. Other coordination services are available upon request.  |
| Trail, Water & Land Alliance (TWLA)                      | Become an informed, coordinated, collaborative body that supports initiatives related to the County's Green Infrastructure Network                                      | The County fully supports the expansion of non-motorized facilities and protection of the natural environment. Oakland County can aid the community in non-motorized planning efforts through education and the identification of potential funding sources.   |
| Brownfield Redevelopment Authority (OCBRA)               | Provide assistance in the County's Brownfield initiative to clean-up and redevelop contaminated properties  | The OCBRA can assist and coordinate with the State of Michigan Department of Environment, Great Lakes and Energy (EGLE, formally MDEQ) along with the Michigan Economic Development Corporation (MEDC), as needed, in an effort to prepare designated brownfields for redevelopment with the County's BRA. |
| Oakland County Household Hazardous Waste Program (NoHaz) | Help Oakland County residence to have an option for the proper disposal of household hazardous waste  | Springfield Township is a participating community in the NoHaz program. Township Residents currently have access to this program which allows them to participate and properly dispose of household hazardous waste.   |

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QUALITY LIFE THROUGH GOOD ROADS:  
ROAD COMMISSION FOR OAKLAND COUNTY  
"WE CARE."

**Board of Road Commissioners**

**Andrea LaLonde**  
Commissioner

**Eric D. McPherson**  
Commissioner

**Nancy Quarles**  
Commissioner

**Dennis G. Kolar, P.E.**  
Managing Director

**Gary Piotrowicz, P.E., P.T.O.E.**  
Deputy Managing Director  
County Highway Engineer

Planning and Environmental  
Concerns Department

31001 Lahser Road  
Beverly Hills, MI  
48025

248-645-2000

[www.rcocweb.org](http://www.rcocweb.org)

November 27, 2023

Springfield Township Planning Commission  
Attn: Dean Baker, Chair  
12000 Davisburg Road  
Davisburg, MI 48350

Re: Notice of Distribution of Draft Plan Springfield Township

Dear Planning Commission Chair,

The Road Commission for Oakland County (RCOC) had the opportunity to review the draft of the updated Master Plan for Springfield Township, as it relates to transportation, and has the following comments regarding the plan.

Draft Master Plan, page 25, there are 104.59 miles of public roads in which 24.4 miles are primary. All the primary roads are paved in the township. About 14.5% of the 49.21 miles of local, non-subdivision roads are paved. Nearly three quarters (22.86 miles) of local subdivision roads are paved, compared to the 8.12 miles that are unpaved.

Draft Master Plan, page 46, using SEMCOG's 2021-2022 analysis of road conditions throughout the township show 19% of the roads rated as "good" and 54% as fair compared to 31% good and 51% as fair in 2007.

It should also be noted that any proposed modifications or enhancements concerning roads under RCOC jurisdiction would require RCOC review and any work proposed within the right-of-way will require a permit.

We look forward to working with Springfield Township to create a vibrant community with a safe and efficient transportation network.

Sincerely,

*Brad Knight*

Brad Knight  
Director of Planning and Environmental Concerns/I.T.

**From:** Jason Bibby <[Jason.Bibby@metroparks.com](mailto:Jason.Bibby@metroparks.com)>  
**Sent:** Thursday, January 4, 2024 3:03 PM  
**To:** Kree, Scott E <[krees@oakgov.com](mailto:krees@oakgov.com)>  
**Subject:** RE: Springfield Twp Master Plan Review CZC

**CAUTION:** This message is from a sender outside of the Oakland County organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Scott and Happy New Year-

Thanks for the opportunity to comment. The Metroparks are currently developing preliminary engineering plans for a proposed non-motorized trail connection between Indian Springs Metropark and Stony Creek Metropark. Our proposed route could serve as a valuable extension southeast out of Indian Springs (see attached), creating a pathway connection along Andersonville Road that links with the existing path on White Lake Road in Independence Twp. This would not only enhance connectivity but also contribute to a more comprehensive and integrated pathway network in the area. In addition, including our route in the Springfield Twp. pathways plan would benefit both the township and the Metroparks for future pathway partnership projects to construct.

Please feel free to let me know if you or someone at the Township wishes to discuss further our plans. Regards,

-Jay

**Jay Bibby, AICP | System Planner**  
[Jason.Bibby@metroparks.com](mailto:Jason.Bibby@metroparks.com)  
Desk: 810.494.6031 | Cell: 734.646.1814

Huron-Clinton Metroparks  
13000 High Ridge Drive, Brighton, MI, 48114  
[metroparks.com](http://metroparks.com)



**SPRINGFIELD**  
CHARTER TOWNSHIP



# MEMO

## New Business

TO: Springfield Township Board  
FROM: Joan Rusch, Executive Assistant  
DATE: January 29, 2024  
RE: **Joint Meeting with Planning Commission**

Now that the Master Plan has been adopted by the Planning Commission, the next steps are implementing the goals and objectives. Action items for each section of the Master Plan have been identified but have yet to be prioritized. The Planning Commission would like to discuss with the Township Board the Advocacy, Capital Improvement, and other action items outlined in the plan. The Planning Commission would like to hold a joint meeting with the Township Board on Tuesday, March 26, at 6:00 p.m.