

**TOWNSHIP BOARD
REGULAR MEETING
January 11th, 2024 | 7:30 P.M.**



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 or 248-846-6510.

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Agenda Additions & Changes

Public Comment

Consent Agenda

- a) Approve Minutes: Special Meeting of December 8th 2023, Regular Meeting of December 14th 2023 and Special Meeting of December 19th 2023
- 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
- 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 Skippering International workshop.

OLD BUSINESS

- 1. Medical Marijuana Caregiver Permit Application
- 2. Fire Chief Search – Candidates Review

NEW BUSINESS

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

Public Comment

Adjourn

Minutes of
**TOWNSHIP BOARD
SPECIAL MEETING**
December 8, 2023

SPRINGFIELD
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Call to Order: Supervisor Moreau called the December 8, 2023, Special Meeting of the Springfield Township Board to order at 4:00pm at the Springfield Township Civic Center with members of the public onsite in the Conference Room.

Roll Call:

Board Members Present

Laura Moreau	Township Supervisor
Sean Miller	Township Clerk
Jamie Dubre	Township Treasurer
Dave Hopper	Township Trustee
Jason Pliska	Township Trustee
Denny Vallad	Township Trustee

Board Members Not Present

Bill Whitley	Township Trustee
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Others Present

Dave Feichtner	Fire Chief
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Agenda Additions & Changes:

Board proceeded with presented agenda.

New Business:

1. Fire Chief Job Description and Posting

Supervisor Moreau presented the Board with a proposed job description for the Fire Chief position as well as a chart outlining the process for hiring a new chief. She stated that she wants to get the Board's feedback on both. She asked if there were any additional qualifications that anyone thought should be included in the job posting.

Chief Feichtner noted that one of the desired qualifications should be "staff and command or equivalent". He also recommended adding "Fire Instructor 1 and/or EMS I/C".

Supervisor Moreau stated that the posting also says a bachelor's degree is preferred but candidates who have earned an associate degree will be considered if they meet all other position requirements, so at a minimum they want a candidate with an associate degree. They don't want to rule out someone who meets all the other requirements just because they don't have a bachelor's degree. Under compensation and benefits, she noted that the starting salary range is \$85,000 to \$99,500 depending on skills, abilities, experience, education, and training. It also includes the MERS plan benefits. She added that the deadline for applications is January 8, 2024.

The Board agreed that was an appropriate deadline.

Minutes of
**TOWNSHIP BOARD
SPECIAL MEETING
December 8, 2023**

SPRINGFIELD
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Supervisor Moreau said that this will be posted on EctoHR.

Chief Feichtner added that there are fire chief associations that it should be sent to as well.

Supervisor Moreau discussed the technical review committee. This committee will not be doing interviews but will review applications for minimum qualifications.

Chief Feichtner recommended that Brandon Township Fire Chief, Dave Kwapis be on the committee.

Supervisor Moreau also recommended having Judy Hensler on the committee since Judy went through this process as a Trustee when the Board hired Chief Feichtner.

Treasurer Dubre asked about having another person from the Fire Department.

Chief Feichtner recommended Firefighter Jacob Jones and Supervisor Moreau agreed.

Supervisor Moreau added that there will be a preliminary background check, personality assessment, and interviews which will be conducted by the Township Board, Dave Kwapis, and Judy Hensler.

Treasurer Dubre moved to approve the Fire Chief Job Posting as presented with the addition of EMS I/C and Staff & Command or equivalent. Supported by Clerk Miller. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Vallad; No: none; absent: Whitley. The motion carried by a 6 to 0 vote.

PUBLIC COMMENT: None

Adjourn: Hearing no other business, Supervisor Moreau adjourned the Board meeting at 4:24pm.

Laura Moreau, Supervisor

Sean R. Miller, Clerk

Minutes of
BOARD OF TRUSTEES
REGULAR MEETING
December 14, 2023



Sean R. Miller, Clerk



Call to Order: Supervisor Moreau called the December 14, 2023 Regular Meeting of the Springfield Township Board to order at 7:30 pm at the Springfield Township Civic Center.

Pledge of Allegiance

Roll Call:

Board Members Present

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
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Agenda Additions & Changes:

Public Comment: None

Consent Agenda:

Trustee Hopper moved to approve the Consent agenda. 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.

- a) Approve Minutes: Regular Meeting of November 9, 2023
- b) Accept the November 2023 Treasurers Report
- c) Receive November 2023 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT, and Natural Resources
- d) Authorize payment of bills: November Additional Disbursements totaling \$370,060.88 and December 2023 Bills List totaling \$247,095.80



- e) Designate the Oakland Press as FY 2024 Legal Publication and authorize Clerk Miller to execute a 2024 Advertising Contract, if required
- f) Adopt the 2024 Allocations, Rents and Charge for Services as presented with the understanding that these are to remain in effect until the Board has formal action to make such a change and shall remain in effect until that time.
Authorize the following transfers from: Fire Equipment Replacement to Unallocated Fire in the mount of \$154,400.00 and Fire Vehicle Replacement in the amount of \$236,500.00 Unallocated Fire
- g) Establish 2024 Township Board meeting dates as the Second Thursday of the month beginning at 7:30pm
- h) Approve Spring Cleanup Date of May 11, 2024 at no cost to residents
- i) Approve 2024 Membership dues with the Clinton River Watershed Council in the amount of \$665.00
- j) Authorize the Supervisor to sign and submit the SLCGP Local Consent Agreement, selecting the option to receive Cybersecurity Assessment services
- k) Receive Communication: RCOC Traffic Control Order

Old Business:

1. Second Reading – Short Term Rentals

Supervisor Moreau stated this will regulate the use of short-term rentals and maintain them only in commercial districts. This also allows for the continuance of existing short-term rentals. Language was discussed by the Board at the November meeting, and the Notice of Second Reading was published in the Oakland Press on November 23rd as required by law.

Trustee Hopper moved to amend Springfield Township code of Ordinances chapter 40 zoning by amending section 40-2 Definitions; Amending section 40-367 Principal uses-permitted subject to special conditions; amending section 40-384 principal uses-permitted subject to special conditions; amending section 40-387 required conditions; amending section 40-401 principal uses- permitted subject to special conditions; amending section 40-424 principal uses- permitted subject to special conditions; amending section 40-681 off-street parking, loading, and drive through facilities; adding section 40-655 hotels and motels; adding section 40-656 short-term rentals and bed and breakfast establishments; and adding section 40-657 one family detached dwellings and



further authorize the Clerk to publish notice of adoption, said amendments to take effect as prescribed by law. 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.

2. Second Reading – Temporary & nonconforming Signs

Supervisor Moreau stated that this is for temporary and nonconforming signs. Updates were made for content neutral provisions having to do with temporary signage. This was published for second reading in the Oakland Press on November 23rd as required by law.

Trustee Hopper moved to amend the Charter Township of Springfield code of ordinances: Amendment to chapter 12- environment, Article VI.- Temporary and Nonconforming Signs and further authorize the Clerk to publish notice of adoption, said amendments to take effect as prescribed by law. 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.

3. Downtown Davisburg Parking- Paving Project Update and Plowing Proposal

Supervisor Moreau stated that the Township Board authorized the paving of the Downtown parking spots, and this work was completed at a 50% cost share between the Township and Oakland County Road Commission. The striping was completed as well. The last things remaining are lingering issues concerning snow removal of the parking spots since they do not belong to any particular property owner, along with questions of how the snow is to be removed, where it is pushed, and who pays for it. Supervisor Moreau stated she approached the Township's plowing contractor for a quote and based on the price of the quote and the priorities that the Township has, she is proposing that the Township add the downtown parking area to the Township's plowing plan. Plowing and salting of these spaces are estimated to be around \$200.00.

Trustee Whitley asked if the salting and plowing estimate is per incident.

Supervisor Moreau answered yes.

Supervisor Moreau also clarified that the clearing and salting of the sidewalks is the property owner's responsibility.

Trustee Whitley moved to amend the service agreement with All-N-One Lawn Care to include snow removal for downtown Davisburg parking areas as outlined in the



Supervisor's memo dated December 8th 2023. 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.

New Business:

1. NO HAZ Interlocal Agreement

Treasurer Dubre led this discussion by stating that the price for 2023 NoHaz collection was higher than previous years, but the Township also had more participants than the previous 2 years. Residents are stating that they are happy to be able to participate in the NoHaz program. Overall, she feels that this program is beneficial as long as residents are continuing to be charged a low amount to participate.

Trustee Pliska agrees that continuing the program is beneficial.

Clerk Miller agreed and stated that during spring cleanup there are many calls about how/where to dispose of hazardous waste materials which cannot be accepted at spring cleanup and the Clerk's Office provides them with the NoHaz information. He added that the alternative would be that Hazardous Materials end up in landfills and waterways and he thinks it's very worthwhile.

Trustee Pliska moved to adopt Resolution 2023-23 to adopt the North Oakland Household Hazardous Waste Consortium Agreement and authorize the Supervisor to execute the Interlocal Agreement with Oakland County. 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.

2. Fire Department Personnel

a. Chief Search Update

Supervisor Moreau began by saying that Chief Feichter informed the Township Board that he will be resigning and taking another position out of state. She summarized all the accomplishments and improvements that Chief Feichtner has made with Springfield Township and the Fire Department. She thanked Chief Feichtner for all his hard work and the outstanding working relationships that he has created. She stated that she is committed to finding another fire chief to continue the path that has been created. The Township has already received applications to fill the position and the deadline to submit an application is January 8th. She continued by saying that Chief Feichtner will assist in the



search for a new Fire Chief and will continue to finish the closing of all the current grants and projects. Since additional work has to be done before he can be dismissed from his role, she is proposing that the Township keep him on the payroll until December 31st and continue with his medical coverage until February 29th.

Clerk Miller moved to accept the resignation of Chief Feichtner with a separation date of December 31st, 2023 and approve that the Township will cover the premium payment to maintain his coverage on the Township group medical plan for the months of January and February, 2024. 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.

b. Proposal to add two full-time Firefighter Positions

Chief Feichtner stated that this is needed to maintain staffing levels and to replace the retention/recruitment officer. These two positions would split those duties. These are also accommodated in the budget. An interview process was done and 2 internal candidates were interviewed and scored very well. The Fire Department would like to recommend that Andre Willis and William Lafoy be moved to these full-time positions. Chief Feichtner stated that he would like to see them hired as soon as possible but no later than the first week of January.

Supervisor Moreau reminded the Board that this was reviewed at the Budget Workshop and these positions were included in the funding.

Clerk Miller moved to establish the two new full-time firefighter positions effective January 1, 2024 as outlined in Chief Feichtner's December 8, 2023 memo. 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.

c. Recommendation for Sergeant Appointments

Chief Feichtner stated that he is asking is for the Board to approve the full-time sergeant job description, which mirrors the one approved in the past. He summarized the details on what the details of this job would be, and he recommended the promotion of Jacob Jones, Jeff Burdess, and Jason Kelley to the position of full-time Sergeant.

Trustee Whitley moved to approve the job description as provided by Chief Feichtner to approve the position of full time Sergeant. 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.



Clerk Miller moved to promote Jacob Jones, Jeff Burdess, and Jason Kelley to the position of full time Sergeant. 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.

Chief Feichtner recognized Jacob Jones, Jeff Burdess, and Jason Kelley for their excellence and their sergeant badges were pinned on by family.

d. Proposed Auxiliary Firefighter Job Descriptions

Chief Feichtner explained that there is no job description for an auxiliary firefighter, but this position would entail providing numerous services throughout the community both emergency and non-emergency. There has been interest in this position from many of the firefighters and he is asking the Board to approve this job description.

Supervisor Moreau stated that the compensation is per Board approval rate based on job qualifications but asked since they are no longer performing their normal duties if their rate should change.

Chief Feichtner answered that due to maintaining a firefighter, EMT, or inspector certification they must maintain certain training and continuing education, so therefore their rate should stay as is.

Treasurer Dubre asked how many people would qualify for this job description at any one time and if a person should shift into this auxiliary position she feels as though their rate should change.

Chief Feichtner stated that it would be up to the Chief's discretion on how many people would fill this position at any given time, but he continued by saying that there would have to be enough to fill the various roles this position requires.

Treasurer Dubre is concerned about the rate of pay and how to plan for that when establishing salaries, pay rates, and working on budgets.

Supervisor Moreau explained that those in this position would be working as necessary and therefore would fall into the run-shift non incident/training rate of pay.

Chief Feichtner stated that advising and consulting the Township Board when there would be personnel added to this job would be best.



Trustee Whitley asked how many people would be appropriate for this position.

Chief Feichtner answered 4 or 5.

Supervisor Moreau asked that when an individual transitions into this position to have a clear memo written on the details of their job description and detail their hours and rate of pay.

Clerk Miller moved to create the position of auxiliary firefighter and approve the proposed job description as presented. 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.

3. Facilities and Maintenance Department Personnel

a. Approve Change to Full-time Maintenance Lead

Supervisor Moreau led this discussion by stating that Facilities and Maintenance hasn't been fully staffed in over a year. Due to this, a burden fell on Facilities Manager, Jerry David. He is requesting that recently hired, part-time personnel, Jim Slater, be moved to a full-time position. His starting pay would be \$38,000 with a 6-month review period.

Trustee Pliska moved to approve the maintenance lead job description and authorize transitioning Jim Slater from part time maintenance assistant to full time maintenance lead, effective January 1, 2024 at a starting salary of \$38,000 per year. 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.

b. Approve Payout of Facilities Manager 2023 Comp Time

Jerry David has accrued considerable comp time hours due to him working extra hours and overtime. Supervisor Moreau is requesting a payout of 23.3 hours at his 2023 rate of pay at a total of \$706.70.

Trustee Hopper moved to approve the payout of 23.3 accrued comp time hours for the facilities manager at a total expense of \$706.70, with \$600.70 charged to the General Fund and \$106.00 to the Library Fund. Supported by Treasurer Dubre. 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.



c. Proposed split Position- Maintenance/Code Enforcement

Supervisor Moreau stated that she would like the Board to think about a proposed split position of maintenance and code enforcement. She believes the other part-time maintenance assistant, Mark Tomas would make a good candidate, as he has background in fire service. She would like to bring this back to the board with more details.

4. 2024 Salaries and Wages

Supervisor Moreau summarized the 2024 salaries and wages. She highlighted the maintenance lead position at \$38,000-\$40,000, IT Manager position, and Executive Assistant in the supervisor's department, as referenced in the chart. She also highlighted the Sergeant and Firefighter/EMT positions.

Trustee Whitley moved to approve the 2024 pay rates for Springfield Township staff as indicated in the memo for those listed on page 1. 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.

Trustee Whitley moved to approve the 2024 pay rates for response personnel be established as indicated on page 3 of the memo provided. 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.

Trustee Whitley moved to approve the pay rates for 2024 for elected officials be established as follows: Supervisor, \$95,700.00. Clerk, \$84,700.00. Treasurer, \$84,700.00. Trustees, \$3,300.00 and \$160.00 per meeting. 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. Adopt Budget Amendments – General Fund, Fire Fund, Parks and Recreation Fund, Police Fund, Cable TV Fund, Improvement Revolving Fund

Supervisor Moreau summarized the budget amendments in the memo provided to the Board.

Treasurer Dubre moved to approve the following budget amendments for 2023 as outlined in the supervisors December 11 2023 memo. General Fund revenue, unchanged at \$2,488,800. 2023 general fund expenses decrease \$3,505,125 to \$3,466,125. 2023 Fire

Minutes of
BOARD OF TRUSTEES
REGULAR MEETING
December 14, 2023



Sean R. Miller, Clerk



revenue unchanged at \$3,009,400 and expenses increase from \$2,844,000 to \$3,013,500. 2023 Police fund revenue unchanged at \$2,221,500 and expenses increase from \$2,611,900 to \$2,612,400. 2023 cable TV revenue unchanged at \$82,000 and expenses increase from \$101,300 to \$116,300. 2023 Improvement revolving Fund revenue unchanged at \$0 and expenditures increase from \$0 to \$2,500. 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.

Treasurer Dubre moved to approve the 2023 Parks and Recreation budget amendments in the memo dated December 5th, 2023. New Revenue total increase from \$687,300 to \$777,300. Expenditures unchanged at \$968,865. 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.

6. 2024 Holiday schedule and Building Closures

Clerk Miller led this discussion by referencing the memo provided to the Board. He is asking that the Board approve the standard holidays as in past years along with July 5th which falls on a Friday and Election Day which is November 5th with the understanding that both will be taken as PTO days.

Treasurer Dubre moved to approve the 2024 holiday schedule for Township staff as presented noting the additional closures of July 5th and Tuesday November 5th for election day, to be used as PTO days. 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.

PUBLIC COMMENT: None

Adjournment:

Hearing no other business, Supervisor Moreau adjourned the meeting at 9:00 pm.

Laura Moreau, Supervisor

Sean R. Miller, Clerk

Minutes of
**TOWNSHIP BOARD
SPECIAL MEETING**
December 19, 2023

SPRINGFIELD
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Call to Order: Supervisor Moreau called the December 19, 2023, Special Meeting of the Springfield Township Board to order at 6:06pm at the Springfield Township Civic Center with members of the public onsite in the Conference Room.

Roll Call:

Board Members Present

Laura Moreau	Township Supervisor
Sean Miller	Township Clerk
Dave Hopper	Township Trustee
Jason Pliska	Township Trustee
Denny Vallad	Township Trustee
Bill Whitley	Township Trustee

Board Members Not Present

Jamie Dubre	Township Treasurer
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Agenda Additions & Changes:

Board proceeded with presented agenda.

New Business:

1. Public Hearing – Medical Marijuana Caregiver Permit Denial

Supervisor Moreau noted for the record that notice of the public hearing was sent to the applicant via first class mail and e-mail to the addresses on the application on December 6, 2023, well in advance of the required notice deadline. Neither the applicant nor a representative for the applicant attended the hearing. She explained her role as zoning administrator in the Medical Marijuana Caregiver Permit Application process and described the requirements of the zoning and permitting ordinances. She stated that the Fire Marshal began working with the applicant, and the applicant made significant modifications to the cultivation building but did not pull any of the required permits from the Building Department which would have triggered a zoning review in the Supervisor's Office. Upon completing a zoning review, it was discovered that the property does not meet the required setbacks as specified in the zoning ordinance – 4 acre minimum parcel, 100 feet to any lot line, and 200 feet to another dwelling and therefore she denied the application for a Medical Marijuana Caregiver Permit. The ordinance states that when an application is denied, the applicant is entitled to a public hearing before the Township Board who will make a decision at its next regularly scheduled meeting. She added that she and Clerk Miller visited the property, and the applicant argued during that visit that since the cultivation operation is taking place in only a small portion of the pole barn, the setbacks are actually greater than they appear and had the applicant or his attorney appeared at the hearing, it would have been up to the Board to accept or reject that argument.

Minutes of
**TOWNSHIP BOARD
SPECIAL MEETING**
December 19, 2023

SPRINGFIELD
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Trustee Pliska commented that the ordinance clearly states “the structure” not “the location of the plants”. He added that they do not want to set a precedent. If they make an exception to the ordinance, that will become an implied expectation of future applicants.

Supervisor Moreau stated that she agreed with Trustee Pliska. She clarified that the applicant was asking for that interpretation, but she does not agree with that interpretation of the ordinance. She does not believe that just because the applicant went ahead and invested in the building without pulling the necessary permits, the Board should feel obligated to give any extra consideration in this case.

Trustee Pliska added that by not pulling any permits, the applicant has not demonstrated good faith in his desire to play by the rules.

Trustee Hopper stated that a permit and inspection would also be required for building the walls to enclose the cultivation operation and he obviously didn’t pull a permit for that either.

Clerk Miller stated that this will be on the agenda in January for the Board to make a final decision.

PUBLIC COMMENT: None

Adjourn: Hearing no other business, Supervisor Moreau closed the public hearing and adjourned the Board meeting at 6:33pm.

Laura Moreau, Supervisor

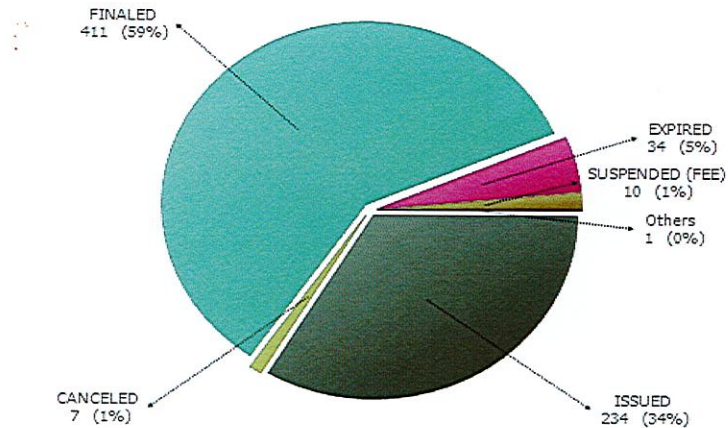
Sean R. Miller, Clerk

2023 Building Department Totals

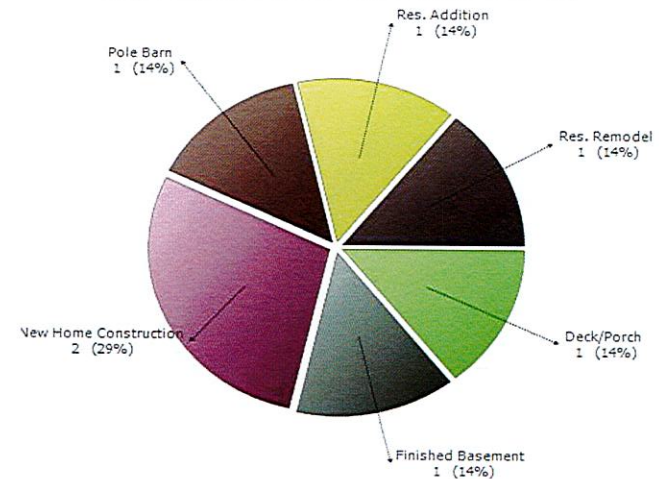
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Permits Issued													
Building	19	8	16	14	18	15	13	10	12	15	12	7	159
Electrical	26	19	21	19	19	15	20	19	20	27	20	16	241
Mechanical	38	24	15	10	8	12	12	23	17	21	18	18	216
Plumbing	19	6	7	4	2	4	5	5	9	8	5	6	80
Total	102	57	59	47	47	46	50	57	58	71	55	47	696

Permit Fees Collected													
Plan Review	\$4,470	\$814	\$3,154	\$725	\$1,075	\$900	\$900	\$1,375	\$920	\$825	\$825	\$525	\$16,508
Building	\$13,199	\$4,464	\$9,750	\$2,893	\$19,067	\$3,125	\$5,160	\$5,145	\$7,498	\$8,975	\$10,842	\$5,826	\$95,944
Electrical	\$4,180	\$1,556	\$1,603	\$3,091	\$2,539	\$2,546	\$2,813	\$2,834	\$3,685	\$5,702	\$2,669	\$2,332	\$35,550
Mechanical	\$3,480	\$3,550	\$1,385	\$1,600	\$1,380	\$2,450	\$2,500	\$3,470	\$3,400	\$2,890	\$3,997	\$3,495	\$33,597
Plumbing	\$3,857	\$1,020	\$670	\$699	\$398	\$1,043	\$373	\$798	\$1,334	\$2,246	\$2,376	\$878	\$15,692
Registration	\$780	\$325	\$475	\$415	\$210	\$345	\$225	\$300	\$240	\$352	\$233	\$180	\$4,080
Total	\$29,966	\$11,729	\$17,037	\$9,423	\$24,669	\$10,409	\$11,971	\$13,922	\$17,077	\$20,990	\$20,942	\$13,236	\$201,371

Permit Status
(issued within the last 365 days)



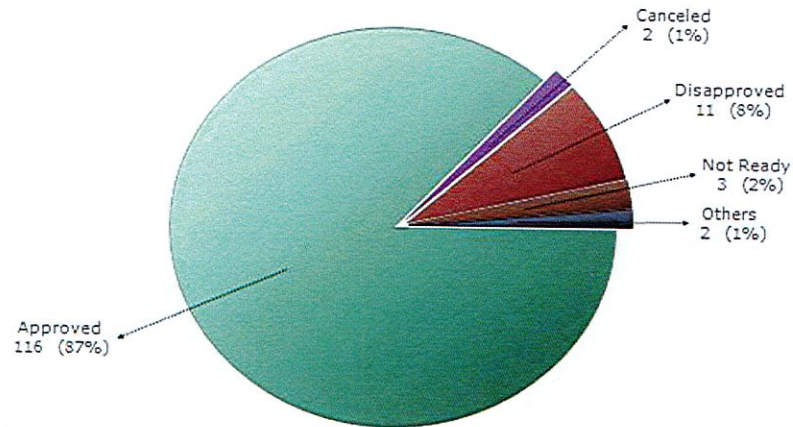
Building Permit Categories
(issued in November)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Inspections Completed													
Building	78	37	44	36	51	59	35	48	25	49	41	53	556
Electrical	50	36	29	35	38	33	33	31	37	34	46	39	441
Mechanical	32	32	19	27	21	24	30	26	25	32	31	27	326
Plumbing	31	20	17	14	15	15	11	10	13	18	17	15	196
Total	191	125	109	112	125	131	109	115	100	133	135	134	1519
Reinspections	13		6	11	7	9	7	5	9	6	9	7	89

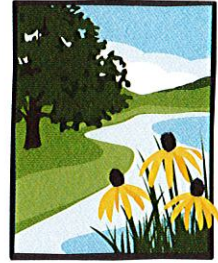
Inspector Pay Out													
Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$360	\$0	\$0	\$0	\$0	\$360
Electrical	\$2,702	\$1,836	\$1,170	\$1,460	\$1,964	\$2,078	\$1,683	\$1,720	\$2,323	\$2,245	\$3,288	\$2,000	\$24,469
Mechanical	\$1,550	\$1,653	\$938	\$1,573	\$1,198	\$1,463	\$1,935	\$1,790	\$1,320	\$2,049	\$2,975	\$2,838	\$21,282
Plumbing	\$1,455	\$960	\$615	\$839	\$882	\$937	\$604	\$565	\$704	\$1,100	\$1,012	\$995	\$10,667
Total	\$5,706	\$4,449	\$2,723	\$3,871	\$4,044	\$4,478	\$4,222	\$4,435	\$4,347	\$5,395	\$7,275	\$5,833	\$56,777

Inspection Results
(completed in December)



SPRINGFIELD

CHARTER TOWNSHIP



CHARTER TOWNSHIP OF SPRINGFIELD

CODE ENFORCEMENT REPORT

12/01/2023---12/31/2023

LETTERS POSTED/MAILED: 0

CASES RESOLVED: 2

SIGNS REMOVED: 4

DAYS WORKED: 4

HOURS WORKED: 23

CODE ENFORCEMENT OFFICER: RAY L'ESPERANCE

[<- Totals](#)

Ordinance Report 12-1-23 to 12-31-23 L'Esperance

Number	Category	Complaint	Opened	Closed	Address	Parcel Number	Status
EN220088	BUILDING CODE	10/25/22 I OBSERVED A MASONRY WALL EXCEEDING 3 FT. IN HGT. IN VIOL. OF TWP.ORD. THE CONTRACTOR HAD APPLIED FOR A VARIANCE ON THE WALL/FENCE ON 4/9/22 WHICH WAS DENIED BY THE ZONING BOARD OF APPEALS. I MEASURED THE CONCRETE BLOCKS DETERMINING THEM TO BE A STANDARD 8'X16'. THE PILLARS HAVE BEEN BUILT STACKING 7 BLOCKS APPROX. 56" HGT. CURRENTLY THE TALLEST PORTION OF THE FENCE BETWEEN THE PILLARS UTILIZES 6 BLOCKS APPROX. 48" HGT. THE FENCE IS CURRENTLY APPROX 2/3RD'S COMPLETED. I CONTACTED THE CONTRACTOR ON 10/26/22 AT APPROX. 1100 HRS. AND ADVISED HIM THAT HE WAS IN VIOL. HE STATED THAT HE WOULD BE ELEVATING THE CURRENT GRADE TO BURY APPROX. 2 BLOCKS STATING IT WOULD BRING THE FENCE IN TO COMPLIANCE. I ADVISED HIM THAT IT WAS MY BELIEF THAT THE HGT. IS DETERMINED F/THE ORIG. GRADE. THE CONTRACTOR STATED HE HAD PREVIOUSLY DISCUSSED THE WITH THE ZONING BOARD OF APPEALS AND FURTHER STATED HE WOULD CONTACT SUP. MOREAU FOR CLARIFICATION ON THE ISSUE. PHOTOS TAKEN ON 10/25/22. 12/28/23 WALL COMPLETED AND IN COMPLIANCE.	10/27/2022	12/28/2023	8225 WAUMEGAH	U -07-12-252-006	CLOSED
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.	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
EN230078	BLIGHT	12/5/23 FOP A DRESSER, SMALL MATTRESS AND SEVERAL TIRES ON DRIVEWAY. I SPOKE W/OWNERS SON WHO STATED THEY WILL REMOVE. 12/28/23 CONF. ITEMS REMOVED.	12/05/2023	12/28/2023	8071 MARQUOIT	U -07-17-151-003	CLOSED



CHARTER TOWNSHIP OF SPRINGFIELD
CODE ENFORCEMENT REPORT

December 1, 2023 - - - December 31, 2023

Enforcement Letters: 5

Citations Issued: 0

Court Appointments: 0

Signs Picked Up: 43

Cases Resolved: 1

Open Cases: 2

Devoted Barn case at 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, consisting of a stylized 'G' followed by a series of loops and a long horizontal stroke.

[<- Totals](#)

Ordinance Report 12-1-23 to 12-31-23 Kazmierski

Number	Category	Complaint	Opened	Closed	Address	Parcel Number	Status
EN230077	COMPLAINT	<p>December 4, 2023 Fence violation and neighbor dispute. Property owner at 11726 erected fencing with the "more finished" side facing his own property in violation of the township Code. Sending violation letter requiring correction by December 18, 2023.</p> <p>GFK</p> <p>December 18, 2023 The fence has been reversed with more finished side facing neighbor. Case resolved.GFK</p>	12/04/2023	12/18/2023	11726 BIG LAKE RD	U -07-28-101-007	CLOSED



Springfield Township Fire Department Monthly Report December 2023

Operations

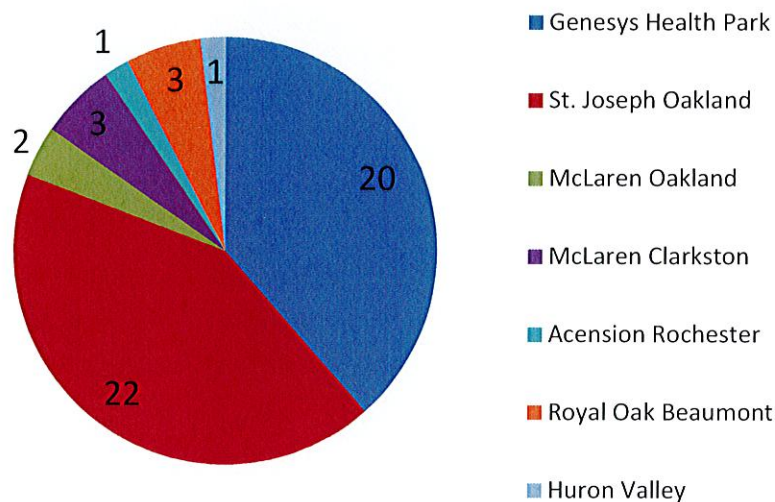
Incidents	December 2023	YTD	December 2022	YTD
Medicals	70	921	73	873
Fires	2	35	2	36
MVA	8	154	7	100
False Alarms	4	51	3	51
Other	10	289	19	332
Total	94	1,450	104	1,392

Current month:

52 Transports (51 STFD, 1 Groveland) 40 ALS, 12 BLS

0 mutual aids

Destination Hospitals for Patients



Incidents by district:

Station # 1:	20	Shift 1 (6a-6p):	57
Station # 2:	69	Shift 2 (6p-6a):	37
Station # 3:	5		

Incidents per shift:

Incidents of Significance

- a) No major incidents to report.

Administration

General/Recruitment/Retention

- a) The new County radio system will now go live on or about January 9th. Our radios are scheduled to be installed January 8th, 2024. We took delivery of our new pagers that alert us to incidents.
- b) EMS billing continues with Star EMS and we receive reimbursement regularly.
- c) FF/Medic Jones, FF/Medic Burdess, and FF/EMT Kelley were promoted to sergeant.
- d) FF/EMT Willis and FF/EMT LaFoy were hired full-time starting in January 2024.
- e) We are working with several of our neighboring departments to pool state money together to conduct some officer and recruit school training. Since the county training committee changed the funding formulas and format, these coalitions will be the only way some training is accomplished. We will work with the State in 2024 to fund a recruit school if there is enough interest.

Buildings/Grounds/Maintenance

- a) The remodeling project is wrapping up at Station #2.
- b) Repairs and maintenance include some monthly preventative maintenance at each station and several small repairs performed by Jerry David and his team.

Apparatus/Equipment

- a) Two (2) of the (3) new engines are in service.
- b) Some minor repairs were completed on the trucks this past month.

Training

- a) December 4: Annual Department Meeting
- b) December 18: Medical Training – new radio system, Handtevy software, updated county protocol rollout 1 of 2
- c) Three (3) members finished their paramedic school at Genesys.
- d) Three (3) members are currently in the process for paramedic testing.

Awards/Kudos

- a) Thank you to Capt. Hart, Lt. Harless, Sgt. Miner, FF Colloto, and others for their hard work getting the new engines equipped and ready to go.
- b) Congratulations to FF G. Watts who passed his paramedic National certifying written exam. He is now scheduling his practical exam.
- c) Congratulations to FF/EMT Mindy Hart for getting her State certification as a Fire Instructor I.
- f) Congratulations to FF/Medic Jones, FF/Medic Burdess, and FF/EMT Kelley for their promotions to sergeant.

- g) Congratulations to FF/EMT Willis and FF/EMT LaFoy who were hired full-time starting in January 2024.
- h) Farewell to Fire Chief Feichtner and who left to start journeys with other departments.

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.

Fire Prevention/Community Fire and Life Safety

- a) One (1) fire prevention inspection was conducted.
- b) We assisted with the Township tree lighting festivities on December 1st.

Respectfully submitted,
J. David Feichtner
January 4, 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: 01/04/2024
Re: Substation Report for December 2023

The following is a summary of the activities of the Oakland County Sheriff's Office Springfield Township Substation for December 2023:

Detective Bureau

D/Sgt. Charles Yon

Court Appearances: 4
Court Appearances – YTD: 56
New Cases: 12
Total Cases Closed: 16
Total Cases Closed – YTD: 185
Warrants Sent to Prosecutors Office: 4
CPS Referrals: 4
CPS Referrals – YTD: 39

COUNTY OF OAKLAND
OFFICE OF THE SHERIFF
MICHAEL J. BOUCHARD



Road Patrol

CALLS FOR SERVICE:

Total Dispatched Calls: 939
Total Dispatched Calls – YTD: 11,602

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

Monthly Violations: 110
Violations – YTD: 1,419

**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 :12/1/2023 to 12/31/2023

Top 20 Offenses

Reported Offense Code	Reported Offense Description	CFS Count	Verified Offense Code	Verified Offense Description	CFS Count
L3501	Area Check / Extra Patrol - OS	584	L3501	Area Check / Extra Patrol - OS	516
C3332	Assist Fire Department	72	C3730	Traffic Complaint / Traffic Miscellaneous A Complaint	53
C3730	Traffic Complaint / Traffic Miscellaneous A Complaint	53	C3332	Assist Fire Department	49
C3999	Alarms All Other	25	L3534	House Check - OS	38
C3336	Assist Citizen	24	C3336	Assist Citizen	23
C3145	Property Damage Traffic Crash PDA	14	C3999	Alarms All Other	23
C3299	Welfare Check	14	C3331	Assist Medical	16
L3503	BOL - Be On the Lookout - OS	12	C3299	Welfare Check	15
C3148	Motor Vehicle - Animal Traffic Crash	12	L6039	Subdivision Checks - OS	14
C3324	Suspicious Circumstances	11	C3145	Property Damage Traffic Crash PDA	14
L6044	Public Relations - AH	9	L3503	BOL - Be On the Lookout - OS	12
L3598	911 Welfare Check - OS	7	C3148	Motor Vehicle - Animal Traffic Crash	11
C3310	Family Trouble	7	L6044	Public Relations - AH	9
C3337	Assist Citizen - Vehicle Lockout	7	L3598	911 Welfare Check - OS	7
C3333	Assist Motorist	6	C3310	Family Trouble	7
L6701	Follow Up - OS	6	C3324	Suspicious Circumstances	7
C3704	Traffic Complaint / Abandoned Auto	6	C3337	Assist Citizen - Vehicle Lockout	7
C3155	Personal Injury Traffic Crash PIA	5	C3704	Traffic Complaint / Abandoned Auto	6
C3312	Neighborhood Trouble	5	L6701	Follow Up - OS	6
C3330	Assist Other Law Enforcement Agency	5	C3333	Assist Motorist	5

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: December
Year: 2024
City: Springfield Twp-SPT

CLR-065 Monthly Summary Of Offenses (OS)

City:Springfield Twp-SPT

CLASS	Description	Dec/2024	Dec/2023	% CHG	YTD 2024	YTD 2023	% CHG	ADULT		JUV		Total	
								Dec/2024	YTD	Dec/2023	YTD	Dec	YTD
11001	SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	0%	0	1	-100%	0	0	0	0	0	0
11002	SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	1	-100%	0	1	-100%	0	0	0	0	0	0
11008	SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	0	0%	0	1	-100%	0	0	0	0	0	0
13001	NONAGGRAVATED ASSAULT	0	2	-100%	0	34	-100%	0	0	0	0	0	0
13002	AGGRAVATED/FELONIOUS ASSAULT	0	0	0%	0	10	-100%	0	0	0	0	0	0
13003	INTIMIDATION/STALKING	0	0	0%	0	2	-100%	0	0	0	0	0	0
20000	ARSON	0	0	0%	0	4	-100%	0	0	0	0	0	0
22001	BURGLARY -FORCED ENTRY	0	0	0%	0	10	-100%	0	0	0	0	0	0
22002	BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	0	0%	0	2	-100%	0	0	0	0	0	0
23003	LARCENY -THEFT FROM BUILDING	0	0	0%	0	5	-100%	0	0	0	0	0	0
23005	LARCENY -THEFT FROM MOTOR VEHICLE	0	0	0%	0	16	-100%	0	0	0	0	0	0
23006	LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	0	0%	0	10	-100%	0	0	0	0	0	0
23007	LARCENY -OTHER	0	0	0%	0	9	-100%	0	0	0	0	0	0
24001	MOTOR VEHICLE THEFT	0	0	0%	0	7	-100%	0	0	0	0	0	0
26001	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	0	0	0%	0	12	-100%	0	0	0	0	0	0
26002	FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	0	0	0%	0	4	-100%	0	0	0	0	0	0
26005	FRAUD -WIRE FRAUD	0	0	0%	0	1	-100%	0	0	0	0	0	0
26007	FRAUD - IDENTITY THEFT	0	1	-100%	0	26	-100%	0	0	0	0	0	0
29000	DAMAGE TO PROPERTY	0	1	-100%	0	24	-100%	0	0	0	0	0	0
30001	RETAIL FRAUD -MISREPRESENTATION	0	0	0%	0	1	-100%	0	0	0	0	0	0
30002	RETAIL FRAUD -THEFT	0	0	0%	0	2	-100%	0	0	0	0	0	0
35001	VIOLATION OF CONTROLLED SUBSTANCE ACT	0	0	0%	0	5	-100%	0	0	0	0	0	0
35002	NARCOTIC EQUIPMENT VIOLATIONS	0	0	0%	0	1	-100%	0	0	0	0	0	0

CLR-065 Monthly Summary Of Offenses (OS)

City:Springfield Twp-SPT

CLASS	Description	Dec/2024	Dec/2023	% CHG	YTD 2024	YTD 2023	% CHG	ADULT		JUV		Total	
								Dec/2024	YTD	Dec/2023	YTD	Dec	YTD
37000	OBSCENITY	0	0	0%	0	1	-100%	0	0	0	0	0	0
52001	WEAPONS OFFENSE- CONCEALED	0	0	0%	0	2	-100%	0	0	0	0	0	0
52003	WEAPONS OFFENSE -OTHER	0	0	0%	0	1	-100%	0	0	0	0	0	0
Group A Totals		0	0	0%	0	4	-100%	0	0	0	0	0	0
22003	BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	1	-100%	0	1	-100%	0	0	0	0	0	0
36004	SEX OFFENSE -OTHER	0	1	-100%	0	1	-100%	0	0	0	0	0	0
38001	FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	0%	0	1	-100%	0	0	0	0	0	0
41002	LIQUOR VIOLATIONS -OTHER	0	0	0%	0	2	-100%	0	0	0	0	0	0
48000	OBSTRUCTING POLICE	0	0	0%	0	3	-100%	0	0	0	0	0	0
50000	OBSTRUCTING JUSTICE	0	0	0%	0	3	-100%	0	0	0	0	0	0
53002	PUBLIC PEACE -OTHER	0	0	0%	0	5	-100%	0	0	0	0	0	0
54001	HIT and RUN MOTOR VEHICLE ACCIDENT	0	0	0%	0	2	-100%	0	0	0	0	0	0
54002	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	0	1	-100%	0	14	-100%	0	0	0	0	0	0
55000	HEALTH AND SAFETY	0	0	0%	0	2	-100%	0	0	0	0	0	0
57001	TRESPASS	0	1	-100%	0	2	-100%	0	0	0	0	0	0
62000	CONSERVATION	0	0	0%	0	1	-100%	0	0	0	0	0	0
73000	MISCELLANEOUS CRIMINAL OFFENSE	0	0	0%	0	1	-100%	0	0	0	0	0	0
Group B Totals		0	4	-100%	0	38	-100%	0	0	0	0	0	0
2800	JUVENILE OFFENSES AND COMPLAINTS	0	0	0%	0	14	-100%	0	0	0	0	0	0
2900	TRAFFIC OFFENSES	0	0	0%	0	24	-100%	0	0	0	0	0	0
3000	WARRANTS	0	1	-100%	0	16	-100%	0	0	0	0	0	0
3100	TRAFFIC CRASHES	0	35	-100%	2	392	-99.4%	0	0	0	0	0	0
3200	SICK / INJURY COMPLAINT	0	28	-100%	4	428	-99.0%	0	0	0	0	0	0
3300	MISCELLANEOUS COMPLAINTS	0	144	-100%	13	2151	-99.3%	0	0	0	0	0	0
3500	NON - CRIMINAL COMPLAINTS	0	563	-100%	68	6742	-98.9%	0	0	0	0	0	0
3700	MISCELLANEOUS TRAFFIC COMPLAINTS	0	66	-100%	1	1214	-99.9%	0	0	0	0	0	0
3800	ANIMAL COMPLAINTS	0	4	-100%	0	78	-100%	0	0	0	0	0	0

CLR-065 Monthly Summary Of Offenses (OS)

City:Springfield Twp-SPT

CLASS	Description	Dec/2024	Dec/2023	% CHG	YTD 2024	YTD 2023	% CHG	ADULT		JUV		Total	
								Dec/2024	YTD	Dec/2023	YTD	Dec	YTD
3900	ALARMS	0	26	-100%	2	247	-99.1%	0	0	0	0	0	0
Group C Totals		0	26	-100%	2	247	-99.1%	0	0	0	0	0	0
4000	HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	0	0%	0	6	-100%	0	0	0	0	0	0
4100	NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	0	0%	0	3	-100%	0	0	0	0	0	0
4200	PARKING CITATIONS	0	0	0%	0	1	-100%	0	0	0	0	0	0
4300	LICENSE / TITLE / REGISTRATION CITATIONS	0	0	0%	0	2	-100%	0	0	0	0	0	0
Group D Totals		0	0	0%	0	12	-100%	0	0	0	0	0	0
5000	FIRE CLASSIFICATIONS	0	0	0%	0	11	-100%	0	0	0	0	0	0
5100	18A STATE CODE FIRE CLASSIFICATIONS	0	0	0%	0	5	-100%	0	0	0	0	0	0
Group E Totals		0	0	0%	0	16	-100%	0	0	0	0	0	0
6000	MISCELLANEOUS ACTIVITIES (6000)	0	23	-100%	6	129	-95.3%	0	0	0	0	0	0
6300	CANINE ACTIVITIES	0	0	0%	0	4	-100%	0	0	0	0	0	0
6700	INVESTIGATIVE ACTIVITIES	0	6	-100%	0	128	-100%	0	0	0	0	0	0
Group E Totals		0	29	-100%	6	261	-97.7%	0	0	0	0	0	0
City Springfield Twp Totals		0	905	-100%	96	11825	-99.1%	0	0	0	0	0	0

Monthly Violation Summary

December 2023

CLEMIS

CITATIONS

Search Criteria:

Month :	December
Year :	2023
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:	360842
Saved:	No
Run By:	BALDES, MATTHEW

Monthly Violation Summary

December 2023

Violation Description	Count	Percentage	Accident	TIME RANGE			YTD
				One	Two	Three	
ALL OTHERS							
OPERATING WHILE HOLDING / USE OF A MOBILE ELECTRONIC DEVICE	0	0 %	0	0	0	0	3
RAILROAD CROSSING-DRIVE THROUGH RED RAILROAD SIGNAL	0	0 %	0	0	0	0	1
VIOLATION OF GRADUATED LICENSE - LEVEL 2 \$110	0	0 %	0	0	0	0	1
Total **ALL OTHERS**	0	0 %	0	0	0	0	5
APPEARANCE							
301 - Trespassing	1	100 %	0	1	0	0	2
303 - Larceny Under 200.00	0	0 %	0	0	0	0	1
304 - Assault and Battery	0	0 %	0	0	0	0	3
307 - Littering	0	0 %	0	0	0	0	1
315 - Retail Fraud	0	0 %	0	0	0	0	1
324 - Other Appearance Tickets	0	0 %	0	0	0	0	1
Total APPEARANCE	1	0.91 %	0	1	0	0	9
DEFFECTIVE EQUIPMENT							
233 - Lights	2	100 %	0	0	1	1	47
236 - Other/Defective Equipment	0	0 %	0	0	0	0	3
237 - Mirror	0	0 %	0	0	0	0	1
Total DEFFECTIVE EQUIPMENT	2	1.82 %	0	0	1	1	51
MOVING							
009 - Speeding 21+ over	1	1.67 %	0	1	0	0	34
010 - Speeding 01-05 Over	34	56.67 %	0	1	27	6	241
011 - Speeding 06-10 Over	1	1.67 %	0	1	0	0	25
012 - Speeding 11-15 Over	1	1.67 %	0	0	0	1	83
013 - Speeding 16-20 Over	4	6.67 %	0	3	1	0	68
014 - Basic Speed	1	1.67 %	1	0	0	1	12
015 - Failed to Stop in Assured Clear Distance	3	5 %	3	0	0	3	89
016 - Fail to Use Due Care & Caution	5	8.33 %	5	1	3	1	36
030 - Reckless Driving	0	0 %	0	0	0	0	1
040 - Drag Racing	0	0 %	0	0	0	0	1
050 - Careless Driving	1	1.67 %	0	0	0	1	9

Monthly Violation Summary

December 2023

Violation Description	Count	Percentage	Accident	TIME RANGE			YTD
				One	Two	Three	
055 - Operating While Reading/Typing/Sending Text	0	0 %	0	0	0	0	1
060 - Traffic Signal	0	0 %	0	0	0	0	26
070 - Stop Sign	2	3.33 %	0	0	0	2	45
080 - Fail to Stop for School Bus	1	1.67 %	0	0	0	1	11
090 - Failed to Yield	1	1.67 %	1	0	1	0	18
091 - Failed to Yield Left Turn	1	1.67 %	1	0	0	1	7
100 - Overtaking and Passing	0	0 %	0	0	0	0	3
110 - Lane Usage	1	1.67 %	1	0	1	0	7
130 - Left Turn	0	0 %	0	0	0	0	4
133 - Operate Veh After Dark w/o Use Headlights	0	0 %	0	0	0	0	8
141 - Right Turn on Red	0	0 %	0	0	0	0	1
160 - Other Moving	3	5 %	0	1	0	2	11
180 - Leaving the Scene	0	0 %	0	0	0	0	1
182 - Failed to Signal Turn	0	0 %	0	0	0	0	14
Total MOVING	60	54.55 %	12	8	33	19	756
NON MOVING							
188 - Violation of Graduated License Restrictions	0	0 %	0	0	0	0	3
189 - No Ops - Never Applied/Fail to Obtain MI Ops	0	0 %	0	0	0	0	2
190 - No Operator's License in Possession	1	2.13 %	0	0	0	1	7
191 - Suspended/Restricted/Denied Ops	0	0 %	0	0	0	0	18
192 - Fail to Change Address on Ops/Reg	0	0 %	0	0	0	0	8
193 - Expired Operator's License	2	4.26 %	0	2	0	0	7
200 - No Proof of Vehicle Registration	8	17.02 %	0	0	7	1	66
201 - Expired Plate	2	4.26 %	0	0	0	2	104
202 - Improper Plates	0	0 %	0	0	0	0	7
204 - Impeding Traffic	30	63.83 %	4	5	22	3	273
210 - Other Non-Moving	1	2.13 %	0	1	0	0	10
211 - No Proof of Insurance	3	6.38 %	0	1	0	2	104
212 - Open Intox in Motor Vehicle/Citation	0	0 %	0	0	0	0	1
214 - Child Restraint Ages 4-15	0	0 %	0	0	0	0	1
216 - Seat Belts	0	0 %	0	0	0	0	2
Total NON MOVING	47	42.73 %	4	9	29	9	613

Monthly Violation Summary

December 2023

PARKING

224 - Other/Parking	0	0 %	0	0	0	0	1
Total PARKING	0	0 %	0	0	0	0	1

COMMERCIAL

213 - Weigh Master Ticket	0	0 %	0	0	0	0	2
233 - Lights	0	0 %	0	0	0	0	1
Total COMMERCIAL	0	0 %	0	0	0	0	3
Total Violations	110		16	18	63	29	1438
Total Tickets	73		13	9	41	23	977

COMP TIME REPORT
to
TOWNSHIP BOARD ~ January 11, 2024

As of December 31st, 2023

➤GENERAL FUND: \$591.24

Treasurer's Office	2.0 hours
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Clerk's Office	17 hours
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Supervisor's Office/2 employees	0 hours
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➤P & R FUND: \$2,943.00

P & R/5 employees	134 hours
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December 2023 IT Report



VISITS TO TOWNSHIP WEBSITE

	Visits
December 2023	4,369
December 2022	2,014

% VISITS TO WEBSITE FROM MOBILE DEVICES

December 2023	51%
December 2022	49%

MOST VISITED WEBPAGES

The ten most visited website pages this month

Page	Total Views
Home page	2,651
Mill Pond Dam	1,054
Fire Department	357
Parks & Recreation	314
Minutes & Agendas	260
Departments	213
Employment Opportunities	204
Treasurer – Property Taxes	199
Document Center	142
Supervisor’s Update	139

MOST DOWNLOADED FILES

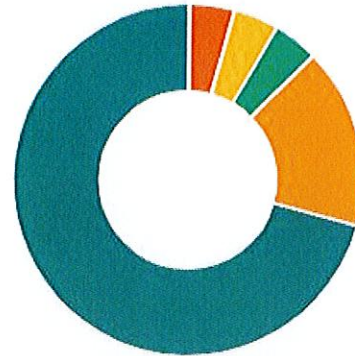
The ten most downloaded files this month

File Name	Downloads
Zoning Map	74
December 8 Special Meeting Agenda	52
2023 Winter Millage Rates	46
December 19 Special Meeting Agenda	39
Draft Master Plan Notice of Distribution	37
December 2023 Township Board Packet	35
December 2023 Board Meeting Agenda	35
2023 Meeting Dates	33
Job Posting – Fire Chief	26
Parks Fall-Winter 2023-2024 Brochure	19

IT HELP DESK TICKETS

	New Tickets	Open Tickets	Average Ticket Close Time
November	23	0	3 days
December	24	0	3 hours

TICKET CATEGORY BREAKDOWN



■ Cable Update
 ■ Door Access Management
 ■ Public Bulletins
 ■ Purchasing/Ordering
 ■ Website Update

ON-DEMAND BOARD MEETING VIEWS

December 2023	30
December 2022	210

MOST VIEWED VIDEOS

The five most viewed videos from springfieldtwp.viebit.com

Video Name	Views
December 2023 Township Board	30
November 2023 Township Board	9
December 2022 Township Board	8
Mill Pond Dam Public Outreach Presentation	7
July 2023 Township Board	3

2023 MOST VISITED WEBPAGES

Page	Total Views
Home page	25,005
Parks & Recreation	5,095
Mill Pond Dam	4,925
Supervisor’s Update	3,167
News & Announcements – Davisburg Bridge Closure	2,939
Departments	2,925
Fire Department	2,766
Parks & Recreation – Programs & Events	2,532
Treasurer – Property Taxes	2,485
Website Search	2,234

2023 VISITORS BY LANGUAGE

Language	Total Views
English	33,592
Other	327
Spanish	45
Japanese	28
German	23
Italian	13
Russian	13
French	12
Indonesian	11
Portuguese	11

2023 VISITORS BY WEB BROWSER

Browser Type	Views
Chrome	17,002
Safari	12,497
Edge	2,636
Firefox	1,119
Internet Explorer	134

2023 VISITORS BY OPERATING SYSTEM

Operating System	Views
iOS (iPhone)	12,333
Windows	11,367
Android	5,703
Macintosh	3,191
Linux	1,864

December 2023 Natural Resources Report

Mike Losey, Natural Resources Manager

Office: 248-846-6508/ Mobile: 248-820-9284/ Email: mlosey@springfield-twp.us



Field Activities:

In early December I took advantage of favorable weather to hand broadcast several of our native plant seed mixes into a total of 25 acres of upland, wetland, and transitional zones at the Shiawassee Basin Preserve. Specific areas that were broadcast with native plant seed mixes in December included the prairie fields west of the Civic Center and areas of oak woodland, savanna, and old fields north of the footbridge at Hartman Meadows stretching west to the north side of Long Lake. As reported in November, 100+ species of native plant seeds were collected locally and blended into discrete mixes based on certain criteria including soils, hydrology, and the desired native plant community for each area that would be planted. The seeds planted this winter will stratify and germinate over the next few years, with short lived annual plant species (black eyed Susan) being quick to establish and bloom while other perennial species (prairie dock) will take longer to establish but may live for as long as 100 years. The remaining native plant seed mixes from 2023 will be broadcast in early 2024 at several smaller sites and as part of the wetland habitat restoration phase of the Mill Pond Dam removal project.

On technical level, the goal of these native seed collection and planting activities is to increase the patch sizes and resiliency of our rare native plant communities including oak savannas, prairie fens and wet mesic prairies by augmenting the diversity and abundance of native plant species within them. Wildlife and people derive numerous benefits from diverse plant communities that serve as the foundations for our local ecosystems and food chains. Diverse plant communities are also more resistant to invasive plant species becoming established. Historically, native plant distribution and plant succession would occur incrementally and over long time periods in a shifting mosaic of patterns on the landscape. Today, many native plant species are declining in abundance and distribution due to the impacts of habitat fragmentation, competition from invasive species, and other factors. Without our intervention by collecting and moving these plants or continuing to manage habitat using prescribed fire and invasive species removal, certain plant species would not be able to persist, recolonize former landscapes or establish new populations to serve as host plants or food sources for wildlife.

Throughout December, I participated in the Mill Pond Dam project team meetings and was able to observe construction activities in the field. It is amazing to watch the former impoundment recover from over a century of being underwater. Natural springs, rivulets, and the Shiawassee River itself have emerged in much of the project site. Construction activities in certain areas have revealed complex interactions of hydrology and soil development that created our groundwater fed prairie fen wetlands. Due to the mild winter, there are even short statured native sedges and rushes and annual wildflowers that have germinated in the former impoundment. This will be an exciting project to continue collaborating on in 2024.

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

-Mike

Contractor completing excavation work in preparation for setting the new box culvert. Photo by Silent Light Photography.



This spring is upwelling into the former Mill Pond Dam impoundment, contributing calcium rich marl soils to the wetlands and a stable flow of groundwater to the Shiawassee River.



Additional Disbursements
Invoice Entry Dates 12/12/2023-12/31/2023
For Approval at January 11, 2024

GENERAL FUND

Vendor	Inv. Line Desc	Chk Date	Amount
MAURER'S TEXTILE RENTAL	CUSTODIAL SERVICES	12/15/23	\$ 89.98
			<u>\$ 89.98</u>
RESERVE ACCOUNT	POSTAGE	12/15/23	\$ 1,500.00
			<u>\$ 1,500.00</u>
ACCIDENT FUND INSURANCE COMPANY	PREPAID EXPENSES	12/29/23	\$ 1,249.99
			<u>\$ 1,249.99</u>
AMERICAN WATER	OPERATING SUPPLIES	12/29/23	\$ 40.00
			<u>\$ 40.00</u>
ANDERSON, ECKSTEIN & WESTWRICK, INC	CONSULTING ENGINEERS	12/29/23	\$ 659.40
ANDERSON, ECKSTEIN & WESTWRICK, INC	PLAN REVIEW FEES	12/29/23	\$ 6,898.54
			<u>\$ 7,557.94</u>
BASIC BENEFITS	FSA ADMIN FEES	12/29/23	\$ 72.80
			<u>\$ 72.80</u>
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	12/29/23	\$ 15,356.13
			<u>\$ 15,356.13</u>
BRANCHING OUT NURSERY & LANDSCAPING	REPAIRS & MAINT. / 700 BROADWAY	12/29/23	\$ 125.00
			<u>\$ 125.00</u>
CLEAN TEAM, INC	CUSTODIAL SERVICES	12/29/23	\$ 1,985.10
			<u>\$ 1,985.10</u>
CLINTON RIVER WATERSHED COUNC.	DUES & SUBSCRIPTIONS	12/29/23	\$ 665.00
			<u>\$ 665.00</u>
DTE ENERGY	REPAIRS & MAINT. / 700 BROADWAY	12/29/23	\$ 157.67
			<u>\$ 157.67</u>
ELAN FINANCIAL SERVICES	CONFERENCES-DUES-ETC	12/29/23	\$ 96.00
ELAN FINANCIAL SERVICES	REPAIRS & MAINT. / 700 BROADWAY	12/29/23	\$ 21.00
ELAN FINANCIAL SERVICES	WEB HOST	12/29/23	\$ 68.00

Additional Disbursements
Invoice Entry Dates 12/12/2023-12/31/2023
For Approval at January 11, 2024

ELAN FINANCIAL SERVICES	COMPUTER LICENSE & SUPPORT	12/29/23	\$	1,391.50
ELAN FINANCIAL SERVICES	EMAIL LICENSE & SUPPORT	12/29/23	\$	899.64
ELAN FINANCIAL SERVICES	IT SECURITY SERVICES	12/29/23	\$	240.00
ELAN FINANCIAL SERVICES	OFFICE SUPPLIES	12/29/23	\$	23.77
ELAN FINANCIAL SERVICES	HERITAGE FESTIVAL	12/29/23	\$	456.06
ELAN FINANCIAL SERVICES	MAINTENANCE SUPPLIES-CIVIC CENTER	12/29/23	\$	423.64
ELAN FINANCIAL SERVICES	SNOW REMOVAL	12/29/23	\$	28.72
ELAN FINANCIAL SERVICES	MISCELLANEOUS-CIVIC CENTER	12/29/23	\$	41.34
				<u>3,689.67</u>
				\$
MICHAEL DOUGHERTY	CONTRACTUAL SERVICES	12/29/23	\$	200.00
				<u>200.00</u>
				\$
OCATS-DONALD GREEN	CONFERENCES-DUES-ETC	12/29/23	\$	180.00
				<u>180.00</u>
				\$
PITNEY BOWES	POSTAGE	12/29/23	\$	337.41
				<u>337.41</u>
				\$
ROAD COMM. FOR OAKLAND COUNTY	GAS, OIL - TWP. TRUCKS	12/29/23	\$	527.22
ROAD COMM. FOR OAKLAND COUNTY	STREET LIGHTING	12/29/23	\$	223.39
				<u>750.61</u>
				\$
TOSHIBA FINANCIAL SERVICES	COPIER, PRINTER LEASE & MAINT	12/29/23	\$	283.96
				<u>283.96</u>
				\$
UNUM LIFE INSURANCE	LIFE INSURANCE	12/29/23	\$	43.00
UNUM LIFE INSURANCE	DISABILITY INSURANCE	12/29/23	\$	91.20
UNUM LIFE INSURANCE	LIFE INSURANCE	12/29/23	\$	21.50
UNUM LIFE INSURANCE	DISABILITY INSURANCE	12/29/23	\$	31.50
UNUM LIFE INSURANCE	LIFE INSURANCE	12/29/23	\$	81.27
UNUM LIFE INSURANCE	DISABILITY INSURANCE	12/29/23	\$	145.81
UNUM LIFE INSURANCE	LIFE INSURANCE	12/29/23	\$	72.67
UNUM LIFE INSURANCE	DISABILITY INSURANCE	12/29/23	\$	133.31
UNUM LIFE INSURANCE	LIFE INSURANCE	12/29/23	\$	18.28
UNUM LIFE INSURANCE	DISABILITY INSURANCE	12/29/23	\$	29.32
UNUM LIFE INSURANCE	LIFE INSURANCE	12/29/23	\$	21.50
UNUM LIFE INSURANCE	DISABILITY INSURANCE	12/29/23	\$	34.50
UNUM LIFE INSURANCE	LIFE INSURANCE	12/29/23	\$	21.50
UNUM LIFE INSURANCE	DISABILITY INSURANCE	12/29/23	\$	39.38
				<u>784.74</u>
				\$

TOTAL \$ 35,026.00

Additional Disbursements
Invoice Entry Dates 12/12/2023-12/31/2023
For Approval at January 11, 2024

FIRE FUND

Vendor	Inv. Line Desc	Chk Date	Amount
ACCIDENT FUND INSURANCE COMPANY	PREPAID EXPENSES	12/29/23	\$ 18,749.83
			<u>\$ 18,749.83</u>
ACE HARDWARE OF CLARKSTON	OPERATING SUPPLIES #2	12/29/23	\$ 42.41
ACE HARDWARE OF CLARKSTON	TRUCK REPAIR AND MAINTENANCE	12/29/23	\$ 145.70
			<u>\$ 188.11</u>
ALRO STEEL CORPORATION	TRUCK REPAIR AND MAINTENANCE	12/29/23	\$ 466.24
			<u>\$ 466.24</u>
ARAMARK	OPERATING SUPPLIES	12/29/23	\$ 68.89
			<u>\$ 68.89</u>
BATTERY PRODUCTS INC.	EQUIPMENT MAINTENANCE	12/29/23	\$ 252.21
			<u>\$ 252.21</u>
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	12/29/23	\$ 7,317.76
			<u>\$ 7,317.76</u>
BOUND TREE MEDICAL	MEDICAL SUPPLIES	12/29/23	\$ 271.49
			<u>\$ 271.49</u>
BRIDGE LAKE AUTO AND TRUCK PARTS IN	TRUCK REPAIR AND MAINTENANCE	12/29/23	\$ 114.14
			<u>\$ 114.14</u>
COMCAST	TELEPHONE & INTERNET	12/29/23	\$ 377.14
			<u>\$ 377.14</u>
COMCAST	TELEPHONE & INTERNET	12/29/23	\$ 358.90
			<u>\$ 358.90</u>
COMMUNITY DISPOSAL	CONTRACTUAL SERVICES -CUSTODIAN #1	12/29/23	\$ 60.00
			<u>\$ 60.00</u>
CONSUMERS ENERGY	HEAT #2	12/29/23	\$ 549.58
			<u>\$ 549.58</u>

Additional Disbursements
Invoice Entry Dates 12/12/2023-12/31/2023
For Approval at January 11, 2024

DAVE WATTS	UNIFORMS	12/29/23	\$ 97.00
			<u>\$ 97.00</u>
DTE ENERGY	ELECTRIC #2	12/29/23	\$ 680.40
			<u>\$ 680.40</u>
ELAN FINANCIAL SERVICES	OPERATING SUPPLIES #1	12/29/23	\$ 475.19
ELAN FINANCIAL SERVICES	REPAIRS & MAINTENANCE #1	12/29/23	\$ 49.99
ELAN FINANCIAL SERVICES	OPERATING SUPPLIES #2	12/29/23	\$ 512.96
ELAN FINANCIAL SERVICES	REPAIRS & MAINTENANCE #2	12/29/23	\$ 113.68
ELAN FINANCIAL SERVICES	OPERATING SUPPLIES #3	12/29/23	\$ 249.99
ELAN FINANCIAL SERVICES	REPAIRS & MAINTENANCE # 3	12/29/23	\$ 122.09
ELAN FINANCIAL SERVICES	DUES & SUBSCRIPTIONS	12/29/23	\$ 168.89
ELAN FINANCIAL SERVICES	COMPUTER EQUIPMENT & LICENSING	12/29/23	\$ 129.41
ELAN FINANCIAL SERVICES	MISCELLANEOUS	12/29/23	\$ 188.79
			<u>\$ 2,010.99</u>
GLOBAL INDUSTRIAL	CAPITAL OUTLAY	12/29/23	\$ 7,491.14
			<u>\$ 7,491.14</u>
JASON KELLEY	UNIFORMS	12/29/23	\$ 143.10
JASON KELLEY	CERTIFICATION & LICENSE	12/29/23	\$ 25.00
			<u>\$ 168.10</u>
MICHIGAN LAUNDRY MACHINERY SERVICE	REPAIRS & MAINTENANCE #1	12/29/23	\$ 75.72
			<u>\$ 75.72</u>
NYE UNIFORM	UNIFORMS	12/29/23	\$ 320.90
			<u>\$ 320.90</u>
OAKLAND COUNTY-SHERIFF'S BILL	DISPATCH	12/29/23	\$ 3,353.83
			<u>\$ 3,353.83</u>
OFFICE PRODUCTS OUTLET	CAPITAL OUTLAY	12/29/23	\$ 4,654.69
			<u>\$ 4,654.69</u>
PETTY CASH- FIRE(ERIN MATTICE)	UNIFORMS	12/29/23	\$ 110.00
			<u>\$ 110.00</u>

Additional Disbursements
Invoice Entry Dates 12/12/2023-12/31/2023
For Approval at January 11, 2024

R&R FIRE TRUCK REPAIR, INC	TRUCK REPAIR AND MAINTENANCE	12/29/23	\$ 938.00
			<u>\$ 938.00</u>
RANDY HARLESS (REIMBURSE)	OTHER EQUIP PURCH-UNDER \$10,000	12/29/23	\$ 444.14
			<u>\$ 444.14</u>
RIC DAVIS	OFFICE SUPPLIES	12/29/23	\$ 62.77
			<u>\$ 62.77</u>
ROAD COMM. FOR OAKLAND COUNTY	GAS & OIL	12/29/23	\$ 2,612.12
			<u>\$ 2,612.12</u>
STATE OF MICHIGAN	MISCELLANEOUS	12/29/23	\$ 375.16
			<u>\$ 375.16</u>
TURNOUT MANAGEMENT	TURN OUT GEAR	12/29/23	\$ 169.00
			<u>\$ 169.00</u>
UNUM LIFE INSURANCE	LIFE INS/PROVIDENT INS	12/29/23	\$ 197.42
UNUM LIFE INSURANCE	DISABILITY INSURANCE	12/29/23	\$ 349.08
			<u>\$ 546.50</u>
W.S. DARLEY & CO.	OTHER EQUIP PURCH-UNDER \$10,000	12/29/23	\$ 218.68
W.S. DARLEY & CO.	TURN OUT GEAR	12/29/23	\$ 398.50
			<u>\$ 617.18</u>
		TOTAL	\$ 53,501.93

POLICE FUND

Vendor	Inv. Line Desc	Chk Date	Amount
OAKLAND COUNTY-SHERIFF'S BILL	CONTRACTUAL SERVICES	12/29/23	\$ 156,382.83
			<u>\$ 156,382.83</u>
		TOTAL	\$ 156,382.83

Additional Disbursements
Invoice Entry Dates 12/12/2023-12/31/2023
For Approval at January 11, 2024

LAKE IMPROVEMENT FUND

Vendor	Inv. Line Desc	Chk Date	Amount
AQUA WEED CONTROL	CONTR. SERVICES-DIXIE LAKE	12/29/23	\$ 4,030.00
AQUA WEED CONTROL	CONTR. SERVICES-SUSIN LAKE	12/29/23	\$ 892.50
			<u>\$ 4,922.50</u>
SZURA & DELONIS, PLLC	CONTR. SERVICES-DIXIE LAKE	12/29/23	\$ 1,525.00
			<u>\$ 1,525.00</u>
TKO DEVELOPMENT LLC	CONTR. SERVICES-DIXIE LAKE	12/29/23	\$ 6,000.00
			<u>\$ 6,000.00</u>
	TOTAL		\$ 12,447.50

BUILDING FUND

Vendor	Inv. Line Desc	Chk Date	Amount
JERRY HOBSON	PLUMBING INSPECTOR (CONTRACTUAL)	12/15/23	\$ 1,011.89
JERRY HOBSON	MECHANICAL INSPECTOR (CONTRACTUAL)	12/15/23	\$ 2,974.59
			<u>\$ 3,986.48</u>
RON SHELTON	ELECTRICAL INSPECTOR(CONTRACTUAL)	12/15/23	\$ 3,288.17
			<u>\$ 3,288.17</u>
ACCIDENT FUND INSURANCE COMPANY	PREPAID EXPENSES	12/29/23	\$ 233.05
			<u>\$ 233.05</u>
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	12/29/23	\$ 371.58
			<u>\$ 371.58</u>
UNUM LIFE INSURANCE	LIFE INSURANCE	12/29/23	\$ 9.89
UNUM LIFE INSURANCE	DISABILITY INSURANCE	12/29/23	\$ 14.37
			<u>\$ 24.26</u>
	TOTAL		\$ 7,903.54

CABLE TV FUND

Vendor	Inv. Line Desc	Chk Date	Amount
ELAN FINANCIAL SERVICES	OPER. SUPPLIES & EQUIP UNDER \$10,000	12/29/23	\$ 125.90
			<u>\$ 125.90</u>

Additional Disbursements
Invoice Entry Dates 12/12/2023-12/31/2023
For Approval at January 11, 2024

NATIONAL SATELLITE CORPORATION	EQUIPMENT	12/29/23	\$ 14,589.20
			<u>\$ 14,589.20</u>
		TOTAL	\$ 14,715.10
		GRAND TOTAL	\$ 279,976.90

REGULAR MEETING**January 11, 2024**

Township of Springfield

Sean R. Miller, Clerk

BILLS PRESENTED FOR PAYMENT:**GENERAL FUND**

Vendor	Invoice Line Desc	Amount
21ST CENTURY MEDIA - MICHIGAN	ACCOUNTS PAYABLE	\$ 827.50
DTE ENERGY	ACCOUNTS PAYABLE	\$ 2,171.60
OAKLAND COUNTY TREAS. OFFICE	ACCOUNTS PAYABLE	\$ 3,080.93
STANTEC CONSULTING SERVICES INC	ACCOUNTS PAYABLE	\$ 11,077.25
STAPLES BUSINESS ADVANTAGE	ACCOUNTS PAYABLE	\$ 280.06
VERIZON WIRELESS	ACCOUNTS PAYABLE	\$ 310.10
OAKLAND COUNTY TREAS. OFFICE	COMPUTER LICENSE & SUPPORT	\$ 971.96
CONSUMERS ENERGY	REPAIRS & MAINT. / 700 BROADWAY	\$ 176.46
TECHNOLOGY SOLUTIONS COMPLETE, LLC	COMPUTER SERVICE & MAINTENANCE	\$ 191.84
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	\$ 16,572.96
RESERVE ACCOUNT	POSTAGE	\$ 3,000.00
ZULTYS, INC	TELEPHONE	\$ 1,285.57
INNOVATIVE OFFICE TECHNOLOGY	COPIER, PRINTER LEASE & MAINT	\$ 20.04
KERTON LUMBER CO	MAINTENENCE SUPPLIES-CIVIC CENTER	\$ 14.99
KERTON LUMBER CO	MAINTENENCE SUPPLIES-CIVIC CENTER	\$ (14.99)
MICHIGAN MECHANICAL VENTURES, LLC	CONSULTANTS/CONTRACT-CIVIC CTR.	\$ 1,933.75
DTE ENERGY	ELECTRIC	\$ 25.30
CONSUMERS ENERGY	HEAT	\$ 1,309.09
GREAT LAKES HAREDWARE INC	REPAIRS	\$ 47.62
CONSUMERS ENERGY	STREET LIGHTING	\$ 34.48
DTE ENERGY	STREET LIGHTING	\$ 3,828.12
DTE ENERGY	STREET LIGHTING	\$ 43.44
DTE ENERGY	STREET LIGHTING	\$ 20.03
VERIZON WIRELESS	MOBILE COMMUNICATIONS	\$ 40.01
TOTAL		\$ 47,248.11

BILLS PRESENTED FOR PAYMENT:**FIRE FUND**

Vendor	Inv. Line Desc	Amount
BOUND TREE MEDICAL	ACCOUNTS PAYABLE	\$ 1,520.97
BOUND TREE MEDICAL	ACCOUNTS PAYABLE	\$ 1,845.96
BOUND TREE MEDICAL	ACCOUNTS PAYABLE	\$ 94.00
CLYDES FRAME & WHEEL SERVICES	ACCOUNTS PAYABLE	\$ 326.94
PREMIER SAFETY	ACCOUNTS PAYABLE	\$ 6,554.42
STRYKER SALES CORPORATION	ACCOUNTS PAYABLE	\$ 17,617.75
VERIZON WIRELESS	ACCOUNTS PAYABLE	\$ 400.10
DTE ENERGY	ELECTRIC #1	\$ 259.10
CONSUMERS ENERGY	HEAT #1	\$ 548.80
MATT STRICKLAND	OPERATING SUPPLIES #2	\$ 106.92
MAURER'S TEXTILE RENTAL	OPERATING SUPPLIES #2	\$ 65.84
KERTON LUMBER CO	REPAIRS & MAINTENANCE #2	\$ 26.06
CONSUMERS ENERGY	HEAT#3	\$ 430.53
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	\$ 8,323.64
KEVIN FORTIN	UNIFORMS	\$ 85.50
NYE UNIFORM	UNIFORMS	\$ 1,527.45
RANDY HARLESS	UNIFORMS	\$ 93.27
HANDTEVY PEDIATRIC EMERGENCY	TUITION AND TRAINING	\$ 1,198.00
QUILL LLC	OFFICE SUPPLIES	\$ 89.97
INNOVATIVE OFFICE TECHNOLOGY	OPERATING SUPPLIES	\$ 113.92
SUBURBAN OFFICE & JAN.SUPPLIES	OPERATING SUPPLIES	\$ 86.94
OAKLAND COUNTY MUTUAL AID ASSOCIATI	MABAS-MUTUAL AIDE	\$ 3,300.00

REGULAR MEETING**January 11, 2024**

Township of Springfield

Sean R. Miller, Clerk

ESCAPE INC	DUES & SUBSCRIPTIONS	\$	25.00
SMARTSIGN	DUES & SUBSCRIPTIONS	\$	230.00
ZULTYS, INC	TELEPHONE & INTERNET	\$	522.60
IMAGETREND, INC	REPORT MANAGEMENT	\$	6,113.81
IOTG LEASING PROGRAM OF DE LAGE	COMPUTER EQUIPMENT & LICENSING	\$	64.00
PLANET TECHNOLOGIES, INC.	COMPUTER EQUIPMENT & LICENSING	\$	84.48
RANDY HARLESS	OTHER EQUIP PURCH-UNDER \$10,000	\$	129.00
ACE HARDWARE OF CLARKSTON	TRUCK REPAIR AND MAINTENANCE	\$	13.49
HOLLY AUTOMOTIVE SUPPLY INC	TRUCK REPAIR AND MAINTENANCE	\$	95.94
HOLLY AUTOMOTIVE SUPPLY INC	TRUCK REPAIR AND MAINTENANCE	\$	36.60
TOTAL		\$	51,931.00

BILLS PRESENTED FOR PAYMENT: POLICE FUND

Vendor	Inv. Line Desc	Amount
GENERAL FUND	RENT	\$ 3,000.00
GENERAL FUND	SUPPORT	\$ 3,000.00
TOTAL		\$ 6,000.00

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	\$ 249.74
TOTAL		\$ 5,649.74

BILLS PRESENTED FOR PAYMENT: BUILDING FUND

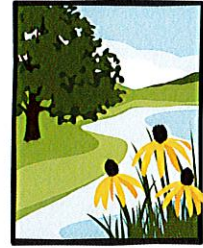
Vendor	Inv. Line Desc	Amount
JERRY HOBSON	ACCOUNTS PAYABLE	\$ 3,833.16
RON SHELTON	ACCOUNTS PAYABLE	\$ 2,000.11
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	\$ 534.30
GENERAL FUND	TELEPHONE	\$ 201.77
GENERAL FUND	FACILITY RENT & UTILITIES	\$ 1,500.00
GENERAL FUND	RECEIPTING, ACCOUNTING & PAYROLL	\$ 2,200.00
TOTAL		\$ 10,269.34

GRAND TOTAL \$ 121,098.19

SPRINGFIELD CHARTER TOWNSHIP

SEAN R. MILLER, CLERK

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



Memo

To: Township Board - CONSENT
From: Sean Miller, Clerk
Date: January 3, 2024
Re: MAMC Institute

Every year, the Michigan Association of Municipal Clerks puts on a week-long institute in March in Mount Pleasant. I am eager to participate in as many educational opportunities as I can as I believe the Township will benefit from a well-educated and informed Clerk. This institute is also part of the Michigan Professional Municipal Clerk (MiPMC) Certification program, and that Certification is granted after attending the institute three times.

The institute will run from March 24-29, 2024 and will touch on topics such as Election Administration, the Freedom of Information Act, the Open Meetings Act, Records Management, Local Government Finance, etc. In addition, conferences like this one are an excellent way to meet and network with other Municipal Clerks throughout Michigan.

I am asking the Board to approve the registration and lodging expenses detailed below. I am NOT asking the Board to approve meals or mileage. The institute offers breakfast every day, 4 lunches, and 2 dinners. I will gladly bear the expense of additional meals and mileage.

2024 MAMC INSTITUTE COSTS:

Registration: \$700.00

Hotel: \$107.52 per night (including tax) x 5 nights = \$537.60

Total: \$1,237.60

Please do not hesitate to contact me with any questions or concerns.

Recommendation: 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.

Respectfully,
Sean R. Miller
Township Clerk



MEMO

Consent Agenda

TO: Springfield Township Board
FROM: Joan Rusch, Executive Assistant
DATE: January 3, 2024
RE: **MTA 2024 Annual Conference**

Michigan Township Association Conference – Grand Traverse Resort

April 22-25, 2024

Full Registration – Early Bird (by March 25 th) (Includes pre-conference session)	\$515.00
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Room (4 nights @ \$210/night) (Registration opens Jan. 24 th)	\$840.00
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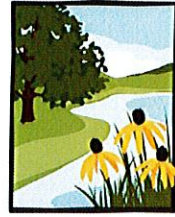
Mileage (approximately 408 miles RT @ \$.67/mile)	\$274.00
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Meals @ \$100/4 days	\$400.00
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TOTAL AMOUNT PER PERSON	\$2029.00
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Recommendation: Approve budget of up to \$2100.00 each for Board Members, Deputy Clerk, Deputy Treasurer, and Executive Assistant's attendance at 2024 MTA Conference in Traverse City. Housing registration to be completed by each individual attendee. The conference brochure and other information is available at the Michigan Township Association website and the January Township Focus.

Note: Registration can be coordinated by the Supervisor's Office. Please contact Joan Rusch, Executive Assistant, by January 19 if you would like this option.



MEMO

Consent Agenda

To: Township Board
From: Mike Losey, Natural Resources Manager
Date: January 4, 2024
RE: **Overnight travel expense approval: Michigan Prescribed Fire Council
"Burning Issues" Workshop and Annual Meeting**

Registration information was announced recently for the Michigan Prescribed Fire Council workshop and annual meeting. This workshop is an excellent opportunity to share ideas, learn and network with prescribed fire practitioners from Michigan to continually improve our safe application of prescribed fire for natural resources management. The event will be held on February 6th and 7th in 2024 at Fort Custer Training Center in Augusta, Michigan. I am requesting approval for overnight travel to attend this event which is advertised as follows:

This annual prescribed fire workshop is designed to enable land managers, researchers, resource specialists, biologists, ecologists and fire practitioners an opportunity to hear and learn from different areas of expertise in a format designed to identify gaps in knowledge and communication, and work toward solutions to issues that complicate our collective wildland fire and ecological restoration work. The event will include two days of presentations, panel discussions, and interactive sessions geared toward protecting, conserving, and expanding the safe use of prescribed fire on Michigan's landscape and beyond. Topics this year will include cultural burning, smoke management, fire and herptiles, fire and bats, and more!

My budget request to attend this workshop is not to exceed \$410 from the General Fund's FY 2024 Stewardship Cost Center and includes the following:

- Mileage of 260 miles round trip @ \$.67/mile: \$175
- Registration: \$100
- Meals not covered by conference: \$75
- Lodging @ \$30 per night on 2/5 and 2/6: \$ 60

Recommendation: Approve budget not to exceed \$410 for Natural Resources Manager to attend 2024 Michigan Prescribed Fire Council workshop and annual meeting.

-Mike Losey



MEMO

Consent Agenda

To: Township Board
From: Mike Losey, Natural Resources Manager
Date: January 4, 2024
RE: **Overnight travel expense approval: Poweshiek Skipperling International Partnership Workshop**

The Poweshiek Skipperling International Partnership (PSIP) will hold its 2024 annual winter workshop from March 12 through March 14. This year the partnership will be returning to an in-person meeting format at the Minnesota Zoo after several years of virtual meetings. The PSIP winter workshop will facilitate information sharing between partners and focus on decision making to support the recovery of Poweshiek skipperling.

The Township's direct participation in the PSIP and attendance at this workshop is an important opportunity to influence the conservation goals and priorities for this federally endangered butterfly species that is found in only three sites in the wild, including our Shiawassee Basin Preserve. We have leveraged our role in the partnership to obtain funding in support of Poweshiek skipperling conservation while also benefitting Township priorities including the Hartman Meadows land acquisition and habitat management to enhance and maintain the condition of our prairie fen wetlands.

Based on available travel cost estimates, my budget request to attend this workshop is not to exceed \$1600 from the General Fund's 2024 Stewardship Cost Center. This includes:

- Airfare (3/11 departure, 3/15 return) and related travel: \$600
- Lodging (3/11 check in, 3/15 check out) @ \$150 per night: \$600
- Meals (Tue, Wed, Thu) @ \$100 per day: \$300

Recommendation: Approve budget not to exceed \$1600 for Natural Resources Manager to attend 2024 Poweshiek Skipperling International Partnership Workshop.

-Mike Losey

SPRINGFIELD CHARTER TOWNSHIP

LAURA MOREAU, SUPERVISOR

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



MEMO

TO: Township Board
FROM: Laura Moreau, Supervisor 
DATE: January 4, 2024
RE: Medical Marijuana Caregiver Application Denial – Board Decision

Per Code of Ordinances Sec. 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 upon my finding that denial of the permit may be necessary. As required, the Board scheduled a public hearing within 30 days of receiving the application.

A Special Meeting of the Township Board was scheduled for December 19, 2023 at 6:00 pm. 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 hearing was held as scheduled however the applicant did not attend and no representative appeared on his behalf. Draft minutes of the hearing are attached to this memo and also are included in the January 11, 2024 Board Meeting consent agenda for approval.

Following the public hearing, the ordinance requires that, "the board of trustees shall make a determination regarding approval of the permit at its next regularly scheduled meeting regarding the application. The board of trustees may, within its sole discretion, approve the permit, approve the permit with conditions or deny or revoke the permit."

Please contact me in advance of the meeting if you have any questions.

Minutes of
**TOWNSHIP BOARD
SPECIAL MEETING**
December 19, 2023

SPRINGFIELD
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Call to Order: Supervisor Moreau called the December 19, 2023, Special Meeting of the Springfield Township Board to order at 6:06pm at the Springfield Township Civic Center with members of the public onsite in the Conference Room.

Roll Call:

Board Members Present

Laura Moreau	Township Supervisor
Sean Miller	Township Clerk
Dave Hopper	Township Trustee
Jason Pliska	Township Trustee
Denny Vallad	Township Trustee
Bill Whitley	Township Trustee

Board Members Not Present

Jamie Dubre	Township Treasurer
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Agenda Additions & Changes:

Board proceeded with presented agenda.

New Business:

1. Public Hearing – Medical Marijuana Caregiver Permit Denial

Supervisor Moreau noted for the record that notice of the public hearing was sent to the applicant via first class mail and e-mail to the addresses on the application on December 6, 2023, well in advance of the required notice deadline. Neither the applicant nor a representative for the applicant attended the hearing. She explained her role as zoning administrator in the Medical Marijuana Caregiver Permit Application process and described the requirements of the zoning and permitting ordinances. She stated that the Fire Marshal began working with the applicant, and the applicant made significant modifications to the cultivation building but did not pull any of the required permits from the Building Department which would have triggered a zoning review in the Supervisor's Office. Upon completing a zoning review, it was discovered that the property does not meet the required setbacks as specified in the zoning ordinance – 4 acre minimum parcel, 100 feet to any lot line, and 200 feet to another dwelling and therefore she denied the application for a Medical Marijuana Caregiver Permit. The ordinance states that when an application is denied, the applicant is entitled to a public hearing before the Township Board who will make a decision at its next regularly scheduled meeting. She added that she and Clerk Miller visited the property, and the applicant argued during that visit that since the cultivation operation is taking place in only a small portion of the pole barn, the setbacks are actually greater than they appear and had the applicant or his attorney appeared at the hearing, it would have been up to the Board to accept or reject that argument.

Minutes of
**TOWNSHIP BOARD
SPECIAL MEETING**
December 19, 2023

SPRINGFIELD
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Trustee Pliska commented that the ordinance clearly states “the structure” not “the location of the plants”. He added that they do not want to set a precedent. If they make an exception to the ordinance, that will become an implied expectation of future applicants.

Supervisor Moreau stated that she agreed with Trustee Pliska. She clarified that the applicant was asking for that interpretation, but she does not agree with that interpretation of the ordinance. She does not believe that just because the applicant went ahead and invested in the building without pulling the necessary permits, the Board should feel obligated to give any extra consideration in this case.

Trustee Pliska added that by not pulling any permits, the applicant has not demonstrated good faith in his desire to play by the rules.

Trustee Hopper stated that a permit and inspection would also be required for building the walls to enclose the cultivation operation and he obviously didn’t pull a permit for that either.

Clerk Miller stated that this will be on the agenda in January for the Board to make a final decision.

PUBLIC COMMENT: None

Adjourn: Hearing no other business, Supervisor Moreau closed the public hearing and adjourned the Board meeting at 6:33pm.

Laura Moreau, Supervisor

Sean R. Miller, Clerk

SPRINGFIELD CHARTER TOWNSHIP

CLERK'S OFFICE

248-846-6510 | 248-846-6556 FAX



NOTICE OF SPECIAL MEETING

Springfield Township Board

Tuesday, December 19, 2023 | 6:00 P.M.

Springfield Township Civic Center: Lower Level Conference Room
12000 Davisburg Rd., Davisburg, MI 48350

AGENDA

1. Public Hearing – Medical Marijuana Caregiver Permit
2. Public Comment
3. Adjourn

A handwritten signature in black ink, appearing to read 'Sean R. Miller'.

Sean R. Miller, Clerk

Posted: 12/14/2023

SPRINGFIELD CHARTER TOWNSHIP



November 21, 2023

Mouayad Y. Sokana
11444 Clark Road
Davisburg, MI 48350

Dear Mr. Sokana,

This is to advise that your application for a Medical Marijuana Caregiver Permit at the above referenced property has been DENIED per the attached Zoning Administrator Review. Following is a summary of items found not in compliance with the Springfield Township Code of Ordinances.

Zoning Lot Standards

1. Per Section 40-653(3)c, the cultivation building must be located no nearer than 200 feet to any dwelling which exists on an adjacent lot, and no nearer than 100 feet to any lot line.
 - The cultivation building is located less than 200 feet from the adjacent dwelling to the northeast (setback is approximately 153 feet).
 - The cultivation building is located less than 100 feet from both side lot lines (setback is approximately 25 feet from the west side and 95 feet from the east side).

Cultivation Building Standards

1. Per Section 22-5(c)(3), the applicant shall obtain written approval from the township building department demonstrating compliance with Section 40-653—*Medical Use of Marijuana* to ensure any material issues concerning the specific location of the facility and any impact on the health and safety of township residents has been addressed and resolved.
 - Applicant did not contact the building department to obtain approval.
2. Per Section 40-653(4)n, all necessary building, electrical, plumbing, and mechanical permits shall be obtained for any portion of the marijuana cultivation building in which equipment and devices that support the cultivation, growing or harvesting of marijuana are located or used.
 - Building, electrical, and mechanical work was completed in the cultivation building without obtaining required permits from the building department.

In denying your permit application, the Springfield Township Medical Marijuana Caregiver permitting ordinance requires that I submit the application to the Township Board of Trustees to set a public hearing. Your application was sent to the Board on November 21, 2023, and a public hearing regarding the application will be set within 30 days of that date. You will be notified via email and U.S. Mail of the hearing date and time. Following the hearing, the Board shall make a determination regarding approval of the permit at its next regularly scheduled meeting.

Yours truly,

A handwritten signature in black ink, appearing to read 'Laura Moreau', written over a horizontal line.

Laura Moreau
Supervisor

**Springfield Charter Township – Zoning Administrator Review
Medical Marijuana Caregiver Permit Application**

Applicant(s)	Mouayad Y. Sokana
Address	11444 Clark Road, Davisburg, MI 48350
Parcel ID	07-16-457-008

Caregiver Requirements

YES	Not more than two registered primary caregivers are/will be operating on the lot.
YES	The cultivation building is located on a lot on which is also located the principal residential dwelling of the primary caregiver, or both primary caregivers if two are operating.
NA	If residential primary caregiver does not own the lot, written authorization is provided from the property owner to allow use of the property for a marijuana cultivation building.

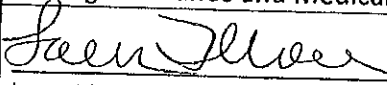
Zoning Lot Standards

YES	The lot is at least 4 acres in size.
NO	The cultivation building is located no nearer than 200 feet to any dwelling which exists on an adjacent lot.
NO	The cultivation building is located no nearer than 100 feet to any lot line.

Cultivation Building Standards

YES	MMMA <ul style="list-style-type: none"> The cultivation building structure is an "enclosed locked facility", as defined by the MMMA.
NO	Building Department: <ul style="list-style-type: none"> The structure complies with all applicable building codes and regulations. The structure meets all requirements for accessory structures pursuant to township Zoning Chapter. All necessary building, electrical, plumbing, and mechanical permits obtained for any portion of the marijuana cultivation building in which equipment and devices that support the cultivations, growing or harvesting of marijuana are located or used. Written approval from Building Official provided that demonstrates compliance with Sec. 40-653 ensuring any material issues concerning the specific location of the facility and any impact of the health and safety of township residents has been addressed and resolved.
YES	Fire Department <ul style="list-style-type: none"> Portion of the structure where the storage of any chemicals, such as herbicides, pesticides, and fertilizers, complies with Chapter 16—Fire Prevention and Protection. Written report from Fire Department provided indicating no material issues concerning the location of the facility and any impact on the health and safety of township residents.

CERTIFICATE OF ZONING COMPLIANCE

The property at the location identified above is IS NOT in compliance with the Springfield Township Zoning Ordinance and Medical Marijuana Caregiver Permit Ordinance.	
 Laura Moreau, Supervisor/Zoning Administrator	11-21-2023 Date

SPRINGFIELD CHARTER TOWNSHIP

LAURA MOREAU, SUPERVISOR

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



MEMO

TO: Township Board
FROM: Laura Moreau, Supervisor *LM*
DATE: January 4, 2024
RE: **Proposed Split Position—Code Enforcement/Maintenance Assistant**

As discussed at the December meeting, I would like to transition the part-time maintenance assistant position to a new full-time position with hours split between Facilities Maintenance and Code Enforcement. The intent would be for Mark Tomas to shadow our current Code Enforcement Officers to learn reporting in the computer system, patrolling, issuing tickets, our Code of Ordinances, and interacting with the Township prosecutor. Initially Mark would be in training, but this split position allows us to plan for the future as Code Enforcement is another critical service for which it is challenging to find willing and capable candidates.

Attached is a job description for approval. The intent, as presented in the 2024 salaries chart, is to start the full-time position at the current rate of \$20/hr with the option to increase to \$21/hr after 5-6 months training.

Requested motion

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.

Title: Code Enforcement/Maintenance Assistant
Status: Full Time/Non-Exempt
Reports to: Supervisor/Facilities Manager
Hours: 35 hours per week
Compensation: Salary
Review: Annually

Adopted:

Job Summary:

The Code Enforcement portion is responsible for the enforcement of the Township blight, sign, fence, maintenance of animals, and other ordinances through consistent and continuous oversight of the properties in the Township both private and public. The enforcement of the Code of Ordinances must be handled in an unbiased, uniform, and consistent manner. This portion will work collaboratively with the code enforcement team, under the direct supervision of the Supervisor. The Maintenance Assistant portion assists with monthly preventative maintenance of buildings, systems and equipment, maintaining interior and exterior appearance and conditions of Township facilities, systems, equipment and grounds. This portion is under the direct supervision of the Facilities Manager.

Essential Responsibilities:

Code Enforcement

1. Ensure compliance with Township's Code of Ordinances.
2. Travel the Township in an organized schedule and system looking for ordinance violations and acting on the violations as appropriate.
3. Respond to complaints from the Township's residents.
4. Provide information and answers to questions regarding the enforcement of the ordinances.
5. Inspect the Township for and remove non-compliant signage.
6. Prepare reports and maintain logs for the Supervisor and the Township Board.
7. Provide additional assistance as needed and perform various other duties as assigned by the Supervisor.

Facilities Maintenance

1. Perform routine inspections, preventive maintenance and minor repairs on facilities, facility systems and equipment.
2. Assist with grounds maintenance, janitorial duties, painting and similar duties, snow and ice removal on sidewalks and in parking lots.
3. Assist with set-up for events, elections, meetings, and other Township functions.
4. Conduct all duties using the appropriate Personal Protective Equipment and following applicable safety policies and procedures as required.
5. Assist the Township in a variety of other tasks and functions, as needed.
6. Assist Facility Manager with outside service contractors, computer work, records maintenance, parts ordering, etc.
7. All other duties as assigned by Facilities Manager.
8. Assists the Facilities Manager with on-call requests during non-work hours if needed.

Job Requirements:

1. Valid Michigan driver's license for use of Township vehicle and valid driver's license for use of personal vehicle on Township business.
2. Learn and follow safety rules and procedures.
3. Wear protective equipment when required.
4. Knowledge of and ability to use a variety of hand and power tools.

Physical Requirements:

1. Walking, prolonged standing, bending, stooping, stretching, and climbing. Occasionally this position requires climbing, crouching, reaching, and kneeling.
2. Manual dexterity and ability to operate and use various tools, measuring devices, calculator, mouse, computer keyboard, and other equipment.
3. The ability to lift to 50 pounds on a regular basis.
4. This position requires both mental and visual concentration, along with the capabilities and the ability to view computer screens, forms, and signs.
5. This position requires the ability to hear sounds such as speech and machines around them.
6. This position requires the ability to speak at varying tonal levels.

Work Environment:

The employee is required to work both indoors and outdoors during all seasons and under all-weather conditions. Evening and weekend hours may be required as well as answering emergency calls. Occasional work with chemicals required. The employee will also work in an office setting and out in the field inspecting the Township for ordinance violations.

Education and Training:

1. High School education or equivalent.
2. A minimum of five years of prior experience dealing with the public in an authoritative role.

Knowledge, Skills, & Abilities:

1. Ability to follow verbal and written instructions
2. Ability to establish effective working relationships with other departments, fellow employees, and the public
3. Ability to drive a truck with plow attachment and able to plow snow
4. Be able to read, write and understand English
5. Ability to read and understand equipment manuals, drawings and blue prints
6. Knowledge of voltage meter and its proper use
7. Knowledge of Township ordinances and their applications
8. Ability to communicate effectively both verbally and in writing
9. Ability to maintain confidentiality
10. Ability to be detail oriented, able to multi-task, work effectively under stress and adapt to changes in work priorities and environment
11. Knowledge of computers and experience using systems that run Microsoft Windows. Must have the ability to perform word processing and use photo management software.

General:

The employee in this position will follow and uphold the rules and policies of Springfield Township. This split position requires the employee to maintain regular communications and reporting to both the Facilities Manager and Township Supervisor. This position exercises independent discretion and judgment in significant matters with guidance from the Township Supervisor.

The statements contained within this job description reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of the position's responsibility. It should not be considered all-inclusive; it is not an employee contract. The Springfield Township Board reserves the right to modify the job description when it is deemed necessary.

Approved by: _____ Date _____
Township Supervisor

Acknowledged by: _____ Date _____
Employee