

Minutes of
BOARD OF TRUSTEES
REGULAR MEETING
January 11, 2024

SPRINGFIELD
CHARTER TOWNSHIP

Sean R. Miller, Clerk



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

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

Roll Call:

Board Members Present

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

Others Present

Greg Need	Township Attorney
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Agenda Additions & Changes:

Public Comment:

Consent Agenda:

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

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



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

Old Business:

1. Medical Marijuana Caregiver Permit Application

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

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

2. Fire Chief Search – Candidates Review

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

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

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

Treasurer Dubre agreed.

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

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

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

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

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

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

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

New Business:

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

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

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

Treasurer Dubre agreed.

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

PUBLIC COMMENT:

Adjournment:

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

Laura Moreau, Supervisor

Sean R. Miller, Clerk