

Minutes of
BOARD OF TRUSTEES
REGULAR MEETING
February 8, 2024

SPRINGFIELD
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Call to Order: Supervisor Moreau called the February 8, 2024 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
Bill Whitley	Township Trustee

Others Present

Greg Need	Township Attorney
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Board Members not Present

Denny Vallad	Township Trustee
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Agenda Additions & Changes:

Public Comment:

Ric Davis addressed the Board stating that some of his comments in the January 29th, 2024, meeting were not recorded in the minutes. He restated his comment that was made at the January 29th meeting by saying that he feels the new Chief needs experience in the Medical Control Authority and experience with paid on-call. He also stated that he looked at the credentials of all three candidates and after seeing the interviews he felt two candidates were fit for the department and didn't understand why the 3rd candidate got pushed through.

Consent Agenda:

Supervisor Moreau stated that Captain Stickland requested the move of New Business 1. to Old Business 1.

Clerk Miller stated the minutes in the Consent Agenda for January 30th, state January 29th in the heading and will be changed before being signed by the Clerk and Supervisor.



Trustee Hopper moved to approve the Consent agenda as amended. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

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

Old Business:

1. Sale of Fire Department Engines – Reconsider Sale Price and Method

Captain Hart led this discussion by stating that the Fire Department in Holly that was supposed to purchase the two engines backed out. The minutes of September 2023 stated that they would try to sell them by word of mouth and put them on social media, which was done. He also stated that he purchased an ad in Fire Trader Magazine. As of right now they are up for sale for \$45,000 and \$50,000, and so far, they have received one call with interest. He researched a Broker in Alabama and stated they will take 10% of the sale price as a fee. He also did more research on the resale value of the engines and found they typically are listed between \$35,000-\$45,000. He is suggesting that the price be lowered to \$30,000 for one and \$35,000 for the other.

Treasurer Dubre asked if he would do another Fire Trader Ad with the updated price.

Captain Hart answered yes, another 30-day ad would be published, along with an updated pricing ad on Marketplace.

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Treasurer Dubre asked if they did not sell, would he then talk to the Broker about selling them.

Captain Hart stated yes, he would wait 30 days and if they didn't sell then he would contact the broker about selling them with the 10% commission.

Treasurer Dubre stated she is disappointed that they didn't sell at their current price and suggested they run the reduced-price ad for at least 2 months.

Trustee Pliska moved to amend the previously authorized sale of two 2003 American LaFrance fire engines from a minimum total of between \$100,000 and \$110,000 to a minimum total of \$65,000 less 10% broker fees if required after a period of 60 days. Supported by Clerk Miller. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

A comment was made by a member of the Fire Department regarding this motion asking if they could donate the lower priced engine to OCC in exchange for training time at the fire tower or at the Crest Center.

Supervisor Moreau liked this idea and asked Captain Hart to find out what the value exchange would be for this.

2. Fire department Shift Staffing Policy

Captain Strickland led this discussion by stating that with the implementation of ALS the Fire Department agreed to review the staffing. He feels they are at a good place to make that review of the policy. He researched the surrounding departments to find out their policies on shift staffing. After meeting with the Supervisor, he stated what he would like to see in the new policy. He stated that currently they have a 24-hour consecutive policy, meaning a person can work 24 hours, but if they need to work overtime, they would have to get authorization from the Fire Chief. He continued by saying that at times those authorizations were not approved and therefore they had open shifts. Some personnel are interested in picking up those shifts and Captain Strickland stated that he feels comfortable now bringing this to the Board to approve those extra shifts. He thinks it would be a huge bonus to have the opportunity to fill the schedule. He continued by saying that currently when they are scheduling staffing, they go through all the paid on-call staff and go through 2 rotations of picking their shifts. After that is done, they go through a 3rd rotation where then the full timers are allowed to pick their shifts. The remaining open shifts after this rotation is when this new policy would kick in to allow for more shift opportunities. He stated that he is requesting a 48-hour policy, with mandatory down-time. He stated that if this policy is approved, he would add this to the fire report starting next month for review.

Clerk Miller asked how he came up with the mandatory downtime hours of 1pm to 4pm each day.

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Captain Stickland said he came to this policy after discussions with employees that work with different fire departments and what they are comfortable with.

Clerk Miller stated that his only concern with that is if there is an emergency call that requires them to respond during those specific hours.

Captain Hart stated that the hours could be floating hours.

Supervisor Moreau suggested they adjust it to say 3 hours throughout the day. She also noted that she did contact Dave Feichtner to better understand what went into this policy.

Trustee Whitley commented that he feels the 3-hour block should be mandatory, but he believes there should be some leeway on how those hours are taken.

Captain Hart stated that there is already downtime set into every member's schedule.

Trustee Whitley stated that he noticed the trend being 72-hour shifts, and he wouldn't be surprised if the hours go up eventually.

Clerk Miller moved to approve the Springfield Townships Fire Department's minimum staffing policy as presented with noted changes regarding required downtime as presented by Captain Strickland in his February 2nd 2024 Memo. Supported by Trustee Hopper. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley. No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

A member of the Fire department commented that 48-hour shifts are very common, and he doesn't feel as though the schedule will negatively impact the personnel.

Ric Davis commented that he hopes this policy reminds everyone how important it is to have the lounge area in the station for personnel.

Supervisor Moreau commented that she and the Board were never against having a lounge area for the department.

Ric Davis stated that Supervisor Moreau called it a rumpus Room and that she felt that it was not needed.

Supervisor Moreau stated that the bunk rooms at station 1 and 2 are finished and that was a priority for her and the Board to make sure that the firefighters were able to have comfortable and restful sleep.

Ric Davis commented that he was at the planning meeting and knows what was said.

Supervisor Moreau stated that she wants to keep the comments on topic and on the current motion.



3. Fire Chief Search – Discuss Second Round Interview Format

Supervisor Moreau stated that 1st round interviews were done on Monday January 29th and she wanted to give the Board and the Fire department time to submit their questions that they would like the candidates to answer for their 2nd round interview. At the Special Meeting on Tuesday, the consensus was for the candidates to make a prepared presentation followed by short impromptu questions. The presentation would be budget related and it was suggested that it be related to an instance where an ALS millage was not passed. Short answer questions were submitted by Fire Personnel and Board members.

Treasurer Dubre and Trustee Pliska both stated that they think the questions submitted should not be read during this public meeting to keep the integrity of the interview process.

Trustee Pliska continued by saying that he identified 7 questions that were of the same difficulty and required the same depth of thought. He feels 6 questions should be retained for a more random question and answer scenario. He thinks the other questions would be great follow-up questions. He identified questions submitted by the Fire Department that he believes would be most important to ask. He feels those 7 questions were the best to allow him to come up with a scoring rubric.

Supervisor Moreau noted that the Board decided against doing written questions but wondered if the Board wanted to submit some of these questions in advance as written questions. She stated that if 2 or 3 questions were submitted in advance that would help the Board gather more information.

Treasurer Dubre isn't fond of advance questions. She likes the idea of keeping the process impromptu.

Trustee Pliska agreed with Treasurer Dubre.

Supervisor Moreau suggested having time limits on the presentation.

Trustee Whitley stated that he thinks having a longer presentation would cut out question opportunities from the Board.

Trustee Pliska asked if there is intent to do another interview after February 22nd or if the intent is to identify a candidate after the 2nd round interviews.

Treasurer Dubre stated that she wouldn't intend to have a 3rd interview.

Trustee Whitley agreed that 2 rounds are plenty.



Supervisor Moreau suggested three 20-minute time blocks. 20 minutes for the presentation, 20 minutes for the draw questions, and 20 minutes for questions from the Board. She asked the Board members about the presentation and if they want any changes to the verbiage.

Trustee Whitley asked if the Board is going to define what type of resources the candidates will have for their presentation.

Treasurer Dubre stated that she thinks the Board should leave it open so the candidates can reach out and ask questions.

Trustee Whitley stated that the room needs to be prepared for the use of electronics or the projection screen.

Supervisor Moreau suggested that they offer what resources are available to them ahead of time so they can prepare accordingly. She wanted to go back to what Trustee Pliska mentioned about the 7 questions of equal depth and asked the Board their opinions.

Trustee Hopper liked the thought basis that Trustee Pliska had about the 7 questions.

Trustee Whitley agreed and asked the process of these questions.

Supervisor Moreau stated the candidates would pull 2 questions and have a limited time to prepare. They would then present the answers to the Board in 20 minutes. The questions would then be returned, and the next candidate would pull their 2 questions.

Trustee Pliska suggested a timer for the candidates to see.

The Board agreed it would be in the best interest of the candidates to allow them to see a timer.

Trustee Hopper thanked the Fire Department for their submitted questions. He also asked if the candidates will be given a contact person to give more information to them if needed for the presentation question.

Supervisor Moreau stated that she will provide the budget to the candidates, but they should contact members of the department as they see fit.

New Business:

1. Long Lake Wetland Restoration – Update and Grant Authorization

Natural Resources Manager Mike Losey addressed the Board by stating that last February he presented on the environmental restoration project opportunity along Long Lake. They have continued to provide restoration work in that area and partnered with various groups. He stated

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that this lake is key for the preservation of certain species. A design engineering permitting Grant was submitted through the Midwest Glacial Lakes Partnership to help with the erosion issues in the Prairie fen, but it was contingent on the federal government passing a new federal fiscal year budget, so he stated that grant funding can't be awarded right now. He continued by saying that an additional opportunity through Ducks Unlimited was announced in January to help with funding for wetland conservation projects. They have coordinated this grant to focus on high quality wetlands that include Saginaw Bay and western Lake Erie watersheds, this would include the Shiawassee that flows to Saginaw Bay. The erosion ditch that was discussed would be included in the wetland conservation program through Ducks Unlimited. He stated that he has reached out to them, and they are very receptive to this project. He continued by saying this project would continue through 2026. He is requesting, due to the uncertainty of the Midwest Glacial Lakes partnership project, that they apply for the design engineering permitting phase and the restoration phase through Ducks Unlimited. He stated that after speaking with a representative from the Midwest Glacial Lakes partnership, he was open to the idea of it being a collaborative project. He is requesting that the same packet for the design and engineering permitting program that was used for MGLP be used for Ducks Unlimited and expand the grant to include the Townships matching commitment for fiscal year 2024 and for the restoration money to fix the erosion ditch. He obtained high level estimates for the construction phase which would be refined further once this is approved. He stated that Ducks Unlimited doesn't require any matching funds and he thinks they could fund around \$250,000 per project with a \$45,000 match.

Supervisor Moreau thanked Mr. Losey and clarified that this is for the Long Lake Area, which is northwest of the Civic Center.

Mr. Losey stated how beautiful the area is and how much he has seen it being used recreationally lately and said that fixing the erosion issue will address and improve recreational use.

Supervisor Moreau asked if he has seen an increase due to the opening of Hartland Meadows.

Mr. Losey answered that since it is easier to get back to that area, due to the new trail, that is likely for the increase in paddle sports and other recreational uses.

Trustee Hopper stated that the times he has gone back to this area he is disgusted to see the erosion that this ditch has caused.

Mr. Losey said it is nice to have various groups and people that can brainstorm together to come up with different solutions on how to complete this project effectively.

Treasurer Dubre thanked Mr. Losey for his time and hard work on this project.

Trustee Hopper moved to authorize submission of grant application to the Ducks Unlimited Wetland Conservation Program, grant reimbursement request not to exceed \$500,000. Authorize match contribution to Wetland Conservation Program grant application not to exceed \$45,000 in FY 2024, using matching funds previously authorized for Midwest Glacial Lakes Partnership Grant



by the Township Board on February 9, 2023. Supported by Trustee Pliska. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley. No; none. Absent: Vallad. The motion carried by a 6 to 0 vote.

2. Proposed New Janitorial Custodian Service Agreement

Facilities Manager Jerry David led this discussion by stating that the Board has been provided with bid proposals from those who were interviewed for a new janitorial agreement. He stated that Parks and Recreation and Library also reviewed this and there was a committee to interview the companies. He stated that the current janitorial company, Clean Team Inc, purchased the Township's original cleaning company Absolute Building Maintenance several years ago. Since then, Clean Team has had a hard time with staffing issues and therefore has had a hard time keeping the building clean. The cost comparison in the Memo provided to the Board includes quotes from Stratus Building Solutions, Corporate Cleaning Group, and Office Pride Commercial Cleaning. The committee came up with questions to ask each bidder and based on the results, were able to narrow down which company they felt was the right fit. Those companies were Corporate Cleaning and Office Pride. He is recommending that the Township enter into an agreement with Corporate Cleaning Group at a yearly cost of \$53,100. He continued by saying that he has personal experience with Corporate Cleaning Group and highly recommends them. He also noted that this cost is split 65%/35% between the Township and the Library.

Clerk Miller stated that he appreciated the fact that Mr. David has worked with this company before.

Treasurer Dubre agreed.

Mr. David continued by saying that this will be a 3-person team, with a team leader.

Supervisor Moreau stated that currently Clean Team has only 1 person that comes in to clean the facility.

Treasurer Dubre asked when letting go of Clean Team will become effective.

Mr. David stated that they must receive a 30-day notice before termination.

Treasurer Dubre stated she is not comfortable with that and feels like they will stop coming if they know the Township isn't going to utilize their services.

Supervisor Moreau asked if there is a penalty for breach of contract. She also asked how soon Corporate Cleaning can start.

Mr. David stated that they can start immediately depending on the 30-day notice with Clean Team.



Trustee Whitley stated that he thinks it's in the best interest to bring Corporate Cleaning in before letting Clean Team go so there isn't a lapse in cleaning in the building.

Mr. David stated that Clean Team has been paid through February so they can arrange for Corporate Cleaning to come in starting in March.

Attorney Need stated that he looked through Corporate Cleaning's contract agreement and found a few contradictions in the 3 separate documents that were provided, along with a few typographical and billing process errors. He stated the contract looks fine despite those few errors that can be easily corrected.

Clerk Miller moved to authorize the Facilities Manager to award Corporate Cleaning Group the Cleaning Service Agreement, subject to revisions as per the Township Attorney's recommendation for the cleaning of the Springfield Township Civic Center at a cost not to exceed \$53,100.00 for the calendar year of 2024 at a cost split of Township 65% and Library 35%. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley. No: none; Absent: Vallad. Motion carried by a 6 to 0 vote.

3. Springfield Township Master Plan

a. Board Action to Adopt Final Plan

Supervisor Moreau stated the Master Plan was adopted by the Planning Commission, per the Michigan Zoning Enabling Act. It is the Planning Commission's responsibility to prepare, put out for Public Comment, and Adopt the Master Plan. The plan then moves to the Township Board for approval and adoption. She continued by saying that it has been through its 63-day review period with some comments received. A summary of the minor changes that were made was distributed and a copy of the public hearing notice is attached along with the adopted resolution from the Planning Commission.

Trustee Hopper stated that the Planning Commission spent a year and a half working on this. He stated this unlocks future work with Giffels Webster and the responses received from the County were good.

Supervisor Moreau stated that she is grateful for the comments received and for all the hard work that went into the Master Plan.

Treasurer Dubre moved to adopt Resolution 2024-01 to adopt the Springfield Township Master Plan. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

b. Set Joint Meeting with Planning Commission to Discuss Action Plan

The Board tentatively scheduled the joint meeting for April 23rd at 6:00pm.

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PUBLIC COMMENT: None

Adjournment:

Hearing no other business, Supervisor Moreau adjourned the meeting at 8:59 pm.

Laura Moreau, Supervisor

Sean R. Miller, Clerk