

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**June 8, 2023**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



**Call to Order:** Supervisor Moreau called the June 8, 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
Jason Pliska	Township Trustee
David Hopper	Township Trustee
Bill Whitley	Township Trustee
Denny Vallad	Township Trustee

**Board Members Not Present**

None

**Others Present**

John Kummer	Township Attorney
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**Agenda Additions & Changes:**

**Public Comment:** None.

**Consent Agenda:**

**Trustee Hopper moved to approve the Consent agenda as presented. 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: Regular Meeting of May 11th, 2023
- b) Accept the May 2023 Treasurers Report
- c) Receive May 2023 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT, and Natural Resources
- d) Authorize payment of bills: May Additional Disbursements totaling \$193,239.11 and June 2023 Bills List totaling \$290,984.12



- e) Renew MTA Membership at a cost of \$7,538.00; Contribute to the MTA legal Defense fund in the amount of \$226.14; Subscribe to Premium Pass at a cost of \$1,900.00 for a total cost of \$9,661.14
- f) Appoint Judy Hensler as an Alternate to the Zoning Board of Appeals, effective June 8, 2023
- g) Authorize Supervisor to enter into Business Associate Agreement with Michigan Planner, subject to review and approval by Township Attorney
- h) Receive Communications: 2022 Annual Report from Holly Area Youth Assistance

**Public Hearing:**

1. Sherwood – Patrick Special Assessment District

Supervisor Moreau began by stating that this Public Hearing is for the Sherwood Patrick Special Assessment District. The board passed a Resolution in April to tentatively declare the intention to finance the Sherwood-Patrick Special Assessment District. This would include all lots with access to Sherwood Dr or Patrick Dr and to tentatively establish an estimated annual cost for the entire roll of \$16,262. The proposed budget for this project is \$65,050. The proposed roll would run for 4 years beginning in December 2023. The Township has agreed to advance \$50,000, these funds along with the first year of collection would allow the project to move forward for 2024. The individual assessments would be \$234 per year, with the exception of two parcels being assessed per quarter at \$58.50 due to their location access being on Rattalee Lake Rd.

Supervisor Moreau opened the Public Hearing at 7:33pm.

Clerk Miller presented to the Board a letter written by Phillip Strehle, property owner located at 9318 Sherwood Drive, Davisburg, Michigan 48350, objecting to the proposed special assessment.

Michael Gregory, property owner located at 8735 Sherwood Drive, Davisburg, Michigan 48350 addressed the Board stating that he received petitions from 69% of property owners agreeing to the Special Assessment.

Hearing no other comments Supervisor Moreau closed the Public Hearing at 7:35pm.

**Old Business:**

1. Hartman Property Update and Opening Ceremony

Parks and Recreation Director Sarah Richmond and Natural Resource Manager Mike Losey lead the discussion by providing the Board with a series of photos and videos to show and discuss what projects are currently taking place at the Hartman property. These projects include trail restoration, ecological management, and habitat management on the Uplands with grants from the DNR and Stewardship endowments. The trail, beginning at the Civic Center, to the Hartman property will cross over Railroad tracks with future cattle gates and split rail fencing to be installed



to enforce safety while crossing. The failed culvert on the Shiawassee River will be removed and replaced with a pedestrian footbridge. Erosion restoration and revegetation of native plants will help to stabilize the area. Director Richmond continued by saying that a memorial bench is to be installed in honor of Mr. and Mrs. Hartman to the North of the existing memorial rock that is on the property. Also, with an EGLE permit, the existing fishing dock that is in Mill Pond Park will be removed, cleaned, and moved to the Shiawassee River on the Hartman property.

Supervisor Moreau and Treasurer Dubre thanked Natural Resource Manager Losey and Director Richmond for all the pictures to showcase what is taking place on the property.

Treasurer Dubre also stated that she is glad the fishing dock is getting repurposed.

Director Richmond stated that the dock is still in very good condition. They just must make sure to thoroughly clean it to prevent invasives from getting to the property.

Clerk Miller asked if the dock is going to be placed on the North or South side of the river.

Natural Resource Manager Losey answered by saying the South side, since there is already a preexisting footpath. He also continued by saying that the dock will float to a nice drop-off in the lake and will still allow for kayakers to go around and up the river.

Director Richmond also stated that they have gotten a lot of positive feedback about placing the dock at this location.

Supervisor Moreau asked if they knew how long it would take to get the EGLE permit.

Natural Resource Manager Losey answered by saying that they won't have it by the proposed opening ceremony, but they should have it later this summer.

Supervisor Moreau wanted to make it publicly known that the proposed date for an opening ceremony of the Hartman Property will be on July 28<sup>th</sup> at 3:30pm and she invited all Board Members to attend.

Nancy Strohle, President of the Springfield Site Action Committee, made a public comment expressing her appreciation to the Board and the Township for all the work they have done on this project.

### **New Business:**

1. Sherwood – Patrick SAD

Supervisor Moreau began this discussion by stating that the Board received this Resolution to establish and maintain a Special Assessment District to pay the cost associated with the Sherwood-



Patrick project and approve the plans and estimates presented. A Hearing of Assessment is proposed to take place at the July meeting with additional notices and publishing requirements to be done prior to that.

**Treasurer Dubre moved to adopt Resolution 2023-11 to establish the Sherwood-Patrick Special Assessment District as outlined with a Hearing of Assessment taking place on July 13<sup>th</sup>, 2023. 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.**

## 2. Downtown Davisburg Parking & Pathways Plan

Supervisor Moreau lead this discussion by saying that in conjunction with the Master Plan update, there has been a lot of focus on improving Downtown Davisburg. Last month the Board approved resurfacing and restriping the parking areas Downtown, at a 50/50 cost split with Oakland County Road Commission. She had a second meeting on May 22nd with downtown property owners, with the focus being parking spaces, access, walkability, and making sure there are ways to bring people downtown and make it safe for pedestrians. There are currently five angled parking spaces on the South side of Broadway/Davisburg Rd, with parallel parking on the North side. The concept would be to provide an ADA/van accessible space with access on the passenger side and a pedestrian crosswalk access aligning with the ADA parking space as to not take away any more parking space. Supervisor Moreau said the Road Commission was hesitant to have an official crosswalk without signals or signs, but that they are working on a solution for that. The big picture goal is to have a continuous pathway from the Civic Center, through downtown, to Mill Pond Park. The Township budgeted \$50,000 in the 2023 budget for pathways, earmarked for engineering. The focus right now is for the area from the maintenance building on the corner of Eaton/Broadway to Mill Pond Park. This was discussed with property owners downtown. If the pathway was extended, more parallel parking could be added along the pathway towards Rotary Park. In the meeting there was also a discussion about having a “deliveries only” parking space on the South side of Broadway to allow for delivery trucks to serve downtown businesses. The pathway between the maintenance building and across Eaton was included in the 2023 budget and is at a 50/50 split cost with Oakland County Road Commission and is expected to be done this fall. Parks and Recreation Director Richmond received a grant of \$45,000 to complete engineering of the pathway through Rotary Park, the culvert, and to connect existing pathways at Mill Pond Park. All that remains to complete the pathway is about 200 ft on the South side of Broadway to connect the already existing pathways to the pathway at Rotary Park. With approval from the property owners and a budget of \$50,000 for engineering, Supervisor Moreau is proposing that the Board consider use of the funds to have the Township’s engineering consultant prepare the parking configuration and engineering/construction for the 200-foot pathway.

Trustee Whitley says that it looks like a good plan and now is the time to do it.

Supervisor Moreau states that she thinks it fits with the Master Plan and is something that residents have indicated they would like to see.



Trustee Hopper agrees that connectivity to Downtown and to the Hart Community Center has been needed for years.

Nancy Stohle made a public comment regarding this discussion stating that she appreciates all the work and persistence from the Township that went into planning this project and is looking forward to its completion.

**Trustee Hopper moved to approve engaging AEW to engineer a parking layout and pathway connection for downtown Davisburg, and conceptually approve utilizing General Fund pathway funds to construct approximately 200 feet of pathway between 610 Broadway and Rotary Park on the north side of Broadway. 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.**

### 3. 2023 Ecological Services Contracts

Natural Resources Manager Mike Losey lead this discussion by requesting an increase in a “not to exceed” contract from \$25,000 to \$54,000 with the Township’s ecological service vendors, Stantec, formally Cardno, Inc. and GEI, Inc. He stated that he had a hard time meeting the Township’s need for in-house Natural Resource staff and with it being so late in the season already, he needs someone who has experience in the field. He stated that the Township has worked with these companies in the past and is confident that they can help accomplish the goals and projects set forth. These projects and goals would include invasive species treatments for the NFWF Sustain Our Great Lakes grant in the Shiawassee Basin Preserve, along with prairie planting maintenance, with the goal being to maintain native prairie plantings to help keep weeds out by spot spraying and mowing. At Fire Station 3 they are working on prairie habitat maintenance by reducing invasive shrubs and doing prescribed burns. The last restoration action there hasn’t happened for a couple of years, and he is hoping with help that they will be able to keep up with the maintenance of this area. At Shultz Park, they are reducing invasive shrubs via mowing and spot spraying swallow wort. These are all projects he feels contractors would be able to help with. With the increase in the “not to exceed” contract, they could get anywhere from 900-950 hours of help from the companies with these projects.

**Clerk Miller moved to authorize Natural Resources Manager to increase ‘not to exceed’ contracts for ecological services with two vendors: GEI, Inc and Stantec Consulting Services Inc, formally Cardno Inc, from \$25,000 to \$54,000 in Fiscal Year 2023. 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.**

### 4. 2023 Park and Recreation Fund Budget Amendment

Parks and Recreation Director Sarah Richmond lead this discussion by saying that the biggest amendment to the budget is the \$100,000 for the Hart Community Center renovation. This is

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happening because they received a grant of \$50,000 as part of the Oakland County Senior Center matching grant program. This will provide updates throughout the Community Center including new flooring, ceiling tiles, and a new kitchen facility.

**Treasurer Dubre moved to amend the 2023 Park Fund Budget with revenue, no change, total remains at \$687,300. Expenditure, increase Supplies and Equipment under \$10,000 from \$9,350 to \$13,350. Increase Maintenance Personnel Cost Center from \$168,050 to \$173,550. Increase Capital Outlay Cost Center from \$56,500 to \$230,550 with a new Expenditure total at \$968,865. 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.**

5. Renewal of Audit Services Agreement with Pfeffer, Hanniford, & Palka for FY 2023-2025

Clerk Miller lead this discussion by stating that the Township's contract with PHP has expired. The proposed agreement for the Board to review and approve is almost identical to the past agreement that was adopted, except for an increase of \$4,050. Overall, the Township is very happy with the services provided by PHP and he recommends renewing the contract with this consultant for another 3-year term, at a rate of \$26,300 per year.

Treasurer Dubre added that in the past, Ken Palka has always increased the Township's Audit, but numbers have remained the same for 3 years. While it is an 18% increase, it is only a 6% increase per year. The Township has always been very happy with Ken as he goes above and beyond for the Township when they need him.

Supervisor Moreau added that in their meeting with Ken, the Township discussed adding two new additional funds, so this rate is taking into account those two additional funds that would need to be audited. They discussed setting up a separate ARPA fund and an Enterprise fund. She stated that she is always happy with his work, and he is a very good auditor for the Township.

Clerk Miller added that the Clerk's Department is in the process of transitioning to a new uniform chart of accounts, therefore this changes a lot of numbers and processes. Ken has been more than helpful coming out to help with the process.

**Trustee Whitley moved that the Township enter into the contract with Pfeffer, Hanniford, & Palka as presented to conduct the Annual Financial and Compliance Audit for Fiscal Years 2023, 2024, and 2025 at a rate of \$26,300 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.**

**PUBLIC COMMENT:** Supervisor Moreau wished Treasurer Dubre a Happy Birthday.

**Adjournment:**

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Hearing no other business, Supervisor Moreau adjourned the meeting at 8:30 pm.

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Laura Moreau, Supervisor

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Sean R. Miller, Clerk