

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**July 13, 2023**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



**Call to Order:** Supervisor Moreau called the July 13, 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 (arrived at 7:33pm)
Denny Vallad	Township Trustee

**Board Members Not Present**

Jason Pliska	Township Trustee
Bill Whitley	Township Trustee

**Others Present**

Greg Need	Township Attorney
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**Agenda Additions & Changes:** None.

**Public Comment:** Supervisor Moreau noted the Grand Opening of Hartman Meadows on Friday, July 28<sup>th</sup> from 3:30-5:00 pm. Flyers with information are available at the Civic Center.

**Consent Agenda:**

**Trustee Hopper moved to approve the Consent agenda as presented. Supported by Clerk Miller. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, and Vallad; No: none; Absent: Pliska, Whitley. The motion carried by a 5 to 0 vote.**

- a) Approve Minutes: Regular Meeting of June 8, 2023, Township Board/Park Commission Joint Meeting of June 13, 2023 and Township Board Special Meeting of June 23, 2023
- b) Accept the June 2023 Treasurer's Report



- c) Receive June 2023 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT, and Natural Resources
- d) Authorize payment of bills: June Additional Disbursements totaling \$859,351.54 and July 2023 Bills List totaling \$78,914.54
- e) Receive Audit for 2022
- f) Authorize Natural Resources Manager to attend Michigan Wetland Association annual conference, with registration, mileage, overnight lodging, and meals not to exceed \$1,150.00.
- g) Approve budget of up to \$1,750.00 each for Township Board Member, Planning Commissioner, Zoning Board of Appeals Member, Planning Administrator, and Assessing and Zoning Assistant attendance at 2023 MAP Conference in Traverse City
- h) Receive Communications:

**Public Hearing:**

- 1. Hearing of Assessment – Sherwood/Patrick

Supervisor Moreau began by stating that this is the Hearing of Assessment for the Sherwood/Patrick Special Assessment District. The board passed a Resolution in June to establish the Sherwood-Patrick Special Assessment District. This would include all lots with access to Sherwood Dr. or Patrick Dr. The proposed budget for this project is \$65,050, and that is based on estimates received this Spring, with an annual cost of \$16,262. 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. The notice for this hearing was published twice, as required by law, on June 22 and June 29, along with personal notices mailed to all properties.

Supervisor Moreau opened the public hearing at 7:37pm

No public comments were made.

Clerk Miller noted that no written objections or communications of any kind were received.

Supervisor Moreau closed the public hearing at 7:38pm

**Old Business:**

- 1. Notice of Second Reading, Section 40-2 – Definitions, 40-649 – Accessory Buildings and Structures and Uses, 40-931 – Nonconforming Uses of Land; Nonconforming Uses of Structures and Premises, and 40-932 – Setbacks for Nonconforming Lots

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Supervisor Moreau began this discussion by saying this was brought to the Board's attention at the May Township Board meeting. These are clean-up items that were revised for clarification.

Trustee Hopper added that the Board is looking at a first reading of the same ordinance, but a different portion of the ordinance. Also, a public hearing was held by the Planning Commission on this matter.

Supervisor Moreau added that clarification was needed on how they could calculate a reduced Setback and determine side Setbacks, along with front and rear Setbacks. This ordinance clarifies this issue. It also clarifies the definition of Building Line and Lot Line, along with how Lot Line is calculated.

Clerk Miller added that the language is good on section 40-649, as there was confusion at the First Reading about how to define pedestrian doors. He feels this clarifies the issue.

**Trustee Hopper moved to amend Springfield Township Code of Ordinance Chapter 40 Zoning by amending Section 40-2 – Definitions, 40-649 – Accessory Buildings and Structures and Uses, 40-931 – Nonconforming Uses of Land; Nonconforming Structures; Nonconforming uses of Structures and Premises, and 40-932 – Setbacks for Nonconforming lots and 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, and Vallad; No: none; Absent: Pliska, Whitley. The motion carried by a 5 to 0 vote.**

**New Business:**

1. Sherwood – Patrick SAD

Supervisor Moreau began this discussion by stating that the Board held a Public Hearing this evening, and a copy of the Resolution was provided to the Board confirming the assessment roll, along with relevant items including an affidavit that personal noticing was mailed and that the notice was published. Hearing no objections from the Public on this assessment, the last step would be to adopt this Resolution.

**Clerk Miller moved to adopt Resolution 2023-13 confirming the Special Assessment roll for the Special Assessment district designated Sherwood/Patrick Special Assessment District. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, and Vallad; No: none; Absent: Pliska and Whitley. The motion carried by a 5 to 0 vote.**

2. First Reading: Amend Springfield Township Code of Ordinances Chapter 40 Section 40-931 – Nonconforming Uses of Land; Nonconforming Structures; nonconforming Uses of Structures and Premises

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Trustee Hopper started by saying that this was sent to the Planning Commission as it needed to be clarified and improved. He stated that the more the Township gets into the Master Plan and compares it with the Zoning Ordinances, the more needs to be changed.

**Trustee Hopper moved to authorize the Clerk to publish for second reading the amendments to Springfield Township Code of Ordinances Chapter 40 Zoning by amending Section 40-931 – Nonconforming uses of Land; Nonconforming Structures; Nonconforming Uses of Structures and Premises. Supported by Clerk Miller. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, and Vallad; No: none; Absent: Pliska and Whitley. The motion carried by a 5 to 0 vote.**

3. First Reading; Amend Springfield Township Code of Ordinances Chapter 40 Section 40-63 – Zoning Board of Appeals – Powers and Duties; Section 40-156 – District Regulations – Application; and Adding Section 40-159 – Unlisted Use Determination

Supervisor Moreau stated that this relates to what currently is called a “Nondesignated use”. Determining where a non-designated use was, was put in the hands of the Zoning Board of Appeals. Meaning that if a resident approached the Township proposing a new business or a use that isn’t anywhere listed as an allowed use, then the assumption would be that it isn’t allowed in the Township. There is currently a pathway where the resident could then take this to the Zoning Board of Appeals and ask for an Interpretation. A recent complicated Interpretation was brought to the ZBA, which called for clarification and started to seem more like writing an ordinance which is not in the purview of the Zoning Board of Appeals. After meeting with the Township attorney and planning consultants, they worked through and revised the ordinance. This amends the section on a request for interpretation to take out the non-designated land use and inserts a new section under district regulations to explain the process.

Trustee Hopper added that this clarifies this Ordinance, as it is not the job of the Zoning Board of Appeals to make an Ordinance, it is their job to interpret them. The Planning Commission held their Public Hearing on this with no objections made.

**Trustee Hopper moved to authorize the Clerk to publish for second reading ordinance to amend Springfield Township Code of ordinances Chapter 40 Zoning by amending Section 40-63 – Zoning Board of Appeals – Powers and Duties; Section 40-156 – District Regulations- Application; and adding Section 40-159 – Unlisted use Determination. Supported by Clerk Miller. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, and Vallad; No: none; Absent: Pliska and Whitley. The motion carried by a 5 to 0 vote.**

4. Memorial Walk and Closure of Bridge Lake and Kier Roads

Supervisor Moreau started this discussion by saying that this item was on the April 13th Board agenda. The Board indicated support to hold a memorial walk in honor of Springfield resident Margaret Tippen, who was struck and killed last September while walking on Kier Road and to bring awareness to the speed limits on gravel roads. She stated that she and Trustee Whitley got in touch

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with the family of Mrs. Tippen to plan and move forward with this memorial walk. Groveland Township was involved with the planning as Kier Road borders Groveland Township. The memorial walk is set for September 30<sup>th</sup> at 10:00 am. A portion of Bridge Lake and Kier Roads will need to be closed for this memorial walk.

**Treasurer Dubre moved to adopt Resolution 2023-14 authorizing application for a road closure under permit #61947 to the Road Commission. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, and Vallad; No: none; Absent: Pliska and Whitley. The motion carried by a 5 to 0 vote.**

5. American Rescue Plan Act – Allocate Remaining Funds and Establish ARPA Fund Budget

Supervisor Moreau began this discussion by saying that the Township received a total of \$1,522,658 in ARPA funds over the last year and a half. The Township has been allocating these funds but due to uncertainty about how to use these funds with rules and law changes, the Township was unsure how to report the use and of the audit requirements. As the Township became aware of how to use the funds they started to allocate and expend them in different ways. Many projects were earmarked that were appropriate for these funds including renovations to the fire stations to support the ALS transition. The Township has been advised by their Auditor to take action to allocate the funds to show that they are being used and in what way, so there is no questioning whether or not they are being used and therefore they cannot be asked to return the funds. Most of the funds have already been allocated for different projects including Lost Revenue for Parks and Recreation and Library, community sewer system buyout, fire stations 1 and 2 design and construction, equipment and updates to ambulances, bay floors at fire station 2, and Hartman property access. Earmarked projects that have yet to move forward will also need to be allocated.

Treasurer Dubre said this list is accurate and has been looked over, updated, and discussed by the Board many times.

Trustee Vallad said the Township has done a fine job at allocating the money and figuring out how to use it with so many rules and regulations.

Supervisor Moreau requested that there be two motions on this discussion. The first will be to finalize the allocation of the ARPA funds. The second will be to establish a new fund.

**Treasurer Dubre moved to allocate the Springfield Charter Township ARPA funds as follows: Total Allocation of Lost Revenue – Parks and Recreation, \$110,863. Lost Revenue - Library, \$10,561. Davisburg Community Sewer System Buyout, \$90,019. Fire Stations 1 and 2 Renovation – Design and Station 1 Construction, \$70,965. Equipment and update 3 ambulances for ALS, \$60,000. Bay Floors at Fire Station 2, \$41,250. Hartman Property – Park Access Project, \$109,000. Fire Station 2 Renovation - Construction, \$200,000. Civic Center Standby Generator - Equipment and installation, \$120,000. Mill Pond Dam Project - Dam removal, restoration and roadwork, \$675,000. Replace water source - high capacity well at Mill Pond Park, \$35,000. For a total ARPA projects allocation of \$1,522,658. Supported by Clerk Miller. Vote on the motion. Yes; Dubre,**

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**Hopper, Miller, Moreau, and Vallad; No: none; Absent: Pliska and Whitley. The motion carried by a 5 to 0 vote.**

Treasurer Dubre started the second half of this discussion by stating that it was brought to the Township's attention that it would be best to create a new fund. Most of these projects have been funded through the General Fund, all of which have been audited. The new fund created will be called Fund 464, which will be on the second page of the Treasurers report from now on. This fund was created to go in-line with how the Township was handling expenses under the General Fund, which was a cost center for ARPA expenses. The budget was created based on what was allocated previously and what's left to be allocated in the 2023 fiscal year. The total for the new fund is \$1,118,000 for the 2023 budget. There is currently \$1,041,479 left in the ARPA fund because of what was spent this year from the General Fund. These funds are now being moved to the new fund starting 7/14 and for audit purposes, she didn't want it to be accounted for twice. This creates a clean move over to the new fund.

**Clerk Miller moved to adopt fund 464-ARPA and establish the 2023 budget as follows: Total Revenues at \$0 and Total Expenditures at \$1,118,000. Further Clerk Miller moved to adopt the following amendments to the 2023 General Fund budget as follows: Revenues: Other Units of Government revenue center decreases \$715,000 from \$755,000 to \$40,000. Total Revenues decrease \$715,000 from \$3,203,800 to \$2,488,800. Expenditures: ARPA expenses cost center decreases \$715,000 from \$715,000 to \$0. Total Expenditures decrease \$715,000 from \$4,220,125 to \$3,505,125. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, and Vallad; No: none; Absent: Pliska and Whitley. The motion carried by a 5 to 0 vote.**

6. Set Budget Workshop Dates

Dates are tentatively set for September 27<sup>th</sup> or 28<sup>th</sup> at 6pm, with confirmation at the next Board meeting.

**PUBLIC COMMENT:** None

**Adjournment:**

Hearing no other business, Supervisor Moreau adjourned the meeting at 8:18 pm.

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Laura Moreau, Supervisor

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Sean R. Miller, Clerk