



**Call to Order:** Supervisor Moreau called the September 28, 2022, Springfield Township Board of Trustees Budget Workshop Meeting to order at 6:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd, Davisburg, MI 48350.

**Board Members Present**

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

**Others Present**

Sarah Richmond	Parks and Recreation Director
Jean Vallad	Parks Commissioner
Chief Dave Feichtner	Fire Chief

**PARKS AND RECREATION**

Parks and Recreation Director Sarah Richmond presented the 2023 budget and explained several items in the department's revised budget. Prior year funds in the amount of \$103,515 will be used for repair projects and replacement of equipment. The department is trying to be proactive to make items last as long as possible. They are hoping to replace the Utility Terrain Vehicle (UTV) but not the truck. The Park Commission is respectfully requesting that the General Fund cover the Parks and Recreation share of Civic Center Expenses; the budget reflects an anticipated transfer in of \$6,200 and also in expenditures under Facility Operating Supplies. Under Government Grants, there is nothing budgeted, however, there is a grant on the balance sheet under Unearned Revenue Grants which is for the engineering for the pathway between Millpond Park and Rotary Park depending on what happens with the Millpond Dam Removal Project. Parks is also budgeting to replace split-rail fencing along the southern Shiawassee Basin Preserve, both inside the preserve and along the driveway. Parks would also like to add a pedestrian gate for the major field, small equipment replacement, and safety equipment that needs to be purchased. This current budget is proposing a 5% wage increase and a 15% increase for health insurance. The consultant and contract cost center has increased due to budgeting for the five-year Master Plan. The mowing line item has been increased 30% to take into account the rising cost of gas and an increase in the areas that need to be mowed. The capital outlay cost center includes the cost of a new UTV and resealing of the Millpond Park parking lot as well as replacing the front door frames, ADA door opener, and keyless entry for three sets of doors at the Hart Center – front door, kitchen door, and pavilion door. Lastly, the Tax Tribunal Refund is budgeted at \$500.



## **STEWARDSHIP ENDOWMENT FUND**

Supervisor Moreau noted that specific projects are funded out of here, like the Hartman property culvert removal and river crossing project and the railroad pedestrian crossing. Both of these projects have been published for bids. They are budgeting \$225,000 for those two projects and the hope is that these projects can be substantially completed by May, 2023.

## **FIRE FUND**

Supervisor Moreau noted that in preparing the budget, there are some unknowns and certain assumptions had to be made regarding how many staff will be hired, will they be on the medical insurance, how many years they come in with and what their rate of pay will be, etc. Supervisor Moreau added that she budgeted a 10% increase in insurance costs.

Fire Chief, Dave Feichtner presented the budget for the Fire Fund. He began by discussing revenues. Reimbursement on a medical transport is approximately \$425.00. They are assuming around 590 transports will occur in 2023 and budgeting \$250,000 in transport revenue. As soon as the new engines arrive next year, the Department will sell 2 of the current engines and budgeting \$100,000 for the sale of those 2 engines.

Chief Feichtner explained the QAAP fees and stated that this is the way the State tries to provide revenues to those municipalities that provide EMS services to underserved communities. The State has created a "tax" of \$3.13 every time a transport is done. The State then redistributes these funds to the underserved communities.

Chief Feichtner noted that the only major expense that the Fire Department is budgeting for in 2023 is \$68,000 for new radios. This is being required by the County and they will be going live next June.

Supervisor Moreau noted that the net revenue over appropriations is \$37,300 for 2023.

## **POLICE FUND**

Supervisor Moreau stated that the Township's contract with the Oakland County Sheriff's Office expires at the end of 2024. There is a roughly 2.5% increase next year. Other budgeted expenditures to the Police Fund include \$54,000 for 9 months of rent and administrative charges as well as \$640,000 from the Capital Outlay line for the buildout of the substation in the Civic Center. Supervisor Moreau described the progress being made in the planning of the substation.

The budget also reflects some proposed changes to the command structure. Supervisor Moreau is proposing to eliminate the patrol investigator and bring on a lieutenant.



## GENERAL FUND

Supervisor Moreau explained that the General Fund does attempt to project out to 2025. There are many footnotes that explain items in these funds. The sales tax projections have been reduced from \$1,400,000 in 2022 to \$1,275,500 in 2023. The expenditures and appropriations also include salary increases.

Clerk Miller noted that while he does not anticipate any special elections in 2023, he is still budgeting for one just in case. He used the costs associated with running the Holly Schools special election that occurred in May of this year as a basis for his 2023 elections budget.

Supervisor Moreau commented that the Assessor I position has been changed with the retirement of Beth Sexton. The responsibilities of this position have also changed, and the proposed salary increase reflects that.

Trustee Whitley suggested reviewing the salary for the IT Administrator. He commented on the excellent job that Chris Benedict is doing.

Clerk Miller concurred and noted that the Township, and especially the Clerk's Office as the election administrator, has been inundated lately by attempted cyber attacks and Chris has skillfully and diligently worked to thwart most, if not all, of those attempts.

Supervisor Moreau also agreed and stated that Chris is currently in a certification program and it is her intent to revisit his salary upon completion of that program.

Treasurer Dubre reviewed the information she provided regarding NoHaz. The cost per vehicle has gone up considerably from \$60.25 this year to \$100 next year. Treasurer Dubre is recommending increasing the cost to residents attending NoHaz events from \$10 to \$15 to defray some of the added costs. Even with that increase to residents, Treasurer Dubre is budgeting \$19,600 for 2023 compared to \$12,000 that was budgeted for 2022. Additionally, Treasurer Dubre recommends that after next year, Springfield participate in NoHaz every other year instead of annually.

Supervisor Moreau presented bids for snow removal. They sent requests for bids to six companies and three responded. All-n-One, who has been doing the snow removal for the Township was the lowest bidder of the three and the Board members all agreed that they were the best choice given their price and history with the Township.

Supervisor Moreau discussed the proposal to install a keyless entry system at the Civic Center. She is proposing a budget of \$26,500. This would include the exterior doors for the



Township Offices and the Library. Additionally, there would be access control points to the two doors leading to the back offices.

Treasurer Dubre stated that she would still want the safe room to be accessed by physical key.

Clerk Miller stated that he thinks it's important that the building have some sort of back up access in the event of a system or power failure such as retaining the physical keys or utilizing a punch code.

This item will be on the agenda at the October Township Board meeting.

Supervisor Moreau distributed a letter she received from the Oakland County Parks and Recreation Commission regarding the Mill Pond Dam removal project. They had been trying to get the Commission to increase funding for the project in light of the unanticipated increase in costs. The letter stated that the Commission voted to contribute no more than 55% of the unfunded costs per the Memorandum of Understanding. She noted that \$850,000 was the maximum amount that the Township could spend on the removal and restoration project between the ARPA funds that had been allocated as well as what was in the Mill Pond Dam sub fund. The plan is to go out for bids again and hopefully costs will have gone down since last year.

#### **OTHER TOWNSHIP FUNDS**

Supervisor Moreau presented the following Township Funds:

209 – Cemetery Fund – Half of the lot sales go into this fund.

213 – Endowment Fund – Preservation funds held by the Township.

220 – Lake Improvement Fund – These budgets are not controlled by the Township.

221 – Softwater Lake Improvement Fund.

246 – Cable TV Fund – The footnotes explain expenditures.

249 – Building Department Fund - Revenues and expenditures tied to each other in this fund.

380 – Fire Capital Improvement Debt Fund – Debt service fund for the fire stations which is expected to be paid off by 2026.

390 – Capital Improvement Debt Fund – Debt service fund for equipment that will be paid off in 2025.

805 – Softwater Lake – Debt service fund for sewer which ends in 2026.

806 – Improvement Revolving Fund – Sherwood/Patrick assessment.



**OTHER ITEMS AS UNANIMOUSLY AGREED** - None

**PUBLIC COMMENT** – None

**ADJOURNMENT:**

Supervisor Moreau adjourned the meeting at 8:45 p.m.

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Laura Moreau, Supervisor

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Sean R. Miller, Clerk