

**TOWNSHIP BOARD
REGULAR MEETING
October 13th, 2022 | 7:30 P.M.**

SPRINGFIELD
CHARTER TOWNSHIP



INSTRUCTIONS FOR REMOTE PARTICIPATION

Via telephone: Dial (929) 205-6099 or (312) 626-6799, enter ID 847 7007 5861 (press # for participant number)

Via computer <https://us02web.zoom.us/j/84770075861>

SPECIAL ACCOMMODATIONS

Persons with disabilities needing accommodations for effective participation in the meeting should contact the Township Clerk at 248-846-6510 in advance to request assistance

PUBLIC COMMENT

Public Comment is the time for audience members to comment on items not on the agenda. This is not a question-answer period. Please keep comments to no more than three minutes. Audience members will also be given the opportunity to comment on items that appear on the agenda after a motion is made and seconded, but before a vote is taken. Comments may be submitted in advance of the meeting to the Township Clerk at clerk@springfield-twp.us or 248-846-6510.

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Agenda Additions & Changes

Public Comment

Consent Agenda

- a) Approve Minutes: Regular Meeting of September 8, 2022; Minutes of August 30, 2022 Joint meeting; September 28, 2022 Budget Workshop
- b) Accept September 2022 Treasurers Report
- c) Receive September 2022 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT, and Natural Resources
- d) Authorize payment of bills: September Additional Disbursements totaling \$101,890.77 and October 2022 Bills List totaling **\$231,868.38**
- e) Set Budget Hearing for November 10th at 7:30 PM
- f) Appoint Lawrence Ziehr to the Susin Lake Improvement Board to Complete John Opie's Term expiring October 2023, and re-appoint Denny Vallad for a three-year term expiring October 2025
- g) Approve Requests from Road Commission for a temporary Easement for Roadway improvement and Highway Easement for ADA sidewalk improvements at intersection of Broadway and Eaton
- h) Authorize the Clerk to submit payroll October 28, 2022 instead of October 31, 2022
- i) Receive Communications: Notice from the Brandon Township Planning Commission that Brandon Township has finalized their Master Plan Update

PRESENTATION:

1. Village of Holly Fire Department – Recognition for Assistance with June 21st Fire

NEW BUSINESS

1. 2022-2024 Law Enforcement Services Agreement – Approve Amendment
2. Fire Station 2 Bay Floor Resurfacing Award Bid
3. Fire Department ALS Supplies & Equipment Approve Purchases
4. 2022-2023 Snow Removal – Award Bid
5. Keyless Locks System – Proposal for Approval
6. Update Clerk's Office & Treasurer's Office Job Descriptions
7. 2023 Flexible Spending Account – Approve Renewal and set limit

Public Comment

Adjourn

Minutes of
BOARD OF TRUSTEES
REGULAR MEETING
September 8, 2022



Sean R. Miller, Clerk



Call to Order: Supervisor Moreau called the September 8, 2022, Regular Meeting of the Springfield Township Board to order at 7:30 pm at the Springfield Township Civic Center with members of the public onsite in the Conference Room and remotely via phone/video conference.

Pledge of Allegiance

Roll Call:

Board Members Present

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

Board Members Not Present

Jason Pliska	Township Trustee
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Others Present

Greg Need	Township Attorney
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Agenda Additions & Changes:

Clerk Miller indicated that the Consent agenda should be revised, changing Consent g. Adopt Resolution 2022-08 to Resolution 2022-09.

Public Comment:

None

Consent Agenda:

Trustee Hopper moved to approve the Consent agenda as revised, changing g. Adopt Resolution 2022-08 to Resolution 2022-09, Trustee Vallad supported the motion. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

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- a) Approve Minutes: Regular Meeting of August 11, 2022, Board of Trustees Special Meeting August 19, 2022
- b) Accept August 2022 Treasurer's Report
- c) Receive August 2022 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT and Natural Resources
- d) Authorize payment of bills: August Additional Disbursements totaling \$513,830.31 and September 2022 Bills List totaling \$48,200.29
- e) Authorize the Supervisor to execute the Transfer of Smart Credits of \$13,718.00 to the Independence Township Senior Center to assist transportation of Springfield residents
- f) Accept resignation of John Opie from the Susin Lake Improvement Board effective August 31, 2022
- g) Adopt Resolution 2022-08 Authorizing Todd Beck and/or Tina Sheets of Simply Rescued to make application to RCOC for a road closure under permit #61947 for the purpose of hosting a food truck
- h) Approve Township Attorney Fees Per the schedule in the August 24, 2022 memo from Adkison, Need, Allen & Rentrop Effective January 1, 2023
- i) Authorize increasing the previously approved 'not to exceed' Ecological Services Agreement with Cardno, Inc. (now Stantec) and GEI, Inc. from \$50,000.00 to \$60,000.00 in FY 2022
- j) Authorize the Supervisor to respond to the Road Commission for Oakland County that the Township Board has no objection to the proposed abandonment of Huntington Road and a portion of Ute Pointe in Robert Bruce Subdivision No. 2

Old Business:

1. Notice of Second Reading, Amendments to Section 40-2 and Adding Section 40-653 Solar Energy Systems

Supervisor Moreau summarized the action that the Board and the Planning Commission have taken on this item. She noted that the Notice of Second Reading was published in the Oakland Press on August 25, 2022.



Trustee Hopper moved to adopt amendments to Springfield Township Code of Ordinances, Chapter 40, Zoning by amending Section 40-2 Definitions and 40-634 Height Limit and adding Section 40-653 Solar Energy Requirements and authorize the Township Clerk to publish Notice of Adoption and said amendments shall take effect as prescribed by law. Supported by Clerk Miller. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

2. Notice of Second Reading, Section 36-292 Amendment of Chapter 36 Utilities, Article III Community Sewer System

Supervisor Moreau summarized the action that the Board and the Planning Commission have taken on this item and summarized the amendment as presented. She noted that the Notice of Second Reading was published in the Oakland Press on August 25, 2022. She commented that she has not received any questions in her office regarding this amendment.

Trustee Hopper moved to adopt amendments to the Charter Township of Springfield Code of Ordinances, amendment to Chapter 36 Utilities, Article III Community Sewer Systems and authorize the Township Clerk to public Notice of Adoption of said amendments shall take effect as prescribed by law. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

3. Draft User Agreement and Fees – Davisburg Community Sewer System

Supervisor Moreau summarized the draft User Agreement and proposed Fee Schedule for the Davisburg Community Sewer System. This is an update from the Agreement that was executed in 2016 and was reviewed by both the Township Attorney and herself. She also summarized the differences that were included in this draft based on the previous discussion by the Board such as defining terms, detailing property owner duties, providing indemnification for the Township, outlines the process in the event a property owner is found in default of the agreement or operation and maintenance standards. She presented a chart that shows proposed fees for a standard user versus an intense user. The total capacity of the existing field is 448 gallons per day and the current use at the party store was determined to be 430 gallons per day. The capacity has been a difficulty question to answer, and she explained. She explained how the “standard user” was developed. She provided details about adding a field when needed and the capacity that would be available.



Supervisor Moreau explained the concept of having 3 active fields and 1 reserve field and cycling through the fields as needed. She suggested that the application fee for the more intense use be more as well because that would require the pretreatment which would require more review and engineering. They had talked about a connection fee of approximately \$20,000 and she suggested that they consider a connection fee of \$15,000 for a standard user and \$30,000 for an intense user. The estimate for a new field is currently \$20,000. She is proposing user fees for a standard user of \$1,350 for the first year and \$1,050 per year after that; and \$2,450 per year for an intense user. Changes in the Fee Schedule would be adopted by resolution moving forward. She explained the user fee summary which includes the inspection and maintenance check, an escrow contribution, and a small administration fee. She explained the provided summary of the escrow fees. At the pre-application meeting, the use would be determined, and they would also be able to discuss capacity. The application process would involve review by the State.

Trustee Whitley asked how they would measure the flow rate.

Supervisor Moreau stated that every system would have its own control panel and the designated operator would have keyed access to the panel. This would be part of the inspection that would happen twice per year initially and then once a year after that. There is a flow meter on every system.

Trustee Whitley stated that what is collected would be used on field expansion in the future and he asked what provides for field replacement in the future.

Supervisor Moreau stated that it would be user fees that would be used.

Treasurer Dubre commented on the fees collected and they will know how much it will take to manage it since they will be getting reports from Dave Wardin, the engineer. There are a lot of variables, and they have to start somewhere. She is comfortable starting here. She likes the idea of the standard and intense user. The user can also mitigate some charges through pretreatment. They cannot predict all factors and they may have to reevaluate as they move forward.

Trustee Whitley stated that they can predict the end of life of a septic system, and he is suggesting that the connection fee pays for the field that a user uses today and he doesn't think that this plan puts in a sufficient amount of money for a replacement that they know will come. The taxpayers should not pay for a system that is only

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benefiting private users and there needs to be enough funds accumulated to be able to pay for the replacement.

Supervisor Moreau stated that if the user is a standard user and they are getting the benefit of half of a field at a field cost of \$20,000 then this is a \$10,000 buy in, and they are paying \$15,000 for a tap fee. This is like putting some of it aside for future repairs and maintenance and building the escrow. They will continue to review the escrow amounts. All of the pretreatment options will be privately owned so they do not have those elements like another community septic system. Each property owner has their own tank on their own property. Repairs are not likely for the Township's portion. The fields have to be well cared for and they will be inspecting each user at the tank and at the system to make sure it is being used properly.

Treasurer Dubre stated that the Township owns the system and if there is a situation in which there is not enough money to replace the field, they can create a special assessment to those property owners to fund the field.

Attorney, Greg Need confirmed this.

Trustee Whitley asked if this information should be in the user agreement.

Mr. Need stated that the Township has a legal right to impose a special assessment.

Trustee Hopper stated that he is comfortable with the fact that the Township is running it and they control the inspections. The operators know what is going on and the testing can be done to determine how long the system will last. If they find there is something going wrong, they can adjust it at that time.

Trustee Vallad stated that it is a good start, and they will have data all the way along to determine how much more is needed.

Trustee Hopper asked if there is any language to requiring how often the tank has to be pumped.

Supervisor Moreau stated that this information will be in the operation and maintenance standards.

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Trustee Hopper stated that he doesn't want the Township to pay for the fields and residents are responsible for their own systems. They want to make sure that if the flow rate changes drastically, they can change them from standard to intense user.

Supervisor Moreau commented on two things to add to the agreement. The first is that if there is anything that changes from what is stated on the permit, the property owner has an obligation to notify the Township and if the use is changing, they have to notify the Township prior for review. The pumping of the tank is the user's responsibility and does not come out of fees collected and they must show proof of this to the operator.

Trustee Hopper stated that because it is being inspected, it is going to last.

Treasurer Dubre stated that if the use changes, this would also make a difference in the collection fees.

Supervisor Moreau agreed that they would have to go through another review process because there might not be capacity.

Trustee Whitley stated that a change in use should trigger a review.

Treasurer Dubre commented on the use change and how that would affect the system.

Trustee Whitley asked if the fields were approved by the County.

Supervisor Moreau explained that it would be the State of Michigan and yes, they have been in contact. The Board will be able to review the annual report on the system that comes from the operator. The County is aware of the food waste recycling but indicated that the Township should talk to the State because it is under their jurisdiction. The County did indicate that the businesses that take advantage of food waste recycling are on sewers, not septic systems and they are typically looking to be more green, not to avoid pretreatment.

Clerk Miller commented that Supervisor Moreau has done an excellent job of justifying the proposed fees and thinks that having a field on reserve is good idea.



New Business:

1. Advanced Life Support Transition – Initial Priorities and Budget discussion

Clerk Miller stated that the Compensation Committee was made up of Chief Feichtner, Anna Pliska, Jacob Jones, Trustee Whitley, Rick Morris, and Matt Strickland. He outlined the Compensation Committee's recommendations and explained the reasoning behind the recommendations. He explained the committee looked at the starting salaries of similarly situated neighboring communities and calculated an average starting salary across the different communities which was approximately \$48,000 per year. He noted that, for the purposes of recruitment and retention, the committee chose to recommend a starting salary of \$50,000 which is just above the average. He then described the recommended step increases and officer salary as well as recommended benefits. He also noted that the Chief has expressed a desire to bring on a Deputy Fire Chief in the next few years and explained the compensation for the proposed hiring of a Deputy Fire Chief.

Trustee Vallad asked about the Deputy Chief's proposed duties.

Chief Feichtner stated that this would be an additional position. There are so many administrative functions that need to happen to run the department and he mentioned inspections as an example. They do not need a Deputy Chief now but there is a good chance one will be needed in two years or so.

Trustee Vallad stated that if the department didn't have an Assistant Chief, they would need another full-time person anyway.

Supervisor Moreau asked if the Deputy would have more of an administrative role, not a person that goes out on calls.

Chief Feichtner stated that they can write that job description however they want when that time comes. He could see that person having a role like himself but more on the operational side and he explained.

Supervisor Moreau asked about the distinction of the EMT versus medic unless they did expect that person to go on calls requiring a paramedic.

Chief Feichtner stated he was trying to project forward and they were trying to project some latitude when that time comes.

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Supervisor Moreau stated that they should probably be looking at this as a pay range then.

Treasurer Dubre stated that she has some concerns. The proposed compensation plan gives 12 sick days instead of 10 as is given for other Township employees. She is not in favor of that. She has a concern with rolling over 360 hours of vacation per person each year and this goes to the diminishing fund balance shown with each year out. This would be quite significant if the Township had to pay this out on top of paying salaries out. She is not in favor of that based on the projections that they will be discussing tonight. The year that the Deputy Chief is proposed to start is the year that the fund balance hits rock bottom, and this is something that the Board needs to have a discussion about. She suggested with all of the people that they are bringing on board, they rearrange the responsibilities throughout the new positions. She is in favor of the proposed 401K program. The Board has not made the decision on this proposed compensation program yet.

Supervisor Moreau stated that she also looked at the rollover of vacation time. The chart shown in the memo did not factor in this cost and there is a significant cost to planning for this rollover and the sick time as well. This idea of rolling over vacation time is something that they need to think about especially when they also look at the idea of comp time. She stated that she doesn't think it is legal to say that you cannot roll over or cash in comp time. If a person accrues comp time, the Township owes it. She suggested that they flex hours instead of banking comp time. This is something that the Board needs to look at a little more closely. She stated that it is different calculating vacation time when you are looking at 12 and 24 hour shifts. She questioned the idea of rolling over vacation time and having the comp time on top of that. She asked about vacation allowed in 6-hour increments.

Chief Feichtner explained the 6 hour increments for vacation time that is proposed.

Clerk Miller stated that the committee struggled with 24 and 12 hour shifts and how this factored into the sick time allotment.

Supervisor Moreau suggested that they apply the same standards to sick time.

Treasurer Dubre suggested adding a maximum of 10 days a year accrual.

Supervisor Moreau suggested a maximum bank amount.



Treasurer Dubre summarized the Budget Committee's meetings and findings. The Budget Committee was made up of Treasurer Dubre, Captain Hart, Chief Feichtner, Trustee Vallad, Trustee Whitley, Matt Strickland, and Randy Harless. She explained the information provided to the Board including the Equipment and Apparatus Replacement Schedule. She stated that only the salaries that were recommended are reflected in the spreadsheets, not all of the additional benefit recommendations. She explained the SAFER Grant funds and a transfer in of \$600,000 from the General Fund for the purchase of the fire engines and how that is shown on the spreadsheet. There is additional discussion needed to determine the feasibility of what is being recommended. She pointed out the ending balance differences year by year which is showing a deficit even with the new millage. She commented on the personnel costs that have steadily increased. She pointed out a one-time census increase in State Shared Revenue. She noted that the Board has spoken about the transport cost, and she used \$425.00 average per transport number as the calculated average. She explained the Equipment and the Apparatus Replacement spreadsheets.

Supervisor Moreau thanked all the committee members.

Chief Feichtner thanked Treasurer Dubre for her efforts.

Supervisor Moreau commented on the Facilities Committee made up of herself, Trustee Hopper, Chief Feichtner, Ryan Hart, Jerry David and Jeff Burdess. She summarized the actions of this committee and summarized the committee's preliminary findings.

2. Proposal for Master Plan and Parks & Recreation Master Plan

Supervisor Moreau summarized the Master Plan meetings that have taken place. She provided a full proposal to the Board and explained the proposal. She requested that they fold in the Senior Services Master Plan as mentioned in the memo because this is the perfect way to focus on senior services as a component of the Master Plan. She provided an overall summary of the planning activities that have taken place. Parks and Recreation needs to update their Master Plan in 2023 and at the visioning session they found out that parks, natural resources, and trails were very much a desired part of the Master Plan. The development of the Parks and Recreation Master Plan would get billed to the Park Commission. They budgeted \$30,000 in 2022 for the Master Plan in 2022 and have not spent close to that. The total amount was \$40,000.

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Trustee Hopper moved to authorize the Supervisor to sign the Master Plan Work Authorization from Giffels Webster dated August 22, 2022 pending approval by the Park Commission and establish budget for the Township Master Plan portion not to exceed \$63,000. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

PUBLIC COMMENT:

Trustee Hopper commented on the Road Commission's upcoming resurfacing of Dixie Highway from I-75 to Oakhill.

Adjournment:

Hearing no other business, Supervisor Moreau adjourned the Board meeting at 9:25 pm.

Laura Moreau, Supervisor

Sean R. Miller, Clerk



Call to Order: Supervisor Moreau called the August 30, 2022, Joint Meeting of the Springfield Township Board and Springfield Township Planning Commission to order at 6:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd., Davisburg, MI 48350.

Township Board Members Present

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

Planning Commission Members Present

Dean Baker	Planning Commission Chair
George Mansour	Commissioner
Jamie Costigan	Commissioner
Ruth Ann Hines	Commissioner
Chris Moore	Commissioner
Kevin Sclesky	Commissioner

Others Present

Mike Losey	Natural Resources Manager
Jerry David	Facilities Manager
Chief Dave Feichtner	Fire Department Chief
Sarah Richmond	Parks and Recreation Director
Chris Benedict	IT Manager
Cathy Forst	Library Director
Joan Rusch	Planning Administrator/Library Board Member
Roger Bower	Parks Commission Chair
Kristi Bower	Library Board Chair
Rich Parke	Parks Commissioner

Consultants Present

Jill Bahm, Planner	Giffels Webster
Julia Upfal, Planner	Giffels Webster
Stephanie Osborn, Planner	Giffels Webster



New Business: Master Plan Visioning Session

1. Welcome and Meeting Overview

Supervisor Moreau stated that this meeting is a visioning session for the Township's Master Plan. She introduced the planners and the staff present.

Ms. Bahm introduced the Master Plan process and commented on what would happen at tonight's meeting.

Ms. Upfal explained that a Master Plan is a long-term vision for a community, and a way to develop an action plan. The Master Plan consists of several parts: identify existing conditions; public input; goals, objectives, and future land use; plan preparation, public hearing and adoption; final preparation and printing.

2. Summary of Existing Conditions

Ms. Upfal presented data that had been prepared by the Township's previous planner on the existing conditions in the Township. This included information on population, age, educational attainment, income, housing, economic characteristics, natural features, and transportation.

3. Summary of Resource Packet Planning Tools

Ms. Upfal commented on the items contained in the resource packets that the Planning Commission had previously reviewed. The topics included housing, nonmotorized transportation, senior services, resiliency and sustainability, downtown Davisburg, and the Dixie Highway Overlay District and commercial corridors.

4. Strengths/Weaknesses Assessment

The attendees of the meeting had an opportunity to note what they thought were the strengths of the Township and the problems or challenges of the Township. The principal strengths noted were natural resources, parks, public safety, library, and Dixie Highway Design Guidelines. The principal weaknesses noted were downtown Davisburg, shopping/restaurants, nonmotorized transportation, senior services, water/sewer, and cost of housing.

5. Opportunities and Threats Discussion

The attendees gathered in small groups for discussion about opportunities and threats. The small groups then presented their findings to the large group.



6. Consensus on guiding themes

The next step for the planners will be to synthesize the results of this analysis into general categories. These categories will then be used to create guiding principles for the Master Plan, which will help direct the goals and objectives.

7. Wrap up

The planners thanked everyone for their participation and stated that they will prepare materials for the Planning Commission based on the information gathered this evening.

Public Comment:

None

Adjournment:

Hearing no other business, Supervisor Moreau adjourned the joint meeting at 7:57 p.m.

Laura Moreau, Supervisor

Sean R. Miller, Clerk



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.

Clerk Miller commented that he would like to increase the Payables Clerk salary, as this employee is extremely knowledgeable and experienced, and the responsibilities of this position have increased.

Supervisor Moreau stated that salary comparisons have been done with outside sources to understand how the Township salaries compare across similar jobs. Many township employees have exceptional knowledge and experience that, if lost, would be a detriment to the operation of the Township. The Township needs to recognize this. Employee retention is key to ensure everything runs as smoothly as possible.

Treasurer Dubre commented that she would like to increase the salary for the Treasurer Assistant as the scope of the job has changed with an increase in responsibilities.

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.

Laura Moreau, Supervisor

Sean R. Miller, Clerk

Charter Township of Springfield

Treasurer's Report September 30, 2022

	SAVINGS	CHECK ACCTS	MM & CD Totals	MBIA	COMERICA	CHASE HIGH YIELD	CHASE M.M.	OXMM	HUNTINGTON BANK	STATE BANK	FIFTH THIRD BANK	FLAGSTAR	WATERFORD N.A.	PERSHING		
GENERAL	114,174.31	260.10	1,188,842.65	175,258.54	57,083.71		96,357.93	280,456.86	28,122.64	72,178.71	281,991.08	30,148.86	25,269.41	141,974.91	1,303,277.06	4,880,567.93 General Total
CC CAP	351,355.73		268,482.99			99,167.72	5,816.79			187.21			24,295.61	139,015.66	619,838.72	
ROAD			534,286.79	5,496.22			29,674.94			91,549.26	26,956.40		303,934.32	76,675.65	534,286.79	
PATHWAYS			262,923.68		65,739.97		96,444.24					40,563.26		60,176.21	262,923.68	
MILL POND DAM			305,673.76	53,792.66				179.22				151,040.50		100,661.38	305,673.76	
EMERGENCY RESERVE			650,803.82					165,572.31				122,960.91		362,270.60	650,803.82	
ARPA			1,203,764.10					1,203,764.10							1,203,764.10	
FIRE	657,933.91		213,450.16		31,908.80		18,180.83	5,160.18		3,956.91	45,342.05	1,030.03	39,628.38	68,242.98	871,384.07	1,612,018.26 Fire Total
BUILDING			79,966.08				27,403.14	5,921.74			20,146.39	10,167.59	16,327.22		79,966.08	
Equipment Replacement			456,581.04		101,858.44			57,089.08	11,166.48			87,433.91	68,173.36	130,859.77	456,581.04	
Vehicle Replacement			204,087.07					128,267.69						75,819.38	204,087.07	
Police	1,456,589.83		2,318,609.52		3,000.29		59,002.58	211,997.35	369,650.93	65,019.53	22,361.92	643,767.57	28,962.61	914,846.74	3,775,199.35	1,049,470.52 P&R Total
Cemetery	21,418.32		97,156.16					66,793.70					23,593.68	6,768.78	118,574.48	
Parks	186,465.00		694,457.03	75,370.06				148,816.23				287,383.55	13,185.30	169,701.89	880,922.03	
PARKS CARD SERVICES	168,548.49		0.00												168,548.49	
Stewardship	13,874.87		302,533.42					302,533.42							316,408.29	
Endowment			98,792.13					98,792.13							98,792.13	
Softwater Lk	18,865.60		5,089.02								5,089.02				23,954.62	
Big Lk	115,341.64		12,324.30					12,324.30							127,665.94	
Dixie Lk	27,427.84		0.00												27,427.84	
Susin Lk	53,230.75		7,659.92					7,659.92							60,890.67	
Waum Weed	25,973.42		54,880.98					54,880.98							80,854.40	
Eiza Lake	16,322.14														16,322.14	
Lake Totals	238,295.79	0.00	74,865.20	0.00	0.00	0.00	0.00	74,865.20	0.00	0.00	0.00	0.00	0.00	0.00	313,160.99	
Cable	104,392.92		699,787.67			51,329.18	3,680.74				100,711.97	251,888.06	26,614.71	265,563.01	804,180.59	

Charter Township of Springfield

Treasurer's Report

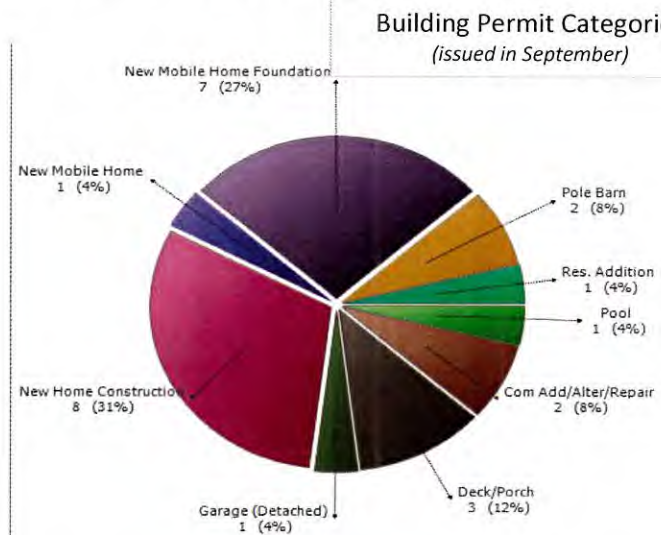
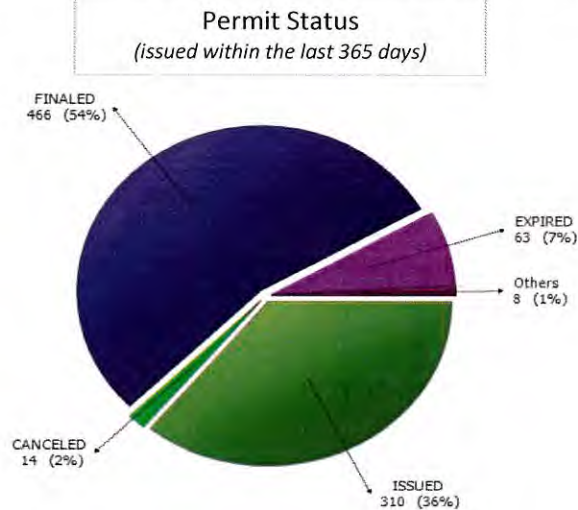
September 30, 2022

	SAVINGS	CHECK ACCTS	MM & CD Totals	MBIA	COMERICA	CHASE HIGH YIELD	CHASE M.M.	OXMM	HUNTINGTON BANK	STATE BANK	FIFTH THIRD BANK	FLAGSTAR	WATERFORD N.A.	PERSHING		621,138.64 Library Total
Building	61,223.55		114,882.56					31,728.69						83,153.87	176,106.11	
Library	287,572.96		10,577.51					10,577.51							298,150.47	
LIBRARY RESERVE			322,988.17					96,388.12				33,312.50		193,287.55	322,988.17	
FIRE DEBT			16,876.11					3.30				16,872.81			16,876.11	
CAPITAL IMPRV PROGRAM DEBT			9,287.09					504.61				8,782.48			9,287.09	
Trust & Agency (6EN)	204,179.12		45,823.81					4,004.28				17,877.16	23,942.37		250,002.93	
AUTUMN SHORE SEPTIC			76,419.35									76,419.35			76,419.35	
FOUNTAIN HILLS SEPTIC			58,091.66									58,091.66			58,091.66	
STONEGATE SEPTIC			57,842.75									57,842.75			57,842.75	
KINGSTON POINTE SEPTIC	16,200.00		45,458.20									45,458.20			61,658.20	
HILLS OF KINGSTON SEPTIC			101,949.99									101,949.99			101,949.99	
SUNSET BLUFFS SEPTIC	20,000.00		15,413.25									15,413.25			35,413.25	
FOUNTAIN VILLAGE SEPTIC	32,400.00		31,045.42									31,045.42			63,445.42	
T&A TOTAL	272,779.12		432,044.43	0.00	0.00	0.00	0.00	4,004.28	0.00	0.00	0.00	404,097.78	23,942.37	0.00	704,823.55	
FSA		11,359.65	0.00												11,359.65	
TAX	257,182.90		0.00												257,182.90	
Softwater Sewer	55,684.52		119,982.18					8,005.41		10,178.53	101,798.24				175,666.70	
G2G	0.00	0.00	0.00												0.00	
Improvement Revolving	42,399.68		132,580.47					31,825.23				100,755.24			174,980.15	
Sherwood Patrick	28,617.12		0.00												28,617.12	
Totals	4,337,374.62	11,619.75	10,819,370.81	309,917.48	259,591.21	150,496.90	336,561.19	2,933,246.36	408,940.05	243,070.15	604,397.07	2,190,205.05	593,926.97	2,789,018.38	15,168,365.18	
	SAVINGS	CHECK ACCTS	MM & CD Totals	MBIA	COMERICA	CHASE HIGH YIELD	CHASE MM	OXMM	HUNTINGTON BANK	STATE BANK	FIFTH THIRD	FLAGSTAR	WATERFORD N.A.	PERSHING		

2022 Building Department Totals

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Permits Issued													
Building	10	11	26	15	23	17	10	16	26				154
Electrical	11	20	32	17	33	23	35	25	22				218
Mechanical	18	22	31	18	35	21	26	28	22				221
Plumbing	1	3	16	11	10	8	3	4	8				64
Total	40	56	105	61	101	69	74	73	78	0	0	0	657

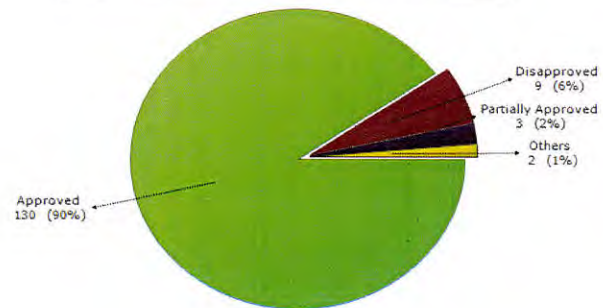
Permit Fees Collected													
Plan Review	\$200	\$500	\$750	\$2,734	\$930	\$700	\$300	\$800	\$1,574				\$8,488
Building	\$4,288	\$8,244	\$8,159	\$7,637	\$7,233	\$7,385	\$6,341	\$9,611	\$17,417				\$76,315
Electrical	\$747	\$3,023	\$3,903	\$1,982	\$3,354	\$2,194	\$3,703	\$3,192	\$3,691				\$25,789
Mechanical	\$2,085	\$3,105	\$3,120	\$2,455	\$5,405	\$2,775	\$2,460	\$2,564	\$2,917				\$26,886
Plumbing	\$255	\$860	\$2,671	\$2,484	\$1,097	\$1,461	\$325	\$895	\$1,517				\$11,565
Registration	\$325	\$550	\$925	\$600	\$625	\$852	\$575	\$525	\$473				\$5,450
Total	\$7,900	\$16,282	\$19,528	\$17,892	\$18,644	\$15,367	\$13,704	\$17,587	\$27,589				\$154,493



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Inspections Completed													
Building	34	27	29	66	52	43	59	52	58				420
Electrical	24	20	35	30	42	45	55	47	44				342
Mechanical	27	13	38	17	36	38	45	40	29				283
Plumbing	13	4	17	21	23	18	14	7	13				130
Total	98	64	119	134	153	144	173	146	144				1175
Reinspections	9	5	3	2	4	6	4	3	2				38

Inspector Pay Out													
Building	N/A	\$825	\$0	\$170	\$0	\$0	\$0	\$225	\$0				\$1,220
Electrical	N/A	\$1,091	\$1,796	\$1,859	\$2,156	\$1,917	\$2,880	\$2,107	\$2,267				\$16,073
Mechanical	N/A	\$773	\$1,792	\$1,116	\$2,256	\$2,097	\$3,057	\$2,475	\$1,684				\$15,251
Plumbing	N/A	\$233	\$878	\$1,305	\$1,358	\$930	\$822	\$346	\$747				\$6,620
Total	\$0	\$2,923	\$4,466	\$4,450	\$5,770	\$4,944	\$6,759	\$5,153	\$4,699				\$39,164

Inspection Results
(completed in September)





CHARTER TOWNSHIP OF SPRINGFIELD

CODE ENFORCEMENT REPORT

September 1, 2022 - - - September 30, 2022

Letters Sent: 12

Citations Issued: 1

Court Appointments Pending: 2

Signs Picked Up: 16

Cases Resolved: 6

Cases Currently Open: 4

A handwritten signature in black ink, reading "Greg Kazmierski".

Greg Kazmierski
Code Enforcement Officer

[<- Totals](#)

Ordinance Report 9/1/22 - 9/30/22 Kazmierksi

Number	Category	Complaint	Opened	Closed	Address	Parcel Number	Status
EN220038	PROPERTY MAINTENANCE VIOLATION	<p>June 2, 2022 Posted house with grass Code due to very tall grass. Called and left message for owner, and also blight condition in front and side of the garage, and the street side of the house. Sendiing a ten day correction letter for the blight condition. gfk</p> <p>June 28, 2022 No response from owner. Building Dept has had no response regarding condition of house structure. Sending ten day correction letter regarding grass, blight, boat and utility trailer in front of house. gfk</p>	06/03/2022		9852 DIXIE HWY	U -07-11-376-009	
EN220058	ANIMALS	<p>June 4, 2022 No progress in the keeping of chickens far in excess of the amount allowed by the Code. In addition, the chickens are free range and wander onto neighbor's property. Wrote a Citation. GFK</p> <p>September 23, 2022. I called the neighbor who said that it has been two weeks since any chickens have been out free ranging. Case resolved. gfk</p>	07/22/2022	09/23/2022	10439 ANDERSONVILLE RD	U -07-22-452-011	CLOSED

EN220060	ACTIVE FILE	<p>August 1, 2022 fop a truck, a van, a pontoon boat stored on vacant property in violation of Section 40-273, incompatible use of vacant property. sending a ten day correction letter. gfk</p> <p>August 26, 2022 NEW OWNER: Stephen Caldwell, 5242 Hillsboro Road, Davisburg, MI 48350, GFK</p> <p>August 29, 2022 Pontoon boat on trailer, heavy equipment trailer, and cube van on vacant property. Sending a ten day violation to owner at the Hillsboro address. GFK</p> <p>September 7, 2022 No change. Sending a ten day enforcement letter. gfk</p> <p>September 14, 2022 No change. Writing a Citation. gfk</p> <p>September 16, 2022 informed John Jones from EGLE of the appearance of filling wetlands on the property. gfk</p> <p>September 22, 2022 John has visited the property, and confirmed that there is a violation, and has posted the property. gfk</p>	08/04/2022	11566 ANDERSONVILLE RD	U -07-21-201-032	ACTIVE
EN220065	BLIGHT	August 10, 2022 Large piece of furniture stored at the Dixie Highway road edge for over one week. Sending a ten day correction letter. gfk	08/10/2022	9070 DIXIE HWY	U -07-14-476-024	ACTIVE
EN220068	UNLICENSED VEHICLES	August 17,2022 Unlicensed red sedan stored in front of barn on west side of the property. Sending a ten day correction letter. gfk	08/17/2022	8311 ELLIS CREEK DR	U -07-13-227-016	ACTIVE
EN220072	BLIGHT	<p>August 30, 2022 Large wood pallets stored on east side of the building. Left a note to remove last week. No change. Sending a ten day correction letter. gfk</p> <p>September 12, 2022 Pallets are gone. case resolved. gfk</p>	08/30/2022 09/12/2022	589 BROADWAY RD	U -07-17-181-001	CLOSED

EN220074	ILL SIGNS	September 1, 2022 Flashing "OPEN" sign in window. Spoke to owner about Springfield sign code provisions. He said he would change it. gfk Septemer 6, 2022 Sign no longer flashes. Case resolved. gfk	09/06/2022	09/06/2022	9709 DIXIE	U -07-14-101-026	CLOSED
EN220076	PROPERTY MAINTENANCE VIOLATION	September 7, 2022. Wooden fence bordering Broadway continues to be in disrepair. Sending a ten day correction letter. gfk September 19, 2022 Missing boards replaced. Case resolved. gfk	09/07/2022	09/19/2022	358 BROADWAY	U -07-17-126-009	CLOSED
EN220079	COMPLAINT	September 8, 2022 trailer and boat stored on vacant land. gfk September 9, 2022 trailer and boat are gone.	09/09/2022	09/09/2022	7888 JARDINE	U -07-17-328-001	CLOSED
EN220080	COMPLAINT	September 9, 2022 Received complaint about new fence at this property: wrong side of fence facing adjoining property, 6 foot fence extends to front property line. Left code provisions and my card in front door, no answer to door bell or my knock. gfk September 12, 2022, no message from owner. 8:30 AM owner came in to see me. Won't change the fence. Wants to go to court. gfk	09/12/2022		10814 BIG LAKE RD	U -07-22-351-034	ACTIVE
EN220081	BLIGHT	September 9, 2022 Tires, trash, mower, cinder blocks, and pickup truck with rear end up on jack stands. Sending a ten day correction letter regarding blight, and vehicle repair or removal. GFK September 26, 2022 truck still on jack stands, mowing equipment and miscellaneous items remain in front of the garage. Sending a seven day enforcement letter. gfk	09/13/2022		11080 ANDERSONVILLE RD	U -07-22-304-001	ACTIVE
EN220082	COMPLAINT	September 12, 2022 Owner installed a 6 foot fence, with nice side facing the wrong way, and extending to the front property line. I met with him, and supervisor met with him. He has agreed to correct the violation. I will monitor. GFK	09/15/2022		10814 BIG LAKE RD	U -07-22-351-034	ACTIVE

EN220083	BLIGHT	September 26, 2022 Couch has been left at roadside for about two weeks. Called and left a message with owner to remove the couch. gfk	09/28/2022	09/28/2022	12975 ANDERSONVILLE	U -07-17-301-003	CLOSED
		September 28, 2022 couch has been removed. Case resolved. gfk					



MEMO

TO: Township Board

FROM: Joan Rusch, Planning Administrator

DATE: October 5, 2022

RE: **L'Esperance Code Enforcement Report**

Ordinance Officer L'Esperance has been stranded in Florida and is unable to provide a report in time for the board packets. His monthly report will be available at the board meeting.

[<- Totals](#)

Ordinance Report 9/1/22 to 9/30/22 L'Esperance

Number	Category	Complaint	Opened	Closed	Address	Parcel Number	Status
EN210089	COMPLAINT	7/21/21 COMP REC REF LONG GRASS/WEEDS GROWING UNDER/AROUND 2 PARKED ENCLOSED SEMI TRAILERS ON PROP. UPON INV. I OBSERVED THE 2 TRAILERS PARKED PARALLEL TO WHITE LAKE RD APPROX. 10 FEET F/THE CYCLONE FENCE. THE PROP IS ZONED LIGHT INDUSTRIAL AND IS APPROX. 3.75 ACRES. THEREFORE THE GRASS/WEED ORD DOES NOT APPLY. I SPOKE W/THE OWNER ON 7/22/21 AND ADVISIED HIM THAT CURRENT ORD REQUIRES THAT THE TRAILERS BE OBSCURED BY A WALL OR FENCE AT LEAST 6 FT IN HGT. THE OWNER STATED HE WAS STORING THE TRAILERS THERE TEMPORARILY AND WILL MOVE THEM. HE REQ. TIME TO DO SO. 9/16/21 EXCAVATORS/ DUMP TRUCKS ON SITE IMPROVING PROP. TRLRS STILL IN SITE. 9/29/21 PER OWNER HE WILL BE ABLE TO MOVE THEM SOON. 8/18/22 MATL HANDLER/SIFTER OBS. ON SITE. PHOTOS TKN SUP. MOREAU ADVISED. PER SUP. OWNER WAS CONTACTED AND DIRECTED TO MAKE APPT. FOR SITE PLAN. OWNER COMPLIED AND MET W/SUP. MOREAU.	07/22/2021	09/07/2022	8354 WHITE LAKE RD	U -07-36-451-021	CLOSED
EN220023	COMPLAINT	4/13/22 SUP. MOREAU ADVISED ME OF MULTIPLE COMPLAINTS F/RESIDENTS IN THE AREA OF 9740/9750 DIXIE HWY WHERE TENANTS F/THESE ADDRESSES HAVE ALLEGEDLY BEEN INVOLVED IN A HOME INVASION AND SEVERAL LOOSE DOG COMPLAINTS. PREVIOUS INVESTIGATIONS HAVE REVEALED BLIGHT ISSUES W/TENANTS. ON 4/13/22 AT APPROX. 1200 HRS. I INSPECTED THE PROPERTY TAKING PHOTOS AND VIDEOS ON MY TWP. CELL PHONE. THE INSPECTION CONFIRMED CONTINUAL ISSUES W/BLIGHT ON THE PROPERTY INCLUDING THE FOLLOWING ITEMS OUTSIDE ON THE SIDEWALK AND PARKING LOT: INDOOR CHAIRS/TABLES NOT APPLICABLE FOR OUTDOOR USE, BARBECUE GRILLS, GARBAGE CANS (DUMPSTER ON SITE), FISHING GEAR, TACKLE BOX,AUTOMOTIVE FLOOR JACK, PLASTIC STORAGE BINS, CARDBOARD BOXES, PLASTIC BUCKETS, TOOL BOXES, BICYCLES AND SCOOTER, SNOWBLOWER, LARGE RED STEEL STORAGE CABINET, STEEL AUTO/TRUCK RIMS, 4 GAS CANS (PLASTIC). IN ADDITION A FIREPIT ON PROPERTY WAS OBSERVED W/PALLET WOOD AND CONSTRUCTION WOOD ADJACENT TO IT. I OBSERVED SMOKE EMANATING FROM THE PIT INDICATING A RECENT FIRE. (NOTE: TWP. ORD. DOES NOT ALLOW FOR THE BURNING OF COST. WOOD). IN THE AREA OF THE DUMPSTER WERE 2 TIRES, AN OLD VANITY, MOBILE BASKET BALL BACKBOARD AND OTHER DEBRIS. IN THE REAR AND SIDE OF THE 9740 BLDG AND GARAGE I OBSERVED SEVERAL FENCE PRIVACY PANELS LYING ON THE GROUND INSIDE THE FENCED IN AREA. (CYCLONE FENCE). ON 4/20/22 I SPOKE W/OWNER ABOUT THE ABOVE ISSUES AND REQUESTED A MEETING. 4/21/22 CONTACT AGAIN MADE W/OWNER. A MEETING AT TWP. OFFICES IS SCHEDULED FOR 5/10/22 W/MYSELF AND SUP. MOREAU. 5/10/22 1430 HRS. SUP. MOREAU, THE COMPLEX OWNERS (HUSBAND/WIFE), A CONCERNED BORDERING PROP. OWNER AND I MET IN TWP. CONF. RM. PER MY TREQ. OWNERS PROVIDED US W/THEIR STANDARD LEASE AND IN ADDITION A POSTING TO RESIDENTS WHICH ADDRESSED TO THEIR RESIDENTS MANY OF THE AFOREMENTIONED ISSUES. SUP. MOREAU ADDRESSED THESE ISSUES AND EXPLAINED THE TWP. EFFORTS TO BEAUTIFY THE DIXIE HGWY CORRIDOR. I INSPECTED THE PROP. EARLIER THIS DATE AND NOTED EFFORTS ARE BEING MADE TO IMPROVE W/MORE WORK NEEDED. THE OWNERS DISCUSSED A PRIVACY FENCE AROUND PROPERTY TO HELP RESOLVE ISSUES. THEY INDICATED THEY WILL EXPLORE THIS OPTION. SUP. MOREAU ADVISED THAT A PROPOSAL FOR THE FENCE WOULD BE WELCOMED. THE OWNERS ADVISED THAT IF THEY ARE MADE AWARE OF DRUG USE BY TENANTS IT IS CAUSE FOR EVICTION. THEY REQUESTED ASSISTANCE IN BEING MADE AWARE OF THESE VIOLATIONS AS WELL AS ANY TENANTS INVOLVED IN CRIMINAL ACTIVITY. I ADVISED OWNERS I WOULD ASSIST AND LIASON BETWEEN THEM AND OCSD AND SPRINGFIELD TWP. FIRE/EMS. SUP. MOREAU CONTACTED CHIEF FEICHTNER AND REQ. A REPORT ON STFD RUNS TO APT. COMPLEX. 6/29/22 UPDATE ON PROGRESS MADE. THE TENANT INVOLVED IN THE HOME INVASION HAS BEN EVICTED. THE TENANT WHO WAS CONDUCTING A SCRAP METAL OPERATION AND USING PARKING LOT TO STORE METAL SCRAP HAS BEEN EVICTED AS WELL. AS A RESULT MANY ITEMS CONTRIBUTING TO THE BLIGHT SITUATION HAVE BEEN REMOVED. 7/13/22 SPOKE W/OWNER BY PH. REF. LONG/GRASS WEEDS AND ADDITIONAL CLEANUP. OWNER STATED LAWN MAINT. CO. SHOULD BE OUT THIS DATE. 7/14/22 GRASS CUT.	04/21/2022		9740 DIXIE & 9750	U -07-14-176-003	ACTIVE

EN220033	COMPLAINT	5/10/22 COMP REC REF GARAGE ON PROP. 5/11/22 SPOKE W/OWNER AT RES. ABOUT GARAGE W/TREE ON IT AND REFUSE ON DRIVEWAY. OWNER WAS PROVIDED W/TWP. CLEANUP DAY FLIER AND HE STATED HE WILL UTILIZE CLEANUP DAY TO HELP RESPOLVE ISSUES. HE ADVISED THAT HE WILL TEAR DOWN GARAGE IN APPROX. 1 MONTH. 5/26/22 GARAGE DEMOLISHED, DEBRIS STILL ON SITE. 9/14/22 OBS. SOME PROGRESS BEING MADE, OWNER ADVISED HIS PLAN IS TO COMPLETE CLEANUP IN FALL.	05/12/2022		11801 SCOTT	U -07-21-351-002	ACTIVE
EN220070	COMPLAINT	8/9/22 COMP. REC. F/OWNERS NEIGHOR REF. OWNERS LAWN SERVICE CUTTING PAST THE PROP. LINE AND TEARING UP HER LAWN. IN ADDITION COMP. STATED OWNER IS RUNNING A BUS. F/RES. ON 8/10/22 I SPOKE W/COMP. AND ADVISED HER I WOULD CK THE PROP. UPON MY RETURN F/LEAVE ON 8/17/22. ON 8/17/22 AT APPROX. 1220 HRS. I MADE CONTACT W/OWNER AND DISCUSSED THE COMP. THE OWNER SHOWED ME WHERE HIS LAWN SERVICE CUT PAST THE PROP. LINE. I OBERVED THAT MOST OF THIS WAS IN THE ROAD RIGHT OF WAY AND THAT THE LAWN SERVICE HAD TAKEN STEPS TO RESOLVE THE ISSUE. IN REGARD TO THE HOME OCCUPATION, I DID NOT OBSERVE ANYTHING THAT WOULD BE CONSIDERED A VIOL. OF THE TWP. ORD. THE COMP. MENTIONED A DUMPSTER ON THE PROP. WHICH IS CURRENTLY ALLOWED. I WILL MONITOR THE SITUATION TO MAKE SURE THE RES. IS IN COMPLIANCE. CONTACT W/COMP. WAS ATTEMPTED W/NEG. RESULT. IT APPEARS THAT THE COMP. HAS BEEN RESOLVED.	08/23/2022	09/15/2022	9328 CHERRYWOOD RD	U -07-11-401-011	CLOSED
EN220073	ACTIVE FILE	8/30/22 AT APPROX. 1000 HRS. I OBSERVED A CAMPER APPROX. 25 ' IN LENGTH PARKED IN THE S/E CORNER OF THE KROGER PLAZA. THE CAMPER WAS DETACHED FROM ANY VEH. AND WAS BLOCKING IN A SMALL FLATBED TRAILER AND A 2ND SMALL ENCLOSED TRLR. A WHITE FORD ECONOLINE VAN WAS PARKED IN FRONT OF THE CAMPER AT A 90 DEGREE ANGLE. UPON KNOCKING ON THE CAMPER DR I REC. NO ANSWER OTHER THAN THE SOUND OF A DOG BARKING INSIDE. I CALLED OCSD DEP. MELLADO WHO ARRIVED ON SCENE AND RAN REG. PLATES ON THE CAMPER, TRLRS AND VEHS. A TX WAS MADE TO THE PROP. OWNER WHO STATED HE HAD NOT GIVEN PERMISSION FOR ANYONE TO PARK THEIR CAMPER AND TRLRS. THE PROP. OWNER REQ. THAT THE VEHS/TRLR/CAMPER BE TAGGED BY OCSD. DEP. MELLADO TAGGED SAME WITH NOTICE REQ. REMOVAL WITHIN 48 HRS. IN ADDITION TO THE ABOVE VEHS ANOTHER GREY CHEVY ENVOY PARKED NEXT TO THE FORD VAN WAS DETERMINED TO BE OWNED BY THE SAME FAMILY. I WILL MONITOR SITUATION UNTIL THE CAMPER/VEHS ARE REMOVED. 9/1/22 CONF. CAMPSITE HAS BEEN VACATED.	08/30/2022	09/06/2022	9685 DIXIE	U -07-14-101-023	CLOSED

EN220075	COMPLAINT	9/1/22 COMP. REC. REF. A POSSIBLE HOME OCCUPATION AT RES. 9/6/22 AT APPROX. 1140 HRS. I SPOKE W/OWNER AT HIS RES. I OBSERVED A LONG ENCLOSED TRLR IN THE DRIVEWAY AND IN ADDITION A SINGLE CAR TRLR. IN FRT OF THE GARAGE WERE 7 MINI COOPER RACE CARS. THE OWNER STATED THAT HE RACES THE CARS HIMSELF. HE ROTATES THEM FOR DIFFERENT RACES AND HAS STORAGE IN HOLLY AND TOLEDO OHIO. HE AGREED TO REMOVE THE TRLRS AND SEVERAL VEHS BY NEXT WEEK. IT SHOULD BE NOTED THAT THE GRAPHICS ON THE LONG TRLR WERE FOR A PRIOR BUS. HE OWNED THAT FOLDED DURING THE PANDEMIC. 9/14/22 OWNER HAS REMOVED THE ENCLOSED TRLR AND 2 RACE CARS. WILL CONTINUE TO MONITOR.	09/06/2022	12391 CARRIAGE TRAIL DR	U -07-08-427-010	ACTIVE
EN220077	COMPLAINT	COMP. REC. REF. 2 STORAGE CONTAINERS ON PROP. 9/6/22 AT APPROX. 1330 HRS. I SPOKE W/OWNER ABOUT THE STORAGE CONTAINERS. HE STATED HE IS TEMPORARILY STORING TOOLS AND WILL MAKE ARRANGEMENTS TO REMOVE THE CONTAINERS F/PROP. OWNER RECENTLY HAD SURGERY FOR A LONGTERM CHRONIC DISEASE AND WILL NEED TIME TO RESOLVE ISSUES.	09/07/2022	9190 BIG LAKE RD	U -07-23-400-016	ACTIVE
EN220078	COMPLAINT	9/8/22 COMP. REC. REF. THE ODOR OF MARIJ. EMANATING F/PROP. WHICH HAS BEEN PERMITTED AS A MEDICAL MARIJ. CULTIVATION FACILTY BY TWP. ORD. IN ADDITION THERE IS A SECONDARY COMP. OF LONG NOXIOUS WEEDS. ON 9/8/22 AT APPROX. 1000 HRS. I PULLED INTO THE DRIVEWAY WHICH IS SECURED WITH A GATE. AT THAT TIME I COULD NOT SMELL ANY UNUSUAL ODOR. I MADE CONTACT WITH BOTH THE OWNER AND TENANT OF THE PROP. LATER BY PHONE. THE TENANT ADVISED THAT THE AIR FILTRATION SYSTEM FOR THE CULTIVATION BLDG. IS NOT CURRENTLY IN USE DUE TO ALL PLANTS BEING LESS THAN 12 INCHES WITH NO FLOWERS PRESENT. HE STATED THERE SHOULD BE NO ODOR. I ASKED HIM IF JHE COULD BE DESENSITIZED TO THE ODOR. HE AGREED THAT IS POSSIBLE AND STATED THAT HE WILL BEGIN TO RUN THE AIR FILTRATION SYSTEM 24 HRS. A DAY. IN ADDITION HE STATED HE WILL CUT THE GRASS/WEEDS EARLY NEXT WEEK UPON HIS RETURN. HE ALSO AGREED TO AN INSP. ON 9/14/22 OR 9/15/22 TO ASCERTAIN IF HE HAS RESOLVED THE ISSUES. 9/13/22 REC. TX F/TENANT ADVISING THAT THE AIR SCRUBBERS ARE ON AND THAT A LAWN SERVICE WILL BE OUT TO CUT GRASS/WEEDS. INSP. RESCHEDULED UNTIL AFTER MY RETURN F/LEAVE.	09/08/2022	7559 ORMOND & 7555	U -07-18-451-018	ACTIVE



Springfield Township Fire Department Monthly Report October 2022

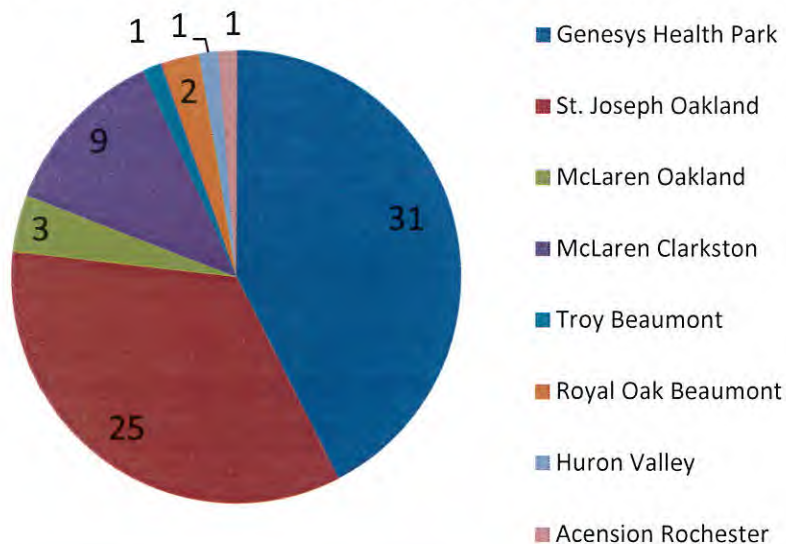
Operations

Incidents	September 2022	YTD	September 2021	YTD
Medicals	77	637	78	676
Fires	2	28	0	25
MVA	13	71	10	86
False Alarms	6	38	4	37
Other	22	259	29	338
Total	120	1033	121	1162

Current month:

73 Transports (67 STFD, 3 Groveland, 2 ITFD, 1 NOCFA) 52 ALS and 14 BLS.
3 Mutual Aids (1 to Groveland, 1 to White Lake, 1 to NOCFA)

Destination Hospitals for Patients



Incidents by district:

Station # 1:	32
Station # 2:	68
Station # 3:	20

Incidents per shift:

Shift 1 (6a-6p):	80
Shift 2 (6p-6a):	40

Incidents of Significance

- a) Incident 22-0915: Mutual Aid to NOCFA for a house fire
- b) Incident 22-0951: Mutual Aid to Groveland for a medical
- c) Incident 22-0996: Mutual Aid to White Lake for a house fire

Administration

General/Recruitment/Retention

- a) The County informed departments that new radio system would not be going live until the first half of 2023. Training for "trainers" on the new system has started. We will need to purchase at least ten (10) additional portable radios sometime next year.
- b) Two (2) applications were received for paid-on-call FFs. Interviews were conducted and background checks have begun. One (1) has been hired and one was not.
- c) EMS billing continues with Star EMS and we receive reimbursement regularly.
- d) The facilities committee has started working to prepare for facility renovations at Stations #1 and #2.
- e) Our yearly NFPA mandated gear inspection and repair process will be concluding with the vendor the beginning of October.
- f) Interviews have started for the millage funded full time positions. Recommendations will be going to the Board in November.

Buildings/Grounds/Maintenance

- a) Repairs and maintenance include some landscape work, monthly preventative maintenance at each station, and several small repairs.
- b) We will be looking at solutions to repair the washing out of the gravel at the rear of Station #1 which will negatively affect parking lot stability if not fixed.
- c) Pest control sprayed at the stations.
- d) Plumbing repair work was completed at Station #2.

Apparatus/Equipment

- a) Medic 1 had tires replaced.
- b) Medic 1 had a new windshield installed.
- c) Brush 2 had a new battery installed.
- d) A major air leak on Engine 2 was worked on by R&R Fire Truck Repair. It was found to have an air manifold leaking under the dash.
- e) The pressure relief valve was loose and fixed on Tanker 2.

Training

- a) September 19: Fire Training – Pump operations lecture and practical.
- b) Seven (7) members are to be enrolled in paramedic school at Genesys.
- c) Two (2) members are currently in the process for paramedic testing.

- d) Two (2) members are currently enrolled in NFPA Inspector I training.

Awards/Kudos

- a) Thank you to everyone for their steadfast responses to cover the second Medic truck as last month was busy with back-to-back calls.
- b) Kudos to FF/EMT J. Warner on passing his national paramedic certifying written exam. He now will start prepping for the practical portion of the exam.

Miscellaneous

- a) Grant number EMW-2018-FF-00351 was awarded to renew our current staffing and recruiting grant. We are actively managing this grant and have submitted our most recent required Federal Financial report.
- b) We are awaiting the closeout module for the regional FEMA COVID grant for PPE-respirators with eighteen (18) other departments.
- c) Several grants had quarterly/yearly reporting requirements due. These were completed and submitted.

Fire Prevention/Community Fire and Life Safety

- a) We conducted six (6) fire safety inspections.
- b) September 12th, we were present for a fire drill at Springfield Plains Elementary.
- c) September 19th, we participated in a fire drill at Davisburg Elementary.

Respectfully submitted,
J. David Feichtner, Fire Chief
October 5, 2022

COUNTY OF OAKLAND
OFFICE OF THE SHERIFF

MICHAEL J. BOUCHARD



Springfield Township Substation

To: Springfield Township Board
From: Sgt. D. Bach – Substation Commander
Date: 9/30/2022
Re: Substation Report for September 2022

The following is a summary of the activities of the Oakland County Sheriff's Office Springfield Township Substation for September 2022:

Detective Bureau

Detectives – Sgt. D. Bach – Substation Commander
Detective Andrew Martinez

Court Appearances: 1
Court Appearances – YTD: 29
New Cases: 11
Total Cases Closed: 8
Total Cases Closed – YTD: 64
Warrants Sent to Prosecutors Office: 6
CPS Referrals: 2
CPS Referrals – YTD: 33

COUNTY OF OAKLAND
OFFICE OF THE SHERIFF

MICHAEL J. BOUCHARD



Road Patrol

CALLS FOR SERVICE:

Total Dispatched Calls: 803
Total Dispatched Calls – YTD: 6,319

Violations (to include criminal appearance violations and traffic warning tickets)

Monthly Warnings: 72
Monthly Violations: 68
Violations – YTD: 593

**Monthly Stat Reports Attached – To include tickets, monthly summary of offenses and top 20 offenses.

DB
Cc: Township Board

CLR-065 Monthly Summary Of Offenses (OS)

City:Springfield Twp-SPT



Search Criteria: (This report counts for offenses but excludes UCR status of 'Unfounded'.)

Month: September

Year: 2022

City: Springfield Twp-SPT

CLR-065 Monthly Summary Of Offenses (OS)
City:Springfield Twp-SPT

CLASS	Description	Sep/2022	Sep/2021	% CHG	YTD 2022	YTD 2021	% CHG	ADULT		JUV		Total	
								Sep/2022	YTD	Sep/2021	YTD	Sep	YTD
11001	SEXUAL PENETRATION PENIS/VAGINA -CSC IST DEGREE	0	0	0%	1	0	0%	0	0	0	0	0	0
13001	NONAGGRAVATED ASSAULT	2	3	-33.3%	14	28	-50%	1	6	0	1	1	7
13002	AGGRAVATED/FELONIOUS ASSAULT	0	1	-100%	1	3	-66.6%	0	1	0	0	0	1
13003	INTIMIDATION/STALKING	0	1	-100%	1	3	-66.6%	0	0	0	0	0	0
22001	BURGLARY -FORCED ENTRY	0	0	0%	5	2	150%	0	2	0	0	0	2
22002	BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	0	0%	2	2	0%	0	0	0	0	0	0
23003	LARCENY -THEFT FROM BUILDING	0	0	0%	0	6	-100%	0	1	0	0	0	1
23005	LARCENY -THEFT FROM MOTOR VEHICLE	5	1	400%	14	4	250%	0	0	0	0	0	0
23006	LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	2	-100%	4	12	-66.6%	0	0	0	0	0	0
23007	LARCENY -OTHER	1	1	0%	4	11	-63.6%	0	0	0	0	0	0
24001	MOTOR VEHICLE THEFT	0	1	-100%	4	6	-20%	0	2	0	0	0	2
25000	FORGERY/COUNTERFEITING	1	0	0%	2	1	100%	0	1	0	0	0	1
26001	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	1	0	0%	3	2	50%	0	1	0	0	0	1
26002	FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	1	0	0%	3	5	-40%	0	0	0	0	0	0
26005	FRAUD -WIRE FRAUD	0	0	0%	1	0	0%	0	0	0	0	0	0
26007	FRAUD - IDENTITY THEFT	1	1	0%	3	6	-50%	0	0	0	0	0	0
27000	EMBEZZLEMENT	0	0	0%	1	0	0%	0	0	0	0	0	0
29000	DAMAGE TO PROPERTY	1	2	-50%	9	8	12.5%	0	1	0	1	0	2
30002	RETAIL FRAUD -THEFT	0	0	0%	0	1	-100%	0	0	0	0	0	0
35001	VIOLATION OF CONTROLLED SUBSTANCE ACT	0	0	0%	0	2	-100%	0	0	0	0	0	0
52001	WEAPONS OFFENSE- CONCEALED	0	0	0%	1	0	0%	0	0	0	0	0	0
72000	ANIMAL CRUELTY	0	0	0%	0	4	-100%	0	0	0	0	0	0
Group A Totals		13	13	0%	73	105	-30.4%	1	15	0	2	1	17
41002	LIQUOR VIOLATIONS -OTHER	2	0	0%	2	0	0%	1	1	0	0	1	1

CLR-065 Monthly Summary Of Offenses (OS)
City:Springfield Twp-SPT

CLASS	Description	Sep/2022	Sep/2021	% CHG	YTD 2022	YTD 2021	% CHG	ADULT		JUV		Total	
								Sep/2022	YTD	Sep/2021	YTD	Sep	YTD
48000	OBSTRUCTING POLICE	0	0	0%	3	2	50%	0	2	0	0	0	2
50000	OBSTRUCTING JUSTICE	0	0	0%	4	7	-42.8%	0	3	0	0	0	3
53001	DISORDERLY CONDUCT	0	0	0%	2	1	100%	0	2	0	0	0	2
53002	PUBLIC PEACE -OTHER	0	0	0%	1	3	-66.6%	0	1	0	0	0	1
54002	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	4	0	0%	15	4	275%	4	13	0	1	4	14
55000	HEALTH AND SAFETY	0	0	0%	0	1	-100%	0	0	0	0	0	0
57001	TRESPASS	0	1	-100%	1	3	-66.6%	0	0	0	0	0	0
57002	INVASION OF PRIVACY -OTHER	0	0	0%	1	0	0%	0	0	0	0	0	0
70000	JUVENILE RUNAWAY	0	0	0%	1	0	0%	0	0	0	0	0	0
73000	MISCELLANEOUS CRIMINAL OFFENSE	0	0	0%	0	2	-100%	0	0	0	0	0	0
Group B Totals		6	1	500%	30	23	30.43%	5	22	0	1	5	23
2800	JUVENILE OFFENSES AND COMPLAINTS	1	3	-66.6%	12	11	9.090%	0	0	0	0	0	0
2900	TRAFFIC OFFENSES	2	5	-60%	19	39	-51.2%	1	2	0	0	1	2
3000	WARRANTS	1	2	-50%	3	8	-62.5%	1	3	0	0	1	3
3100	TRAFFIC CRASHES	32	29	10.34%	220	212	3.773%	0	0	0	0	0	0
3200	SICK / INJURY COMPLAINT	29	19	52.63%	251	221	13.57%	0	0	0	0	0	0
3300	MISCELLANEOUS COMPLAINTS	159	171	-7.01%	1433	1443	-0.69%	0	1	0	0	0	1
3400	WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	0%	3	1	200%	0	0	0	0	0	0
3500	NON - CRIMINAL COMPLAINTS	403	334	20.65%	3379	4328	-21.9%	0	0	0	0	0	0
3700	MISCELLANEOUS TRAFFIC COMPLAINTS	108	62	74.19%	545	609	-10.5%	0	0	0	0	0	0
3800	ANIMAL COMPLAINTS	6	2	200%	42	43	-2.32%	0	0	0	0	0	0
3900	ALARMS	13	20	-35%	180	182	-1.09%	0	0	0	0	0	0
Group C Totals		754	647	16.53%	6087	7097	-14.2%	2	6	0	0	2	6
4000	HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	0	0%	8	3	166.6%	0	0	0	0	0	0
4300	LICENSE / TITLE / REGISTRATION CITATIONS	0	0	0%	2	0	0%	0	0	0	0	0	0
4600	LIQUOR CITATIONS / SUMMONS	0	0	0%	1	0	0%	0	0	0	0	0	0
Group D Totals		0	0	0%	11	3	266.6%	0	0	0	0	0	0
5000	FIRE CLASSIFICATIONS	3	1	200%	9	5	80%	0	0	0	0	0	0

CLR-065 Monthly Summary Of Offenses (OS)

City:Springfield Twp-SPT

CLASS	Description	Sep/2022	Sep/2021	% CHG	YTD 2022	YTD 2021	% CHG	ADULT		JUV		Total	
								Sep/2022	YTD	Sep/2021	YTD	Sep	YTD
5100	18A STATE CODE FIRE CLASSIFICATIONS	0	0	0%	1	1	0%	0	0	0	0	0	0
Group E Totals		3	1	200%	10	6	66.66%	0	0	0	0	0	0
6000	MISCELLANEOUS ACTIVITIES (6000)	5	3	66.66%	12	16	-25%	0	0	0	0	0	0
6100	MISCELLANEOUS ACTIVITIES (6100)	1	0	0%	1	1	0%	0	0	0	0	0	0
6300	CANINE ACTIVITIES	0	0	0%	3	5	-40%	0	0	0	0	0	0
6700	INVESTIGATIVE ACTIVITIES	12	5	140%	67	54	24.07%	0	0	0	0	0	0
Group F Totals		18	8	125%	83	76	9.210%	0	0	0	0	0	0
City : Springfield Twp Totals		794	670	18.50%	6294	7310	-13.8%	8	43	0	3	8	46

CLR-1885 - CFS Listing (OS)
City : Springfield Twp.
CFS Dates :9/1/2022 to 9/30/2022

Top 20 Offenses

Reported Offense Code	Reported Offense Description	CFS Count	Verified Offense Code	Verified Offense Description	CFS Count
L3501	Area Check / Extra Patrol - OS	393	L3501	Area Check / Extra Patrol - OS	379
C3730	Traffic Complaint / Traffic Miscellaneous A Complaint	90	C3730	Traffic Complaint / Traffic Miscellaneous A Complaint	90
C3332	Assist Fire Department	85	C3332	Assist Fire Department	71
C3324	Suspicious Circumstances	21	C3336	Assist Citizen	21
C3336	Assist Citizen	17	C3324	Suspicious Circumstances	18
C3312	Neighborhood Trouble	15	C3299	Welfare Check	13
C3145	Property Damage Traffic Crash PDA	14	C3145	Property Damage Traffic Crash PDA	13
C3299	Welfare Check	13	C3999	Alarms All Other	10
C3155	Personal Injury Traffic Crash PIA	11	L6701	Follow Up - OS	9
C3999	Alarms All Other	11	C3312	Neighborhood Trouble	8
L6701	Follow Up - OS	11	L3503	BOL - Be On the Lookout - OS	8
C3704	Traffic Complaint / Abandoned Auto	9	C3704	Traffic Complaint / Abandoned Auto	8
L3598	911 Welfare Check - OS	8	C3155	Personal Injury Traffic Crash PIA	7
C3330	Assist Other Law Enforcement Agency	8	C3702	Traffic Complaint / Road Hazard	7
L3503	BOL - Be On the Lookout - OS	8	L3598	911 Welfare Check - OS	7
2308	Larceny - From Building (Includes Library, Office used by Public, etc)	8	C3355	Civil Matter - Other	7
C3702	Traffic Complaint / Road Hazard	7	C3337	Assist Citizen - Vehicle Lockout	6
C3337	Assist Citizen - Vehicle Lockout	6	C3331	Assist Medical	6
L3517	Suspicious Noise - OS	6	L3517	Suspicious Noise - OS	5
C3804	Animal Complaint	5	C3804	Animal Complaint	5

Violation Summary

September 2022

CLEMIS

CITATIONS

Search Criteria:

Month :	September
Year :	2022
Citation Type:	Both
Violation Type:	Includes All
Range One:	00:00 - 07:59
Range Two:	08:00 - 15:59
Range Three:	16:00 - 23:59
Group By Violation Alias:	Yes
Division(s):	Springfield
Include Court Approved Only?	No
Count Secondary Officer's Violation?	No
Report ID:	328896
Saved:	No
Run By:	BACH, DAVID

Violation Summary

September 2022

				TIME RANGE				
Violation Description		Count	Percentage	Accident	One	Two	Three	YTD
GROVELAND TWP								
MOVING								
110 - Lane Usage		1	100 %	0	0	1	0	1
Civil Infractions	MOVING	1	100 %	0	0	1	0	1
Misdemeanors	MOVING	0	0 %	0	0	0	0	0
Misc Waived	MOVING	0	0 %	0	0	0	0	0
Total	MOVING	1	0.71 %	0	0	1	0	1
HOLLY TWP								
MOVING								
015 - Failed to Stop in Assured Clear Distance		1	100 %	1	0	0	1	1
Total	MOVING	1	0.71 %	1	0	0	1	1
NON MOVING								
210 - Other Non-Moving		1	50 %	1	0	0	1	1
211 - No Proof of Insurance		1	50 %	1	0	0	1	1
Civil Infractions	NON MOVING	2	100 %	2	0	0	2	2
Misdemeanors	NON MOVING	0	0 %	0	0	0	0	0
Misc Waived	NON MOVING	0	0 %	0	0	0	0	0
Total	NON MOVING	2	1.43 %	2	0	0	2	2
SPRINGFIELD								
DEFFECTIVE EQUIPMENT								
233 - Lights		1	100 %	0	1	0	0	1
Total	DEFFECTIVE EQUIPMENT	1	0.71 %	0	1	0	0	1
MOVING								
009 - Speeding 21+ over		1	3.85 %	0	0	1	0	1
010 - Speeding 01-05 Over		9	34.62 %	0	2	1	6	9
011 - Speeding 06-10 Over		2	7.69 %	0	0	1	1	2
012 - Speeding 11-15 Over		4	15.38 %	0	2	2	0	4
015 - Failed to Stop in Assured Clear Distance		1	3.85 %	1	0	0	1	1
016 - Fail to Use Due Care & Caution		2	7.69 %	2	2	0	0	2

Violation Summary

September 2022

Violation Description	Count	Percentage	Accident	TIME RANGE			YTD
				One	Two	Three	
060 - Traffic Signal	2	7.69 %	0	1	0	1	2
070 - Stop Sign	3	11.54 %	0	1	0	2	3
090 - Failed to Yield	1	3.85 %	0	0	0	1	1
133 - Operate Veh After Dark w/o Use Headlights	1	3.85 %	0	1	0	0	1
Total MOVING	26	18.57 %	3	9	5	12	26
NON MOVING							
191 - Suspended/Restricted/Denied Ops	1	5.88 %	0	1	0	0	1
192 - Fail to Change Address on Ops/Reg	1	5.88 %	0	1	0	0	1
201 - Expired Plate	2	11.76 %	0	0	2	0	2
204 - Impeding Traffic	11	64.71 %	2	4	2	5	11
211 - No Proof of Insurance	2	11.76 %	0	0	2	0	2
Civil Infractions NON MOVING	16	94.12 %	2	5	6	5	16
Misdemeanors NON MOVING	1	5.88 %	0	1	0	0	1
Misc Waived NON MOVING	0	0 %	0	0	0	0	0
Total NON MOVING	17	12.14 %	2	6	6	5	17
SPRINGFIELD TWP							
DEFFECTIVE EQUIPMENT							
233 - Lights	3	100 %	0	2	0	1	3
Total DEFFECTIVE EQUIPMENT	3	2.14 %	0	2	0	1	3
MOVING							
009 - Speeding 21+ over	1	2.13 %	0	0	0	1	1
010 - Speeding 01-05 Over	22	46.81 %	0	0	20	2	22
012 - Speeding 11-15 Over	4	8.51 %	0	0	1	3	4
013 - Speeding 16-20 Over	7	14.89 %	0	0	3	4	7
015 - Failed to Stop in Assured Clear Distance	5	10.64 %	4	0	2	3	5
050 - Careless Driving	1	2.13 %	1	0	1	0	1
060 - Traffic Signal	2	4.26 %	0	0	0	2	2
091 - Failed to Yield Left Turn	3	6.38 %	1	0	2	1	3
130 - Left Turn	2	4.26 %	0	0	0	2	2

Violation Summary

September 2022

Total	MOVING	47	33.57 %	6	0	29	18	47
NON MOVING								
191 - Suspended/Restricted/Denied Ops		2	4.76 %	1	0	1	1	2
193 - Expired Operator's License		1	2.38 %	0	0	0	1	1
200 - No Proof of Vehicle Registration		5	11.9 %	0	1	3	1	5
201 - Expired Plate		5	11.9 %	0	1	2	2	5
204 - Impeding Traffic		23	54.76 %	1	0	18	5	23
211 - No Proof of Insurance		6	14.29 %	0	2	2	2	6
Civil Infractions	NON MOVING	39	92.86 %	1	4	25	10	39
Misdemeanors	NON MOVING	3	7.14 %	1	0	1	2	3
Misdemeanors	NON MOVING	3	7.14 %	1	0	1	2	3
Misc Waived	NON MOVING	5	11.9 %	0	1	3	1	5
Total	NON MOVING	42	30 %	2	4	26	12	42
Total Violations		140		16	22	67	51	140
Total Tickets		86		10	12	38	36	86

Violation Summary

September 2022

Category Summary	Count	Percentage	Accident	TIME RANGE			
				One	Two	Three	YTD
GROVELAND TWP MOVING Civil Infractions	1	100 %	0	0	1	0	1
GROVELAND TWP MOVING Misdemeanors	0	0 %	0	0	0	0	0
GROVELAND TWP MOVING Misc Waived	0	0 %	0	0	0	0	0
GROVELAND TWP MOVING Total	1	0.71 %	0	0	1	0	1
MOVING Total	1	0.71 %	1	0	0	1	1
HOLLY TWP NON MOVING Civil Infractions	2	100 %	2	0	0	2	2
HOLLY TWP NON MOVING Misdemeanors	0	0 %	0	0	0	0	0
HOLLY TWP NON MOVING Misc Waived	0	0 %	0	0	0	0	0
HOLLY TWP NON MOVING Total	2	1.43 %	2	0	0	2	2
DEFFECTIVE EQUIPMENT Total	1	0.71 %	0	1	0	0	1
MOVING Total	26	18.57 %	3	9	5	12	26
SPRINGFIELD NON MOVING Civil Infractions	16	94.12 %	2	5	6	5	16
SPRINGFIELD NON MOVING Misdemeanors	1	5.88 %	0	1	0	0	1
SPRINGFIELD NON MOVING Misc Waived	0	0 %	0	0	0	0	0
SPRINGFIELD NON MOVING Total	17	12.14 %	2	6	6	5	17
DEFFECTIVE EQUIPMENT Total	3	2.14 %	0	2	0	1	3
MOVING Total	47	33.57 %	6	0	29	18	47
SPRINGFIELD TWP NON MOVING Civil Infractions	39	92.86 %	1	4	25	10	39
SPRINGFIELD TWP NON MOVING Misdemeanors	3	7.14 %	1	0	1	2	3
SPRINGFIELD TWP NON MOVING Misc Waived	5	11.9 %	0	1	3	1	5
SPRINGFIELD TWP NON MOVING Total	42	30 %	2	4	26	12	42
Total Violations	140		16	22	67	51	140
Total Tickets	86		10	12	38	36	86

COMP TIME REPORT
to
TOWNSHIP BOARD ~ October 13th, 2022

As of September 30, 2022

➤GENERAL FUND: \$1,879

Treasurer's Office 10 hours

Clerk's Office 28 hours

Supervisor's Office/2 employees 29 hours

➤ P & R FUND: \$1,020

P & R/4 employees hours

VISITS TO TOWNSHIP WEBSITE

	Visits
September 2021	2,993
September 2022	2,740

BLOCKED MALWARE DETECTIONS

Antivirus	Email System
1 (+1)	0 (-4)

DETECTED EMAIL PHISHING ATTEMPTS

August 2022	691	-636
September 2022	55	

ON-DEMAND BOARD MEETING VIEWS

September 2021	30
September 2022	62

MOST VISITED WEBPAGES

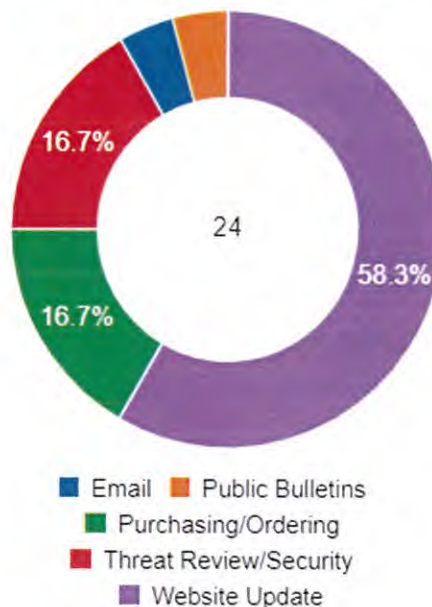
The top ten most visited website pages this month

Page	Total Views
Home page	1,295
Supervisor Updates	439
Treasurer – Property Taxes	256
Departments	244
Parks & Recreation	240
Building Department	217
Fire Department	195
Document Center	163
Minutes & Agendas	162
Parks & Recreation – Programs	147

IT HELP DESK TICKETS

	New Tickets	Open Tickets	Average Ticket Close Time
September	24	0	4 hours
August	22	0	2.5 hours

TICKET CATEGORY BREAKDOWN



NOTES

- Cybersecurity Upgrades:** Implementation of the email security gateway and endpoint detection & response software is complete – both are now being evaluated for fine tuning. The firewall data ingestions component of the system is now in progress. Overall, I am highly satisfied with the implementation process. The vendor is extremely responsive and provides excellent assistance so far.
 Note the dramatic reduction in detected phishing emails. Not sure if this is a result of our new email security gateway detecting & blocking more phishing attempts, and/or if the reporting from Microsoft is skewed by email routing through the new gateway. I will clarify this for next month.
- CGCIO Certification Program:** The first session of the CGCIO class took place Thursday, September 29. While most of the session was spent on introductions with the approximately 20 class participants, it was an encouraging start. The professor facilitating the class has an excellent teaching style, and my first impression is that the class is going to provide even more value than I anticipated. I have not received word on the scholarship application; following up on that this month.

Attended September 18-21, 2022

Michigan Government Management Information Sciences (MI-GMIS) was founded in 1980 to provide educational and networking opportunities for Information Technology professionals across the State of Michigan. Through its bimonthly roundtable meetings, newsletter, surveys, annual conference and website, members can share experiences, ideas, and information among a group of people with similar needs and interests, fostering the efficient and value-added application of information technology throughout Michigan government.

Sessions Attended:

Opening Session: Radical Resiliency During Challenging Times

Topics Discussed: This was a talk by motivational speaker Lois Barth centering on ideas like maintaining curiosity, focus, compassion, courage, and intentionality in the performance of workplace duties.

Relevance to Springfield Twp & Recommended Action: No recommendations relevant to Springfield, although I found interesting that in a part of the discussion regarding “silver linings arising from COVID”, Van Buren Township’s IT Director described his office’s move to a four-day work week, and the overwhelmingly positive response from staff, both from a “work/life balance” standpoint as well as in an increase in productivity.

Ransomware Remediation

Topics Discussed: Daniel Heidt of Access Interactive talked about the keys to prevention and remediation of ransomware events.

Relevance to Springfield Twp & Recommended Action: Ransomware looms as perhaps the biggest threat to the Township’s ability to provide service to constituents. While most of the recommendations presented have already been implemented at Springfield, there were some “test your systems/processes” suggestions that we will look at for shoring up our defenses and response plans.

Local Emergency Management Planning Considerations for IT

Topics Discussed: Therese Cremona, Emergency Manager for Livingston County, discussed best practices and strategies for Information Technology leaders to respond to local, regional, or national emergencies.

Relevance to Springfield Twp & Recommended Action: While the Township’s response plans for IT-related incidents are well-developed and updated regularly, planning for IT’s role in response to a wider emergency/disaster has been limited to informal discussion at best. A more formal, documented process should be developed to establish Township IT’s role in assisting with emergencies. This could include table-top exercises with relevant responders/officials/command personnel.

firewall), and CIS Controls (standards for assessing and improving cybersecurity practices). MS-ISAC is rolling out some new features that we may be able to take advantage of once released, as is EI-ISAC, the election infrastructure version of MS-ISAC.

Cyber Incident Response Planning

Topics Discussed: Luke Thelen of the Michigan State Police Cyber Command Center reviewed best practices for developing and updating cyber incident response plans.

Relevance to Springfield Twp & Recommended Action: Springfield's IT Service Continuity Plan contains an Incident Response Plan, which is reviewed at least annually. Mr. Thelen's presentation did note a couple of issues I will look at when the IRP is next reviewed, including the recommendation of conducting tabletop exercises with relevant staff and elected officials to familiarize all with their roles in an incident and evaluate for areas of improvement.

Another interesting topic was that the Michigan Cyber Civilian Corps, a group of trained civilian technical experts who individually volunteer to provide rapid response assistance to the State of Michigan in the event of a critical cyber incident, is looking to add local government IT professionals to their ranks to provide a better perspective of what smaller municipalities face in the event of a cybersecurity incident. While not something I would volunteer for until I finish the CGCIO program, in the future this might be an interesting opportunity to be involved in cybersecurity response training, gaining education potentially beneficial to the Township as well as possibly reciprocating with assistance to other communities in times of need.

Government Breaches

Topics Discussed: Andy Brush, State of Michigan Director of Cyber Partnerships, facilitated a discussion about government breach responses, particularly on the PR side.

Relevance to Springfield Twp & Recommended Action: This session highlighted the need for a municipality's staff and elected officials to be on the same page during a breach, especially in the messages delivered to the public. While Springfield has Continuity of Service (disaster recovery) and Incident Response plans, a vital area for improvement would be to hold a session, perhaps including a tabletop incident simulation & response, for relevant staff and Township officials. A discussion of potential pre-planned public statements/responses to potential breach scenarios would seem to be beneficial as well.

Horton Hears a Hacker: A Seussian Tour of Vulnerability Management

Topics Discussed: T.J. Fields of Oakland County discussed the importance of regular vulnerability scanning and how to prioritize improvements.

Relevance to Springfield Twp & Recommended Action: Springfield performs regular automated vulnerability scanning via antivirus software, and the new cybersecurity platform being implemented will incorporate a higher degree of scanning, analyzing data from firewall traffic as well. We don't really discover enough vulnerabilities to require prioritization of discovered vulnerabilities (they are infrequent



Field Activities: We had a busy and varied month of field activities in September. We worked on invasive species treatments, forestry mowing, ecological monitoring, and seed collection.

We utilized contractors from GEI, Inc and Cardno, Inc for our invasive species treatments which focused on foliar treatments for species including phragmites, purple loosestrife and glossy buckthorn. We also had our forestry mowing contractor, Habitat Restoration LLC, out on site to mow upland habitats that we are managing as prairies and savannas. The forestry mower helps to reduce the density and abundance of shrubs and small diameter trees that can encroach on our upland prairie and savanna habitats. All our field activities associated with habitat restoration occurred at the Shiawassee Basin Preserve (SBP) and adjacent properties. Much of this was in support of our National Fish and Wildlife Foundation 'Sustain Our Great Lakes' grant, as well as spending down our remaining Michigan DNR Wildlife Habitat Grant Program funding. In total, approximately 30 acres of habitats were treated in September.

We also had several ecological monitoring projects underway in September and utilized our conservation partners to assist with these efforts. Michigan Natural Features Inventory (MNFI) assisted with pre and post forestry mowing monitoring, walking through the upland fields that were mowed prior to the mowing occurring and moving any reptiles and amphibians encountered out of harm's way from the mower, then following up that with checking the areas again for any incidental mortality associated with the mowing activities. We are happy to report that no rare reptiles or amphibians were encountered or observed as harmed during this activity.

MNFI also had staff out to complete their field work contracted through our 'Ecological Services Agreement' for 2022, completing the plant and natural community inventory work at River Run Preserve, and conducting a night of black lighting survey for rare moths at the SBP. The black lighting survey was a huge success, with at least 4 moth species from the genus *Papaipema* detected, including one rare species that is listed as a 'Species of Special Concern' in Michigan, the blazing star borer moth. The survey not only confirmed the presence of these species but helped to validate all of the work we do to manage our wildlife habitats on Township property. This sort of discovery can also be used to leverage future funding to continue our work. MNFI will work up a report on their survey efforts in 2022 and send it over to us by the end of the year.

In mid-September, we spent several days conducting our annual Coarse Level Metrics monitoring to track the condition of vegetation in the prairie fen habitats at the SBP. I was fortunate to get help from staff from MNFI's AmeriCorps crew, natural resources staff from Oakland County Parks and staff from Michigan State University to complete this work.

Perhaps the most interesting and unique survey opportunity that occurred in September was a fisheries survey conducted by Michigan DNR fishery biologists. We had discussed the possibility of doing a survey like this for several years and the DNR staff finally had time to send a crew out to do some experimental gill net surveys using their survey gear in our Township-owned flat bottom boat. Long Lake is inaccessible for most of their normal survey gear and equipment since there is not a boat launch on it. To the best of anyone's knowledge, there had not been a prior fisheries survey conducted on this lake. The DNR crew detected a diverse fish assemblage with pike, bluegill, largemouth bass, perch, bullhead and a population of cisco, which are a state-threatened fish species related to whitefish. The fisheries staff was elated to find this population of cisco, which require clean, deep and cold water with sufficient oxygen in the cold water depths during summer. Many inland populations of cisco have been lost or negatively impacted by shoreline development, eutrophication and other factors that can impair water quality in our inland lakes, and it had been decades since a new population had been found. This population of fish affirms all the work we have been doing to protect the water quality of the upper Shiawassee River watershed and also all of the upcoming projects we have to help

improve connectivity and restore stream habitat as well. MDNR staff will complete a formal report on this survey and send it to us later this winter.

Grants: In late September, Treasurer Dubre and I worked on our Interim Financial and Progress Reports for the National Fish and Wildlife Foundation 'Sustain Our Great Lakes' grant that we received this year. September marked the end of the first year of the grant and we are on track to complete the grant by the end of next September. If you would like a copy of the Interim Progress Report, feel free to email me and I'll send you a copy.

Other: I attended the Saginaw Bay Watershed Initiative Network's State of the Bay Conference in September. Saginaw Bay WIN provided \$20,000 in funding to us last year for restoration of the Shiawassee River on the former Hartman property where we are going to replace a failed culvert with a pedestrian foot bridge. I happily attended their biennial conference to network with conservation professionals across the Saginaw Bay watershed and learn from presentations about various issues and positive developments affecting the watershed.

Thanks for the opportunity to submit this report. Attached are a few pictures from the field in September.

-Mike Losey

Office: (248) 846-6508 / Mobile: (248) 820-9284 / Email: mlosey@springfield-twp.us

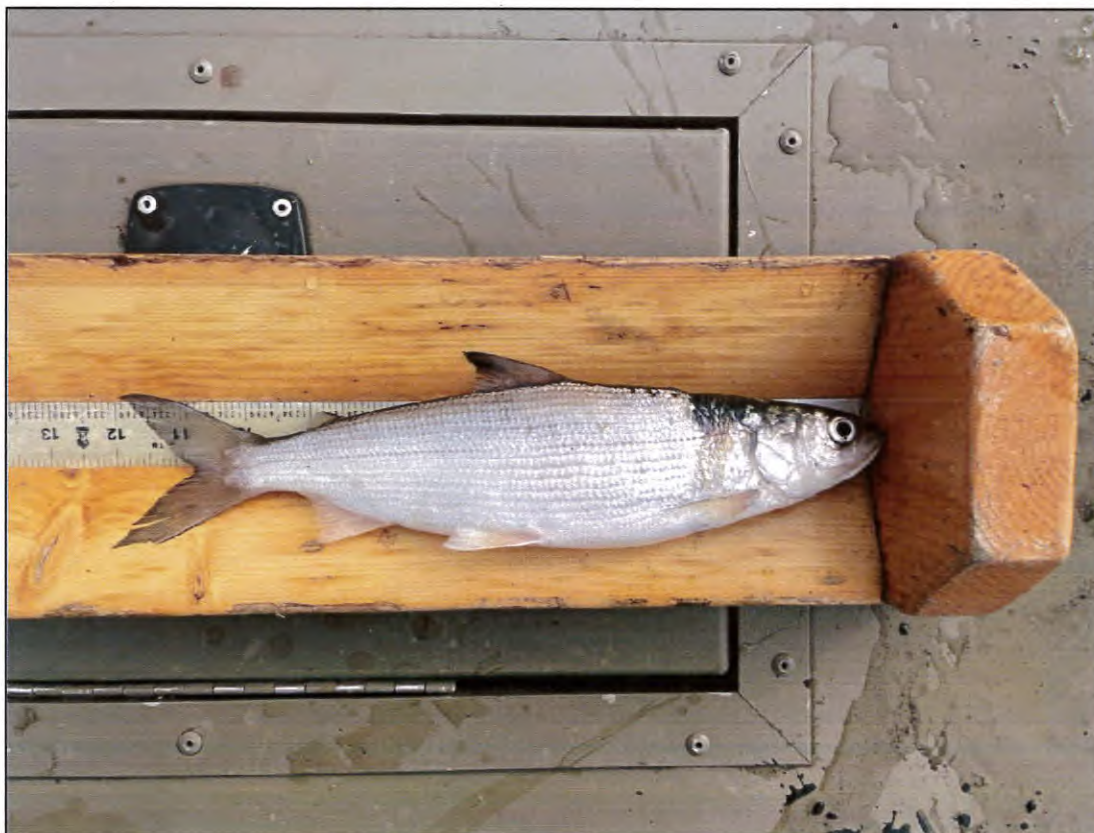
Skid steer with forestry mulching head helping to expand prairie habitats at the SBP



MNFI Staff and blacklighting survey equipment. Nocturnal moths and other insects that fly in the fall are attracted to the sheet and collected for identification. The borer moths that are of particular interest are only available for survey in the fall and we confirmed a diverse and abundant assemblage of these moths at the SBP.



Inland Cisco, (*Coregonus artedii*), are a State-Threatened species in Michigan. Inland Cisco Lakes such as Long Lake are part of the DNR's Wildlife Action Plan and a priority for conservation. Photo by MDNR Staff.



Additional Disbursements
Invoice Entry Dates 9/7/2022-9/30/2022
For Approval at October 13, 2022

GENERAL FUND

Vendor	Inv. Line Desc	Chk Date	Amount
ADT COMMERCIAL	CONSULTANTS/CONTRACT-CIVIC CTR.	09/15/22	\$ 66.31
			<u>\$ 66.31</u>
AT&T	TELEPHONE	09/15/22	\$ 197.31
			<u>\$ 197.31</u>
BASIC	FSA ADMIN FEES	09/15/22	\$ 55.25
			<u>\$ 55.25</u>
CONSUMERS ENERGY	STREET LIGHTING	09/15/22	\$ 30.17
			<u>\$ 30.17</u>
CORVID CYBERDEFENSE, LLC	IT SECURITY SERVICES	09/15/22	\$ 1,733.15
			<u>\$ 1,733.15</u>
DTE ENERGY	STREET LIGHTING	09/15/22	\$ 2,864.80
			<u>\$ 2,864.80</u>
ERIN MATTICE	MILEAGE ALLOWANCE	09/15/22	\$ 90.00
			<u>\$ 90.00</u>
QUILL CORPORATION	OFFICE SUPPLIES	09/15/22	\$ 132.99
			<u>\$ 132.99</u>
ROAD COMM. FOR OAKLAND COUNTY	GAS, OIL - TWP. TRUCKS	09/15/22	\$ 353.94
			<u>\$ 353.94</u>
ACCIDENT FUND INSURANCE COMPANY	INSURANCE & BOND	09/30/22	\$ 1,276.33
			<u>\$ 1,276.33</u>
ADKISON, NEED, ALLEN & RENTROP PLLC	TAX TRIBUNAL	09/30/22	\$ 91.00
ADKISON, NEED, ALLEN & RENTROP PLLC	ATTORNEY FEES	09/30/22	\$ 2,448.58
ADKISON, NEED, ALLEN & RENTROP PLLC	MILL POND DAM LITIGATION	09/30/22	\$ 13.00
			<u>\$ 2,552.58</u>
AMERICAN WATER	OPERATING SUPPLIES	09/30/22	\$ 52.00
AMERICAN WATER	MAINTENANCE SUPPLIES-CIVIC CENTER	09/30/22	\$ 130.50
			<u>\$ 182.50</u>
CARDMEMBER SERVICE	CONFERENCES-DUES-ETC	09/30/22	\$ 1,009.82
CARDMEMBER SERVICE	SAFETY & HEALTH	09/30/22	\$ 181.50
CARDMEMBER SERVICE	COMPUTER LICENSE & SUPPORT	09/30/22	\$ 42.40
CARDMEMBER SERVICE	COMPUTER EQUIPMENT	09/30/22	\$ 55.99
CARDMEMBER SERVICE	OFFICE SUPPLIES	09/30/22	\$ 95.46
CARDMEMBER SERVICE	MAINTENANCE SUPPLIES-CIVIC CENTER	09/30/22	\$ 52.97
CARDMEMBER SERVICE	CONSULTANTS/CONTRACT-CIVIC CTR.	09/30/22	\$ 135.90
CARDMEMBER SERVICE	CONFERENCES-DUES-ETC/ZBA	09/30/22	\$ 574.81
CARDMEMBER SERVICE	FIELD SUPPLIES	09/30/22	\$ 78.60

Additional Disbursements
Invoice Entry Dates 9/7/2022-9/30/2022
For Approval at October 13, 2022

			<u>\$</u>	<u>2,227.45</u>
CARDNO INC.	CONTRACTUAL SERVICES	09/30/22	<u>\$</u>	<u>6,588.00</u>
			<u>\$</u>	<u>6,588.00</u>
CLARKSTON PAPER	MAINTENANCE SUPPLIES-CIVIC CENTER	09/30/22	<u>\$</u>	<u>225.48</u>
			<u>\$</u>	<u>225.48</u>
CLEAN TEAM, INC	CUSTODIAL SERVICES	09/30/22	<u>\$</u>	<u>1,855.10</u>
			<u>\$</u>	<u>1,855.10</u>
DTE ENERGY	REPAIRS & MAINT. / 700 BROADWAY	09/30/22	<u>\$</u>	<u>140.26</u>
			<u>\$</u>	<u>140.26</u>
ERIN A. MATTICE	MILEAGE ALLOWANCE	09/30/22	<u>\$</u>	<u>70.00</u>
ERIN A. MATTICE	RECORDING SECY. SERVICES	09/30/22	<u>\$</u>	<u>160.00</u>
			<u>\$</u>	<u>230.00</u>
GEI CONSULTANTS	CONTRACTUAL SERVICES	09/30/22	<u>\$</u>	<u>10,150.85</u>
			<u>\$</u>	<u>10,150.85</u>
GFL ENVIRONMENTAL	CONSULTANTS/CONTRACT-CIVIC CTR.	09/30/22	<u>\$</u>	<u>68.43</u>
			<u>\$</u>	<u>68.43</u>
GIFFELS WEBSTER	PLANNER	09/30/22	<u>\$</u>	<u>750.00</u>
GIFFELS WEBSTER	PLAN REVIEW FEES	09/30/22	<u>\$</u>	<u>2,250.00</u>
			<u>\$</u>	<u>3,000.00</u>
HABITAT RESTORATION	CONTRACTUAL SERVICES	09/30/22	<u>\$</u>	<u>12,250.00</u>
			<u>\$</u>	<u>12,250.00</u>
INNOVATIVE OFFICE TECHNOLOGY	REPAIRS & MAINTENANCE	09/30/22	<u>\$</u>	<u>50.48</u>
			<u>\$</u>	<u>50.48</u>
KERTON LUMBER CO	MAINTENANCE SUPPLIES-CIVIC CENTER	09/30/22	<u>\$</u>	<u>59.73</u>
			<u>\$</u>	<u>59.73</u>
MAURER'S TEXTILE RENTAL	CUSTODIAL SERVICES	09/30/22	<u>\$</u>	<u>78.78</u>
			<u>\$</u>	<u>78.78</u>
MICHIGAN MECHANICAL VENTURES	CONSULTANTS/CONTRACT-CIVIC CTR.	09/30/22	<u>\$</u>	<u>1,156.82</u>
			<u>\$</u>	<u>1,156.82</u>
MUNETRIX	MUNICIPAL REPORTING	09/30/22	<u>\$</u>	<u>4,981.00</u>
			<u>\$</u>	<u>4,981.00</u>
OAKLAND COUNTY TREASURER'S OFFICE	REFUND	09/30/22	<u>\$</u>	<u>81.65</u>
			<u>\$</u>	<u>81.65</u>
PITNEY BOWES	POSTAGE	09/30/22	<u>\$</u>	<u>173.70</u>
			<u>\$</u>	<u>173.70</u>

Additional Disbursements
Invoice Entry Dates 9/7/2022-9/30/2022
For Approval at October 13, 2022

QUILL CORPORATION	OFFICE SUPPLIES	09/30/22	\$ 115.88
			<u>\$ 115.88</u>
ROAD COMM. FOR OAKLAND COUNTY	CHLORIDE	09/30/22	\$ 43,838.78
ROAD COMM. FOR OAKLAND COUNTY	STREET LIGHTING	09/30/22	\$ 65.84
			<u>\$ 43,904.62</u>
ROAD MAINTENANCE CORP.	CHLORIDE	09/30/22	\$ 1,998.99
			<u>\$ 1,998.99</u>
STATE OF MICHIGAN	CONFERENCES-DUES-ETC	09/30/22	\$ 150.00
			<u>\$ 150.00</u>
UNUM LIFE INSURANCE	LIFE INSURANCE	09/30/22	\$ 43.00
UNUM LIFE INSURANCE	DISABILITY INSURANCE	09/30/22	\$ 86.81
UNUM LIFE INSURANCE	LIFE INSURANCE	09/30/22	\$ 19.78
UNUM LIFE INSURANCE	DISABILITY INSURANCE	09/30/22	\$ 28.56
UNUM LIFE INSURANCE	LIFE INSURANCE	09/30/22	\$ 79.98
UNUM LIFE INSURANCE	DISABILITY INSURANCE	09/30/22	\$ 139.57
UNUM LIFE INSURANCE	LIFE INSURANCE	09/30/22	\$ 71.38
UNUM LIFE INSURANCE	DISABILITY INSURANCE	09/30/22	\$ 127.07
UNUM LIFE INSURANCE	LIFE INSURANCE	09/30/22	\$ 18.28
UNUM LIFE INSURANCE	DISABILITY INSURANCE	09/30/22	\$ 27.89
UNUM LIFE INSURANCE	LIFE INSURANCE	09/30/22	\$ 21.50
UNUM LIFE INSURANCE	DISABILITY INSURANCE	09/30/22	\$ 32.81
UNUM LIFE INSURANCE	LIFE INSURANCE	09/30/22	\$ 21.50
UNUM LIFE INSURANCE	DISABILITY INSURANCE	09/30/22	\$ 37.50
			<u>\$ 755.63</u>
VERIZON WIRELESS	MOBILE COMMUNICATIONS	09/30/22	\$ 46.02
VERIZON WIRELESS	MOBILE COMMUNICATIONS	09/30/22	\$ 124.43
VERIZON WIRELESS	MOBILE COMMUNICATIONS	09/30/22	\$ 49.84
VERIZON WIRELESS	MOBILE COMMUNICATIONS	09/30/22	\$ 51.02
VERIZON WIRELESS	MOBILE COMMUNICATIONS	09/30/22	\$ 92.45
VERIZON WIRELESS	MOBILE COMMUNICATIONS	09/30/22	\$ 59.15
			<u>\$ 422.91</u>
VERIZON WIRELESS	MOBILE COMMUNICATIONS	09/30/22	\$ 80.02
			<u>\$ 80.02</u>
ZOOM VIDEO COMMUNICATIONS INC.	COMPUTER LICENSE & SUPPORT	09/30/22	\$ 42.40
			<u>\$ 42.40</u>
DTE ENERGY	CUSTODIAL SERVICES	09/30/22	\$ 1,567.26
			<u>\$ 1,567.26</u>
TOTAL			\$ 101,890.77

Additional Disbursements
Invoice Entry Dates 9/7/2022-9/30/2022
For Approval at October 13, 2022

FIRE FUND

Vendor	Inv. Line Desc	Chk Date	Amount
CDW GOVERNMENT INC.	COMPUTER EQUIPMENT & LICENSING	09/15/22	\$ 824.43
			<u>\$ 824.43</u>
COMCAST	TELEPHONE & INTERNET	09/15/22	\$ 139.85
			<u>\$ 139.85</u>
COMCAST	TELEPHONE & INTERNET	09/15/22	\$ 290.47
			<u>\$ 290.47</u>
CONSUMERS ENERGY	HEAT #1	09/15/22	\$ 22.48
CONSUMERS ENERGY	HEAT#3	09/15/22	\$ 19.19
			<u>\$ 41.67</u>
DTE ENERGY	ELECTRIC #3	09/15/22	\$ 228.03
			<u>\$ 228.03</u>
ROAD COMM. FOR OAKLAND COUNTY	GAS & OIL	09/15/22	\$ 4,264.98
			<u>\$ 4,264.98</u>
ACCIDENT FUND INSURANCE COMPANY	INSURANCE & BOND	09/30/22	\$ 10,340.85
			<u>\$ 10,340.85</u>
ACE HARDWARE OF CLARKSTON	OPERATING SUPPLIES #2	09/30/22	\$ 120.14
ACE HARDWARE OF CLARKSTON	MISCELLANEOUS	09/30/22	\$ 26.99
			<u>\$ 147.13</u>
AMERICAN WATER	REPAIRS & MAINTENANCE #1	09/30/22	\$ 31.50
AMERICAN WATER	REPAIRS & MAINTENANCE # 3	09/30/22	\$ 42.00
			<u>\$ 73.50</u>
ANDRE WILLIS	TUITION AND TRAINING	09/30/22	\$ 1,194.08
			<u>\$ 1,194.08</u>
APOLLO FIRE EQUIPMENT CO	TURN OUT GEAR	09/30/22	\$ 156.00
			<u>\$ 156.00</u>
BOUND TREE MEDICAL	MEDICAL SUPPLIES	09/30/22	\$ 19.98
			<u>\$ 19.98</u>
CARDMEMBER SERVICE	REPAIRS & MAINTENANCE #1	09/30/22	\$ 120.00
CARDMEMBER SERVICE	REPAIRS & MAINTENANCE # 3	09/30/22	\$ 120.00
CARDMEMBER SERVICE	TUITION AND TRAINING	09/30/22	\$ 700.42
CARDMEMBER SERVICE	DUES & SUBSCRIPTIONS	09/30/22	\$ 10.00
CARDMEMBER SERVICE	MISCELLANEOUS	09/30/22	\$ 35.95
CARDMEMBER SERVICE	OTHER EQUIP PURCH-UNDER \$10,000	09/30/22	\$ 693.96

Additional Disbursements
Invoice Entry Dates 9/7/2022-9/30/2022
For Approval at October 13, 2022

CARDMEMBER SERVICE	TRUCK REPAIR AND MAINTENANCE	09/30/22	\$ 1,968.02
CARDMEMBER SERVICE	MISCELLANEOUS	09/30/22	\$ 14.99
			<u>\$ 3,663.34</u>
COFFEE BREAK, INC.	MISCELLANEOUS	09/30/22	\$ 101.25
			<u>\$ 101.25</u>
COMCAST	TELEPHONE & INTERNET	09/30/22	\$ 338.00
			<u>\$ 338.00</u>
DAVE FEICHTNER	UNIFORMS	09/30/22	\$ 143.96
DAVE FEICHTNER	OFFICE SUPPLIES	09/30/22	\$ 47.20
DAVE FEICHTNER	OTHER EQUIP PURCH-UNDER \$10,000	09/30/22	\$ 48.38
			<u>\$ 239.54</u>
DTE ENERGY	ELECTRIC #1	09/30/22	\$ 320.97
DTE ENERGY	ELECTRIC #2	09/30/22	\$ 155.50
			<u>\$ 476.47</u>
E.S.C.A.P.E. INC.	DUES & SUBSCRIPTIONS	09/30/22	\$ 25.00
			<u>\$ 25.00</u>
ECTO HR, INC	NEW HIRE/PERSONNEL PROCESSING	09/30/22	\$ 108.00
			<u>\$ 108.00</u>
HOLLY AUTOMOTIVE SUPPLY INC	TRUCK REPAIR AND MAINTENANCE	09/30/22	\$ 165.76
			<u>\$ 165.76</u>
NAOMI BAKSA	UNIFORMS	09/30/22	\$ 71.00
			<u>\$ 71.00</u>
OAKLAND COUNTY TREASURER'S OFFICE	REFUND	09/30/22	\$ 165.34
			<u>\$ 165.34</u>
POMP'S TIRE-FLINT	TRUCK REPAIR AND MAINTENANCE	09/30/22	\$ 920.50
			<u>\$ 920.50</u>
RESTORATION DIESEL LLC	TRUCK REPAIR AND MAINTENANCE	09/30/22	\$ 3,330.00
			<u>\$ 3,330.00</u>
STATE OF MICHIGAN	MISCELLANEOUS	09/30/22	\$ 7.43
			<u>\$ 7.43</u>
SUBURBAN OFFICE & JAN.SUPPLIES	OPERATING SUPPLIES	09/30/22	\$ 99.96
			<u>\$ 99.96</u>
THE SWEATSHOP CUSTOM EMBROIDERY	UNIFORMS	09/30/22	\$ 180.00
			<u>\$ 180.00</u>
TURNOUT MANAGEMENT	MEDICAL SUPPLIES	09/30/22	\$ 1,974.30

Additional Disbursements
Invoice Entry Dates 9/7/2022-9/30/2022
For Approval at October 13, 2022

\$ 1,974.30

UNUM LIFE INSURANCE	LIFE INS/PROVIDENT INS	09/30/22	\$	105.78
UNUM LIFE INSURANCE	DISABILITY INSURANCE	09/30/22	\$	207.12
			\$	<u>312.90</u>

VERIZON WIRELESS	MOBILE COMMUNICATIONS	09/30/22	\$	160.04
			\$	<u>160.04</u>

TOTAL \$ 30,059.80

CABLE FUND

Vendor	Inv. Line Desc	Chk Date		Amount
COMCAST	MISCELLANEOUS	09/30/22	\$	293.35
			\$	<u>293.35</u>

TOTAL \$ 293.35

POLICE FUND

Vendor	Inv. Line Desc	Chk Date		Amount
ADKISON, NEED, ALLEN & RENTROP PLLC	LEGAL FEES	09/30/22	\$	286.00
			\$	<u>286.00</u>

ANDERSON, ECKSTEIN & WESTRICK, INC.	CAPITOL OUTLAY	09/30/22	\$	1,260.00
			\$	<u>1,260.00</u>

OAKLAND COUNTY TREASURER'S OFFICE	REFUND	09/30/22	\$	245.01
			\$	<u>245.01</u>

TOTAL \$ 1,791.01

BUILDING FUND

Vendor	Inv. Line Desc	Chk Date		Amount
ACCIDENT FUND INSURANCE COMPANY	INSURANCE & BOND	09/30/22	\$	234.43
			\$	<u>234.43</u>

UNUM LIFE INSURANCE	LIFE INSURANCE	09/30/22	\$	9.46
UNUM LIFE INSURANCE	DISABILITY INSURANCE	09/30/22	\$	13.75
			\$	<u>23.21</u>

TOTAL \$ 257.64

LAKE IMPROVEMENT FUND

Vendor	Inv. Line Desc	Chk Date		Amount
PAULA LENTINE	CONTR. SERVICES-DIXIE LAKE	09/15/22	\$	222.54
			\$	<u>222.54</u>

TOTAL \$ 222.54

Additional Disbursements
Invoice Entry Dates 9/7/2022-9/30/2022
For Approval at October 13, 2022

LAKE IMPROVEMENT FUND

SOFTWATER LAKE

Vendor	Inv. Line Desc	Chk Date	Amount	
PLM LAKE & LAND MANAGEMENT COR	CONTR. SERV. -SOFTWATER LK. IMP.	09/30/22	\$	858.50
			\$	858.50
TOTAL			\$	858.50
GRAND TOTAL			\$	135,373.61

REGULAR MEETING**October 13, 2022**

Township of Springfield

Sean R. Miller, Clerk

BILLS PRESENTED FOR PAYMENT:**GENERAL FUND**

Vendor	Invoice Line Desc	Amount
PETTY CASH -JAMIE DUBRE	OFFICE SUPPLIES	\$ 10.59
PRINTING SYSTEMS, INC	OFFICE SUPPLIES	\$ 46.63
CITY OF MADISON HEIGHTS	EQUIP.& SUPPLIES	\$ 3,000.00
ADKISON, NEED, ALLEN & RENTROP PLLC	TAX TRIBUNAL	\$ 52.00
BILL'S PLUMBING & SEWER SERVICE	REPAIRS & MAINT. / 700 BROADWAY	\$ 568.75
CONSUMERS ENERGY	REPAIRS & MAINT. / 700 BROADWAY	\$ 35.70
SPRINGFIELD TWP. PARKS & REC.	DAVISBURG REPAIRS & MAIN.	\$ 532.62
GENESEE VALLEY VAULT, INC.	ANDERSONVILLE REPAIRS & MAINT.	\$ 1,100.00
SPRINGFIELD TWP. PARKS & REC.	ANDERSONVILLE REPAIRS & MAINT.	\$ 267.42
TECHNOLOGY SOLUTIONS COMPLETE, LLC	COMPUTER SERVICE & MAINTENANCE	\$ 191.84
CDW GOVERNMENT INC.	COMPUTER EQUIPMENT	\$ 868.02
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	\$ 9,417.96
QUILL CORPORATION	OFFICE SUPPLIES	\$ 144.96
COFFEE BREAK, INC.	OPERATING SUPPLIES	\$ 109.75
JAMIE DUBRE	OPERATING SUPPLIES	\$ 53.92
ADKISON, NEED, ALLEN & RENTROP PLLC	ATTORNEY FEES	\$ 1,680.83
AT&T	TELEPHONE	\$ 196.50
ZULTYS, INC	TELEPHONE	\$ 1,277.61
ROAD COMM. FOR OAKLAND COUNTY	GAS, OIL - TWP. TRUCKS	\$ 216.77
PETTY CASH -JAMIE DUBRE	REPAIRS & MAINTENANCE-TWP. TRUCKS	\$ 30.00
INNOVATIVE OFFICE TECHNOLOGY	REPAIRS & MAINTENANCE	\$ 186.09
INNOVATIVE OFFICE TECHNOLOGY	REPAIRS & MAINTENANCE	\$ 72.89
BEAR CLAW BAGS	MAINTENANCE SUPPLIES-CIVIC CENTER	\$ 318.48
KERTON LUMBER CO	MAINTENANCE SUPPLIES-CIVIC CENTER	\$ 123.89
MCFI	CONSULTANTS/CONTRACT-CIVIC CTR.	\$ 264.50
CONSUMERS ENERGY	HEAT	\$ 133.76
BILL'S PLUMBING & SEWER SERVICE	REPAIRS	\$ 385.00
GIFFELS WEBSTER	PLANNER	\$ 750.00
GIFFELS WEBSTER	PLAN REVIEW FEES	\$ 350.00
GIFFELS WEBSTER	MASTER/STRATEGIC PLAN	\$ 6,373.41
CONSUMERS ENERGY	STREET LIGHTING	\$ 30.19
DTE ENERGY	STREET LIGHTING	\$ 35.67
DTE ENERGY	STREET LIGHTING	\$ 2,902.95
ADKISON, NEED, ALLEN & RENTROP PLLC	MILL POND DAM LITIGATION	\$ 1,092.00
GENERAL FUND	PAYROLL CONTRACT SERVICES	\$ 702.94
WILDTYPE	CONTRACTUAL SERVICES	\$ 1,275.30
TOTAL		\$ 34,798.94

BILLS PRESENTED FOR PAYMENT:**FIRE FUND**

Vendor	Inv. Line Desc	Amount
CONSUMERS ENERGY	HEAT #1	\$ 25.78
OXFORD OVERHEAD DOOR	REPAIRS & MAINTENANCE #1	\$ 250.00
BEAR CLAW BAGS	OPERATING SUPPLIES #2	\$ 177.48
MAURER'S TEXTILE RENTAL	OPERATING SUPPLIES #2	\$ 62.07
BILL'S PLUMBING & SEWER SERVICE	REPAIRS & MAINTENANCE #2	\$ 598.77
CONSUMERS ENERGY	HEAT#3	\$ 19.19
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	\$ 2,579.44
NYE UNIFORM	UNIFORMS	\$ 5.50
NYE UNIFORM	UNIFORMS	\$ 150.50
NYE UNIFORM	UNIFORMS	\$ 210.00
RON BRAY	UNIFORMS	\$ 51.00

REGULAR MEETING

October 13, 2022

Township of Springfield

Sean R. Miller, Clerk

SCHOOLCRAFT COLLEGE	TUITION AND TRAINING	\$	1,800.00
RICK CRAY	MILEAGE ALLOWANCE	\$	93.76
CLARKSTON PAPER	OPERATING SUPPLIES	\$	178.40
SUBURBAN OFFICE & JAN.SUPPLIES	OPERATING SUPPLIES	\$	64.55
SUBURBAN OFFICE & JAN.SUPPLIES	OPERATING SUPPLIES	\$	38.98
E.S.C.A.P.E. INC.	DUES & SUBSCRIPTIONS	\$	25.00
COMCAST	TELEPHONE & INTERNET	\$	139.85
ZULTYS, INC	TELEPHONE & INTERNET	\$	520.63
OAKLAND COUNTY-SHERIFF'S BILL	DISPATCH	\$	3,256.47
DAVE FEICHTNER - PETTY CASH	MISCELLANEOUS	\$	42.02
RIC DAVIS	COMPUTER EQUIPMENT & LICENSING	\$	77.50
BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$	830.55
BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$	480.80
BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$	231.39
BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$	203.83
J&B MEDICAL SUPPLY, INC	MEDICAL SUPPLIES	\$	331.40
J&B MEDICAL SUPPLY, INC	MEDICAL SUPPLIES	\$	63.75
J&B MEDICAL SUPPLY, INC	MEDICAL SUPPLIES	\$	863.76
J&B MEDICAL SUPPLY, INC	MEDICAL SUPPLIES	\$	3.05
J&B MEDICAL SUPPLY, INC	MEDICAL SUPPLIES	\$	199.70
ROAD COMM. FOR OAKLAND COUNTY	GAS & OIL	\$	3,033.93
MAZZA AUTO PARTS	TRUCK REPAIR AND MAINTENANCE	\$	62.92
PATRIOT FIRE EXTINGUISHERS LLC	EQUIPMENT MAINTENANCE	\$	80.50
PATRIOT FIRE EXTINGUISHERS LLC	EQUIPMENT MAINTENANCE	\$	258.50
PATRIOT FIRE EXTINGUISHERS LLC	EQUIPMENT MAINTENANCE	\$	193.50
PREMIER SAFETY	EQUIPMENT MAINTENANCE	\$	601.88
PREMIER SAFETY	EQUIPMENT MAINTENANCE	\$	220.00
WEST SHORE FIRE, INC.	EQUIPMENT MAINTENANCE	\$	468.00
WEST SHORE FIRE, INC.	EQUIPMENT MAINTENANCE	\$	1,476.80
DAVE FEICHTNER - PETTY CASH	MISCELLANEOUS	\$	11.69
TOTAL		\$	19,982.84

BILLS PRESENTED FOR PAYMENT:

POLICE FUND

Vendor	Inv. Line Desc	Amount
OAKLAND COUNTY-SHERIFF'S BILL	CONTRACTUAL SERVICES	\$ 149,944.58
ADKISON, NEED, ALLEN & RENTROP PLLC	LEGAL FEES	\$ 923.00
TOTAL		\$ 150,867.58

BILLS PRESENTED FOR PAYMENT:

CABLE FUND

Vendor	Inv. Line Desc	Amount
CHARTER TOWNSHIP OF INDEPENDENCE	CONSULTANTS/CONTRACTING	\$ 1,500.00
GENERAL FUND	OFFICE RENT	\$ 900.00
GENERAL FUND	SUPPORT SERVICES	\$ 3,000.00
COMCAST	MISCELLANEOUS	\$ 293.35
TOTAL		\$ 5,693.35

BILLS PRESENTED FOR PAYMENT:

BUILDING FUND

Vendor	Inv. Line Desc	Amount
BLUE CARE NETWORK OF MICHIGAN	HOSPITALIZATION	\$ 218.85
RON SHELTON	ELECTRICAL INSPECTOR(CONTRACTUAL)	\$ 2,267.49
JERRY HOBSON	PLUMBING INSPECTOR (CONTRACTUAL)	\$ 130.20

REGULAR MEETING**October 13, 2022**Township of Springfield
MERLE WEST

PLUMBING INSPECTOR (CONTRACTUAL)

\$

Sean R. Miller, Clerk
617.01

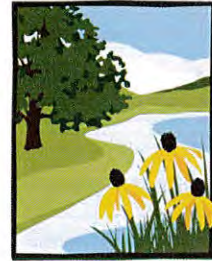
JERRY HOBSON	MECHANICAL INSPECTOR (CONTRACTUAL)	\$	219.38
MERLE WEST	MECHANICAL INSPECTOR (CONTRACTUAL)	\$	1,464.46
GENERAL FUND	TELEPHONE	\$	199.82
GENERAL FUND	FACILITY RENT & UTILITIES	\$	1,500.00
GENERAL FUND	RECEIPTING, ACCOUNTING & PAYROLL	\$	2,200.00
TOTAL		\$	8,817.21

BILLS PRESENTED FOR PAYMENT:**LAKE IMPROVEMENT FUND**

Vendor	Invoice Line Desc	Amount
AQUA WEED CONTROL	CONTR. SERVICES-DIXIE LAKE	\$ 302.50
AQUA WEED CONTROL	CONTR. SERVICES-WAUMEGAH-WEED	\$ 10,325.00
DTE - WAUMEGAH	CONTR. SERVICES-WAUMEGAH-WEED	\$ 1,080.96
TOTAL		\$ 11,708.46

GRAND TOTAL \$ 231,868.38

SPRINGFIELD CHARTER TOWNSHIP



MEMO

Consent Agenda

TO: Springfield Township Board

FROM: Laura Moreau, Supervisor

DATE: October 3, 2022

RE: **Susin Lake Improvement Board Appointment**

John Opie stepped down from the Susin Lake Improvement Board before his term ended. Lawrence Ziehr has expressed interest in serving as a member of the Susin Lake Board to complete John Opie's term which expires in October 2023. See attached letter of interest. Denny Vallad would like to continue serving on the board for a three-year term ending in October 2025.

Recommendation: Appoint Lawrence Ziehr to Susin Lake Improvement Board to complete John Opie's term expiring in October 2023, and reappoint Denny Vallad for a three-year term ending October 2025.

Laura Moreau

From: Lawrence Ziehr <lawrence.ziehr@gm.com>
Sent: Tuesday, August 30, 2022 5:42 PM
To: Laura Moreau
Cc: Jeopie
Subject: Applicant for Susin Lake Improvement Board

Caution: This email originated from outside of Springfield Township's email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Laura,

I like to introduce myself and submit my application for the Susin Lake Improvement Board. I have spoke to John Opie several times about this position and have also been to a couple of the meetings in an effort to better understand what this board does. I am a home owner on Susin Lake since 1999 and also an accomplished engineer for GM with over 23 years. I love the water and truly understand that keeping the lake beautiful takes work and doesn't just happen, so this is why I am reaching out to you today. If you would like to talk in person or on the phone please reach out, my phone number is 586-623-9141.

Why me?

- Having lived and owned on the lake since Nov 1999
- Engineering manager with GM
- Conference speaker
- Guest interviewed on several podcasts, magazines, and news outlets
- Renewable energy expert (over 27years)
- Community volunteer (over 15 years formula SAE volunteer)

Get to know me:

[linkedin.com/in/lawrence-ziehr-b5185212/](https://www.linkedin.com/in/lawrence-ziehr-b5185212/)

<https://www.automotive-iq.com/events-ev-thermal-management-usa/speakers/lawrence-ziehr>

News articles and interviews:

<https://www.motortrend.com/news/gm-ultium-energy-recovery-system-heat-pump-explained/>

<https://www.caranddriver.com/news/a39868282/gm-ultium-energy-recovery/>

<https://app.criticalmention.com/app/#clip/view/e961595a-89a9-46bf-ab77-9ab861574444?token=e89f9e33-6cab-49dc-b289-38055a0fed3a>

Thank you,

Lawrence



Lawrence Ziehr (He/Him)
Ultium Energy Recovery (bevHEAT) Project Manager
Global Product Safety & Systems
lawrence.ziehr@gm.com • 1 586.600.8141

Laura Moreau

From: stevefac <stevefac@aol.com>
Sent: Wednesday, September 14, 2022 10:28 AM
To: Laura Moreau; stevevaughnsusinlake
Cc: Joan Rusch; Lawrence Ziehr; Steve Gebrowsky; Jamie Dubre
Subject: [EXTERNAL] Re: Susin Lake Improvement Board

Caution: This email originated from outside of Springfield Township's email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Laura,

Yesterday I met with Lawrence Ziehr and Steve Grebowsky.

Lawrence has agreed to place his name into nomination for appointment by your office as Chair of the Susin Lake Improvement Board.

Steve G has agreed to be voted on by the SLIB as the riparian representative and Secretary of the SLIB.

As I understand, your meeting is on October 13th for appointments of Trustee Denny Vallade as well as Lawrence Z.

The SLIB is meeting the next day on October 14th, 4pm, at the Township offices.

After talking to both Lawrence and Steve I can understand why John Opie believed they both would make great representatives and managers of the SLIB and related lake concerns. They both have a definite interest in keeping the Lake healthy and safe.

On a personal note, October 14th will be my last meeting on the SLIB. I want to Thank you and Jamie and your staff for the fantastic assistance provided to the SLIB and to me as Secretary for the last 5 years. God willing I'll still be around to help out if needed. Thank you again.

Respectfully,
Steve Facione
Secretary, SLIB

P.S. I really like reading the Supervisor updates. Good to see that the Whoopie Bowl will need to meet the Township design criteria and get a renovation as well as meet appropriate site requirements.

Sent from the all new AOL app for iOS

On Thursday, September 15, 2022, 4:28 PM, Laura Moreau <lmoreau@springfieldnj.org> wrote:

Good afternoon,

Laura Moreau

From: Benedict, Jason <jbenedict@rcoc.org>
Sent: Monday, September 19, 2022 2:54 PM
To: Laura Moreau
Subject: [EXTERNAL] Eaton Road/North of Davisburg Road - Intersection Improvement Project
Attachments: 56601- Aerial Parcel Sketch.pdf; Highway Easement Document.pdf; Temporary Easement Document.pdf

You don't often get email from jbenedict@rcoc.org. [Learn why this is important](#)

Caution: This email originated from outside of Springfield Township's email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Supervisor Moreau,

As part of the Eaton Road (north of Davisburg Road) intersection improvement project, the Road Commission for Oakland County needs to acquire an a Temporary Easement and Highway Easement over township owned property known as Springfield Twp. Fire Dept. Station 1.

The Temporary Easement is for grading purposes only and the Highway Easement is needed for ADA sidewalk improvements.

I have attached the following for your review:

- * Aerial Parcel Sketch
- * Highway Easement Document
- * Temporary Easement Document

Please let me know the townships timeline for the easement approval.

Thank you for your attention to this matter, feel free to contact me with any questions.

Best Regards,

Jason C. Benedict



Springfield Twp FD - Station 1

AERIAL PARCEL SKETCH
PARCEL 07-17-177-013
700 BROADWAY ROAD



Know what's below.
Call before you dig.



1" = 30'



ROW
PARCEL
NO. 19
HIGHWAY EASEMENT
TEMPORARY EASEMENT



LAND AREAS	
PARCEL	= 33,220 SFT
HIGHWAY EASEMENT	= 150 SFT
TEMPORARY EASEMENT	= 4,975 SFT

HIGHWAY EASEMENT -	
TEMPORARY EASEMENT -	

ROAD COMMISSION
for OAKLAND COUNTY

PHONE: 877-358-4804 WEB: WWW.RCOCWEB.ORG

PROJECT NO.	56601
DATE	7/25/2022

PARCEL SKETCH
EATON ROAD
NORTH OF DAVISBURG ROAD

DESIGN PHASE
DESIGN PHASE
SHEET NO.
1 OF 1

TEMPORARY EASEMENT

KNOW ALL PERSONS that the **Charter Township of Springfield**, a Michigan municipal corporation, whose address is **12000 Davisburg Road, Davisburg, MI 48350**, ("Grantor(s)"), hereby grants to the **BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF OAKLAND** ("Board"), State of Michigan, a public body corporate, located at 31001 Lahser Road, Beverly Hills, Michigan 48025, an easement for a temporary period of time ("Temporary Easement") in the construction of **Eaton Road, North of Davisburg Road** ("Project"), being Project Number **56601** at the following described premises ("Property") situated in the **Township of Springfield** County of Oakland, State of Michigan.

Commonly known as: **700 Broadway Road**
(Part of) Tax Parcel No.: **07-17-177-013**

**SEE PARCEL DRAWING, ATTACHED AS EXHIBIT "A," AND
LEGAL DESCRIPTION, ATTACHED AS EXHIBIT "B,"
BOTH OF WHICH ARE INCORPORATED BY REFERENCE HEREIN**

This Temporary Easement is conveyed for the sum of **\$1.00** and shall expire at the completion of the Project. The purpose of this Temporary Easement is to grant to the Board the right to move workers, equipment, and materials on, over, and through the Property and to store equipment, material, and excavated matter on the Property. This Temporary Easement includes, but is not limited to, the consent of the Grantor to the removal of any trees, shrubs, and/or vegetation, to grading, to the temporary occupancy of the Property by public utilities, and to other matters which, in the sole discretion of the Board, may be necessary in connection with the Project. Grantor waives further notice of such actions.

The permission stated in this Temporary Easement shall begin on the date the Project begins and shall automatically expire at the completion of the Project, or one year after the start of construction, whichever shall occur first. The work described above shall be constructed and/or restored, as may be applicable in the sole discretion of the Board, in a workmanlike manner and in accordance with applicable state and county standards. Upon completion of the work described above, the Board and its agents shall have no further or ongoing responsibilities in relation to the work described.

This Temporary Easement runs with the land and shall bind the Grantor(s) and the Grantor(s)'s heirs, representatives, successors, and assigns. This Temporary Easement contains the entire understanding of the Grantor(s) and the Board, and there are no other verbal promises between the Grantor(s) and the Board except as shown herein.

WHEREFORE, upon approval by the Board, the undersigned Grantor hereby creates, confirms, and conveys the Temporary Easement described herein.

***Charter Township of Springfield
a Michigan municipal corporation***

By: _____

Print name

Its: _____

COUNTY OF OAKLAND)
) SS
STATE OF MICHIGAN)

On this _____ day of _____ 2022, _____
executed the foregoing document before me and, being duly sworn, stated that they are
the _____ of the **Charter Township of Springfield, a
Michigan municipal corporation**, and that he/she executed the foregoing document
on behalf of the **Charter Township of Springfield, a Michigan municipal corporation**
its full authority and as its free act and deed.

Notary Public

My commission expires: _____

County, Michigan

Acting in the County of _____

Drafted by:

Jason C. Benedict

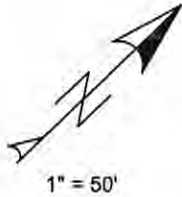
31001 Lahser Road

Beverly Hill, MI 48025

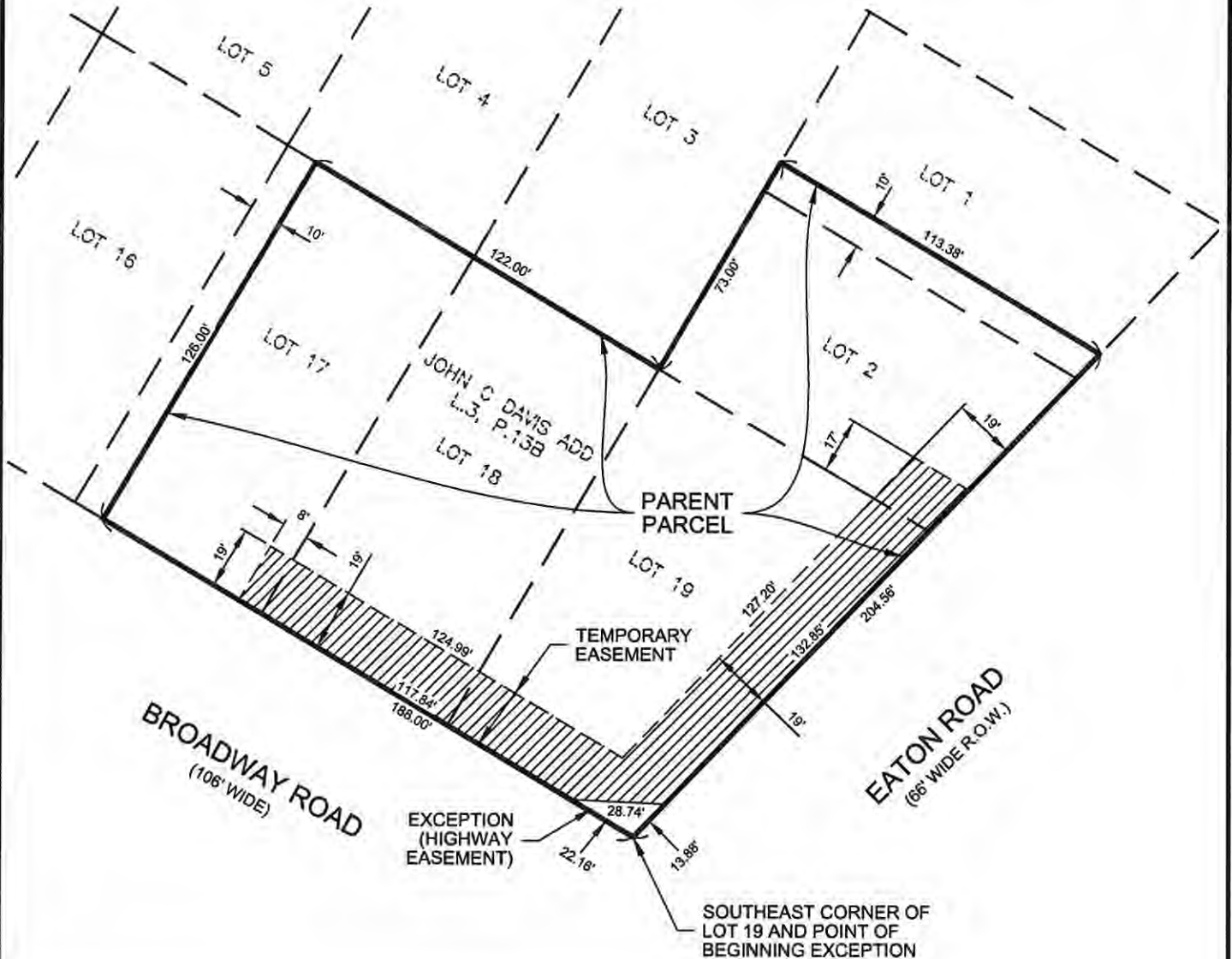
When recorded return to: **SHANNON J. MILLER, CLERK'S OFFICE (OAK04)**
THE BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF OAKLAND
31001 LAHSER ROAD, BEVERLY HILLS, MI 48025

EXHIBIT A

PARCEL 07-17-177-013
700 BROADWAY ROAD



TEMPORARY EASEMENT



LAND AREAS (THIS IS FOR STATUTORY ROW PLUS ESMT.)

PARCEL	= 33,220 SFT
PROPOSED TEMPORARY EASEMENT	= 4,975 SFT

DISTANCES BASED ON JOHN C DAVIS ADD AS
RECORDED IN LIBER 3, PAGE 13B OF PLATS,
OAKLAND COUNTY RECORDS.

TEMPORARY EASEMENT -



ROAD COMMISSION
for OAKLAND COUNTY

RIGHT OF WAY DIVISION

PHONE: 877-858-4804 WEB: WWW.RCOCWEB.ORG

700 BROADWAY ROAD
PARCEL 07-17-177-013

SECTION 17, T.4N., R.8E.,
SPRINGFIELD TOWNSHIP,
OAKLAND COUNTY, MICHIGAN

DATE: 7-25-2022

PROJECT
NUMBER: 56601

DRAWN BY:
JWH

CHECKED
BY:

SHEET: 1 OF 1

EXHIBIT B

PARCEL 07-17-177-013
700 BROADWAY ROAD

PARENT PARCEL DESCRIPTION:

PART OF THE NORTHWEST 1/4 OF SECTION 17, TOWN 4 NORTH, RANGE 8 EAST, SPRINGFIELD TOWNSHIP, OAKLAND COUNTY, MICHIGAN, BEING DESCRIBED AS PART OF JOHN C DAVIS ADD., AS RECORDED IN LIBER 3 OF PLATS, PAGE 13B, OAKLAND COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS THE SOUTH 10 FEET OF LOT 1, ALSO ALL OF LOT 2, ALSO LOT 17 EXCEPT THE WEST 10 FEET, ALSO ALL OF LOTS 18 & 19 OF BLOCK 13, OF SAID JOHN C DAVIS ADD.

TEMPORARY EASEMENT DESCRIPTION:

PART OF THE NORTHWEST 1/4 OF SECTION 17, TOWN 4 NORTH, RANGE 8 EAST, SPRINGFIELD TOWNSHIP, OAKLAND COUNTY, MICHIGAN, BEING DESCRIBED AS PART OF JOHN C DAVIS ADD., AS RECORDED IN LIBER 3 OF PLATS, PAGE 13B, OAKLAND COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS THE SOUTH 19 FEET OF THE EAST 8 FEET OF LOT 17, AND THE SOUTH 19 FEET OF LOT 18, AND THE SOUTH 19 FEET AND THE EAST 19 FEET OF SAID LOT 19, AND THE EAST 19 FEET OF THE SOUTH 17 FEET OF LOT 2 OF SAID JOHN C DAVIS ADD.. EXCEPTING THEREFROM COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 19 OF SAID JOHN C DAVIS ADD., THENCE WESTERLY, 22.16 FEET ALONG THE SOUTH LINE OF SAID LOT 19, THENCE NORTHEASTERLY, 28.74 FEET TO A POINT ON THE EAST LINE OF SAID LOT 19, THENCE SOUTHERLY, 13.88 FEET ALONG THE EAST LINE OF SAID LOT 19 TO THE POINT OF BEGINNING. CONTAINING 4,975 SQ. FT.



RIGHT OF WAY DIVISION

PHONE: 877-858-4804 WEB: WWW.RCOCWEB.ORG

700 BROADWAY ROAD
PARCEL 07-17-177-013

SECTION 17, T.4N., R.8E.,
SPRINGFIELD TOWNSHIP,
OAKLAND COUNTY, MICHIGAN

DATE: 7-25-2022

PROJECT
NUMBER: 56601

DRAWN BY:
JWH

CHECKED
BY:

SHEET: 1 OF 1

HIGHWAY EASEMENT

KNOW ALL PERSONS that the **Charter Township of Springfield**, a Michigan municipal corporation, whose address is **12000 Davisburg Road, Davisburg, MI 48350**, ("Grantor(s)"), hereby grants to the **BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF OAKLAND** ("Board"), State of Michigan, a public body corporate, located at 31001 Lahser Road, Beverly Hills, Michigan 48025, an easement for all public highway purposes ("Highway Easement") and to construct, operate, maintain, repair, and/or replace roadways, utilities, and other infrastructure improvements in, over, under, upon, and through the following described premises ("Property") situated in the **Township of Springfield**, County of Oakland, State of Michigan.

Commonly known as: **700 Broadway Road**
(Part of) Tax Parcel No.: **07-17-177-013**

**SEE PARCEL DRAWING, ATTACHED AS EXHIBIT "A," AND
LEGAL DESCRIPTION, ATTACHED AS EXHIBIT "B,"
BOTH OF WHICH ARE INCORPORATED BY REFERENCE HEREIN**

This Highway Easement includes, but is not limited to, the consent of the Grantor to the removal of any trees, shrubs, and/or vegetation, to grading, to the occupancy of the Property by public utilities, and to other matters which, in the sole discretion of the Board, may be necessary in connection with all public highway purposes and the construction, operation, maintenance, repair, and/or replacement of roadways, utilities, and other infrastructure improvements in, over, under, upon, and through the Property. Grantor waives further notice of such actions.

This Highway Easement runs with the land and shall bind the Grantor and the Grantor's heirs, representatives, successors, and assigns. This Highway Easement contains the entire understanding of the Grantor and the Board, and there are no other verbal promises between the Grantor and the Board except as shown herein.

WHEREFORE, upon approval by the Board, the undersigned Grantor hereby creates, confirms, and conveys the Highway Easement described herein for the sum of **\$1.00**.

**Charter Township of Springfield
a Michigan municipal corporation**

By: _____

Print name

Its: _____

COUNTY OF OAKLAND)
) SS
STATE OF MICHIGAN)

On this _____ day of _____ 2022, _____
executed the foregoing document before me and, being duly sworn, stated that they are
the _____ of the **Charter Township of Springfield, a
Michigan municipal corporation**, and that he/she executed the foregoing document
on behalf of the **Charter Township of Springfield, a Michigan municipal corporation**
its full authority and as its free act and deed.

Notary Public

My commission expires: _____
_____ County, Michigan
Acting in the County of _____

Drafted by:
Jason C. Benedict
31001 Lahser Road
Beverly Hills, MI 48025

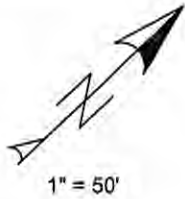
When recorded return to: **SHANNON J. MILLER, CLERK'S OFFICE (OAK04)**
THE BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF OAKLAND
31001 LAHSER ROAD, BEVERLY HILLS, MI 48025

Project: **Eaton Road, North of Davisburg Road**

Project No.: **56601** Parcel No.: **19** (Part of) Tax Parcel No.: **07-17-177-013**

EXHIBIT A

PARCEL 07-17-177-013
700 BROADWAY ROAD



HIGHWAY EASEMENT



LAND AREAS (THIS IS FOR STATUTORY ROW PLUS ESMT.)

PARCEL	= 33,220 SFT
PROPOSED HIGHWAY EASEMENT	= 150 SFT

DISTANCES BASED ON JOHN C DAVIS ADD AS
RECORDED IN LIBER 3, PAGE 13B OF PLATS,
OAKLAND COUNTY RECORDS.

HIGHWAY EASEMENT -



ROAD COMMISSION
for OAKLAND COUNTY

RIGHT OF WAY DIVISION

PHONE: 877-858-4804 WEB: WWW.RCOCWEB.ORG

700 BROADWAY ROAD
PARCEL 07-17-177-013

SECTION 17, T.4N., R.8E.,
SPRINGFIELD TOWNSHIP,
OAKLAND COUNTY, MICHIGAN

DATE: 7-25-2022

PROJECT
NUMBER: 56601

DRAWN BY: JWH

CHECKED
BY:

SHEET: 1 OF 1

EXHIBIT B

PARCEL 07-17-177-013
700 BROADWAY ROAD

PARENT PARCEL DESCRIPTION:

PART OF THE NORTHWEST 1/4 OF SECTION 17, TOWN 4 NORTH, RANGE 8 EAST, SPRINGFIELD TOWNSHIP, OAKLAND COUNTY, MICHIGAN, BEING DESCRIBED AS PART OF JOHN C DAVIS ADD., AS RECORDED IN LIBER 3 OF PLATS, PAGE 13B, OAKLAND COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS THE SOUTH 10 FEET OF LOT 1, ALSO ALL OF LOT 2, ALSO LOT 17 EXCEPT THE WEST 10 FEET, ALSO ALL OF LOTS 18 & 19 OF BLOCK 13, OF SAID JOHN C DAVIS ADD.

HIGHWAY EASEMENT DESCRIPTION:

PART OF THE NORTHWEST 1/4 OF SECTION 17, TOWN 4 NORTH, RANGE 8 EAST, SPRINGFIELD TOWNSHIP, OAKLAND COUNTY, MICHIGAN, BEING DESCRIBED AS PART OF JOHN C DAVIS ADD., AS RECORDED IN LIBER 3 OF PLATS, PAGE 13B, OAKLAND COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE SOUTHEAST CORNER OF LOT 19 OF SAID JOHN C DAVIS ADD., THENCE WESTERLY, 22.16 FEET ALONG THE SOUTH LINE OF SAID LOT 19, THENCE NORTHEASTERLY, 28.74 FEET TO A POINT ON THE EAST LINE OF SAID LOT 19, THENCE SOUTHERLY, 13.88 FEET ALONG THE EAST LINE OF SAID LOT 19 TO THE POINT OF BEGINNING. CONTAINING 150 SQ. FT.



RIGHT OF WAY DIVISION
PHONE: 877-858-4804 WEB: WWW.RCOCWEB.ORG

700 BROADWAY ROAD
PARCEL 07-17-177-013

SECTION 17, T.4N., R.8E.,
SPRINGFIELD TOWNSHIP,
OAKLAND COUNTY, MICHIGAN

DATE: 7-25-2022

PROJECT
NUMBER: 56601

DRAWN BY:
JWH

CHECKED
BY:

SHEET: 1 OF 1

SPRINGFIELD CHARTER TOWNSHIP

SEAN R. MILLER, CLERK

248-846-6510 | 248-846-6538 FAX



Memo

To: Township Board - CONSENT
From: Sean Miller, Clerk
Date: October 5, 2022
Re: Payroll Date

A handwritten signature in blue ink, appearing to read 'Sean', is written over the 'To' and 'From' lines of the memo header.

As the Board knows, the Township was forced to change its payroll vendor as Dominion Systems is ceasing operations. In July, the Board authorized the transition to Paylocity as our new vendor.

Our first payday with Paylocity will be October 31. Because this is our first payroll with the new vendor, I would like to move that payday to October 28. Per Treasurer Dubre, the Treasurer's Office will need to move the funds to the payroll account on October 26. This will allow extra time day to iron out any issues that may arise with the transfer of funds to the payroll account to make sure that our employees are paid no later than October 31.

Please do not hesitate to contact me with any questions or concerns.

Recommendation: Authorize the Clerk to submit payroll on October 28, 2022 instead of October 31, 2022 and Authorize the Treasurer to transfer funds to the payroll account on October 26, 2022.

Respectfully,
Sean R. Miller
Township Clerk

Charter Township of Brandon Planning & Building Department

395 Mill Street P.O. Box 929 Ortonville, MI. 48462 PH. 248-627-4916

MEMORANDUM

TO: Contiguous Municipal Legislative Body, County Planning, Public Utilities, and Railroad Company

FROM: Brandon Township Planning Commission

DATE: August 29, 2022

RE: **ADOPTION OF MASTER PLAN**

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008, as amended), Brandon Township has prepared and finalized the update to the existing Master Plan. The final version of the adopted Master Plan can be found at the following link:

<https://brandontownship.us/wp-content/uploads/2022/08/FINAL-MP-8-31-2022.pdf>

Should you desire a paper copy of the draft plan please contact Stacey Lawrence in the Brandon Township Building Department (248) 627-4916.

If you have any questions on the adopted document, please contact one of the following:

Doug Lewan, Township Planning Consultant - dlewan@cwaplan.com

Stacey Lawrence, Township Administrative Assistant - slawrence@brandontownship.us

RECEIVED

SEP 29 2022

SPRINGFIELD TOWNSHIP

SPRINGFIELD CHARTER TOWNSHIP

LAURA MOREAU, SUPERVISOR
248-846-6502 | 248-846-6548 FAX



MEMO

TO: Township Board
FROM: Laura Moreau, Supervisor *LM*
DATE: October 10, 2022
RE: Amendment to 2022-2024 Law Enforcement Services Agreement

As discussed at the September 28 budget workshop, I have been working with Major Wundrach on the proposed change to Springfield's Law Enforcement Services Agreement. The Major has been very helpful with the amendment process and in facilitating our request to have Lieutenant Matt Baldes re-assigned to our substation.

The attached amendment adds a Lieutenant who will become the Substation Commander. The Detective Sergeant position will remain part of the command staff but will also serve as our detective, eliminating the need for a Patrol Investigator position. The revised Schedule A details the new contract costs. With an effective date of December 1, the 2022 contract rate increases by about \$2,400. The total expense for 2023 and 2024 will increase by about \$30,000 per year. I attached the original Schedule A with actual annual increases for review. The 2022 Police Fund budget was prepared before we had new contract rates and there is currently more than enough budgeted for the minor increase in contract costs for this year. The Board reviewed proposed budgets for 2023-2025 at the workshop which further demonstrated that the Police Fund can sustain the annual increase in expense, even with an anticipated contract increase in 2025.

If the Board authorizes me to execute the amendment, the next step will be for the Oakland County Board of Commissioners to approve the revised agreement. It is anticipated the approval will take place in November for a December 1 effective date. Please contact me if you have any questions prior to the meeting.

Suggested Motion: Authorize the Supervisor to execute Amendment 1 to the 2022-2024 Law Enforcement Services Agreement with Oakland County Sheriff's Office to add one Lieutenant and delete one Patrol Investigator position, effective December 1, 2022.

**OAKLAND COUNTY SHERIFF'S OFFICE
2022-2024 LAW ENFORCEMENT SERVICES AGREEMENT WITH
CHARTER TOWNSHIP OF SPRINGFIELD**

Amendment 1

Pursuant to Paragraph 29 of the 2022-2024 Law Enforcement Services Agreement between the COUNTY and the CHARTER TOWNSHIP OF SPRINGFIELD (the "Agreement"), the parties hereby agree to amend said Agreement to add one (1) Lieutenant and delete one (1) Patrol Investigator position in accordance with the attached Exhibit 1 (Schedule A) beginning on the effective date of this Amendment 1. The attached Exhibit 1 replaces and supersedes the Schedule A attached to the Agreement beginning on the effective date of this Amendment 1.

This Amendment 1 shall take effect on December 1, 2022 and shall continue until the Agreement expires or is terminated. All other provisions in the Agreement not otherwise affected by the attached Exhibit 1 remain in full force and effect.

FOR AND IN CONSIDERATION of the mutual assurances, promises, acknowledgments, set forth in this Amendment 1 and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the undersigned hereby execute this Amendment 1 on behalf of the Parties, and by doing so legally obligate and bind the Parties to the terms and conditions of this Amendment 1.

IN WITNESS WHEREOF, Laura Moreau, Supervisor of the Charter Township of Springfield, hereby acknowledges that he has been authorized by a resolution of the Municipality's governing body to execute this Amendment 1 on behalf of the Municipality and hereby accepts and binds the Municipality to the terms and conditions of this Amendment 1.

EXECUTED:

Laura Moreau
Supervisor

DATE: _____

WITNESSED:

Sean R. Miller
Clerk

DATE: _____

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners, to execute this Amendment 1 on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Amendment.

EXECUTED:

David T. Woodward, Chairperson
Oakland County Board of Commissioners

DATE: _____

WITNESSED:

County of Oakland

DATE: _____

SCHEDULE A**Charter Township of Springfield 2022-2024 Law Enforcement Services Agreement**
Amendment #1, effective December 1, 2022**SHERIFF'S DEPUTIES CONTRACTED FOR AND TO BE ASSIGNED TO MUNICIPALITY**

Rank of Sheriff's Deputies Contracted	Number of Sheriff's Deputies Contracted	Biweekly Charge for each Sheriff's Deputy to Municipality in 2022	Annual Costs 2022	Biweekly Charge for each Sheriff's Deputy to Municipality in 2023	Annual Costs 2023	Biweekly Charge for each Sheriff's Deputy to Municipality in 2024	Annual Costs 2024
Captain		\$7,751.93		\$7,947.93		\$8,199.29	
Lieutenant	1	\$6,824.93	\$177,448	\$7,008.13	\$182,211	\$7,200.79	\$187,220
Patrol Sergeant		\$6,202.37		\$6,367.58		\$6,541.59	
Detective Sergeant	1	\$6,335.14	\$164,714	\$6,508.55	\$169,222	\$6,691.21	\$173,971
Deputy II (w/fill)	9	\$6,350.85	\$1,486,099	\$6,517.78	\$1,525,161	\$6,693.55	\$1,566,291
Deputy II (no-fill)		\$5,527.60		\$5,678.26		\$5,837.46	
Deputy II (no-fill/no-vehicle)		\$5,269.17		\$5,408.48		\$5,555.78	
Patrol Investigator (no-fill)		\$5,712.44		\$5,872.35		\$6,041.25	
Deputy I (no-fill)		\$5,140.89		\$5,284.86		\$5,437.23	
TOTAL	11		\$1,828,261		\$1,876,594		\$1,927,482

NOTE: For each "Deputy II (w/fill)" identified above, the O.C.S.O. will, at no additional cost to the Municipality, provide a substitute Sheriff's Deputy (i.e., a "fill-in") to provide Law Enforcement Services to the Municipality whenever a contracted "Deputy II (w/fill)" is absent from the Municipality during any 80-hour biweekly period for any reason except those reasons enumerated in Paragraph 6.1 of the Agreement.

NOTE: The O.C.S.O. will not assign any trainees to perform the duties of any Sheriff's Deputy contracted for and assigned to perform Law Enforcement Services under this Agreement.

- Original -
SCHEDULE A

SHERIFF'S DEPUTIES CONTRACTED FOR AND TO BE ASSIGNED TO MUNICIPALITY

Rank of Sheriff's Deputies Contracted	Number of Sheriff's Deputies Contracted	Biweekly Charge for each Sheriff's Deputy to Municipality in 2022	Annual Costs <u>2022</u>	Biweekly Charge for each Sheriff's Deputy to Municipality in 2023	Annual Costs <u>2023</u>	Biweekly Charge for each Sheriff's Deputy to Municipality in 2024	Annual Costs <u>2024</u>
Captain		\$7,751.93		\$7,947.93		\$8,199.29	
Lieutenant		\$6,824.93		\$7,008.13		\$7,200.79	
Patrol Sergeant		\$6,202.37		\$6,367.58		\$6,541.59	
Detective Sergeant	1	\$6,335.14	\$164,714	\$6,508.55	\$169,222	\$6,691.21	\$173,971
Deputy II (w/fill)	9	\$6,350.85	\$1,486,099	\$6,517.78	\$1,525,161	\$6,693.55	\$1,566,291
Deputy II (no-fill)		\$5,527.60		\$5,678.26		\$5,837.46	
Deputy II (no-fill/no-vehicle)		\$5,269.17		\$5,408.48		\$5,555.78	
Patrol Investigator (no-fill)	1	\$5,712.44	\$148,523	\$5,872.35	\$152,681	\$6,041.25	\$157,072
Deputy I (no-fill)		\$5,140.89		\$5,284.86		\$5,437.23	
TOTAL	11		\$1,799,336		\$1,847,064		\$1,897,334

Amendment = +\$2,410.42 for December + \$29,530 for year + \$30,148 for year

NOTE: For each "Deputy II (w/fill)" identified above, the O.C.S.O. will, at no additional cost to the Municipality, provide a substitute Sheriff's Deputy (i.e., a "fill-in") to provide Law Enforcement Services to the Municipality whenever a contracted "Deputy II (w/fill)" is absent from the Municipality during any 80 hour biweekly period for any reason except those reasons enumerated in Paragraph 6.1.1-6.1.5 of the Agreement.

NOTE: The O.C.S.O. will not assign any trainees to perform the duties of any Sheriff's Deputy contracted for and assigned to perform Law Enforcement Services under this Agreement.



SPRINGFIELD TOWNSHIP FIRE DEPARTMENT

DATE: September 22, 2022
TO: David Feichtner, Fire Chief
FROM: Ryan Hart, Captain
RE: Re-sealing Station 2 Bay Floor

The bay floor at Station 2 has not been redone or had any maintenance since Station 2 was remodeled in 2007. Since then, the floor has been chipping and slowly separating from the concrete. Additionally, there is bare concrete where the floor was repaired several years ago from when one of the floor drains failed. When the bare concrete spots get wet with water and soap, they get very slippery. The floor has several spots throughout the bay area that are getting bigger.

It was determined for safety and use the floor needed to be re-done. Due to Covid and other restrictions, it was not done last year. It was decided to wait until 2022 to complete this project. Several vendors were contacted to give us a quote. Two replied. After talking to them, each stated the floor will need to be stripped down and re-epoxied. The bay floor is just short of 5,000 sq. ft. The two quotes are on the following page. It would take approximately one week to complete the job. The apparatus would not be able to be driven or parked on the floor for one week after sealing. We need to take advantage of the remaining weeks of good weather to fit it in this year. The quote only includes the actual bay floor but none of the auxiliary rooms.

Like many things that have gone up in price, the cost for the floor has almost doubled between last year and this year. We have some funds available in the 2022 Fire Fund budget; however, we request to use a portion of the ARPA funds that were earmarked for medical supplies. We had budgeted \$105,000 for the medical supplies, but Capt. Strickland's request is \$47,000 under that estimate.

Based upon that information we request that the Township Board approve Concrete Floor Treatment, Inc. to work on the Station #2 floor for a cost not to exceed \$42,000, utilizing ARPA funds to complete the project.



SPRINGFIELD TOWNSHIP FIRE DEPARTMENT

Concrete Floor Treatment, Inc.

Decorative Flake Polyaspartic System

1. Mechanically grind to remove existing coating and to prepare surface for material application.
2. Patch all cracks, holes and joints with Epoxy Patch.
3. Apply (1) coat of Epoxy Primer
4. Apply (1) base coat of Epoxy with Decorative Flake Broadcasted to rejection.
 - a. Flake Size: 1/4 "
5. Scrape, vacuum and apply (1) top coat of Polyaspartic.
6. Install 4" Lines with Safety Yellow Tile Clad.
7. No extra cost to us to rent a generator it is in the price.

Total Cost \$ 41,250.00

Ultimate Industrial Coating.

1. Complete removal Diamond grind with a 25 grit bond in order to provide a suitable surface for the optimum adhesion of the flooring system.
2. Clean, power vacuum and blow down the profiled surface.
3. Application of one (1) prime coat (Light Grey)
4. Patch all joints and cracks for a seamless system
5. Application of one (1) finish coat (Light Grey)
6. Broadcast glass bead for non-slip
7. Top coat 971 clear coat
8. 4-inch safety yellow lines

The price for this project is \$47,470.00

*Plus there would be a rented generator of \$1,500.00

Total cost.....\$48,970.00

10280 Rattalee Lake Road

Davisburg, MI 48350

(248) 625-6699

Fax (248) 605-4090

Department Email: stfd22@springfield-twp.us



SPRINGFIELD TOWNSHIP FIRE DEPARTMENT

To: J. David Feichtner, Fire Chief
From: Matt Strickland, Captain
Date: 10/4/22
Re: ALS Supplies

On August 2, 2022, the Springfield Township Fire Department ALS millage was passed. We need to outfit Medic 3 with ALS supplies, similar to Medic 1. This unit will be a BLS ambulance that can upgrade to ALS if a crew is available. We will also need a few other supplies to complete our full transition to ALS.

To accomplish this, we need to purchase a few items to pass the state inspection and obtain proper credentials / licensing for Medic 3. Attached, I have put together a list of items required for licensing along with quotes for Lucas Device, Stair Chair and Refurbished Lifepack 15 Cardiac Monitor. Other items are readily available from vendors we normally use to purchase medical supplies. The total cost of the project will be \$57,042.00

We earmarked \$105,000 of ARPA funds for medical supplies, but we were able to get a quote for considerably less.

Therefore, I recommend we purchase the equipment specified and obtain the upgrade to ALS license for Medic 3. Our plan is to have Medic 3 upgraded by mid-November. Should anybody have any questions at anytime before the meeting, please contact me. Thank you very much for your time and consideration.

ALS TRANSITION BREAKDOWN

QTY	EQUIPMENT	COST
1	LUCAS DEVICE	\$18,020.64
1	STAIR CHAIR	\$4,091.61
3	LIFEPACK 15 CHARGING UNIT W/BATTERIES	\$5,032.80
2	COMPLETE INTUBATION KIT	\$930.80
3	IO DRILL KIT (WITH SET OF NEEDLES)	\$4,780.00
1	LIFEPACK 15 (RECERTIFIED)	\$22,489.44
1	IV WARMER	\$550
1	IV POLE STRYKER	\$295.46
Var.	MISC. ALS SUPPLIES	\$400.00
1	UPGRADE LICENSE FEE	\$25.00
	FREIGHT COSTS	\$426
	TOTAL COST	\$ 57,042.00



LP15 CPO 2022

Quote Number: 10485397

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: SPRINGFIELD TOWNSHIP FIRE DEPT

Chicago, IL 60673-3308

Attn: J DAVID FEICHTNER

Rep: Tim Hornak

firechief@springfield-twp.us

Email: tim.hornak@stryker.com

(248) 231-7934

Phone Number: (231) 578-7801

Quote Date: 09/05/2022

Expiration Date: 09/30/2022

Delivery Address

End User - Shipping - Billing

Bill To Account

Name: SPRINGFIELD TOWNSHIP FIRE DEPT

Name: SPRINGFIELD TOWNSHIP FIRE DEPT

Name: CHARTER TOWNSHIP OF SPRINGFIELD

Account #: 1151681

Account #: 1151681

Account #: 1151680

Address: 10280 RATTALEE LK RD

Address: 10280 RATTALEE LK RD

Address: 12000 DAVISBURG RD

DAVISBURG

DAVISBURG

DAVISBURG

Michigan 48350-1315

Michigan 48350-1315

Michigan 48350-2643

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99577-001955	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	1	\$22,000.00	\$22,000.00
2.0	41577-000284	Ship Kit -QUIK-COMBO Therapy Cable; 2 rolls100mm Paper; RC-4, Patient Cable, 4ft.; NIBP Hose, Coiled; NIBP Cuff, Reusable, adult; 12-Lead ECG Cable, 4-Wire Limb Leads, 5ft; 12-Lead ECG Cable, 6-Wire Precordial attachment	1	\$0.00	\$0.00
3.0	21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	3	\$0.00	\$0.00
4.0	11171-000046	Masimo M-LNCSCI, Adult Reusable SpO2 only Sensor. For use with RC Patient Cable.	1	\$244.72	\$244.72
5.0	11171-000047	Masimo M-LNCSP, Pediatric Reusable SpO2 only Sensor. For use with RC Patient Cable.	1	\$244.72	\$244.72
6.0	21300-008147	LIFEPAK 15 NIBP Straight Hose, 9'	1	\$0.00	\$0.00
7.0	11160-000013	NIBP Cuff-Reusable, Child	1	\$0.00	\$0.00
8.0	11160-000017	NIBP Cuff -Reusable, Large Adult	1	\$0.00	\$0.00
9.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	1	\$0.00	\$0.00
10.0	11220-000028	LIFEPAK 15 Carry case top pouch	1	\$0.00	\$0.00
11.0	11260-000039	LIFEPAK 15 Carry case back pouch	1	\$0.00	\$0.00
Equipment Total:					\$22,489.44



LUCAS and Stair Pro 2022

Quote Number: 10567352

Remit to: Stryker Medical

Version: 1

P.O. Box 93308

Prepared For: SPRINGFIELD TWP FIRE DEPT

Chicago, IL 60673-3308

Attn: J DAVID FEICHTNER

Rep: Tim Hornak

firechief@springfield-twp.us

Email: tim.hornak@stryker.com

(248) 231-7934

Phone Number: (231) 578-7801

Quote Date: 09/28/2022

Expiration Date: 09/30/2022

Delivery Address

End User - Shipping - Billing

Bill To Account

Name: SPRINGFIELD TWP FIRE DEPT

Name: SPRINGFIELD TWP FIRE DEPT

Name: CHARTER TWP OF
SPRINGFIELD

Account #: 1151681

Account #: 1151681

Account #: 1151680

Address: 10280 RATTALEE LK RD

Address: 10280 RATTALEE LK RD

Address: 12000 DAVISBURG RD

DAVISBURG

DAVISBURG

DAVISBURG

Michigan 48350-1315

Michigan 48350-1315

Michigan 48350-2643

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$16,110.39	\$16,110.39
2.0	11576-000060	LUCAS Desk-Top Battery Charger	1	\$990.75	\$990.75
3.0	11576-000071	LUCAS External Power Supply	1	\$313.50	\$313.50
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	\$606.00	\$606.00
5.0	6252000000	Stair-PRO Model 6252	1	\$4,091.61	\$4,091.61
5.1	7777881660	1 year parts, labor & travel			
5.2	6252009001	Stair-Pro Operations Manual			
5.3	6250001162	In-Service Video (DVD)			
5.4	6252026000	Common Components			
5.5	6250021000	2 Piece ABS Panel Seat			
5.6	6250160000	Polypropelene Restraint Set(Plastic Buckles)			
5.7	6252022000	Main Frame Assy Option			
5.8	6250024000	Standard Length Lower LiftHandles			
5.9	6252027000	Footrest Option			
5.10	6252040000	Removable Head Support			
5.11	6252024000	No IV Clip Option			



LUCAS and Stair Pro 2022

Quote Number: 10567352

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: SPRINGFIELD TWP FIRE DEPT

Chicago, IL 60673-3308

Attn: J DAVID FEICHTNER

Rep: Tim Hornak

firechief@springfield-twp.us

Email: tim.hornak@stryker.com

(248) 231-7934

Phone Number: (231) 578-7801

Quote Date: 09/28/2022

Expiration Date: 09/30/2022

#	Product	Description	Qty	Sell Price	Total
6.0	11577-000004	Station Battery Charger - For the LP15	3	\$1,677.60	\$5,032.80
Equipment Total:					\$27,145.05

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$246.57
Grand Total:	\$27,391.62

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.



LP15 CPO 2022

Quote Number: 10485397

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: SPRINGFIELD TOWNSHIP FIRE DEPT

Chicago, IL 60673-3308

Attn: J DAVID FEICHTNER

Rep: Tim Hornak

firechief@springfield-twp.us

Email: tim.hornak@stryker.com

(248) 231-7934

Phone Number: (231) 578-7801

Quote Date: 09/05/2022

Expiration Date: 09/30/2022

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
---------	-------------	-----	------------	--------------

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$179.68
Grand Total:	\$22,669.12

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

SPRINGFIELD CHARTER TOWNSHIP

MAINTENANCE OFFICE
248-846-6507



To: Laura Moreau and Township Board
From: Jerry David, Facilities Manager
Date: October 4, 2022
Re: 2022-2023 Snow Removal Contract

Background

For the 2021-2022 snow removal season, the Township Board decided to source out the snow removal for certain Township, Fire Department and Parks & Recreation locations. With the long relationship the Township and Parks & Recreation has with All n One, we decided to award All n One Lawn Care Services the contract.

For 2022-2023 snow removal season, the Township Board has decided to source out the snow removal for the 2022-2023 snow season, but we would bid out the services with at least several snow removal contractors in the immediate area. We put together a bid packet which consist of locations: (2 Twp, 2 FS's and 4 Parks & Recreation) and what areas to bid on (Sidewalks-shovel/salt and Driveway-plowed/plow 6+/salt), we sent these bid packets out via mail and email to each of the contractors with a deadline of Sept 19, 2022 (see attached Requests for Proposal letter). Township staff will maintain the snow removal of the Township locations during regular operating hours Monday-Friday 8:30am-4:30pm.

Quotes

Please see attached for a list of the contractors, their bids, and the locations they were bidding on, which are: 2 Twp, 2 FS's, 4 Parks & Recreation. Also attached is a summary page for All n One showing the cost difference from 2021-2022 to 2022-2023. Because All n One is the low bidder and we were very satisfied with their service last season, our recommendation is to award All n One the 2022-2023 Snow Removal contract.

Request Motion

Authorize the Supervisor to enter into an agreement with All n One Lawn Care Services for the 2022-2023 Snow Removal Season per their bid received 9/16/2022.

If you have any questions, please feel free to call or email me.

Thank you,
Jerry David
248-408-1900
jdavid@springfield-twp.us



REQUESTS FOR PROPOSALS

- PROJECT:** Snow Removal for the Township and Parks and Recreation Facilities
- AGENCY:** Springfield Township
12000 Davisburg Rd.
Davisburg, MI 48350
Office Hours: 8:30 am to 4:30 pm
- CONTACT:** **Jerry David, Facilities Manager**
Phone: 248-846-6507
Email: JDavid@springfield-twp.us
- DEADLINE:** As soon as possible, but no later than Monday, September 19, 2022 at 4pm.
Mail, Email or Deliver to above address before the deadline.

PROPOSAL REQUIREMENTS:

Bids should be itemized by location and be on a per push basis with 2 inches to 3 inches of snowfall, as detailed below and in the attached diagrams. When applicable, sidewalk, salt, and calcium chloride bid prices should be listed separately by location. Salting may be necessary even without snowfall. Please list if there are any additional costs associated with 6+ inches of snow removal.

1. Township Civic Center driveway, parking lots, and sidewalks - 12000 Davisburg Road
 - After 2 inches of accumulation, snow removal is required.
 - Quote salt for parking lots separately.
 - Calcium chloride is to be used on sidewalks as a salt substitute.
 - The driveway, lower entrance, and west parking lot must be plowed and salted by 8:00 am Monday through Friday and by 9:00 am on Saturdays and Sundays. The upper entrance and east parking lot must be plowed and salted by 9:00 am Monday through Sunday.
 - Township staff will handle any removal of snow that accumulates during normal business hours from 8:30 am to 4:30 pm, Monday through Friday. Any snowfall before or after those time periods and on weekends the contractor is responsible to remove.
 - If there is any type of freezing rain or ice storm contractor will be responsible for salting for this situation no matter what time of day it is.

2. Maintenance Building - 700 Broadway

- After 2 inch of accumulation, snow removal is required.
- Quote salt for parking lots separately.
- Calcium chloride is to be used on sidewalks as a salt substitute.
- Facility must be plowed and salted by 8:00 am Monday through Friday and -by 10:00am on Saturdays and Sundays.
- Township staff will handle any removal of snow that accumulates during normal business hours from 8:30 am to 4:30 pm, Monday through Friday. Any snowfall before or after those time periods and on weekends the contractor is responsible to remove.
- If there is any type of freezing rain or ice storm contractor will be responsible for salting for this situation no matter what time of day it is.

3. Fire Stations

- a) Fire Station # 1 - 12800 Andersonville Rd.
- b) Fire Station # 2 10280 Rattalee Lake Rd. (Rattalee Lake & Dixie Hwy.)
 - Fire Stations must be plowed seven days a week around the clock after 2 inches of accumulation and before all other facilities.
 - Only calcium chloride is to be used on sidewalks as a salt substitute.

4. Parks:

- a) Mill Pond Park, 495 Broadway, plus sidewalks
 - After 2 inches of accumulation, snow removal is required.
 - Salt for the parking lot is required.
 - Calcium chloride is to be used on sidewalks as a salt substitute.
 - Facility must be plowed and salted by 7:00 am Monday through Friday. On Saturday and Sunday, it must be completed by 8:00 am.
 - Parks & Recreation staff will handle any removal of snow that accumulates during normal business hours from 8:00 am to 3:30 pm Monday through Friday. Any snowfall before or after those time periods and on weekends the contractor is responsible to remove.
 - If there is any type of freezing rain or ice storm contractor will be responsible for salting for this situation no matter what time of day it is.
- b) Shiawassee Basin Preserve Trail Head: 8757 Eaton Road & Southern Shiawassee Basin Preserve entrance 12000 Davisburg Road
 - The contractor will be responsible for snow removal at this location on the weekends after there is 3 inches of accumulation. No sidewalks or salt needed.
- c) Rental home at 8625 Eaton Road.
 - The contractor will be responsible for snow removal at this location on the weekends after there is 3 inches of accumulation
 - No sidewalks or salt needed.

The Township reserves the right to accept or reject any or all bids, or to add or delete options or portions of the bid specifications as necessary from the request for bid proposals. All inquiries regarding this Request for Proposals shall be made

Springfield Township is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability.

10/5/2022

STFD	2022-2023'	Snow Removal Bids
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
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21	21	21
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23	23	23
24	24	24
25	25	25
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27	27	27
28	28	28
29	29	29
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31	31	31
32	32	32
33	33	33
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36	36	36
37	37	37
38	38	38
39	39	39
40	40	40
41	41	41
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43	43	43
44	44	44
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91	91	91
92	92	92
93	93	93
94	94	94
95	95	95
96	96	96
97	97	97
98	98	98
99	99	99
100	100	100

FS1 & FS2

Contractors Contact Information		Date Received Bids	Fire Station 1 -- 12800 Andersonville Rd						Fire Station 2 -- 10280 Rattalee Lake Rd							
			Sidewalks				Parking Lot / Driveway			Sidewalks				Parking Lot / Driveway		
			Shovel	Shovel 6+	Salt		Plow	Plow 6+	Salt	Shovel	Shovel 6+	Salt		Plow	Plow 6+	Salt
Dynamite Landscape P.O.Box 23 Davisburg, MI 48350 Troy Neirath 248-361-9732 troy@dynamitelandscape.com		9/7/2022	\$ 75.00	Not Quoted	\$ 45.00		\$ 185.00	Not Quoted	\$ 210.00	\$ 45.00	Not Quoted	\$ 35.00		\$ 225.00	Not Quoted	\$ 310.00
All n One Lawn Care Services 15047 Seymour Rd Linden, MI 48451 Wyatt/Matt 810-875-0007 allonelawncares13@gmail.com		9/16/2022	\$ 40.00	\$ 60.00	\$ 30.00		\$ 70.00	\$ 110.00	\$ 70.00	\$ 40.00	\$ 60.00	\$ 30.00		\$ 90.00	\$ 125.00	\$ 90.00
North Oakland Landscaping 9645 Melissa Davisburg, MI 48350 Tim Butts 248-670-4948 northoaklandlandscaping@gmail.com		DO NOT RESPOND														
Irish Brothers 206 Elms St. Holly, MI 48442 810-965-4087 irishbrothers@yahoo.com		9/19/2022	\$ 35.00	\$ 70.00	\$ 60.00		\$ 50.00	\$ 100.00	\$ 85.00	\$ 35.00	\$ 70.00	\$ 60.00		\$ 90.00	\$ 180.00	\$ 100.00
Always Sharp LLC 4150 Groveland Rd Ortonville, MI 48462 Chad / Randy 248-620-5296 chad@alwayssharppllc.com randy@alwayssharppllc.com		DO NOT RESPOND														
Spartan Paving 2300 Dixie Hwy Waterford, MI 48328 Chad McDonald 248-625-1575 chad.mcdonald@spartanpaving.com		RESPONDED BUT DECLIND TO BID														

STPR 2022-2023' Snow Removal Bids																											
Parks and Recreation																											
Contractors Contact Information		Date Received Bids	Shiawassee Basin Preserve						Ranger House -- 8625 Eaton Rd						Northern Trailhead						Mill Pond Park -- 495 Broadway						
			Sidewalks			Parking Lot / Driveway			Sidewalks			Driveway			Sidewalks			Parking Lot / Driveway			Sidewalks			Parking Lot / Driveway			
			Shovel	Salt		Plow	Plow 6+	Salt	Shovel	Salt		Plow	Plow 6+	Salt	Shovel	Salt		Plow	Plow 6+	Salt	Shovel	Shovel 6+	Salt		Plow	Plow 6+	Salt
Dynamite Landscape P.O.Box 23 Davisburg, MI 48350 Troy Neirath 248-361-9732 troy@dynamitelandscape.com		9/7/2022 & 9/12/2022					\$ 125.00					\$ 95.00					\$ 165.00				\$ 175.00		\$ 105.00	\$ 365.00		\$ 310.00	
All n One Lawn Care Services 15047 Seymour Rd Linden, MI 48451 Wyatt/Matt 810-875-0007 allonelawncares13@gmail.com		9/16/2022					\$ 80.00	\$ 110.00				\$ 35.00	\$ 90.00			\$ 50.00	\$ 75.00			\$ 40.00	\$ 60.00	\$ 30.00	\$ 95.00	\$ 140.00	\$ 100.00		
North Oakland Landscaping 9645 Melissa Davisburg, MI 48350 Tim Butts 248-670-4948 northoaklandlandscaping@gmail.com		DO NOT RESPOND																									
Irish Brothers 206 Elms St. Holly, MI 48442 810-965-4087 irishbrothers@yahoo.com		9/19/2022					\$ 90.00	\$ 180.00				\$ 45.00	\$ 90.00			\$ 40.00	\$ 80.00			\$ 65.00	\$ 130.00	\$ 65.00	\$ 90.00	\$ 180.00	\$ 90.00		
Always Sharp LLC 4150 Groveland Rd Ortonville, MI 48462 Chad / Randy 248-620-5296 chad@alwayssharpplc.com randy@alwayssharpplc.com		DO NOT RESPOND																									
Spartan Paving 2300 Dixie Hwy Waterford, MI 48328 Chad McDonald 248-625-1575 chad.mcdonald@spartanpaving.com		RESPONDED BUT DECLIND TO BID																									

All n One Lawn Car Services - Summary Page

STWP 2022-2023' Snow Removal Bids															
TOWNSHIP															
Contractors Contact Information	Date Received Bids	Civic Center							700 Broadway						
		Sidewalks			Parking Lot / Driveway				Sidewalks			Parking Lot / Driveway			
		Shovel	Shovel 6+	Salt	Plow	Plow 6+	Salt		Shovel	Shovel 6+	Salt	Plow	Plow 6+	Salt	
All n One Lawn Care Services 15047 Seymour Rd Linden, MI 48451 Wyatt/Matt 810-875-0007 allonelawncares13@gmail.com	9/16/2022	\$ 65.00	\$ 95.00	\$ 50.00	\$ 175.00	\$ 230.00	\$ 185.00		\$ 10.00	\$ 15.00	Included in with the driveway salting	\$ 45.00	\$ 60.00	\$ 45.00	
All n One Lawn Care Services	2021-2022' Charges	\$ 60.00	\$ 90.00	\$ 50.00	\$ 150.00	\$ 210.00	\$ 175.00		\$ 10.00	\$ 15.00	Same as above	\$ 40.00	\$ 60.00	\$ 85.00	

STFD 2022-2023' Snow Removal Bids							
FS1 & FS2							
Contractors Contact Information	Date Received Bids	Fire Station 2 -- 10280 Rattalee Lake Rd					
		Sidewalks			Parking Lot / Driveway		
		Shovel	Shovel 6+	Salt	Plow	Plow 6+	Salt
All n One Lawn Care Services 15047 Seymour Rd Linden, MI 48451 Wyatt/Matt 810-875-0007 allonelawncares13@gmail.com	9/16/2022	\$ 40.00	\$ 60.00	\$ 30.00	\$ 90.00	\$ 125.00	\$ 90.00
All n One Lawn Care Services	2021-2022' Charges	\$ 40.00	\$ 60.00	\$ 30.00	\$ 75.00	\$ 100.00	\$ 80.00

STPR 2022-2023' Snow Removal Bids													
Parks and Recreation													
Contractors Contact Information	Date Received Bids	Mill Pond Park -- 495 Broadway							Shiawassee Basin Preserve				
		Sidewalks			Parking Lot / Driveway				Sidewalks			Parking Lot / Driveway	
		Shovel	Shovel 6+	Salt	Plow	Plow 6+	Salt		Shovel	Shovel 6+	Salt	Plow	Plow 6+
All n One Lawn Care Services 15047 Seymour Rd Linden, MI 48451 Wyatt/Matt 810-875-0007 allonelawncares13@gmail.com	9/16/2022	\$ 40.00	\$ 60.00	\$ 30.00	\$ 95.00	\$ 140.00	\$ 100.00					\$ 125.00	
All n One Lawn Care Services	2021-2022' Charges	\$ 40.00	\$ 60.00	\$ 30.00	\$ 85.00	\$ 130.00	\$ 100.00					\$ 70.00	\$ 100.00

Memo

Township Board

To: Township Board
From: Jerry David
Date: October 3, 2022
Re: Electronic Key Card Building Access System

Background & System Information

In 2019, the Township Board approved the purchase and installation of a keyless access system for the STFD fire stations through AOB Security LLC (dba Security Designs). The keyless access system itself is by a company called Avigilon. The memo that went to the Board describing the system in August 2019 is attached for reference. Further technical information is available upon request.

The Avigilon system allows for access to exterior or interior doors with either a credit card-sized card or a key fob. Each user's card/fob can be granted access to specific doors or groups of doors. For example, a Township employee would have access to the lower-level exterior doors and the doors to the office area, while Library staff would have access to the upper-level exterior doors and Library staff entrance, but not to the lower-level interior office doors (though the Library may be assigned one card for their staff to retrieve mail – just as they have a key to do so now). The system logs each time a card/fob is used and who the card/fob is assigned to. A user's ability to access doors or groups of doors can also be restricted to certain days or timeframes.

The system also allows administrators to remotely lock or unlock doors. Doors can also be set to lock/unlock for specific timeframes.

Component-wise, the Avigilon system is comprised of one primary server (currently located at Station 1) and a control panel at each location. The system was designed with the capacity to add additional locations/facilities to the primary server.

Since the implementation, the system has performed extremely well. Captain Matt Strickland reports high satisfaction with both the performance and ease of use of the system. Chris Benedict added that his involvement with maintenance of the system from an IT perspective has been minimal, but on the one occasion support was required to address a potential security issue, AOB was exceptionally helpful, responding immediately well after-hours.

Quotes

With the potential addition of the OCSO substation, rising security concerns, and to better manage building access, Supervisor Moreau authorized me to obtain an updated quote to add the Civic Center to the Avigilon system. Because the Avigilon system was implemented with the capacity to add additional facilities as needed and has performed at or above expectations, other solutions were not evaluated.

Per the attached quote, 10 doors at the Civic Center would be converted to allow access by either a card or a key fob. The quote includes 100 card or key fobs. Additional cards can be purchased at \$5.25 each, and key fobs for \$6.75 each. Separate quotes were also obtained for adding the 700 Broadway and the

Hart Center. **A more detailed component breakdown description will be provided in advance of the 10/13/2022 Township Board Meeting.** The costs for each location are as follows:

LOCATION	COST
Civic Center (10 doors)	\$26,311
700 Broadway (2 doors)	\$5,563
Hart Center (2 doors)	\$5,563

The Park Commission is considering the addition of the Hart Center at their October 11 meeting.

If approved, the installation start date is expected to be two-three months from the time notice is given to AOB. Installation takes approximately two days per site.

System Management

Management of the Avigilon system is currently handled predominantly by Captain Strickland. Chris Benedict is also an administrator, as are Chief Feichtner and Captain Hart. If approved, administration of the system would be segregated so that control of specific doors or door groups will be limited to applicable designated personnel. This will allow the OCSO to have designated personnel control access to substation doors but not to other Civic Center doors. A preliminary example of the division of administrative oversight is below:

LOCATION	ADMINISTRATORS
Civic Center (general offices, Library)	Jerry David, Chris Benedict, Laura Moreau
OCSO Substation	Jerry David, OCSO designee(s), Chris Benedict
Fire Stations	Matt Strickland, Chris Benedict, Chief Feichtner, Captain Hart, Jerry David
Hart Center	Jerry David, Sarah Richmond, Kathy VanGilder, Chris Benedict

Budget

This expense is included in the 2023 budget.

Suggested motion: Authorize the Supervisor to enter into agreement with AOB Security LLC (DBA Security Designs) for the purchase and installation of an Avigilon Electronic Key Card Building Access System for the Civic Center and 700 Broadway at a cost not to exceed \$36,000



August 31, 2022

Mr. Jerry David
Facilities Manager
Springfield Township
12000 Davisburg Road
Davisburg, MI 48350

Re: Installation of 15 Access Control Points in the Civic Center (11), Hart Community Center (2) and 700 Broadway (2)

Dear Mr. David,

Thank you for allowing Security Designs the opportunity to present you with the following proposal for Springfield Township.

Security Designs installs only quality proven equipment that has been tested under the harshest installation requirements. Our factory trained technicians have been meeting and setting industry standards with their work. Should a question or concern arise with an application or installation, you can depend on a timely and knowledgeable response.

Again, thank you for this opportunity. If you have any questions regarding any of the information provided, please call my office at (734) 421-0077.

Sincerely,

John Humenay



Springfield Township
12000 Davisburg Road
Davisburg, MI 48350
September 13, 2022

Installation of 15 Access Control Points at the Civic Center, Hart Community Center and 700 Broadway

<u>Item</u>	<u>Description</u>
1.	1 – Avigilon 16 Reader License
2.	3 – Avigilon Intelligent Controller
3.	1 – Avigilon 16 Door Power Supply
4.	2 – Avigilon 4 Door Power Supply
5.	15– Avigilon Proximity Card Reader
6.	100 – HID Proximity Cards/Keyfobs
7.	6 – Avigilon Dual Reader Boards
8.	15 – Electric Strikes
9.	1 – Lot Connectors, Fittings, Hardware
10.	1 – Labor Installation, Programming, Testing

Purchase & Installation: \$39,437.00

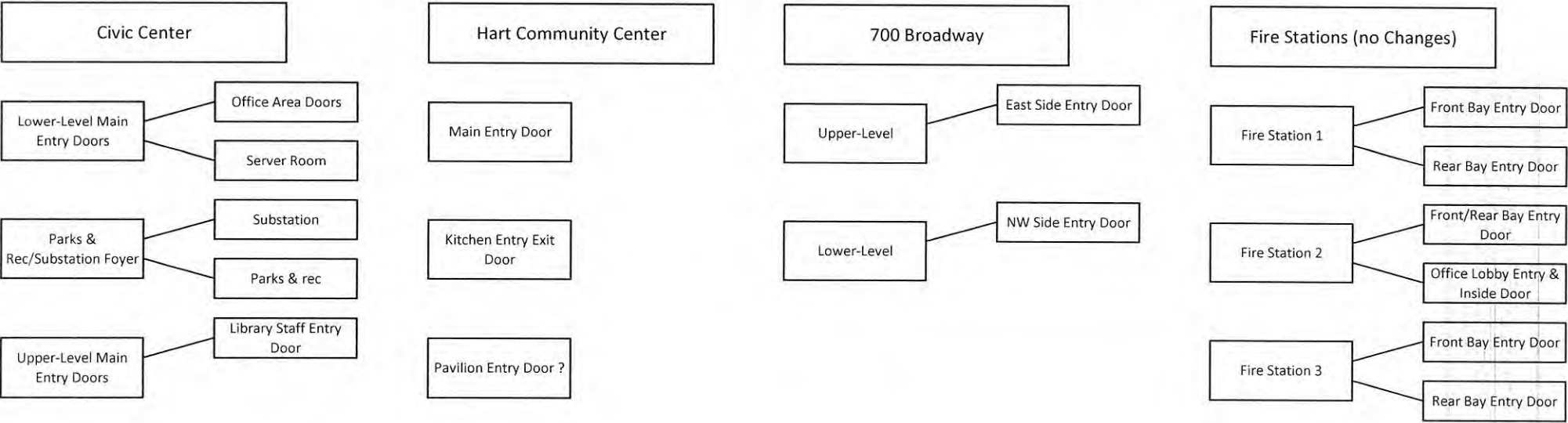
To add a Reader at the Hart Community Center please add \$1,850.00

Upon acceptance of this proposal, net payment is due within 30 days of project completion.

Security Designs Inc. standard warranty on the equipment and services provided in this proposal is one (1) year from the commencement of the warranty period.

Authorized By: _____ Date: _____ P.O #: _____.

Springfield Township - Avigilon Electronic Key Card Building Access System Chart



SPRINGFIELD CHARTER TOWNSHIP

SEAN R. MILLER, CLERK

248-846-6510 | 248-846-6538 FAX



Memo

To: Township Board
From: Sean Miller, Clerk *Sean*
Date: October 1, 2022
Re: Clerk's Office Job Descriptions

With the transition of Brian Piper to the Supervisor's Office and Kristen Douglas splitting her time between the Treasurer's Office and Building Department, it became necessary for the Treasurer's Office to shift some job functions around. As a result, I have agreed to take on CDBG and West Nile in the Clerk's Office. These two responsibilities used to be under the Supervisor's Office and were shifted to the Treasurer's Office when Erin Mattice became Deputy Treasurer.

I would also like to eliminate the Recording Secretary and bring the preparation of Township Board meeting minutes in-house. Andrea Ewer, Clerk's Assistant II, is a certified court recorder and I believe she is well suited to take on this additional responsibility.

Accordingly, the Job Descriptions for Clerk's Assistant I and Clerk's Assistant II need to be updated to reflect these additional job responsibilities and I have attached proposed job descriptions to this memo. In the interest of fiscal responsibility, I am not proposing nor requesting any pay increases as a result of these additional responsibilities.

Please do not hesitate to contact me with any questions or concerns.

Recommendation: Adopt the proposed job descriptions for Clerk's Assistant I, and Clerk's Assistant II

Respectfully,
Sean R. Miller
Township Clerk

Title: Clerk's Assistant I
Status: Non-Exempt
Reports To: Township Clerk
Hours: Full-Time 35 Hours
Compensation: Salaried

SPRINGFIELD CHARTER TOWNSHIP



Job Summary:

The employee in this position performs a variety of Clerk's Office functions including payroll, overseeing and assisting with many aspects of election administration, assisting with the preparation of agendas and meeting packets, responding to general inquiries/requests, and assisting with other statutory responsibilities required of the Clerk's Office. This work is performed under the supervision of the Clerk and/or Deputy Clerk.

Essential Responsibilities:

1. Payroll & Financial Filing

- a. Manages payroll processing including entry and updates of employee salaries, deductions, and withholdings information; entry of department payroll spreadsheets; and production of required reports for Treasurer's Office.
- b. Oversees tax filings and W2 preparation.
- c. Tracks paid time off, sick leave hours, and comp time for Township staff.

2. Cemetery Management

- a. Manages sales and burial records for Davisburg Cemetery and Andersonville Cemetery including data entry in BS&A system and attaching maps and photos to burial file.
- b. Prepares and updates maps of sold/available cemetery spaces.
- c. Coordinates with funeral homes and vault company regarding inquiries and burials.
- d. Assists citizens with fee and policy questions, sells burials rights, and produces certificates.

3. Election Administration

- a. Maintains certification, completes required ongoing training sessions, and continuously keeps informed of changes in Election Law and Bureau of Elections procedures.
- b. Leads the preparation and processing of initial AV application mailing to permanent list.
- c. Leads the preparation and processing of initial bulk AV ballots mailing.
- d. Responds to voter inquiries and requests and issues/receives AV applications and ballots as required.
- e. Completes daily reconciliation report and AV List.
- f. Prepares materials for ePollbook training and assists election workers in sessions.
- g. Completes other election tasks as assigned by the Clerk including verifying/tracking petition signatures, responding to voter requests, delivering materials to post office and tracking postage costs, preparing ballots and lists for AV counting board, and assisting with Election Day issues/inquiries.
- h. Works additional days and/or extended hours during election cycles.

4. Board Packets & Meeting Preparation

- a. Prepares and assembles Township Board meeting agenda and information packets.
- b. Prepares agenda copies and sets up the meeting room for Township Board meetings.
- c. Scans Board information packets for posting on the Township website and to maintain digital records of meeting materials on server.

Adopted:

Page 1

5. Other Responsibilities:

- a. Receives, screens, and routes telephone calls to appropriate individuals and/or departments.
- b. Responds to requests and inquiries by phone and at the front counter; provides appropriate information, as required.
- c. Performs routine office, clerical, and general administrative support in the Clerk's Office and other departments, as required.
- d. Identifies parcels for personal noticing for ZBA and rezoning requests, prepares/mailes notices, and prepares affidavit.
- e. Compiles and maintains records of ZBA proceedings.
- f. Performs research and special projects as needed.
- g. Produces maps, lists, and labels for departments as needed.
- h. Assists with record retention and maintenance of Clerk's Office equipment and supplies.
- i. Act as liaison to Oakland County for Community Development Block Grant program and Administer Community Development Block Grant Program by Maintaining monthly financial reports and preparing all correspondence to Township Board, residents, other communities, and Township staff regarding CDBG program.
- j. Various other duties as assigned by the Clerk/Deputy Clerk.

Knowledge, Skills, & Abilities:

1. Ability to handle diverse situations and people.
2. Ability to work effectively with other departments, fellow employees, and the public.
3. Ability to communicate effectively both verbally and in writing.
4. Ability to be a motivated self-starter who is able to multi-task with close attention to detail and work effectively in stressful situations.
5. Proficiency with word processing, spreadsheet, and database maintenance software and knowledge of or ability to learn to use specialized municipal applications.
6. Proficiency with office equipment including computers, fax machines, copy machines, printers, postage machines, multi-line phones, and calculators.
7. Knowledge of or ability to learn to use specialized elections systems and software such as Qualified Voter File and Electronic Poll Book.
8. Knowledge of or ability to learn and implement election laws under the direction of the Clerk.
9. Experience with or ability to learn to operate election equipment and voting machines.
10. Ability to work additional days and/or extended hours during election cycles.
11. Ability to maintain confidentiality.

Physical Demands:

The position requires regularly sitting, standing and walking. The position requires regular mental and visual concentration, along with the capabilities to distinguish colors, compare and match items and the ability to view computer screens and printouts. This position requires, on an occasional basis, reaching, lifting, carrying and/or pulling of items with a weight range of up to 30 pounds. If lifting or carrying an object in excess of 30 pounds, a team lift approach is required. Occasionally this position will be required to push or pull items with a weight range up to 80 pounds. The ability to use fingering or manual dexterity to use a computer keyboard, calculator, adding machine, and mouse is needed on a regular basis. In addition, fine motor skills to grasp items, such as cables, hardware, and other small items is needed on a regular basis. This position requires on a regular basis the ability to speak at varying tonal levels and the ability to hear sounds such as speech and machines. Occasionally this position may require stooping, kneeling or crouching down.

Adopted:

Working Environment:

Employee will work regularly in an office environment.

Education & Training:

1. High School education or equivalent.
2. A minimum of three years related office and/or elections administration experience.
3. Ongoing Election Certification and Qualified Voter File Training will be required.

Other Information:

1. A valid driver's license is required to use a Township vehicle or a personal vehicle while on Township business.
2. All employees are to properly maintain and safely use Township property and equipment.

General:

The employee in this position will follow and uphold the rules and policies of Springfield Township. This position will receive guidance with respect to overall general duties but must be able to exercise independent discretion and judgment regarding practical problems.

The statements contained within this job description describe this position currently and reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of the position's responsibility. It should not be considered all-inclusive; it is not an employment contract. The Springfield Township Board reserves the right to modify job duties or the job description when it deems it necessary.

Approved by: _____
Clerk

Date: _____

Acknowledged by: _____
Employee

Date: _____

Title: Clerk's Assistant II
Status: Non-Exempt
Reports To: Township Clerk
Hours: Full-Time 35 Hours
Compensation: Salaried

SPRINGFIELD CHARTER TOWNSHIP



Job Summary:

The employee in this position performs a variety of Clerk's Office functions including management of Cemetery records and plot sales, overseeing and assisting with many aspects of election administration including voter registration, assisting with the preparation of agendas and meeting packets, responding to general inquiries/requests, and assisting with other statutory responsibilities required of the Clerk's Office. This work is performed under the supervision of the Clerk and/or Deputy Clerk.

Essential Responsibilities:

1. Accounts Payable

- a. Processes Accounts Payable for all Township departments including reviewing invoices, resolving billing discrepancies, verifying approvals, assigning Chart of Accounts numbers, and producing required reports for the Treasurer's Office
- b. Initiates and processes ongoing billings and administrative charges
- c. Scans invoices and saves images to applicable BS&A Accounts Payable records
- d. Prepares Bills List and Additional Disbursements reports for Township Board
- e. Identifies service providers subject to 1099 and prepares tax forms and State/Fed reports
- f. Maintains AP files and monitors retention of invoices
- g. Responds to Auditor requests for reports and bills

2. Cemetery Management

- a. Manages sales and burial records for Davisburg Cemetery and Andersonville Cemetery including data entry in BS&A system and attaching maps and photos to burial file.
- b. Prepares and updates maps of sold/available cemetery spaces.
- c. Coordinates with funeral homes and vault company regarding inquiries and burials.
- d. Assists citizens with fee and policy questions, sells burials rights, and produces certificates.

3. Election Administration

- a. Maintains certification, completes required ongoing training sessions, and continuously keeps informed of changes in Election Law and Bureau of Elections procedures.
- b. Maintains Qualified Voter File in accordance with State laws, including voter registration records, election reports, and lists.
- c. Assists with the preparation and processing of initial AV application mailing to permanent list.
- d. Assists with the preparation and processing of initial bulk AV ballots mailing.
- e. Responds to voter inquiries and requests and issues/receives AV applications and ballots as required.
- f. Completes other election tasks as assigned by the Clerk including verifying/tracking petition signatures, responding to voter requests, delivering materials to post office and tracking postage costs, preparing ballots and lists for AV counting board, and assisting with Election Day issues/inquiries.
- g. Works additional days and/or extended hours during election cycles.

4. Other Responsibilities:

- a. Receives, screens and routes telephone calls to appropriate individuals and/or Departments.
- b. Responds to requests and inquiries by phone and at the front counter; provides appropriate information, as required.
- c. Performs routine office, clerical, and general administrative support in the Clerk's Office and other Departments, as required.
- d. Manages billing to neighborhoods participating in the DTE Community Lighting Program.
- e. Administers private road chloriding program.
- f. Orders office supplies and monitors/maintains stock room.
- g. Maintains postage meter funds.
- h. Receives and sorts incoming mail.
- i. Performs research and special projects as needed.
- j. Produces maps, lists, and labels for departments as needed.
- k. Assists with record retention and maintenance of Clerk's Office equipment and supplies.
- l. Oversee Township's involvement in West Nile grant program with Oakland County. Oversee preparation of project description and fulfilling program requirements.
- m. Preparation of Township Board meeting minutes.
- n. Various other duties as assigned by the Clerk/Deputy Clerk.

Knowledge, Skills, & Abilities:

1. Ability to handle diverse situations and people.
2. Ability to work effectively with other departments, fellow employees, and the public.
3. Ability to communicate effectively both verbally and in writing.
4. Ability to be a motivated self-starter who is able to multi-task with close attention to detail and work effectively in stressful situations.
5. Proficiency with word processing, spreadsheet, and database maintenance software and knowledge of or ability to learn to use specialized municipal applications.
6. Proficiency with office equipment including computers, fax machines, copy machines, printers, postage machines, multi-line phones, and calculators.
7. Knowledge of or ability to learn to use specialized elections systems and software such as Qualified Voter File and Electronic Poll Book.
8. Knowledge of or ability to learn and implement election laws under the direction of the Clerk.
9. Experience with or ability to learn to operate election equipment and voting machines.
10. Ability to work additional days and/or extended hours during election cycles.
11. Ability to maintain confidentiality.

Physical Demands:

The position requires regularly sitting, standing and walking. The position requires regular mental and visual concentration, along with the capabilities to distinguish colors, compare and match items and the ability to view computer screens and printouts. This position requires, on an occasional basis, reaching, lifting, carrying and/or pulling of items with a weight range of up to 30 pounds. If lifting or carrying an object in excess of 30 pounds, a team lift approach is required. Occasionally this position will be required to push or pull items with a weight range up to 80 pounds. The ability to use fingering or manual dexterity to use a computer keyboard, calculator, adding machine, and mouse is needed on a regular basis. In addition, fine motor skills to grasp items, such as cables, hardware, and other small items is needed on a regular basis. This position requires

on a regular basis the ability to speak at varying tonal levels and the ability to hear sounds such as speech and machines. Occasionally this position may require stooping, kneeling or crouching down.

Working Environment:

Employee will work regularly in an office environment.

Education & Training:

1. High School education or equivalent.
2. A minimum of three years related office and/or elections administration experience.
3. Ongoing Election Certification and Qualified Voter File Training will be required.

Other Information:

1. A valid driver's license is required to use a Township vehicle or a personal vehicle while on Township business.
2. All employees are to properly maintain and safely use Township property and equipment.

General:

The employee in this position will follow and uphold the rules and policies of Springfield Township. This position will receive guidance with respect to overall general duties but must be able to exercise independent discretion and judgment regarding practical problems.

The statements contained within this job description describe this position currently and reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the position's responsibility. It should not be considered all-inclusive; it is not an employment contract. The Springfield Township Board reserves the right to modify job duties or the job description when it deems it necessary.

Approved by: _____
Clerk


Date: _____

Acknowledged by: _____
Employee

Date: _____



Memo

To: Township Board
From: Jamie Dubre 
Date: October 4, 2022
Re: Updated Deputy Treasurer Job Description

As discussed at the July meeting after changing Kristen Douglas to Building Dept/Treasury Clerk, I would require some adjustments to my department's responsibilities. Since Kristen is now spending half of her time with building functions, I planned on updating and revising procedures within my office. With the additional responsibilities for CDBG and West Nile that were added to the Deputy Treasurer position when Erin started last year, since she handled those previously in the Supervisor's office, Sean agreed to include them as part of the Clerk's office. I needed to look at the timing of those new functions along with current evolving responsibilities in my department. Another significant change is the processing of transport billing which has had a significant impact on the Treasurer's assistant position held by Julie Andress.

The updated job descriptions now reflect those two responsibilities being removed from the Deputy Treasurer and include a much more functional workload distribution, while taking into account the abilities of existing staff.

Title: Deputy Treasurer
Status: Exempt
Reports To: Treasurer
Hours: Full-time 35 hours
Compensation: Salary
Review: Annually

Adopted October 13, 2022

Job Summary:

This position is an appointed position. This employee acts under the Treasurer's direction and in the absence of the Treasurer, assumes all statutory authority of Treasurer, except as a voting Township Board member. This employee has substantial financial and accounting responsibilities, along with creating and balancing the Township tax roll and settlement preparation. Manages multiple bank accounts with various types of investments.

Essential Responsibilities:

1. Tax Collecting and Settlement

- a. Set up of current year tax database by entering millage rates, verifying mortgage codes and special assessments are entered properly. Responsible for ad valorem, special acts and building on leased lands tax calculations
- b. Prepare School Tax Collection Contracts for each tax year. This includes the cost to each school and due date for L4029 – school millage rates.
- c. Generate and distribute summer deferment requests.
- d. Prepare and send electronic tax roll files to Tax Service Corporations and Mortgage Companies.
- e. Key adjustments for Board of Review, Michigan Tax Tribunal, and/or State Tax Commission. Calculate tax roll changes, balance to warrant as needed. Generate new tax bills based on approved revisions.
- f. Process lot splits during tax year and balance tax roll to verify accuracy.
- g. Prepare and mail delinquent personal property statements.
- h. Compile delinquent tax roll
- i. Collect and record tax payments – cash, check, credit card.
- j. Generate payment/distribution reports to close and journalize tax payment/batches.
- k. Import Tax payment files from Mortgage companies and Tax Service Corporations.
- l. Verify credit card tax payments made daily and process.
- m. Reverse and process returned tax payments (NSF) in tax program and general ledger.
- n. Generate letters to return checks for errors or duplicate payments.
- o. Calculate and prepare disbursements to Oakland County, Brandon, Clarkston, Holly Schools and refunds to taxpayers or mortgage companies for over payments.
- p. Set up journal entries for tax disbursements weekly as needed.

- q. Maintain FTP site with township tax information daily/weekly with Oakland County throughout tax season.
- r. Prepare and complete tax year settlement with Oakland County for Treasurer's review.
- s. Balance multi-year Special Assessment Rolls.
- t. Complete United States Department of Commerce Quarterly Survey of Property Tax Collection.
- u. Prepare and submit annual State Education Tax (SET) form as required.

2. Accounting and Financial

- a. Monitor and reconcile employee flexible spending accounts daily.
- b. Monitor and reconcile credit card accounts daily for dog licenses, tax payments, parks and recreation programs.
- c. Monitor and review bank accounts daily.
- d. Verify and receipt ACH funds for Township from State of Michigan, FEMA grants, etc.
- e. Set up and verify Escrow accounts as required.
- f. Maintain BS&A Cash Receipting program, updating bank account numbers and general ledger numbers as needed.
- g. Assist in maintaining investment accounts, monthly interest receipting, all debt service payment and wires.
- h. Prepare for paydays by setting up fund transfers for accounts payable and payroll.
- i. Key and journalize payday transfers for all funds, payroll and accounts payable. Confirm general ledger and bank balances agree.
- j. Perform month end reconciliation of all funds and prepare preliminary Treasurer's Report.
- k. Prepare and distribute monthly revenue reports to Parks & Rec, Library and Clerk's department.
- l. Prepare Lake Board contracts, maintain bills, assessments and revenue. Answer inquiries regarding Lake Boards.
- m. Compile documents and run reports and provide the prior year tax settlement for annual Audit to assist auditors during the audit process.
- n. Make bank deposits runs daily/weekly as needed.
- o. Train and oversee Treasurer's Assistant as directed by Treasurer.

Additional Responsibilities:

- 1. Daily Set up – front counter, cash boxes, check drop box.
- 2. Daily balance cash boxes.
- 3. Perform counter and receptionist duties as needed.
- 4. Respond to phone calls and counter inquiries regarding taxes, special assessments, account status, billing and payment options, dog tags.
- 5. Responsible for being familiar with all duties of the department and performing them as needed.
- 6. Compose a variety of memos, correspondence, reports and proposals. Maintain and create spreadsheets. Assist in updating guidelines for day to day tasks.

Title: Deputy Treasurer
Status: Exempt
Reports To: Treasurer
Hours: Full-time 35 hours
Compensation: Salary
Review: Annually

Adopted October 13, 2022

Job Summary:

This position is an appointed position. This employee acts under the Treasurer's direction and in the absence of the Treasurer, assumes all statutory authority of Treasurer, except as a voting Township Board member. This employee has substantial financial and accounting responsibilities, along with creating and balancing the Township tax roll and settlement preparation. Manages multiple bank accounts with various types of investments.

Essential Responsibilities:

1. Tax Collecting and Settlement

- a. Set up of current year tax database by entering millage rates, verifying mortgage codes and special assessments are entered properly. Responsible for ad valorem, special acts and building on leased lands tax calculations
- b. Prepare School Tax Collection Contracts for each tax year. This includes the cost to each school and due date for L4029 – school millage rates.
- c. Generate and distribute summer deferment requests.
- d. Prepare and send electronic tax roll files to Tax Service Corporations and Mortgage Companies.
- e. Key adjustments for Board of Review, Michigan Tax Tribunal, and/or State Tax Commission. Calculate tax roll changes, balance to warrant as needed. Generate new tax bills based on approved revisions.
- f. Process lot splits during tax year and balance tax roll to verify accuracy.
- g. Prepare and mail delinquent personal property statements.
- h. Compile delinquent tax roll
- i. Collect and record tax payments – cash, check, credit card.
- j. Generate payment/distribution reports to close and journalize tax payment/batches.
- k. Import Tax payment files from Mortgage companies and Tax Service Corporations.
- l. Verify credit card tax payments made daily and process.
- m. Reverse and process returned tax payments (NSF) in tax program and general ledger.
- n. Generate letters to return checks for errors or duplicate payments.
- o. Calculate and prepare disbursements to Oakland County, Brandon, Clarkston, Holly Schools and refunds to taxpayers or mortgage companies for over payments.
- p. Set up journal entries for tax disbursements weekly as needed.

7. Assist Oakland County Assessing and other departments when possible.
8. Aid as needed and perform various other duties as assigned by the Township Treasurer consistent with the needs of the Treasurer's department.
9. Assist in setting up all computer excel forms and letters for new year.
10. Maintain an organized and clean work area at desk and department.
11. Year end document storage in file cabinets, short-term and long-term storage based on Treasurer retention schedule.
12. Annually set up files, binders, labels and tabs.
13. Oversee Spring Clean Up event.
14. ~~Act as liaison to Oakland County for Community Development Block Grant program. Maintain monthly financial report. Prepare all correspondence to Board, residents, other communities and Township staff regarding CDBG program. Responsible for administration of CDBG program.~~
- ~~15. Oversee Township's involvement in West Nile grant program with Oakland County. Oversee preparation of project description and fulfilling program requirements.~~

Physical Demands:

The position requires regularly sitting, standing and walking. The position requires regular mental and visual concentration, along with the capabilities to distinguish colors, compare and match items and the ability to view computer screens and printouts. On an occasional basis this position requires reaching, lifting, carrying and/or pulling of items with a weight range of up to 30 pounds. If lifting or carrying an object in excess of 30 pounds, a team lift approach is required. The ability to use fingering or manual dexterity to use a calculator, adding machine, mouse, and a computer keyboard is needed on a regular basis. In addition, fine motor skills to grasp items such as money is needed on a regular basis. This position requires on a regular basis the ability to speak at varying tonal levels and the ability to hear sounds such as speech and machines. Occasionally this position may require one to stoop, kneel and crouch down.

Working Environment:

Employee will work regularly in an office environment.

Education & Training:

1. High School education or equivalent, bachelor's degree in accounting preferred.
2. Four years of relevant education and/or experience in accounting, banking and finance.

Knowledge, Skills & Abilities:

1. Knowledge of computers and experience using systems that run the Microsoft Windows software. Must have the ability to perform word processing, spreadsheet applications, database maintenance and computer programming.
2. Knowledge of or the ability to learn and use specialized software such as BS&A tax, BS&A cash receipting, and general ledger, BS&A special assessments.

3. Ability to operate multiple memory calculators, basic office equipment including computers, fax machine, copy machine, printers, postage machines, multi-line phones.
4. Ability to be detail orientated, able to multi-task, work effectively under stress and adapt to changes in work priorities.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to maintain confidentiality.
7. Ability to establish effective working relationships with other departments, fellow employees, elected officials, financial institutions, and the public.
8. Ability to be a motivated self-starter who is able to handle multi-tasking with attention to detail and work effectively under stressful situations.
9. Knowledge of the professional principals, practices, laws, and procedures involved in the assessment, collection and recording of tax payments and other receipts.
10. Ability to maintain organized, detailed, and accurate financial records and reports.
11. Ability to deal with diverse situations and people.

Other Information:

1. A valid driver's license is required to use a township vehicle or a personal vehicle while on Township business.
2. All employees are to properly maintain and safely use Township property and equipment.

General:

The employee in this position will follow and uphold the rules and policies of Springfield Township. This position is under the direct supervision of the Treasurer. This position will receive guidance with respect to overall general duties but must be able to exercise independent discretion and judgment regarding practical problems. This position serves at the will of the Treasurer.

The statements contained within this job description describe this position currently and reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the position's responsibility. It should not be considered all-inclusive; it is not an employment contract. The Springfield Township Board reserves the right to modify non-statutory job duties of this position when and as it deems it necessary.

Approved by: _____
Treasurer

Date: _____

Acknowledged by: _____
Employee

Date: _____

SPRINGFIELD CHARTER TOWNSHIP



MEMO

TO: Township Board
FROM: Laura Moreau, Supervisor
DATE: October 6, 2022
RE: **FSA Renewal – 2023**

It's time to consider renewing the Township's FSA plan for 2023. The general administration of the plan should not change, but the board needs to set a contribution limit for 2023. The Township has held the maximum contribution amount to \$2500 for the past three years, even though the IRS maximum contribution amount has increased. For 2023, the board may want to consider increasing the contribution amount due to rising costs.

FSA Contributions

Year	IRS Max	Twp Max
2020	\$2750	\$2500
2021	\$2850	\$2500
2022	\$2850	\$2500
2023	\$3050	TBD

Motion Request: Authorize renewal of the BASIC FSA (Flexible Spending Account) for 2023 with the maximum employee contribution amount of _____.