



Call to Order: Supervisor Moreau called the September 27, 2023, 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
Jason Pliska	Township Trustee
Bill Whitley	Township Trustee

Others Present

Sarah Richmond	Parks and Recreation Director
Lt. Matt Baldes	OCSO Substation Commander
Chief Dave Feichtner	Fire Chief
Roger Bower	Park Commissioner
Jerry David	Facilities Manager

PARKS AND RECREATION

Parks and Recreation Director Sarah Richmond presented the 2024 budget and explained several items in the department's revised budget. The Park Commission is anticipating the use of \$58,150 of Prior Year Funds. With a prior year balance of \$428,273.80, they are planning to utilize \$200,000 of that this year for improvements to the Hartman property, Shultz Park building, a new fridge and freezer and renovations to Hart Community Center. \$33,000 is budgeted for other projects and purchases. The Parks and Recreation Department is also putting away money to cover grant matching funds because most of the grants they go for are DNR grants that ask for a 25% match. They are expecting to hear about whether or not they were awarded the Mill Pond SPARK grant in the middle of October.

Supervisor Moreau asked if the Parks Commission discussed their comfort level with their reserve funds.

Director Richmond answered that they have talked it over with Ken Palka and \$200,000 is what they are comfortable keeping in unallocated funds. They are reserving funds for various Mill Pond projects and any unexpected costs. They also are aware their infrastructure is getting old and are anticipating those repairs and maintenance costs. Director Richmond also stated that the Park Commission is respectfully requesting that the General Fund cover the Parks share of Civic Center expenses. The budget reflects a transfer in from the General Fund of \$6,200 for Civic Center Allocation expenses. Director Richmond stated that they are in the process of applying for 2024 Grants for Pathway engineering for



the pathways between Rotary Park and Mill Pond Park. Under the Supplies and Equipment under \$10,000 Cost Center they are budgeting for new computers and monitors, mile markers for the Hartman Property, athletic meal for all 6 baseball fields, safety and small equipment replacement, and the Hartman limestone pathway, which will be a split cost with the Township. Under Administration Personnel Cost Center they included a 5% wage increase and 15% increase for health insurance. The Consultant/Contractor Cost Center did increase slightly, as they need to purchase new recreation software. For Capital Outlay they are budgeting for the engineering expenses for the pathway to connect Rotary Park to Mill Pond Park and anticipate resealing Mill Pond Park parking lot. The Tax Tribunal refunds are budgeted at \$500.

STEWARDSHIP ENDOWMENT FUND

Supervisor Moreau noted that there are no 2024 projects funded out of here.

FIRE FUND

Treasurer Dubre stated that this is the first year they will be transferring money out of Fire Equipment Replacement and Fire Vehicle Replacement into Unallocated Fire. There is a \$10,700 difference between the revenue and expenditures, but the fund balance has significantly increased. She stated that there will be \$154,400 coming out for Equipment Replacement and \$236,500 coming out from Vehicle Replacement into the unallocated Fire . There will be a total of \$690,000 in Capital Outlay expenses.

Supervisor Moreau stated that this is money that has been put away for specific purchases.

Treasurer Dubre added that the Fire Department's portion of state shared revenue is \$167,000.

Chief Feichtner stated that the apparatus plan and equipment plan is on schedule along with billables from ALS. This was originally budgeted at \$250,000 but now is proposed to be closer to \$400,000. He also added that the Fire Department is up by 11% on calls this year.

Supervisor Moreau stated that they bumped up the Transport Revenue to reflect that. She also stated that they had lower than anticipated paid call wages in 2023, therefore have a better estimate for 2024.

Chief Feichtner explained that the other big expense coming out of Capital Outlay is the air packs, which are due to be replaced next year and cost between \$250,000-\$260,000. He stated that they are applying for a grant that would allow them to pay only 10% of that cost.



POLICE FUND

Supervisor Moreau stated that there are two voted millages for the Police Fund at 2.8568 mills. 2024 will be the last year in the Township's current agreement. The current agreement is around 1.9 million for 2024 and is anticipated to increase by 10% in 2025 with annual increases after that.

Lt. Baldes noted that the County received a grant to put School Resource Officers in the four technical schools, one of which is in Springfield Township. The details and logistics of that are still being worked out.

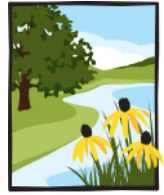
Treasurer Dubre stated that the Tax Tribunal should be quoted at \$1,000, as it is not included in the report.

Supervisor Moreau continued by saying that the Civic Center Facility Share gets charged to the Building Department, Library, and Cable Fund and includes mowing, snow removal, heat, utilities, and usage. Support services are used for administrative support. She added that the standby generator is a shared expense, along with the carport expense. \$140,000 is allocated out of ARPA funds and the balance is being split between the General Fund and the Police Fund, with the General Fund taking on most of the expense. The carport expense is budgeted at \$18,000 and is split between the Police Fund and General Fund and is a 50/50 split. Even with some capital expenditures, revenues will be higher than expenditures. The Police Fund balance is at \$2.3 million. The idea is to maintain a fund balance such that at least a year of operations can be funded.

GENERAL FUND

Supervisor Moreau stated that the proposed tax collection is \$785,000 and most of the revenue comes from sales tax which is proposed at \$1,430,000. The only grant that is planned is the Midwest Glacial Lakes Partnership Grant, which is proposed at \$40,000. The total charge for services are interfund charges and are proposed at \$125,500. The Civic Center charge for services is proposed at \$64,800 with \$1,500 per month being charged to the Building Department, \$900 per month to Cable fund, and \$3,000 per month charged to the Police Fund.

Supervisor Moreau added that she has 3 staff members that she wants to increase their rate of pay by more than 3%. She continued by saying that her staff members are invaluable and work very hard every day. She explained the 3 positions and all of their job



responsibilities and stated that she based the proposed salaries off other municipalities' positions and competitive pay.

Clerk Miller stated that there are 3 elections next year and the biggest expense will be election inspector's salaries and postage. Postage has been budgeted at \$17,000 and that will include early voting information postcards and AV ballots. The return postage for AV apps and AV ballots will be paid through the state. He added that by partnering with the county for early voting this will save the Township around \$40-\$50,000. He continued by saying that the presidential primary is reimbursed, and that is budgeted at \$20,000 for reimbursement costs. Clerk Miller also stated he is proposing a 3% pay increase salary for Clerk's Department staff, except for the Deputy Clerk, which he is proposing to continue the salary match with the Deputy Treasurer. He stated that he is budgeting \$5,000 for conferences due to all the election changes, he anticipates there will be a lot more training involved.

Supervisor Moreau is proposing a 3% pay increase for the Board of Review.

Treasurer Dubre is also proposing a 3% pay increase for Treasury staff. With the Part-time Treasury clerk being split 50/50 with the Building Department, and 3% plus 6% for the Deputy Treasurer.

Supervisor Moreau also stated that Anna Pliska's annual salary will be brought up to \$60,000.

Jerry David stated that there are no new projects coming out of the Building and Grounds fund.

Clerk Miller stated that mowing is the biggest expense coming out of the Cemetery fund and he doesn't anticipate any new expenses.

Supervisor Moreau stated that there are no new expenses coming out of the website. I.T services expenses are Corvid security systems and CGCIO continuing education, for the Township's IT Manager. A contingency is also being added to replace 8-9 ageing computers and will be a priority next year.

Clerk Miller stated that payroll/HR services will remain the same budget through Paylocity.

Supervisor Moreau stated that out of General Services hospitalization costs are increasing by 5-10%. The Township has not received the new renewals yet, but they are planning for a 10% increase. They are also budgeting to replace the postage meter for around \$3,500. Civic Center operations projects would include the limestone pathway and path extension



that is being split with the Parks and Recreation Department. She continued by saying that the Planning Commission and Trustees are budgeted at a 3% pay increase. In the Ordinance Department, the new subscription plan is being budgeted. Public Works proposed project is a maintenance paving project at Bigelow and Rattalee Lake road and a pathway connection from the Civic Center to Mill Pond Park. The connection from Downtown Davisburg to Mill Pond Park was to be funded through a Grant, but Supervisor Moreau stated that she isn't certain the grant will work out, so she is adding that into the budget. The Stewardship Center is budgeting for 1 crew member @ 24 weeks and 1 @ 12 weeks, for a proposed budget of \$24,000, along with the general invasive species treatments, burns, and forestry mowing that is proposed at \$30,000. The offsetting expense would be from the Midwest Glacial Lakes Partnership Grant for \$85,000. Proposed projects coming out of Capital Outlay are the standby generator and the carport expense budgeted at \$240,000. The maintenance building lower-level parking lot paving project is budgeted at \$250,000 for 2025, but no quotes have been received on that project as of now.

Jerry David stated that the Board should keep in mind for a 5-year budget that they may need to budget for new rooftop units on the Civic Center, but no estimate has been received.

Treasurer Dubre mentioned that the Transfer Out budget should be changed to \$52,000 in 2024 and \$52,500 in 2025.

ARPA FUND

Supervisor Moreau stated that there are 2 planned projects coming out of ARPA funds which is the standby generator and the high-capacity fire suppression well for Downtown Davisburg and that is budgeted at \$35,000.

OTHER TOWNSHIP FUNDS

Supervisor Moreau presented the following Township Funds:

209 – Cemetery Fund – No expenses proposed.

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

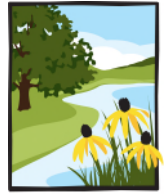
220 – Lake Improvement Fund – These budgets are not controlled by the Township.

221 – Softwater Lake Improvement Fund – No expenses proposed.

246 – Cable TV Fund – The footnotes explain expenditures.

249 – Building Department Fund – contractor filing fees are down and proposed at \$6,000.

380 – Fire Capital Improvement Debt Fund – Interest and Dividends proposed at \$100.00 Transfer in at \$331,000. Misc \$500.00. Debt Service Principal at \$305,000. Debt Service interest is at \$25,100.



390 – Capital Improvement Debt Fund – Interest and Dividends is at \$100.00. Transfer In from General Fund is at \$52,000. Transfer In from Fire Fund is \$68,700. And Debt Service Principal is \$115,000 and Interest is at \$5,300.

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 8:21 p.m.

Laura Moreau, Supervisor

Sean R. Miller, Clerk