

CHARTER TOWNSHIP OF VAN BUREN
SPECIAL BOARD MEETING MINUTES
AUGUST 09, 2017

Supervisor McNamara called the meeting to order at 9:08 a.m. in the Board Room. Present: Supervisor McNamara, Clerk Wright, Treasurer Budd, Trustee Frazier, Trustee Martin, Trustee Miller and Trustee White. Others in attendance included Departmental Directors throughout the session and an audience of 10 more or less.

Supervisor McNamara thanked the Directors and staff for their efforts in putting together the budget and Board for their input. The process began in January and involved interviews with Directors and staff and review of departmental and overall operations. The budget tells a story of each department and their mission, accomplishments and professionalism in providing services to the residents of Van Buren Township. A \$250,000 surplus is reflected in the 2017 amended budget which represents cuts and a team effort to hold down costs. The 2018 proposed budget presented is for \$17,444,494.00 which includes setting aside 4 million in a fund for future long-term obligations while maintaining the same level of services.

MUSEUM: Director Dallos highlighted the exhibits, events and archiving efforts in preserving the history of the tri-community (Belleville, Sumpter, Van Buren Township) in partnership with local business, volunteers and the Historical Society. Expenses in 2017 have been in line with the approved budget and no significant changes are proposed for 2018.

INFORMATION TECHNOLOGY: Director Rankin highlighted the 2017 projects which include: upgrade of the Township firewall, replacement of the Multifunction printer in Developmental Services, installation of disk storage array, creation of the Township app, installation of secondary internet backup circuit, programming upgrades of election laptops and assessing parcel map book update while providing support and service to all departments throughout the Township. Expenses in 2017 are in line with the approved budget. A request for replacement of the phone service and upgrades to the Township email system to improve storage capabilities is proposed for 2018.

Recess 9:55 a.m. The meeting reconvened at 10:00 a.m.

PLANNING AND ECONOMIC DEVELOPMENT: Director Akers in conjunction with Deputy Director Best provided an update of the development projects, staffing changes, departmental goals and objectives and evaluation of permit trends in 2017. The Department has put in place best practices that have improved the overall operation through staffing changes, digitization of documents, processes and procedure enhancements reflective of their desire to create a business and resident friendly environment. Director Akers anticipates a moderate surplus of revenue vs. income for this year. In addition, the utilization of overtime hours and contract labor for inspections resulted in a decrease of approximately 63K from the 2017 approved budget. The prior engineering firm of Wade Trim has been assigned to the completion of pending projects, FTCH engineering will handle the balance of all projects going forward. Projections for the 2018 budget are reflective of the 2017 amended.

Recess 12:00 p.m. The meeting reconvened at 1:05 p.m.

CLERK DEPARTMENT: (Clerk's Office, Elections, General Office and Accounting): Clerk Wright provided an update of the personnel changes, advent of new election equipment, records maintenance efforts, process and procedures updates and training that has occurred this year. Wright presented a request for capital outlay funds in 2018 to cover an elections on-site listener that will allow election results to be modemed from the precincts to the Township. No changes in General Office and Accounting were proposed.

TREASURY DEPARTMENT: Treasurer Budd outlined the responsibilities of the Department which include tax collection, utility payments, building permits, fee collection and all other revenue as it related to other departmental activities. No significant changes are anticipated in the 2018 budget.

SUPERVISORS DEPARTMENT (Board of Trustees, Supervisor's office, Human Resources-Insurance & Fringe Benefits, Assessing and Attorney): Supervisor McNamara highlighted accomplishment achieved throughout the Township in 2017 which include: the Township mobile app, revamping of Parks & Recreation to be the front door to all VBT based programming (Private & Public), new and improved Lake Ledger, securing grant funding to enhance the quality of life for Van Buren Township residents, economic improvements (Menards, ALDI, Planet Fitness, Which Wich, Qdoba, Starbucks, Maser Polymer, SVS Vision, Marriott, Atchison Ford redesign, and Townplace Suites), Shoreline Ordinance, DDA collaborations, MDNR approval to purchase a lakefront parcel, establishment of a warming center, secured ability for a future planned draw-down of Belleville Lake to allow an opportunity for clean-up and maintenance, returned to historical roots by holding a Board meeting at the Old Township Hall (Museum), and expanded Cable Department Operations . Amendments to the 2017 budget include costs associated with Human Resource operations, departmental specific activities and independent audit and accounting fees. The 2018 proposed budget reflects the increases realized in the 2017 amendments. Assessing Coordinator Stevenson provided an overview of the Department highlighting the overall assessed value of both commercial and residential properties in the Township to be 1.2 billion. Expenses are in line with the approved 2017 budget and no anticipated changes were presented for 2018.

PUBLIC COMMENT: Resident praised this year's budget process compare to past years, requested the Board consider landfill gas when addressing possible changes to the host community agreement and to consider business licensing/inspection fees.

ADJOURNMENT: Motion by Martin, seconded by Frazier to adjourn the meeting at 4:00 p.m. until August 10, 2017 at 8:55 a.m. Motion Carried.

Leon Wright, Township Clerk

Date: _____

Kevin McNamara, Supervisor

Date: _____