

**CHARTER TOWNSHIP OF VAN BUREN
SPECIAL BOARD MEETING MINUTES
DECEMBER 11, 2012**

Supervisor Combs called the meeting to order at 7:30 p.m. in the Board Room. Present: Supervisor Combs, Clerk Wright, Treasurer Budd, Trustee Hart, Trustee Jahr, Trustee McClanahan and Trustee Miller. Absent: None. Others in attendance: DPW Director MacDonald, Planning and Economic Development Services Director Carroll, Recreation and Parks Director Wright, IT Director Rankin, Public Safety Director McClanahan, Cable Director McCracken, Fire Chief Besson, Senior Director Jordan, Cable Director McCracken, DDA Director Ireland, Deputy Treasurer Bellingham, Executive Assistant/Assessing Coordinator Stevenson, Attorney McCauley, Attorney Baran, Secretary Cline and an audience of thirty-nine (39).

APPROVAL OF AGENDA: Jahr moved, McClanahan seconded to approve the agenda with the removal of New Business Item #9 “Consider approval of revised Planning Commission Rules and Procedures.” and to move Correspondence to follow approval of Consent Agenda, as amended. Carried.

APPROVAL OF CONSENT AGENDA: Budd moved, Hart seconded to approve the Consent Agenda [Work Study Session Minutes November 26, 2012; Closed Session Minutes November 26, 2012; Regular Board Meeting Minutes November 27, 2012; Approval of one additional year of the Cemetery Advisory Committee per the By-laws and the reappointments of Marc Littleton, Marie Krouse and Robert Gerick to the Cemetery Advisory Committee with terms to expire December 12, 2013; Approval of the reappointments of Tom DiPietro, Laurie Watkins and Edward Miller (alternate) to the Board of Zoning Appeals with terms to expire December 1, 2015; Approval of Treasurer’s request to extend without penalty the collection of the 2012 Winter Property Taxes through Thursday, February 28, 2013.] as presented. Carried.

CORRESPONDENCE: Service awards were given to the following employees Ryan McCormick, Todd Sorrell, Timothy Queen, Derek Perez, Christopher Herrick, Bruce Van Gemert Jr. for 5 years of service; Karen Smith, Donna Hunter, Donovan McCarthy, Carrie Traster and Sean Bellingham for 10 years of service; Jason Valinski and Anthony Karver for 15 years of service; Ken Toney, Anthony Karver and Ronald Folks for 20 years of service; Keith Smyth, Greg Laurain and Dennis Brooks for 30 years of service.

Fire Chief Besson announced the promotion of Fire Lieutenant Ken Floro to rank of Fire Captain.

PUBLIC HEARING: Jahr moved, Miller seconded to open the public hearing to consider the 2012 Amended General Fund Budget and the 2013 Proposed General Fund Budget. Carried.

Supervisor Combs opened the public hearing and thanked the Directors and the Board for their efforts in preparing the 2012 Amended and 2013 Proposed General Fund Budgets. Supervisor Combs stated the process for the Amended 2012 and Proposed 2013 General Fund Budget started months ago with the individual Department Directors reviewing and amending their 2012 budgets and putting together a proposed 2013 Budget based on the needs of their respective departments. A Budget Preparation meeting was held in October where Department Directors made presentations to the Board with each budget being reviewed in detail. Supervisor Combs stated she attended the Budget Preparation meeting and has reviewed the General Fund Budget making the necessary adjustments. The documents provided to the Board set forth line items for expenditures for each department and explanations of designated fund balance including the following: Fund Balance Modification Statement and the Salaried Employee Wage Schedule.

The 2012 General Fund Amended budget has been reduced from what was originally budgeted. The Proposed Expenditures for the 2012 Amended Budget are \$13,386,337 and the 2013 Proposed Budget expenditures are \$13,576,632. The 2012 Amended Budget is down approximately 3%. The proposed 2013 General Fund Budget reflects a 1.5% increase based on anticipated building repairs and minor equipment needs along with increased costs of services. Revenue sources include property taxes, Public Safety Revenues, registrations and licenses, permit fees, park fees and State Shared Revenue. The 2013 Proposed Budget reflects a transfer of \$2.8 million from the Landfill Fund and approximately \$800,000 from the Unreserved Fund Balance. There will not be an increase to the Salaried Employee Wages, noting no increase since 2009. The Budgets before the Board are balanced as required by law. Supervisor Combs requested that items A-G outlined in Supervisor's memo dated December 4, 2012 be a part of the motion for the budget approval inclusive of the following items: A) Revenues in excess of those noted shall be dedicated to fund balance; B) Fiscal year line items, which are not expensed, with the exception of specified reserve line items, shall revert to net income; C) Approval of appendices noted above as part of the General Fund Budget; D) Revenue as "Tax Administrative Fee" is to continue as in past practice. The allocated millage for township operations is 4.9144, which represents .9144 mill for Township Operations and 4 mills for Public Safety; E) Adoption by departmental total; F) Van Buren Township Board of Trustees hereby sets the value for capitalization of fixed assets at \$1,000 for items having a useful life greater than one year. The exception would be computer and technology equipment for which items with values less than \$1,000 will be grouped and depreciated as long as the total of the grouped items exceeds the \$1,000 threshold; and G) December 11, 2012 approval supersedes prior resolutions. Department Directors are in attendance of tonight's meeting to answer any specific questions.

There were no comments or questions from the Board or audience.

There being no further discussion, a motion was made to close the public hearing.

Jahr moved, Hart seconded to close the public hearing. Carried.

Jahr moved, Wright seconded to open the public hearing to receive public comment on the 2012 Amended Special Revenue Fund Budgets and the 2013 Proposed Special Revenue Fund Budgets. Carried.

Supervisor Combs opened the public hearing and stated the following are the Special Revenue Funds: Belleville Area Museum, Community Development Block Grant (CDBG), Downtown Development Authority (DDA), E-911 Service Fund, Federal Forfeiture Fund, Landfill Fund, Local Development Finance Authority (LDFA), Lohr Road Special Assessment District (SAD) and State Forfeiture Fund. Supervisor Combs gave the following explanations of the Special Revenue Funds: the Belleville Area Museum is a joint venture with the City of Belleville; the Community Development Block Grant Funds are for projects that apply to the Township Fiscal Year; the Downtown Development Authority is in a line item format reflecting fund balance designations; the E-911 Fund is restricted for use of Public Safety Emergency Dispatch Service; the Federal and State Forfeiture Funds are governed by Federal and State Laws and are used for Public Safety purposes; the Landfill Fund tracks the usage of the fees received based on the Host Agreement; the LDFA is used specifically to repay the Visteon site infrastructure improvements bonds; and 2012 is the final year for the LOHR Road SAD.

There were no comments or questions from the Board or the audience.

There being no further discussion, a motion was made to close the public hearing.

Budd moved, Hart seconded to close the public hearing. Carried.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Hart moved, McClanahan seconded to adopt the 2012 Amended General Fund Budget and the 2013 Proposed General Fund Budget, as outlined in Supervisor Combs memo dated December 4, 2012, noting items A through G inclusive. Carried.

Budd moved, Wright seconded to approve the 2012 Amended Special Revenue Fund Budgets and the 2013 Proposed Special Revenue Fund Budgets, as presented. Carried.

Budd moved, Hart seconded to approve the 2012 Amended Water and Sewer Department Budget and the 2013 Proposed Water and Sewer Department Budget, noting the correction of title heading reads 2012 Projected should read 2012 Amended, as presented. Carried.

Hart moved, Budd seconded to accept [Resolution 2012-23](#) the 2013 Fee Schedule, as presented. Carried.

Hart moved, Wright seconded to accept [Resolution 2012-24](#) the Capital Improvement Plan for years 2012 through 2017, as presented. Carried.

Budd moved, Hart seconded to adopt [Resolution 2012-25](#) the health care “opt-out” for 2013. Roll Call Vote. Yeas: Miller, McClanahan, Jahr, Hart, Budd, Wright and Combs. Nays: None. Absent: None. Carried.

Wright moved, Miller seconded to accept the Supervisor’s recommendations for Commission/Committee appointments and appointments to other Organizations. Carried.

Wright moved, Budd seconded to approve the first reading of Ordinance 12-11-12 to amend the Township Zoning Ordinance, 06-02-92, as amended, to revise regulations pertaining to Wireless Communication. Carried.

*(A synopsis of [Ordinance 12-11-12](#) follows the minutes. A complete copy of the ordinance is available in the Clerk’s Office, Township Hall, 46425 Tyler Rd., during business hours, 7:30 a.m. to 4:00 p.m.)

Hart moved, Wright seconded to approve granting Special Land Use to McDonalds for a drive-in and drive-through restaurant at 2193 Rawsonville Road. Carried.

Jahr moved, Hart seconded to approve Change Order #2 to the contract with LiquiForce Services. Carried.

Budd moved, Hart seconded to approve Michigan Association of Fire Fighters (MAFF) Contract dated July 1, 2011 to June 30, 2014. Carried.

Wright moved, Budd seconded to approve the appointment of Kiz Ahamiojie to the Environmental Commission with a term to expire on October 1, 2015. Carried.

VOUCHER LIST: Hart moved, Jahr seconded to approve the December 11, 2012 voucher list as presented. Carried.

REPORTS: Supervisor Combs ordered the September 2012 and October 2012 Budgetary Reports received and filed.

ANNOUNCEMENTS: Supervisor Combs wished everyone a very Merry Christmas and Best of the New Year. Supervisor Combs made the following announcements. The Public Safety Committee meetings have been suspended for the present time so the Supervisor can study the By-laws and the Board can decide what direction the committee needs to take in the future. The only meetings to be televised in the future will be the Board of Trustees and Planning Commission meetings, as the Board would like the Cable Department to focus on the events of community interest. Also, Department Directors are no longer seated at the Board Table as they are no longer required to attend Board meetings unless they have an item on the agenda. All questions will be noted and if necessary, researched and provided to residents the following day or as soon as the information is available to allow for more accurate information being disseminated to the public.

Waste Management will now allow for the use of 40 gallon plastic trash containers for recycling purposes. A sticker indicating the container is for recycling is required on the container. These stickers along with new flyers are available in the Community Services Department.

The Township is accepting applications for committee and commission appointments. Also, the Clerk's Office is accepting applications of election inspectors. Applications are available in the Clerk Offices and on the Township website at www.vanburen-mi.org.

Supervisor Combs read a press release stating the Township was recently notified Menard's will no longer be locating in Van Buren township due to financial concerns related to cost associated with improvements with storm management requirements and a recent traffic study.

AUDIENCE (Non-Agenda Items): Comments were made from 8:45 p.m. to 8:49 p.m. by the Board and audience regarding the following topics: Menard's; Public Safety Committee; MAFF contract amount of time off for Fire Inspector; Public Safety Committee By-Laws.

Board members wished all a great holiday season.

ADJOURNMENT: Hart moved, Wright seconded to adjourn at 8:49 p.m. Carried.

Respectfully submitted,

Leon Wright
Township Clerk

Date: _____.

Linda H. Combs
Township Supervisor

Approved: _____.