

**CHARTER TOWNSHIP OF VAN BUREN
BUDGET PREPARATION MEETING MINUTES
OCTOBER 16 & 17, 2013**

Supervisor Combs called the Budget Preparation Meeting to order in the Board Room at 8:17 a.m. Present: Supervisor Combs, Clerk Wright, Treasurer Budd, Trustee Hart, Trustee Jahr, Trustee McClanahan and Trustee Miller. Absent: None. Others in attendance: Executive Assistant LaMothe and there was an audience of seven (7) at times.

The purpose of the Budget Preparation Meetings is to allow the department directors to present to the Board their requests for funding for the 2013 Amended and 2014 Proposed Budgets. During their informal presentations, the department directors outlined the provision of services, equipment and potential capital outlay purchases and staffing.

The following department funding levels were informally discussed by directors.

WEDNESDAY, OCTOBER 16, 2013

IT:

IT Director Rankin presented the 2013 Amended and 2014 Proposed Budgets for the IT Department.

PUBLIC SAFETY DEPARTMENT:

Director Laurain, Chief Besson and Lieutenant Floro presented the 2013 Amended and 2014 Proposed Budgets for Police, Fire, Dispatch and Animal Control.

LUNCH BREAK:

BUILDING/PLANNING DEPARTMENT:

Director Mullen presented the 2013 Amended and 2014 Proposed Budgets for the Building, Planning, and Environmental Departments.

PUBLIC WORKS DEPARTMENT:

Director Taylor presented the 2013 Amended and 2014 Proposed Budgets for the Water and Sewer Department, Building and Grounds and Cemeteries.

There being no further discussion, the Budget Preparation Meeting session was recessed at 3:40 p.m.

THURSDAY, OCTOBER 17, 2013

Supervisor Combs called the Budget Preparation Meeting to order in the Board Room at 8:20 a.m. Present: Supervisor Combs, Clerk Wright, Treasurer Budd, Trustee Hart, Trustee Jahr, Trustee McClanahan and Trustee Miller. Absent: None. Others in attendance: Executive Assistant LaMothe and there was an audience of seven (7) at times.

SENIOR DEPARTMENT:

Director Jordan presented the 2013 Amended and 2014 Proposed Budgets for the Senior Department.

MUSEUM:

Museum Director Dallos presented the 2013 Amended and 2014 Proposed Budgets for the Museum.

CABLE:

Cable Director McCracken presented the 2013 Amended and 2014 Proposed Budgets for the Cable Department.

PARKS & RECREATION:

Director Wright presented the 2013 Amended and 2014 Proposed Budgets for Recreation, Community Services and Parks and Lake.

LUNCH BREAK:

CLERK'S OFFICE:

Clerk Wright presented the 2013 Amended and 2014 Proposed Budgets for the Clerk's Office, Elections, General Office, Accounting and Insurance and Fringe Benefits.

TREASURER'S OFFICE:

Treasurer Budd presented the 2013 Amended and 2014 Proposed Budgets for the Treasurer's Office.

SUPERVISOR'S OFFICE:

Supervisor Combs presented the 2013 Amended and 2014 Proposed Budgets for the Supervisor's Office, Assessing Department, Attorney and Township Board.

Board members requested further time to review the budget proposals and send their recommendations to Supervisor Combs, then the Board will hold a Special Work Study to review the revised Budgets.

There being no further discussion, the Budget Preparation Meeting session was adjourned 5:05 p.m.

Respectfully submitted,

Leon Wright
Township Clerk

Date: _____.

Linda H. Combs
Supervisor

Approved: _____.