

**CHARTER TOWNSHIP OF VAN BUREN
BOARD MEETING MINUTES
DECEMBER 3, 2013**

Supervisor Combs called the meeting to order at 7:00 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 Taylor, Planning and Economic Development Director Mullen, Secretary Cline and an audience of twenty-two (22).

APPROVAL OF AGENDA: Budd moved, McClanahan seconded to approve the agenda as amended. To change New Business Item #3 to read “Consider approval of 2013 Amended Water and Sewer Department Budget and 2014 Proposed Water and Sewer Department Budget” and under Consent Agenda remove “Voucher List of December 3, 2013” to be placed back on regular Agenda. Carried.

APPROVAL OF CONSENT AGENDA: Hart moved, McClanahan seconded to approve the Consent Agenda [Work Study Minutes November 18, 2013; Regular Board Meeting Minutes November 19, 2013.] as amended. Carried.

PUBLIC HEARING: McClanahan moved, Wright seconded to open the public hearing to consider the 2013 Amended General Fund Budget and the 2014 Proposed General Fund Budget. Roll Call Vote. Yeas: Miller, McClanahan, Hart, Jahr, Budd, Wright and Combs. Nays: None. Absent: None. Carried.

Supervisor Combs opened the public hearing at 7:04 p.m. stating the Board has produced a balanced General Fund Budget as required by law. Supervisor Combs thanked the Directors and the Board for their efforts in preparing the 2013 Amended and 2014 Proposed General Fund Budgets. Supervisor Combs stated the process for the Amended 2013 and Proposed 2014 General Fund Budget started months ago with the individual Department Directors reviewing and amending their 2013 budgets and putting together a proposed 2014 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. A follow up Work Study Session was held in November to enable the Board to discuss their concerns before final approval of the Budgets. The 2013 Amended and 2014 Proposed General Fund Budgets have been provided to the Board and 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. Supervisor Combs requested the Supervisor’s memo dated November 26, 2013 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 3, 2013 approval supersedes prior resolutions. The proposed expenditures for the 2013 Amended Budget are \$13,172,461 and the 2014 Proposed Budget expenditures are \$13,657,027.

Revenue sources include: property taxes, public safety millage revenues, registrations and licenses, permit fees, park fees, and State Shared Revenue with the consideration of the impact of the gradual elimination of personal property tax. The 2014 Proposed Budget reflects a transfer of 2.8 million from Landfill Fund and approximately \$400,000 from the Fund Balance.

Comments or questions from the Board. Trustee McClanahan stated the Public Safety line item for wages is overfunded for the 2014 Budget and would like a break-down of this line item. Supervisor Combs stated this line item has been reviewed by the Public Safety Director. Trustee Jahr requested Supervisor review the changes since the November Work Study review of the Budget. Supervisor Combs reviewed the major changes in the budget including reductions to the following budgets; Board, Elections, General Office, Building and Grounds, Public Safety, Fire Department, Planning Department, Recreation and Seniors. Clerk Wright stated the 2014 Proposed Budget has been reduced by approximately \$800,000. Clerk Wright stated the three full time officials did review the police wage line item and it was reduced by \$115,000. Clerk Wright stated additional questions and changes of items should have been resolved prior to tonight's Board meeting. Trustee Miller stated suggestions were given during the Work Study review of the Budgets; however, all items were not discussed. Board members discussed the required Public Hearing by December 15th with the Budgets being approved by December 31st and discussed postponing voting on the Budgets to the December 17th Board meeting. Trustee Jahr also agreed a breakdown of the police wages line item should be provided to the Board prior to Board approval. Board members discussed the Museum budget including the shortage of funds, the need for contributions from Sumpter Township and City of Belleville, additional sponsorships to offset costs and possibility of reducing the Museum position to part time. Board members agreed to contact the City of Belleville and Sumpter Township for their portion of funding. Trustee Hart stated an additional position of a part time Human Resources employee has been added to the Supervisor Department.

Comments or questions from the audience were as follows. John Delaney commented on Museum agreement and funding; budget for township legal counsel. Brenda Kurtz spoke on behalf of the AFSCME union regarding the following topics: number of union member, union jobs, lack of raises, bonus, hiring of management, Museum Director position, Human Resource position, Executive Assistant duties, Human Resource duties, DDA Director and Animal Control position. Supervisor Combs stated the Deputy Clerk handles the majority of the Human Resources duties and Executive Assistant job description included Human Resources duties; however these duties are to be removed from her job description. Clerk Wright stated the township is in need of a Human Resource Director due to the increase of duties related to Human Resources and the hiring of a Human Resource Director will be beneficial to all township employees. Paul White commented on the following: employee breakdown of wages and fringes, bond debt for fire station one, bond debt for Visteon, legacy costs, the 2012 Audit presentation on the township website, reduction in household income, general fund balance, revenues, millage increases, landfill fund and website 2012 final budget.

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

Budd moved, McClanahan seconded to close the public hearing at 8:03 p.m. Roll Call Vote. Yeas: Miller, McClanahan, Jahr, Hart, Budd, Wright and Combs. Nays: None. Absent: None. Carried.

Hart moved, McClanahan seconded to open the public hearing to receive public comment on the 2013 Amended Special Revenue Fund Budgets and the 2014 Proposed Special Revenue Fund

Budgets. Roll Call Vote. Yeas: Combs, Wright, Budd, Hart, Jahr, McClanahan and Miller. Carried.

Supervisor Combs opened the public hearing at 8:04 p.m. 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) and State Forfeiture Fund. Supervisor Combs requested in consideration for approval of these funds the following: A) Revenue in excess of those noted shall be dedicated to fund balance and B) Items not expensed shall revert to net income. Clerk Wright stated landfill funds are used to cover expenses for the township noting the township is not in a deficit. Trustee Hart agreed the township needs to maintain a reserve fund balance and the township is monitoring landfill funds used. John Delaney stated a portion of the Waste Management landfill revenues were to be used to build a Civic Center/Recreation Center, also at some point the landfill will close and does not want the township to use all of the landfill funds. Supervisor Combs stated the township began using landfill funds due to loss of revenue from housing and the township is looking for additional revenue sources and does not intend to deplete the landfill funds. CJ Marshall stated the township has choices such as additional millage noting taxes in the township has decreased, use landfill funds or a reduction spending. Sandy Crosswell stated she does not want to see additional millage due to rise in cost of living and Visteon Bonds.

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

Jahr moved, Hart seconded to close the public hearing at 8:19 p.m. Roll Call Vote. Yeas: Jahr, Miller, Hart, McClanahan, Budd, Wright and Combs. Nays: None. Absent: None. Carried

CORRESPONDENCE: None.

PUBLIC COMMENT: Comments were made from 8:21 p.m. to 8:48 p.m. by audience and Board members regarding the following topics: several residents commented on the Victoria Park Consent Judgment items including Planning Commission procedures, bonds, escrow funds, same quality of home, residents input and attorney; allow public comments during discussion of agenda item; budgets; revenue from millages; Museum.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Miller moved, McClanahan seconded postpone the adoption of the 2013 Amended General Fund Budget and the 2014 Proposed General Fund Budget. Carried.

Hart moved, Budd seconded to approve the 2013 Amended Special Revenue Fund Budgets and the 2014 Proposed Special Revenue Fund Budgets, as presented. Roll Call Vote. Yeas: McClanahan, Jahr, Hart, Budd and Combs. Nays: Miller and Wright. Absent: None. Carried.

McClanahan moved, Hart seconded to approve the 2013 Amended Water and Sewer Department Budget and the 2014 Proposed Water and Sewer Department Budget and 2 percent rate increase, as presented. Roll Call Vote. Yeas: McClanahan, Jahr, Hart, Budd, Wright and Combs. Nays: Miller. Absent: None. Carried.

Wright moved, McClanahan seconded to authorize the Supervisor and Clerk to execute the proposed amended Victoria Park Consent Judgment, subject to Planning Commission review of

plans. Yeas: McClanahan, Hart, Budd, Wright and Combs. Nays: Miller and Jahr. Absent: None. Carried.

VOUCHER LIST: Jahr moved, McClanahan seconded to approve the December 3, 2013 voucher list as presented. Carried.

REPORTS: Supervisor Combs received and filed the October 2013 Budgetary Report.

ANNOUNCEMENTS: Supervisor Combs announced the following: Applications are available for Van Buren Township residents who are eligible for Community Development Block Grant housing rehabilitation assistance program for information contact Developmental Services Department; Applications are available for anyone who would like to serve on a Committee or Commission noting there are several vacancies and for information contact Supervisors Office at 734-699-8910; The Goodfellows "2013 Food and Family Essentials Drive" runs through December 6th to collect donations for "No Child Without A Christmas". Registration for Goodfellows runs through December 6th; These events will be held on Saturday, December 7th the Belleville Area Chamber of Commerce "Christmas Parade of Lights" will begin at 6:00 p.m. and following the parade the Christmas Tree Lighting ceremonies will be held on the museum lawn, Winter Fest 2013 at the Belleville Area Museum and Van Buren Parks and Recreation Holiday Arts and Crafts Show from 9:00 a.m. to 3:00 p.m. in Township Hall; These events will be held on Saturday, December 14th Van Buren Parks and Recreation a Super Saturday with Santa from 4:30 p.m. to 6:30 p.m. in Township Hall and the Belleville Area Museum will hold a Children's Christmas Ornament Workshops; Waste Management will not pick up of trash and recycling on Wednesday, December 25th and January 1st; Yard Waste ended the last full week of November and resumes the first full week of April.

Treasurer Budd stated winter tax bills have been mailed.

AUDIENCE (Non-Agenda Items): Comments were made from 9:49 p.m. to 9:52 p.m. by a resident regarding Public Comment period for audience on agenda items.

ADJOURNMENT: Miller moved, Wright seconded to adjourn at 9:53 p.m. Carried.

Respectfully submitted,

Leon Wright, Township Clerk

Linda H. Combs, Township Supervisor