

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES  
DECEMBER 1, 2015 REGULAR BOARD MEETING  
TENTATIVE AGENDA-REVISED**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

Supervisor Combs	_____	Trustee McClanahan	_____
Clerk Wright	_____	Trustee Miller	_____
Treasurer Budd	_____	Engineer Nummer	_____
Trustee Hart	_____	Attorney McCauley	_____
Trustee Jahr	_____	Secretary Montgomery	_____

**APPROVAL OF AGENDA:**

**APPROVAL OF CONSENT AGENDA:**

1. Work Study Session Minutes of November 16, 2015.
2. Board Meeting Minutes of November 17, 2015.
3. Prepaid List of November 19, 2015.
4. Voucher List of December 1, 2015.
5. Revisions to the Planning Commission Rules of Procedure.

**PUBLIC HEARING:**

**CORRESPONDENCE:**

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. To consider the first reading of General Code of Ordinance 12-1-15 prohibiting the use of coal tar products.
2. To consider approval of Resolution 2015-40 the 2016 Water and Sewer Rates and Fee Schedule.
3. To consider approval of Resolution 2015-41 the 2015 amended and 2016 proposed General Fund Budgets and the 2015 amended and 2016 proposed Special Revenue Fund Budgets.
4. To consider approval of the 2015 amended and 2016 proposed Water & Sewer Budget.

**REPORTS:**

1. September 2015 Budgetary Report

**ANNOUNCEMENTS:**

**NON-AGENDA ITEMS:**

**ADJOURNMENT:**

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

Agenda Item \_\_\_\_\_

**BUDGET WORKSHOP DATE:**  
2015-10-23

**BOARD MEETING DATE:**  
2015- 12-15

Consent Agenda \_\_\_\_\_ New Business  X  Unfinished Business \_\_\_\_\_ Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Amended 2015 and Proposed 2016 Water & Sewer Budget
<b>DEPARTMENT</b>	Public Services
<b>PRESENTER</b>	Director James T. Taylor
<b>PHONE NUMBER</b>	734-699-8947
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
To approve the Amended 2015 and Proposed 2016 Water & Sewer Budget as presented.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
The recommended 2015 Amended and 2016 Proposed Water & Sewer Budget and related background information was presented to the Board of Trustees at a public meeting on October 23, 2015. See attached summary.	

<b>BUDGET IMPLICATION</b>	
<b>IMPLEMENTATION NEXT STEP</b>	Township Board to approve the Amended 2015 and Proposed 2016 Water & Sewer Budget
<b>DEPARTMENT RECOMMENDATION</b>	Director of Public Services recommends Board approval.
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	Water & Sewer Commission recommends approval
<b>ATTORNEY RECOMMENDATION</b>	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	

**VAN BUREN TOWNSHIP  
2015 – 2016 AMENDED & PROPOSED WATER AND SEWER OPERATING BUDGET**

<u>General Ledger Account</u>	<u>Description</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2015 Amended</u>	<u>2016 Proposed</u>	<u>Notes</u>
592-536-477-000	Water Tap Fees	40,196	23,528	26,367	20,000	165,000	25,000	
592-536-478-000	Hydrant Rental Permits	31,760	13,175	9,240	5,000	5,000	8,000	
592-536-607-000	Debt Service	-	-	-	-	-	-	
592-536-608-000	Water Meter Charges	425,200	465,659	460,962	503,000	488,000	502,449	
592-536-609-000	Construction Administration	1,908	5,030	30,337		13,000	5,000	
592-536-626-000	Finals, Turn On/Off, Other	21,990	37,986	27,872	25,000	25,000	25,000	
592-536-627-000	Inspection Fees	3,475	2,725	3,150	2,500	2,500	3,000	
592-536-643-001	Water Sales	3,292,539	2,862,637	2,896,592	3,100,000	3,070,000	3,157,285	
592-536-650-000	Meter/Materials Sales	14,259	19,075	53,350	20,000	30,000	30,000	
592-536-662-000	Late Penalties	81,904	51,942	55,251	45,000	45,000	50,000	
592-536-664-000	Interest Income	393,482	271,364	296,830	315,000	300,000	300,000	
592-536-693-000	Sale of Fixed Assets	200	300	-		17,000	-	
592-536-694-000	Miscellaneous Revenue	52,662	30,423	25,309	20,000	20,000	30,000	
592-536-699-000	Bond Proceeds							
	DWRF Loan Proceeds							
	<b>Water Revenues</b>	<b>4,359,576</b>	<b>3,783,845</b>	<b>3,885,261</b>	<b>4,055,500</b>	<b>4,180,500</b>	<b>4,135,734</b>	
592-537-411-000	Sewer Assessments	506	57	58	200	50	50	
592-537-477-000	Sewer Tap Fees	113,140	77,801	103,086	85,000	550,000	100,000	4x's water tap fee
592-537-607-000	Debt Service	494	436	378	400	400	400	
592-537-608-000	Sewer Maintenance Charges	610,744	636,879	653,257	688,000	688,000	712,050	
592-537-609-000	Construction Administration	-	-	-	-	-	-	

592-537-626-000	Finals, Turn On/Off, Other	-	-	-	-	-	-
592-537-537-000	Inspections Fees	-	-	-	-	-	-
592-537-643-001	Sewage Disposal	3,032,497	2,786,698	2,808,919	3,010,000	2,975,000	3,061,722
592-537-643-002	Non-Res. User Fees	67,733	67,560	63,454	60,000	60,000	67,261
592-537-662-000	Late Penalties	76,853	51,328	53,190	45,000	45,000	50,000
592-537-694-000	Miscellaneous Revenue	1,276	18,392	22,024	2,000	10,000	5,000
	<b>Sewer Revenues</b>	<b>3,903,241</b>	<b>3,639,151</b>	<b>3,704,366</b>	<b>3,890,600</b>	<b>4,328,450</b>	<b>3,996,484</b>
592-538-694-000	Miscellaneous Revenue	-	-	-	-	-	-
	<b>Water/Sewer Tax Levy Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Revenues</b>	<b>8,262,817</b>	<b>7,422,996</b>	<b>7,589,627</b>	<b>7,946,100</b>	<b>8,508,950</b>	<b>8,132,218</b>

592-536-702-000	Salary-Director	72,750	65,884	70,475	71,050	71,050	73,116	
	Salary-Field Superintendent	56,750	51,815	56,500	57,850	57,850	58,693	
592-536-704-000	Salary - Deputy Treasurer	5,000	5,000	5,000	5,000	5,000	5,000	
592-536-705-000	Wages-Office	131,030	137,060	135,400	137,500	137,500	141,000	3 full time clerical office staff
592-536-706-000	Wages-Field Operations	425,995	438,036	429,576	525,000	480,000	407,760	9 full time field staff
592-536-707-000	Wages - Overtime	-	-	-	57,850	-	101,954	25% of base wage
592-536-719-000	Allocated Fringes	311,277	301,508	326,762	440,000	360,000	434,000	
592-536-719-001	Fringes-Retiree/Cobra	146,887	165,103	152,224	175,000	150,000	160,000	OPEB annual obligation expense
592-536-719-002	Compensated Absences	4,811	(3,409)	1,006	3,000	3,000	3,000	
592-536-720-000	Workers Comp	36,341	38,746	35,073	45,000	45,000	40,000	
592-536-721-000	MESC	-	-	-	-	-	-	
592-536-727-000	Office Supplies	3,031	3,686	4,216	4,050	4,050	4,500	
592-536-728-000	Postage		15,190					Water bill mailing, CCR, misc other notices

		15,190		16,200	25,000	25,000	25,000	
592-536-740-000	Operating Supplies	50,312	68,160	61,444	75,000	100,000	75,000	Tools, equipment, supplies, materials, stone, sand
592-536-741-000	Uniforms	2,606	4,949	2,774	5,000	6,000	5,000	Employee uniform rental costs
592-536-751-000	Gas & Diesel Fuel	31,233	30,712	25,319	35,000	35,000	35,000	
592-536-801-001	Accounting & Auditing	28,503	35,081	29,907	37,500	35,000	35,000	
592-536-801-002	Attorney	122,120	97,851	110,143	110,000	110,000	110,000	
592-536-802-000	Administrative Fee	518,918	544,490	545,661	550,000	621,225	621,225	Xfer to general fund
592-536-810-000	Membership & Dues	2,743	1,191	11,753	3,000	3,000	3,000	AWWA, MWEA, APWA, MRWA
592-536-816-000	GIS Implementation	3,750	78	-	-	-	-	
592-536-818-000	Commissions	641	589	1,018	1,000	1,000	1,000	W/S Commissioner Attendance
592-536-819-000	Contracted Services	117,978	167,941	86,268	120,000	120,000	120,000	
592-536-820-000	Engineering Fees	82,830	29,095	28,041	45,000	45,000	45,000	General engineering services - Wade Trim
592-536-860-000	Transportation	5	-	-	300	500	300	
592-536-861-000	Training	1,795	4,005	5,167	5,000	5,000	5,000	
592-536-900-000	Printing & Publishing	1,326	1,380	2,398	2,500	2,500	2,500	
592-536-910-000	Insurance & Bonds	156,964	161,232	88,850	175,000	180,000	175,000	
592-536-920-000	Utilities	76,085	87,669	72,001	90,000	90,000	90,000	
592-536-927-000	Water Purchases	2,393,009	2,313,574	2,256,308	2,400,000	2,486,226	2,610,538	DWSD Charges - Budgeted 5% annual increases?
592-536-931-000	Building Maintenance	110	2,619	2,415	3,000	3,000	3,000	
592-536-931-001	Building Maintenance - Water Tower	18,255	2,775	2,819	-	-	20,000	
592-536-932-000	Vehicle Maintenance	12,672	11,321	19,356	15,000	15,000	15,000	
592-536-933-000	Equipment Maintenance	5,226	235	3,593	5,000	15,000	10,000	
592-536-934-000	Repairs To Meters	-	-	-	-	-	-	
592-536-936-000	System Repairs	1,369	6,725	208	-	3,000		
592-536-937-000	Office Equipment Maint	2,087	6,810	7,737	5,000	5,000	5,000	
592-536-940-000	Rental		347					

		462		462	500	500	500	
592-536-956-000	Other	11,005	10,852	2,419	5,000	5,000	10,000	
592-536-968-000	Depreciation	2,147,397	2,195,050	2,236,402	2,200,000	2,250,000	2,250,000	
592-536-969-000	Amortization-Bond Refunding	-	-	-	-	-	-	
592-536-970-000	Water Capital Outlay-Veh & Equip	-	-	3,614	100,000	-	-	
592-536-970-001	Capital Outlay-System Improvements	-	11,649	-	-	500	-	
592-536-970-002	Capital Outlay-Office Equip/Comp	-	-	9,486	5,000	60,000	-	2015 - GPS locating devise - 10k / Software Migration to BS & A \$35k
592-536-970-003	Capital Outlay-Metering System	-	-	-	100,000	-	100,000	Ittron Upgrade
592-536-970-004	Capital Outlay-Facilities Improvement	-	-	-	500,000	-	150,000	2016 project - office renovation
592-536-996-000	Bond Handling Fees	4,705	6,026	4,336	5,000	5,000	-	
	<b>Water Expenses</b>	<b>7,003,170</b>	<b>7,021,024</b>	<b>6,852,332</b>	<b>8,144,100</b>	<b>7,540,901</b>	<b>7,951,086</b>	
592-537-924-000	Sewage Treatment	1,606,027	2,270,212	1,623,441	2,080,000	2,080,000	2,204,800	Wastewater treatment - SHVUA, Rouge Valley, Downriver, YCUA
592-537-925-000	Infiltration	217,469	229,616	166,923	100,000	100,000	103,000	Downriver excess flow charges
592-537-930-000	Maintenance - Lift Station	54,621	47,002	37,916	25,000	75,000	25,000	
592-537-931-001	Maintenance - EQ Basin	23,198	3,896	3,499	25,000	-	25,000	
592-537-931-002	Maintenance - Sanitary Lines	-	-	15,900	-	-	-	
592-537-935-000	Maintenance - Sewer Line	-	-	-	-	-	-	
592-537-970-000	Capital Outlay - Ecorse Road	-	-	-	-	-	400,000	2016 project - Harbour Club
592-537-970-001	Capital Outlay - EQ Basin	-	-	14,469	-	-	-	
592-537-970-002	Capital Outlay - Sewer Clean/Re-line	-	-	-	-	-	60,000	2016 - Mixture Pumps
592-537-970-003	Capital Outlay - Lift Station	-	-	-	250,000	-	350,000	2016 - I-275 project
592-537-970-004	Capital Outlay - SHVUA	-	-	-	-	300,000	-	
592-537-991-000	Bond Principal Excess Downriver	-	-	-	-	-	-	
592-537-996-000	Bond Interest	(8,500)	(3,484)	(323)	-	-	-	

Sewer Expenses	1,892,815	2,547,242	1,861,825	2,480,000	2,555,000	3,167,800
<b>Total Expenses</b>	<b>8,895,985</b>	<b>9,568,266</b>	<b>8,714,158</b>	<b>10,624,100</b>	<b>10,095,901</b>	<b>11,118,886</b>

Revenues over (under) expenses	(633,168)	(2,145,270)	(1,124,531)	(2,678,000)	(1,586,951)	(2,986,668)
One time balance sheet "clean up" entries	-	-	-	-	-	-
Add back restricted cash funded capital	-	-	-	500,000	-	900,000
Add back depreciation expense	2,147,397	2,195,050	2,236,402	2,200,000	2,250,000	2,250,000
Subtotal:	1,514,229	49,780	1,111,871	22,000	663,049	163,332
Less: Capital paid via operating budget	110,262	36,481	461,920	-	-	-
<b>Operating Gain/(Loss)</b>	<b>1,403,967</b>	<b>13,299</b>	<b>649,951</b>	<b>22,000</b>	<b>663,049</b>	<b>163,332</b>

"Purchase of capital assets" in audit – capital charged to Restricted Cash

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