

CHARTER TOWNSHIP OF VAN BUREN
BOARD MEETING- BUDGET PREPARATION MEETING MINUTES
AUGUST 13, 2018

Supervisor McNamara called the meeting to order at 9:00 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: Secretary Wheelock, Secretary Montgomery, Human Resource Director Sumpter, Planning and Economic Development Director Akers, Public Services Director Best, Executive Assistant Selman, DDA Director Ireland and Deputy Directory Lothringer, I.T. Director Rankin, Payroll Coordinator Towles, Student Interns Moore and Kalnasy and an audience of one (1).

Supervisor McNamara read an opening statement indicating he turns to the Clerk and Treasurer to assist with the budget process and highlighted increases in revenue and grant funding throughout the year.

9:00 a.m. Downtown Development Authority Director Ireland presented a PowerPoint presentation highlighting the DDA Past, present and future. Historically the DDA has completed over twenty-six (26) million dollars in projects. Currently they are working on a placemaking initiative, redesign of the bridge on Belleville Rd. to include a pedestrian overpass, signage and enhanced efforts in marketing and outreach. Future projects include a 4500 square foot splash pad and continuation of marketing efforts. Board members encouraged increased interaction with local business to encourage marketing that identifies merchants as being located in Van Buren Township and additional "Van Buren Township" signage.

9:37 a.m. Information Technology Director Rankin outlined projects currently underway to include security door access, replacement of main tower, rack mount, servers, improvements in I.T. infrastructure, a new network for telephone service with training to begin after Labor Day, public access Wi-Fi and assisting the DDA with technology in their placemaking project. Board members expressed a desire for more training for the Director and his staff. Director Rankin indicated he has been focused on the projects underway and will explore training opportunities next year and highlighted the work of his staff most notably on GIS support, front line staff support for Administration and Public Safety personnel, mapping, digitization, electronic poll book and election day support.

10:03 a.m. Director Ackers gave a brief overview of the Local Development Finance Authority and indicated reporting requirements have changed for Development agencies and penalties for noncompliance could reduce revenues. Increased signage has been installed in the LDFA district and marketing efforts continue. The LDFA revenue shortfall is expected to begin in the fall of 2019. He presented a PowerPoint presentation highlighting Developmental Services to include permit trends outperforming last year, increases in code compliance, slight staffing increase by utilization of interns over contract labor, completed development projects, projects underway, 2018 revenues in excess of expenditures and redevelopment ready efforts, master plan update, Capital Improvement Plan, Public Participation plan and economic development strategies.

10:51 a.m. Treasurer Budd gave a brief summary of the Treasurer's office budget noting that Departmental staff wages receive reimbursements from the DDA, LDFA, SHUVA and revenues from the Water & Sewer Department. Travel expenses and conference attendance encompass organizations such as: Michigan Municipal Treasurers Association, the Wayne County Treasurers Association and meetings held by other municipal Treasurers.

10:55 a.m. Supervisor McNamara called for a short recess.

11:04 a.m. Session reconvened.

11:05 a.m. Clerk Wright provided an overview of the Clerk's Office, General Office and Elections Budgets. Board members asked for more detail on funds used for General Office contracted services and handling fees and questioned Clerk's Office travel expenses for 2019 as they pertain to his position on the MMRMA Board. Clerk Wright advised the Board that expenses associated with his MMRMA position were not incurred by the Township.

An amendment to the Elections budget was requested for this year to purchase two high speed scanners for the absentee counting boards due to the significant increase in absentee voting. Discussion on the need to increase the pay for poll workers, in order to more closely reflect a wage that matches the amount of time and requirements of their position.

12:05 p.m. Lunch recess.

1:05 p.m. Session reconvened.

1:05 p.m. Belleville Area Museum Director Dallos gave an overview of museum attendance, activities, fund raising efforts and programs. Capital outlay has increased through movement of funds from Building and Grounds and a contribution from the Van Buren Civic for the purpose of building repairs and improvements. Board members discussed staffing levels, grant funding and the desire for Sumpter and Belleville to increase funding levels. Supervisor McNamara indicated he would like to form a committee to focus on fundraising needs in the near future.

1:53 p.m. General Board discussion on salary employee wage increases beyond 2%. Supervisor McNamara indicated wage increases beyond the 2% were to address disparity with AFSCME counterparts and comparable with other communities. Board members questioned Trustee wages and the proposed 2% increase in comparison with Sumpter Township which Trustee White believed were higher.

2:05 p.m. Supervisor McNamara gave an overview of The Supervisor’s office indicating personnel levels are adequate and will remain constant. Increase in transportation expenditures included basic maintenance to the Supervisors assigned vehicle. Board members questioned salary increases beyond 2%.

2:49 p.m. Human Resources Director Sumpter reported that there would be no changes to the department’s budget.

2:53 p.m. Assessing Coordinator Stevenson discussed waterfront land values that were assessed last year. This year, the department reappraised the Edison Lake area, as well as a mini-reappraisal of the waterfront properties, for training purposes. The proposed capital outlay budget for the Assessor’s office detailed the need for a tablet, to be used for field work. This would save the office time by providing the ability to sketch in the field.

3:08 p.m. Clerk Wright motioned to close the session. Seconding motion by Trustee Martin.

PUBLIC COMMENT: No public comment was received.

ADJOURNMENT: Wright moved, Martin seconded to adjourn the meeting until 8:55 a.m. on Tuesday August 14, 2018. Motion Carried.

Leon Wright, Township Clerk

Date: _____

Kevin McNamara, Supervisor

Date: _____