

CHARTER TOWNSHIP OF VAN BUREN
BOARD MEETING- BUDGET PREPARATION MEETING MINUTES
AUGUST 14, 2018

Supervisor McNamara called the meeting to order at 9:04 a.m. in the Board Room. Present: Supervisor McNamara, Clerk Wright, Treasurer Budd, Trustee Martin, Trustee Miller, Trustee White, and Trustee Frazier. Others in attendance: Secretary Montgomery, Secretary Wheelock, Human Resources Director Sumpter, Deputy Director (Fire) Chief Brow, Public Services Director Best, Public Safety Director Laurain, DDA Director Ireland, Parks and Recreation Director Wright, Belleville Area Museum Director Dallos, Water & Sewer Director Taylor, Senior Center Director Jordan, I.T. Director Rankin, Planning and Economic Development Director Akers, Cable Department Director McCracken, Deputy Director of Police Wright, Lieutenant Bazy, Sergeant Keele, Public Safety IT Coordinator Dandy, DDA Deputy Director Lothringer, Parks and Recreation Deputy Director Zaenglein, DPS Administrative Assistant Fleming, Fire Marshall McNally, Accounting Coordinator Towles, Deputy Treasurer Bellingham, Cable Department staff Bleifeld, and student interns Kalnasy and Moore.

9:05 September Days Senior Center Director Jordan provided an overview of activities, programs, services, funding, acquisition of a twenty-two passenger smart buss to arrive in the Fall and two vans in the Spring, membership, German volunteer program and equipment and furniture upgrades. Board discussion on the pooled vehicle system, change in the annual Christmas party time from evening to afternoon and expressed a desire to not change the fee associated with the event.

9:42 Recess

9:52 Session reconvened.

9:52 a.m. Public Safety Director Laurain introduced Administrative Assistant Schmidtke, who was recently hired to replace retiree Fleming. Police budget amendments include a transfer from other line items to overtime, due to an increase in traffic fatalities, mandatory unscheduled training and personnel unable to work due to medical issues. Increase to fringes was due to retirement payout for Administrative Assistant. Movement of funds from fuel to vehicle maintenance, to cover inoperable mobile recorders. Increase to capital outlay to cover police vehicle purchase overage. Board members discussed Fire and Police Deputy wages, Director wages, scheduled and unforeseen overtime, new police pickup truck that is waiting on back-ordered equipment. The 2019 budget includes the purchase of three (3) patrol vehicles, two (2) administrative vehicles and eight (8) radio replacements. Board discussion on in-car cameras, body cameras, grant funding, staffing levels and accreditation. The Van Buren Civic Fund provided funding for a one terabyte server for in-car camera storage that will support body cams, should the board decide to utilize them in the future. The preferred vendor for cameras is WatchGuard. Deputy Director (Fire) Brow requested an amendment from utility line-item funding to operations to cover EMS supplies and membership and dues to cover Blue Card certification. Requested increases for 2018 and 2019 include office wages to cover a full time Records Clerk who will be shared between the Fire and Police Departments, building maintenance for repair and upkeep, uniforms and equipment to cover the required sets of turn-out gear. Board discussion on Fire vehicles, allocating funding for future vehicle replacement, staffing levels, ongoing discussions with the City of Belleville for Fire services, use of Supervisors, recovery of fire service costs associated with vehicle accidents and downed powerlines and fire inspections

associated with apartment complexes and rental units. Supervisor McNamara indicated that discussion regarding the use of Supervisors, health care savings accounts utilized by other communities and any reduction in the use of cross trained personnel would need to be fully discussed with the Union(s) prior to any action.

Supervisor McNamara discussed Township properties as they related to storage throughout the Township citing the former fire stations on Tyler and Ecorse Rd could potentially be disposed of if the Board considers constructing a pole barn to house fire vehicles and equipment and the Water and Sewer Department considers a building on the water tower property.

Sergeant Keele indicated no changes in Dispatch with the recent completion of the capital improvements and the installation of fiber optic cable will be completed in the near future.

Lieutenant Bazy indicated no changes in Ordinance and Ordinance staffing levels. Board members discussed staffing as it pertains to service. Lt. Bazy expressed that the Ordinance Department is in response mode only addressing concerns as they are reported and should the Board desire to be proactive additional personnel would be required.

11:53 a.m. Lunch Recess

1:06 p.m. Session Reconvened

1:06 p.m. Parks and Recreation Director Wright discussed programming, staffing change of a full-time Public Works 1 employee to be split between Parks and Recreation and Building and Grounds, movement of Lake Ledger to Cable Department, Grant Funding, recently acquired Michigan Department of Natural Resource (MDNR) property on Belleville Road, installation of splash pad at Quirk Park, use of materials from the McBride Road pavement project to improve roadway in Van Buren Park and pavilion upgrades. Capital improvement funds to be increased \$20,000 to perform an analysis of the MDNR property, to determine usage. Board discussion on printing and publishing for the "Van Buren Today" magazine and mini-concert series.

1:45 p.m. Cable Director McCracken discussed proposed staffing changes by eliminating one part-time position and increase current part-time to full-time, improvements to board room technology and departmental upgrades. Board member discussion on utilization of contracted services to cover work performed by eliminated part-time position if necessary, capital improvement, responsibilities of departmental staff, use of drone, use of interns and requested a list of items associated with capital outlay purchases.

2:22 p.m. Recess

2:35 p.m. Session reconvened

2:35 p.m. Public Services Director Best outlined the Building and Grounds projects completed, highlighting response times, fleet pooling, fleet monitoring, LED parking lot light upgrades, space and needs assessment and improvements to mezzanine and election storage. Future projects include replacement of HVAC unit, assistance with splash pad, Township Hall floor covering replacement, Capital Improvement Plus projects and possible installation of a Water and Sewer building on the water tower property, with water billing to remain at Township Hall. Board discussion on Capital Improvement Plus projects,

landscape maintenance, Recreational Department foyer improvements and the need for data driven analysis of program participation.

3:25 p.m. Water and Sewer Director Taylor presented an overview on the return on investment of the utilization of a water tower, water usage trends, water main loops, asset management, installation of a water tower pump and generator, sanitary sewer cleaning, camera analysis and repairs, TCR sampling, system pressure monitoring, SCADA telemetry upgrade and is projecting a five (5) percent water increase next year. Board member commented on the need to look at capital charges that are too high and are not being reserved.

3:32 p.m. Trustee Frazier was excused

3:54 p.m. Recess

4:01 p.m. Session reconvened

4:01 p.m. Board discussion on departmental requests and required adjustments previously discussed and indicated the public hearing and final 2018 amended and 2019 proposed budgets will appear on board meeting agendas in October.

PUBLIC COMMENT: No public comment was received.

ADJOURNMENT: Miller moved and Martin seconded to adjourn the meeting at 4: 10 p.m. Motion Carried.