

WORK STUDY

CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES OCTOBER 14, 2013 WORK STUDY MEETING, TENTATIVE AGENDA

PLEDGE OF ALLEGIANCE:

ROLL CALL:

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

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on Executive Assistant to the Supervisor Job Description.
2. Discussion on Capital Improvement Plan for the years 2014-2018.

CLOSED SESSION:

1. To discuss Police Officers Labor Council (POLC) Patrol and Dispatch Unit contract negotiations.

ADJOURNMENT:

Work Study October 14, 2013

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING NB#1

DATE: OCTOBER 14, 2013

BOARD MEETING DATE: NB#2

OCTOBER 15, 2013

Consent Agenda _____ New Business x Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Executive Assistant Job Description
DEPARTMENT	Supervisor
PRESENTER	Supervisor Combs
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
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Approval of Executive Assistant Job Description

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
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With the impending resignation of the Supervisor's Executive Assistant, I am requesting the Board confirm the job description for this position. Clerk Wright and Treasurer Budd have reviewed the document, and their suggestions were implemented into this attached final version. This position is to continue to remain funded at the rate of \$64,933, consistent with the base salary of the Deputy Clerk and Deputy Treasurer and as recognized by the Board of Trustees since 1990. Thank you for your consideration.

BUDGET IMPLICATION	No change to budget
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IMPLEMENTATION NEXT STEP	
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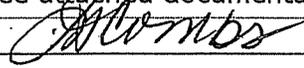
DEPARTMENT RECOMMENDATION	Approval
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COMMITTEE/COMMISSION RECOMMENDATION	
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ATTORNEY RECOMMENDATION	Attached
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(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS	See attached documentation for further information.
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APPROVAL OF SUPERVISOR	
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**CHARTER TOWNSHIP OF VAN BUREN
JOB DESCRIPTION**

EXECUTIVE ASSISTANT TO THE TOWNSHIP SUPERVISOR

Position Summary:

This is a full-time "at will" professional and supervisory position responsible for a variety of administrative and technical duties under the direction of the Township Supervisor. The employee will report directly to the Supervisor and will carry out day to day operations and support activities in accordance with the official duties of the Township Supervisor using initiative, discretion and specialized knowledge in the attainment of desired objectives.

Essential Job Functions, Duties and Responsibilities:

An employee in this position may be called upon to satisfactorily perform any or all of the following essential job functions, duties, and responsibilities. These examples do not include all of the duties and special projects that the individual may be expected to perform. To perform this job successfully, an individual must be able to perform each function, duty or responsibility satisfactorily.

1. Directs and coordinates the administrative functions of the Office of the Township Supervisor pursuant to the direction of the Supervisor.
2. Researches requested information and prepares summary of the same. Performs complex analyses and research, evaluates alternatives and develops sound conclusions and recommendations.
3. Assists the Supervisor with processing sensitive and confidential correspondence, conducting general correspondence, responding to questions and referring specific inquiries to the appropriate elected official(s) and/or Township department staff person(s).
4. Receives, researches and answers sensitive phone calls, citizen inquiries and complaints, and provides information, resolves problems or refers issues to the appropriate Township department or agency.
5. Assists the Supervisor by monitoring the Township budget.
6. Assists the Supervisor in ensuring the department addresses community and residents' needs and that these needs are met effectively, efficiently and with high-quality service.

7. Assists the Supervisor with regard to issues and complaints, and provides general support and assistance on administrative matters. Works closely with other departments to resolve issues and concerns.
8. Assists Supervisor in working with department directors to promote public relations efforts, grant funding or similar opportunities.
9. Serves as a liaison with department directors, employees, consultants, legal counsel, other governmental units and Township residents. Employee will perform a variety of tasks that are confidential in nature.
10. Responsible for developing, recommending, implementing, maintaining, monitoring and evaluating projects at the direction of the Supervisor.
11. Composes correspondence and projects for Supervisor's review; transmits instructions and directions to department heads, boards and committees/commissions, as appropriate.
12. Develops and manages a plan to increase communication with residents that promotes awareness and transparency.
13. Schedules meetings and appointments for the Supervisor; establishes and maintains a calendar of appointments, events and meetings; secures meeting space, audio visual equipment or other logistical items; and reviews agenda items and program materials.
14. Develops and maintains contacts to assist with the Township's federal, state and local regulatory affairs activities. Reviews and monitors legislation wherever municipal government may be affected. Identifies emerging legislative and regulatory issues of interest.
15. Drafts resolutions and agreements, with the assistance of legal counsel as needed, for adoption by the Township board.
16. Promotes the Township by participating and representing the Township Supervisor at various meetings and functions, with and/or on behalf of the Township Supervisor.
17. Assists the Supervisor in areas of procedure, pending Township business and potential contentious issues, and provides recommendations to the Supervisor regarding the same.
18. Works under strict deadlines and with multiple priorities.
19. Attends meetings of the Township board, committees and/or commissions, as needed.

20. Performs other related duties and projects, as assigned.

The above list of jobs, duties, and responsibilities, physical abilities, and other abilities are meant to be representative and not all encompassing. The Township Supervisor reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities and other abilities herein above set forth.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Bachelor's degree from an accredited university
2. Five or more years of progressively responsible experience
3. Knowledge of Township structure, organization, ordinances, policies, regulations and terminology
4. Demonstrated ability to effectively manage and build key relationships through exemplary service and expert organizational skills
5. Must be an energetic, highly motivated and well-organized individual with excellent interpersonal, verbal and written communication skills and skill in resolving complex problems.
6. Ability to speak persuasively in public forums
7. Must possess the proven ability to prioritize, multi-task and manage multiple projects simultaneously without loss of effectiveness.
8. Ability to exercise judgment and discretion in establishing and maintaining effective working relationships with elected and appointed officials, department heads, employees, governmental agencies and community groups
9. Must maintain confidentiality; must possess uncompromising integrity, professional conduct and excellent decision making skills.
10. Must be creative and resourceful with an ability to approach problems from new angles. Must possess a passion for public service.

11. Must possess the ability to interact constructively with others to identify needs and to train users when necessary. Interpersonal skills are key to effectively communicating with the general public in situations requiring tact and patience.
12. Ability to conduct administrative research and prepare reports regarding the same
13. Ability to compile budgetary data, assist in reviewing budgetary requests and assist in preparing annual budget

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential job functions, duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, duties and responsibilities.

While performing the duties of this job, the employee's typical physical environment is that of an office setting. The employee will typically sit in an office, but may be required to stand for long periods of time. The noise level in the work environment ranges from quiet to moderate in the office.

Charter Township of Van Buren

Agenda Item: WIS #2

REQUEST FOR BOARD ACTION

WORK STUDY MEETING
DATE: OCTOBER 14, 2013
BOARD MEETING
DATE: NOVEMBER 5, 2013

Consent Agenda New Business Unfinished Business Public Hearing

ITEM (SUBJECT)	Consider Resolution 2013-17, 2013-2018 Capital Improvements Plan
DEPARTMENT	All Township Departments
PRESENTER	Supervisor Combs
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Approve Resolution 2013-17, 2013-2018 Capital Improvements Plan	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>A Capital Improvement Plan (CIP) is a financial planning tool adopted on an annual basis to define future capital needs and address ongoing infrastructure maintenance to preserve existing assets. Projects in the CIP may be amended, added to or deleted from as future needs change or as finances may dictate in Van Buren Township. As projects move closer to fruition, they must be approved in compliance with established purchasing policies, etc.</p> <p>The CIP was reviewed by the Planning Commission on September 25, 2013. Please see attached documentation with the memo regarding this from Director Mullen.</p>	

BUDGET IMPLICATION	Projects are dependent upon funds being or becoming available through usual budget/purchasing processes. Qualifying projects are those whose life expectancy exceeds three (3) years and whose cost is \$25,000 or greater.
IMPLEMENTATION NEXT STEP	Once adopted, the CIP is a tool used to guide the planning and completion of other capital projects.

DEPARTMENT RECOMMENDATION	Adoption of 2013-2018 Capital Improvements Plan
COMMITTEE/COMMISSION RECOMMENDATION	N/A

ATTORNEY RECOMMENDATION	N/A
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(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS	See attached documentation for further information.
APPROVAL OF SUPERVISOR	<u><i>Combs</i></u>

2013 - 2018

Capital Improvements Plan - Van Buren Charter Township

Department	2013	2014	2015	2016	2017	2018	G/F	TIF	Grant/Othr	W/S Fund	SpRevF	Internal	External	Funding Source	Previous Funding	Total Cost
Bldg. & Grnds	10,000						10,000					10,000		GF	10,000	20,000
Bldg. & Grnds	242,000						77,000	165,000				77,000	165,000	GF/TIF	20,000	262,000
Bldg. & Grnds	150,000	150,000					300,000					300,000		GF		300,000
Bldg. & Grnds	10,000						10,000					10,000		GF		10,000
Bldg. & Grnds	-	100,000	100,000				200,000					200,000		GF		200,000
DPW/WS/BG			2,000,000							2,000,000			2,000,000	Water & Sewer		2,000,000
Water/Sewer	80,000	80,000								160,000		160,000		Water & Sewer	60,000	220,000
Water/Sewer		30,000	20,000							50,000		50,000		Water & Sewer		50,000
Water/Sewer			1,200,000	1,200,000	1,200,000	1,200,000				4,800,000			4,800,000	Water & Sewer		4,800,000
Water/Sewer	330,789	330,789	330,789	221,132						1,213,499			1,213,499	W & S Mills	330,789	1,544,288
Water/Sewer	450,000	150,000								600,000			600,000	Revolving Fund	42,800	642,800
P&EDD/Parks		750,000					157,289		592,811			157,289	592,811	MDOT Grant		750,000
P&EDD	25,000	25,000	25,000	25,000	25,000	25,000		150,000					150,000	TIF	25,000	175,000
P&EDD		71,755					35,878		35,877			35,878	35,877	GF/STS Hydro		71,755
P&EDD	26,400						16,950		9,450			16,950	9,450	GF/CDBG		26,400
P&EDD		271,396							271,396					CDBG		271,396
P&EDD		49,181	40,000	30,000					69,181		50,000			SAD/WMI Grant		119,181
P&EDD		22,500					22,500							GF		22,500
W/S /P&EDD/ P&Rec			1,750,000						1,500,000	250,000			1,750,000	WS/MDOT/MDNR		1,750,000
P&EDD		45,000					45,000					45,000		GF		45,000
IT	41,000						41,000					41,000		GF		41,000
IT		20,000					20,000					20,000		GF		20,000
IT	25,000							25,000					25,000	DDA		25,000
IT				60,000			60,000					60,000		GF		60,000
P&EDD/DDA	4,857							4,857					4,857	Tax Increment Cap	14,000	18,857
DDA	4,642,656							4,900,000	2,044,817				6,944,817	TIF/Way Co/Fed	2,302,261	9,247,078
DDA	248,948							256,000					256,000	TIF		256,000
DDA	40,000	30,000	30,000	30,000	30,000			160,000					160,000	TIF	90,000	250,000
DDA	200,000	2,259,300						1,684,680	774,620				2,459,300	TIF/WayneCo/MI		2,459,300
DDA	80,000							80,000					80,000	TIF		80,000
Parks & Recreation	25,000						25,000					25,000		GF		25,000
Parks & Recreation		25,000					25,000					25,000		GF		25,000
Parks & Recreation		30,900					30,900					30,900		GF		30,900
Parks & Recreation				218,000			218,000					218,000		GF		218,000
Parks & Recreation			30,000						30,000					Grant		30,000
Public Safety-Fire		1,100,000					1,100,000					1,100,000		GF		1,100,000
Public Safety-Fire			450,000				450,000					450,000		GF		450,000
Public Safety		47,000	47,000	47,000	47,000		141,000	47,000				141,000	47,000	GF/TIF		188,000
Public Safety		500,000						500,000					500,000	911 Funds		500,000
Water/Sewer	1,236,000									1,236,000		1,236,000		W&S Capital Proj		1,236,000
Seniors		40,000							40,000					Grant		40,000
	7,867,650	6,127,821	6,022,789	1,831,132	1,255,000		2,985,517	7,972,537	5,368,152	10,309,499		4,409,017	21,793,611		2,894,850	29,580,455

2013 - 2018
Capital Improvements Plan - Van Buren Charter Township

VAN BUREN CHARTER TOWNSHIP

To: Supervisor Linda H. Combs
From: Arthur Mullen, Director of Planning and Economic Development
CC: Karin LaMothe
Date: 10/1/2013
Re: Capital Improvement Plan

Please be advised that the Planning Commission reviewed the 2013-2018 Van Buren Township Capital Improvement Plan at its regularly scheduled meeting on September 25, 2013.

Please note for your records that the 2013-2018 Capital Improvement Plan has been received and placed on file by the Planning Commission. Please contact me if any additional information is required.

**Charter Township of Van Buren
Resolution 2013- 17**

**Capital Improvements Plan
2013-2018**

**CHARTER TOWNSHIP OF VAN BUREN
CAPITAL IMPROVEMENTS PLAN
2013-2018**

Capital Improvements Plan Contributors

Gregory Laurain, Public Safety Director
Daniel Besson, Fire Chief
Arthur Mullen, Planning & Economic Development Director
James Taylor, Department of Public Works Director
Steve Rankin, Information Technology Director
Jennifer Wright, Recreation & Facilities Director
Susan Ireland, DDA Executive Director
Linda Combs, Township Supervisor

Note: The proposed plan is restricted by funds available.

CHARTER TOWNSHIP OF VAN BUREN

CAPITAL IMPROVEMENTS PLAN

2013-2018

Overview

The Charter Township of Van Buren Capital Improvements Plan (CIP) is a planning tool used to identify and schedule capital improvements over a six-year period, in this instance, 2013-2018. Projects identified for the fiscal/calendar year 2013 have previously been approved by the Board of Trustees. A CIP is a common and valuable planning tool used in both the private and public sectors. City and township governments rely on the CIP process to develop strategies and long-range plans for the development of new public facilities, improvements to existing public assets to protect them from deterioration and to extend their use life, and to support and implement long-range goals. A CIP helps track multi-year projects that may require planning, design, land acquisition and constructions.

Until 2008, the township experienced considerable growth as the community transitions from a primarily rural environment to one that is much more urban or suburban in nature. Like many other communities it is expected that growth will be nominal during the next few years; however, Van Buren must remain cognizant of services and capital improvements to sustain a vibrant community. The projects listed in the CIP are those the administration believes will be needed in the future for the improvement of municipal service in the community and the preservation of existing municipal facilities. They represent the township's plan to serve residents and to anticipate the needs of the community. Whether or not any of the projects identified in the CIP come to reality is dependent upon the availability of funding. Some projects may never be implemented if funding is not available or other projects are determined to have a greater benefit or priority. In some cases, a project may no longer be deemed a worthwhile endeavor. The projects identified in the CIP are not cast in stone and as such, will result in a review of the CIP on an annual basis. The Board approved purchasing policy will govern how items listed in the CIP come to fruition, again pending the availability of adequate funding sources.

A CIP is prepared and updated annually to add new items, delete others and maintain a project list that correctly identifies the needs and priorities of the community and administration. A well-crafted CIP forecasts capital needs and provides an ability to coordinate funding opportunities. The plan will match revenue resources with future needs and expenditures. A CIP will include projects approved for a current year and will provide estimates of future cash flow needed to implement projects for the upcoming five-year period.

Each year, every project in the CIP will be reviewed. Projects may be modified and costs may be adjusted. A new year of programming is added each year and in general, future projects move one year closer to implementation with each annual plan.

The approved CIP will serve as a guide and forecast mechanism. The CIP should minimize inconvenience to the community by scheduling projects in logical sequence and in coordination with other adopted plans and long range planning goals. This long-range financial planning and prioritizing enables the Township to coordinate funding efforts and establish multi-year capital projects. The CIP anticipates future expenditures and allows for the stabilization of user fees over time. The CIP allows the township to demonstrate a professional approach in formulating project recommendations and to efficiently evaluate, prioritize, structure and plan the financing and implementation of public projects.

Definition of a Capital Improvement

Capital improvement projects are defined as major, non-recurring expenditures that include the construction of buildings or structures, acquisition or improvement to public lands, a professional service or planning, engineering or feasibility study, or new equipment that exceed \$25,000 in cost and has a useful life of three or more years. Each project must either increase the township's investment in its community or preserve the capital investments of the township by addressing infrastructure development and/or ongoing maintenance and directly benefit customer service demands and quality of life issues.

Examples of capital improvements include public buildings such as Township Hall, water/sanitary sewer lines, equipment such as fire apparatus or a backhoe, pathways and recreational facilities. Also included is rehabilitation or modernization of all or a part of a building, expansion of existing improvements such as sewer line extensions, and the acquisition of land for a public purpose.

The CIP Process

The administrative officials and staff prepared an inventory of all approved and potential projects related to various plans including the Master Plan, DDA Project List, Recreation Master Plan and Water Distribution and Sanitary Sewer Master Plans. Projects were evaluated and potential funding sources were identified. Projects were prioritized to establish a realistic six-year period for inclusion in the CIP.

In order to seek public input and ensure the CIP meets the objectives of the Land Use Master Plan, the Planning Commission will review projects included in the CIP, particularly those that may involve land acquisition, new site construction, site renovation and infrastructure projects. The Planning Commission will evaluate projects to ensure a direct link with township goals and conformance with the Land Use Master Plan. The Planning Commission's recommendations regarding the CIP as well as public input received during the Planning Commission's review will be shared with the Board of Trustees who will also evaluate the CIP in light of township goals, project prioritization, and available or potential funding.

Because the CIP is a planning, budgetary and potentially a political issue, the Township Board is the ultimate authority for approving the project list, establishing annual spending levels and determining the priority for project implementation. The CIP will be officially approved as part of the annual budget approval process.

CIP Funding Sources

General Fund: Funds from tax collection, service fees, reimbursement, interest income, state revenue sharing, fund balance or other sources such as, in the case of Van Buren Township, landfill revenues.

Enterprise Funds: Enterprise Funds are typically established for services such as water and sewer. Revenues are generated primarily through user fees and charges, and connection fees from those who benefit from the improvements.

Dedicated Millage Revenue: Property tax millage can be used to finance specific programs such as special voted millage being used to construct recreational facilities.

Special Assessment Districts (SAD): Public improvements may be financed through the assessment of property taxes, on an equitable basis, benefiting property owners in a specific district. Funds can be collected annually to meet debt service requirements on bonds.

Grants: This may include funding from other units of government or foundations. Typically there are stringent regulations on the use of grant funding and grant funds are limited in availability. The ability to receive grants is usually through a competitive process so creative and effective grant writing is crucial to receive funding.

Tax Increment Financing (TIF): Available to Downtown Development Authorities, Local Development Finance Authorities or Brownfield Redevelopment Authorities.

Bonds: Capital projects typically require a significant amount of funds to construct and may require several payment installments to pay off the bond. Sources of bonds include:

General Obligation Bonds: issued for a specific project and may not be used for any other purpose and is usually paid with property tax revenues.

Revenue Bonds: issued for construction of public projects that generate revenues such as a golf course, indoor ice arena or recreational facility. Bonds are retired using income generated by the project.

Other Funding Sources: Other funding sources may include developer contributions. For example, as part of site planning requirements, developers may contribute toward infrastructure costs, the development of recreational facilities or contributing open space. Another example of a miscellaneous funding source is public/private partnership. These partnerships bring private contributors and the public sector

together to share in the costs of a project to alleviate the overall financial burden falling onto a single source. This type of financing is becoming increasingly popular as the cost of a project may far exceed the ability of one sector being able to fund the project.

Project Summary: Following is a spreadsheet identifying those projects proposed for inclusion in the 2013-2018 Charter Township of Van Buren Capital Improvements Plan. Projects have been given a numeric designation, denote the identity of the department submitting the project, provide an initial year for funding along with the number of years the project may need to be financed and a proposed funding source(s). In some cases, multi-year projects may exceed the duration of the six-year CIP with these projects continuing to appear in subsequent plans. The ability for any of the proposed projects to be realized is restricted by financing for these projects being or becoming available.

CAPITAL IMPROVEMENT

Project Descriptions

1. **Van Buren Township Hall Carpeting** – (2013) Replace old worn out carpet and tile at the Township Hall.
2. **Van Buren Township Hall Roof Repairs** – (2013) Due to multiple leaks the roof needs to be repaired or replaced.
3. **Van Buren Township Hall Parking Lot** – (2013, 2014) Repair or replace the Township Hall Parking Lot due to deterioration.
4. **Van Buren Township Hall Interior Painting** – (2013) Paint sections of the interior of the Township Hall as necessary to improve the appearance.
5. **Van Buren Township Heating & Cooling** – (2014, 2015) Replace old heating & cooling system major components to reduce repair costs.
6. **Public Works Operations Facility** – (2015) This project will provide the relocation of all field staff for Water & Sewer and Building & Grounds from the township hall complex to the property surrounding the water tower. The administrative and billing staff will remain located in the township hall for customer convenience and other township staff access. The project is to include construction of a maintenance garage, expansion of staff parking lot, covered materials storage units (salt, sand, top soil, etc), internal remodeling of tower to provide management and staff offices, bathrooms, staff lunch room, SCADA station, storage rooms and training room. The complex is to be enclosed with fencing and security card access.

The goals of this project are:

1. Maximize the available space provided by the special construction of the water tower.
2. Centralize Water & Sewer, Building & Grounds operations materials, storage and equipment to one location, improving management span of control on staff movements and inventory.
3. Create opportunity for additional general fund revenue by converting existing garage into police impound.
4. Create opportunity for revenue generation through rental space for communications equipment.
5. Create opportunity for sale of aged structures at Ecorse & Belleville Rd and Tyler Rd. This would provide a one-time revenue capture from sales, and an additional benefit of eliminating on-going and future maintenance and utility costs.

7. **Water Sewer Department Fleet Vehicle Replacement Purchase** – (2013, 2014) Replace older high mileage Water Department crew pickup trucks to reduce repair cost and improve reliability.
8. **Water Mobile Technology Project** – (2014, 2015) This project covers both expanding meter reading capabilities and other maintenance focused technologies to be used in the field.
9. **Water Main Replacement** – (2015, 2016, 2017, 2018) This is a scheduled replacement of water main based upon age, water quality, serviceability, and other criteria.
10. **Meter Reading Upgrade Payments** – (2013, 2014, 2015, 2016) One payment will be made each year with payment ending in 2016.
11. **Sanitary Sewer Pump Station Replacement** – (2013, 2014) Rehabilitate and/or replace all older pump stations and upgrade remote controls per recommendations in Sewer Master Plan; replace Northshore and Ryznar vacuum stations with more reliable submersible pump stations.
12. **Greenways Development** – (2014) Southeastern Quadrant trails: An extension will be required along E. Huron River Drive in order to connect Riggs Heritage Park to the City of Belleville and ultimately westerly routes to Ypsilanti Township and the Washtenaw County Border-to-Border Trail.
13. **Aerotropolis Plan** – (2014) Van Buren is a signatory agency to the Detroit Regional Aerotropolis Development Corporation. Estimated annual membership dues are currently \$25,000 per annum, which the DDA has voted to cover for the near term.
14. **French Landing Dam Soffits and Trim** – (2014) Over the years the general condition of the French Landing Dam powerhouse exterior has continued to decline. This is mainly due to exposure to the elements, weather events, and normal wear and tear. Some of the most obvious wear elements are soffits and wood trim. This proposal would prevent further damage and restore the soffits and wood trim to a very good condition.
15. **Township Master Plan Consolidation** – (2013) Planning Commission review and consolidation of the Township Master Plan in accordance with Michigan Planning Enabling Act.
16. **Beck Ball Field Renovations** – (2014) CDBG funded renovations and improvements to the Beck Ball Fields including updated concession stand, new pavilion, new playscape, replacement of deteriorated dugouts, and new landscaping.

17. **Milfoil Treatment of Belleville Lake** – (2014, 2015, 2016) Multi-year environmentally safe treatment of invasive milfoil aquatic plants with milfoil weevils to control this exotic species' growth in Belleville Lake.
18. **Inspector Mobile Equipment Upgrades** – (2014) Purchase mobile equipment including hardened computers, printers, and equipment stands for the Building Official and Ordinance Officers.
19. **French Landing Dam Bridge Rehab** – (2015) Rehabilitation of the closed French Landing Bridge including the **removal of water** and gas lines from the bridge, installation of recreation areas at base of bridge, and creation of a pedestrian path across the rehabilitated structure. This project will involve planning and coordination among several township departments and external independent agencies.
20. **Township Zoning Ordinance Update** – (2014) Complete review of the existing Zoning Ordinance to ensure easy application of the ordinance requirements while protecting Townships residents. Once completed, the Ordinance will be posted online.
21. **Springbrook Software Upgrade** – (2013) Upgrade application that Township uses for Finance, Utility Billing and Budget.
22. **Township Application Server Update** – (2014) Hardware server replacement. Main Township Software resides on this server.
23. **Township Website Upgrade** – (2013) Update and refresh the Township Website which has not been refreshed since its inception in 2003.
24. **Township Phone System Upgrade** – (2016) Update and replace the current VOIP System, which is 11 years old. This would entail a new phone system including new phone sets.
25. **Belleville Rd./DDA District Overlay Plan** – (2013) Preparation of the Belleville Rd./DDA District Overlay Plan which will assist the Township to maintain and enhance the character and appearance of the DDA district.
26. **Belleville/Ecorse Road Intersection** – (2013) It is the intent of the Downtown Development Authority (DDA) to reconfigure the intersection of Belleville and Ecorse Road to improve safety impacts and other impacts including environmental, utility and drainage right-of-way, access and future growth. It is anticipated that this will be completed as a boulevard type design with traditional Michigan left turns at directional crossovers.
27. **Belleville Rd. & I-94 N. Service Drive** – (2013) It is the intent of the DDA to construct non-motorized paths on the east side of Belleville Rd (9701 Belleville Rd. to Tyler) and (I-94 N. Service Dr. from Holiday Inn Express) to connect with the easterly sidewalk for a safe and walkable community.

- 28. Van Buren Township – DDA Marketing Plan** - (2013, 2014, 2015, 2016, 2017)
A marketing Plan to promote the DDA District in the Charter Township of Van Buren.
- 29. Belleville Road Traffic Signalization** – (2013, 2014) Engineering work and studies necessary to upgrade six (6) existing traffic signals located on the Belleville Road corridor from I-94 interchange to Tyler Road (13th worst roadway segment in Wayne County), add a signal to provide an additional access point to major traffic generators on the corridor, resurface portions of the roadway, replace existing curb and pavement in poor shape, upgrade ADA ramps and crosswalks and add right-turn lanes as warranted.
- 30. Belleville Road Fence Replacement** – (2013) Remove blighted existing chain link fence along the east and south sides of Belleville Road, beginning one lot north of Sunrise Lane extending west of Harmony Lane (Belle Harbor Estates) and replace the existing fence on Belleville Road with a natural grain 6’ wood simulated colored vinyl fence.
- 31. Riggs Park Monument** – (2013) Construct an 8 by 8 foot entrance sign at Riggs Park with lighting.
- 32. Van Buren Park Monument** – This project would construct an 8 by 8 foot entrance sign to highlight the park from the South Service Drive. The sign would include lights to highlight the park at night.
- 33. Pavilion Re-Wiring and Painting** – (2014) This project is for the re-wiring and painting of the 4 Van Buren Park Pavilions as well as the band stand at Van Buren Park. The prices are based on previous quotes from contractors.
- 34. Van Buren Park Splash Pad** – (2016) This project is for the installation of a splash pad at Van Buren Park at 50901 S. I-94 Service Drive. This project would add to the value of the park and offer additional amenities to patrons.
- 35. Dog Park** – (2015) This project would provide a space for dogs to exercise and play off-leash in a controlled environment under the supervision of their owners. These parks have varying features, although they typically offer a 4’ to 6’ fence, separate double-gated entry and exit points, adequate drainage, benches for humans, shade for hot days, parking close to the site, access to water, tools/bags to pick up and dispose of animal waste in covered trash cans, and regular maintenance and clean-up of grounds. Dog parks may also offer wheelchair access and a separate enclosure for small dogs. The ideal location for a dog park would be at Van Buren Park.
- 36. Aerial Apparatus** – (2013) Purchase Fire Truck—this will be an aerial apparatus with a platform “bucket” and replaces aging equipment.

37. **Engine/Pumper (Fire Apparatus)** – (2015) This will be a fire apparatus with firefighting and rescue (limited) capabilities designed to be an all-purpose first response “Duty Crew” vehicle but on a smaller chassis than what we currently use. The truck will replace aging equipment and be designed for everyday “run of the mill” use which previously purchased fire apparatus were not designed for.
38. **Weather Alert Sirens (Outdoor for Public Benefit)** – (2014, 2015, 2016, 2017) This project is designed to bring an emergency/weather alert sirens to VBT. The intent of the sirens is to alert the outdoor public to impending severe weather or catastrophic events (i.e.: tornado, flash flooding, or hazardous material leak) so that they may tune into another broadcast avenue (i.e. television or radio media outlets) and seek safety. Due to the cost of each siren, I propose the project be spread over multiple years until full coverage is complete.
39. **911 Center Dispatch Upgrades** – (2014) To add a third dispatch position within the 911 Center. Currently there are only two dispatch positions since upgrading to the 800 system in 2012.
40. **Huron River Drive Water Main** – (2013) This project would include the replacement of a 16” water main and an 8” water main in the vicinity of the French Landing Dam.
41. **Fifteen Passenger Van** – (2014) Replace 15 passenger van (1999) to reduce repair cost and to improve reliability and safety in transporting aging adults.