

**CHARTER TOWNSHIP OF VAN BUREN  
WORK STUDY MEETING MINUTES  
OCTOBER 16, 2017**

Supervisor McNamara called the meeting to order at 4:00 p.m. in the Sheldon Room. Present: Supervisor McNamara, Clerk Wright, Treasurer Budd, Trustee White, Trustee Frazier, Trustee Martin and Trustee Miller. Others in attendance: Secretary Montgomery, Developmental Services Director Akers and Deputy Director Bes, DDA Director Ireland and Deputy Director Lothringer, Executive Assistant Selman, Assessing Coordinator Stevenson, Confidential Secretary Belanger and an audience of four (4).

Supervisor McNamara requested the addition of New Business item #3 Discussion on the 2017 amended and 2018 proposed budgets.

Wayne County Commission Al Hadious presented an overview of recent efforts by Supervisor McNamara and Commissioner Hadious in securing future funding through the Wayne County Local Roads Initiative program potentially securing 350K-400K in future funding for Van Buren Township local roads.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

Discussion on the purchase of one 2018 Ford F-150 XL Extended Cab from Atchinson Ford in the amount of \$25,103.16. Three quotes were received and Atchinson Ford was the lowest in accordance with the Township purchasing policy %5 discount for local vendors. Board members discussed an extended cab vs. a regular cab and bed length reaching a conclusion that a regular cab would be sufficient. A new quote will be secured reflecting the change order. The truck will be assigned to the Building Official in the Developmental Services Department.

Discussion on the proposal between the Township and McKenna and Associates in an amount not to exceed \$40,000.00 to prepare an update to the Township's existing Master Plan. The project will be funded using \$19,000.00 in CDBG funds and \$21,000.00 from the General Fund. Bids were not solicited from other firms due to the familiarity of McKenna & Associates, Timing of expenditure of CDBG funds, and the recent Qualifications Based Selection results of which McKenna & Associates was approved as the Township's planning firm.

Discussion on the 2017 amended and 2018 proposed budgets. Board members expressed how pleased they were with the scheduling, the overall process and inclusion of all Board members in the budget process. The restructuring of the Developmental Services Department and re-alignment of staff was discussed. Several Board members expressed a desire to implement graduated pay increases over several years as opposed to a set salary for the proposed Public Services Director position.

**PUBLIC COMMENT:** Public comments included: The Building Official needs a pick-up truck vs. a car; a tool box secured to the truck bed provides sufficient storage; Building Officials do not transport ladders; transporting of work items inside a vehicle is dangerous since items can become projectiles in a collision; request for review of the purchasing policy as it pertains to local vendor preference; lack of support for McKenna & Associates updating the Master Plan, and clarification of marketing responsibilities under the proposed Developmental Services Department restructuring.

**ADJOURNMENT:** Motion by Frazier, seconded by Martin to adjourn the Work Study Session for the purpose of closed session at 5:53 p.m. Roll Call Vote. Yeas: McNamara, Budd, Wright, Frazier, Martin, Miller and White. Nays: None. Motion Carried.

**CLOSED SESSION:** The Township Board will go into closed session, pursuant to MCL 15.268(e) to discuss trail and/or settlement strategy involved in the pending litigation, Van Buren Twp. V. Amanda Jackson, Wayne County Circuit Case No. 15-015063.attorney client privileged written opinion letter regarding Township property.

The Work Study session reconvened at 6:21 p.m.

**ADJOURNMENT:** There being no further discussion Frazier moved, Miller seconded to adjourn the Work Study Session at 6:22 p.m. Motion Carried.

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Leon Wright, Township Clerk

Date: \_\_\_\_\_.

\_\_\_\_\_  
Kevin McNamara, Supervisor

Date: \_\_\_\_\_.