

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
MARCH 17, 2014 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:

1. Discussion on Cobblestone Ridge amended agreement.

NEW BUSINESS:

1. Discussion on increasing Election Inspector wages.
2. Discussion on request for first reading of rezoning request for parcel ID #V125-83-129-99-0002-002, also known as 15400 Sumpter Road, from C (Local Business) to C-1 (General Business) by Rezoning with Conditions.
3. Discussion on Human Resource position.
4. Discussion on Hydro Designs, Inc. professional service contract.
5. Discussion on Deputy Director of Planning and Economic Development position.

CLOSED SESSION:

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

ADJOURNMENT:

Charter Township of Van Buren

Agenda Item: WS #1

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE: 3/18/2014

BOARD MEETING DATE: 4/1/2014

Consent Agenda _____ New Business Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Election Worker Wages
DEPARTMENT	Clerk's Department
PRESENTER	Clerk Wright
PHONE NUMBER	734-699-8909
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
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To approve Election Inspector wages increases.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
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Elections inspectors play a vital role in the electoral process, providing vital services to the community during elections. There have been many changes to election laws and equipment over the past years, along with the putting in a very long election day (16 hours average). Currently, the Township pays Precinct Chair \$145 per day; Co-Chairperson \$135 per day; Precinct Inspectors \$125 per day; training \$15. These rates were approved September 17, 2002 by the Board of Trustees. Information from a 2011 Wayne County salary survey along with recent requests from Michigan Association of Municipal Clerks support this \$15 increase in wages (wages increased to \$8.75 to \$10 per hour based on 16 hour election day) as follows:

Precinct Chairperson	\$160 per day
Electronic Pollbook/Co-Chairperson	\$150 per day
Precinct Inspectors	\$140 per day
Training	\$15 per session (no change)

This would help to keep our current election workers and increase the number of people interested in working the election allowing the Township to have a greater pool of election workers. I would request this item be brought before the Board of Trustees for Board of approval. Thank you for your consideration in this matter.

BUDGET IMPLICATION	
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IMPLEMENTATION NEXT STEP	
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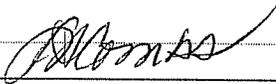
DEPARTMENT RECOMMENDATION	Approve
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COMMITTEE/COMMISSION RECOMMENDATION	
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ATTORNEY RECOMMENDATION	N/A
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(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS	
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APPROVAL OF SUPERVISOR	
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**Precinct Inspector's Salary Survey
Wayne County Communities - 2011**

2011	Community	Chairperson	Co-Chair	Inspector	Misc. that the community pays for:
	Allen Park	165	145	135	\$12 Training
✓	Brownstown Twp.	170	150	120	\$30 Training (after 9 p.m. minimum wage)
✓	Canton Twp.	165	155	135	\$20 Training, \$20 Cell Phone, Rovers \$200 + mileage
✓	Dearborn	135		120	\$10 Training, Area Supervisor \$135
✓	Dearborn Heights	125	115	105	\$10 Training
✓	Ecorse	120	100	100	\$10 Cell phone
✓	Flatrock	7.50 hr (plus \$20)		7.50 hr +\$10)	\$10 Training, \$10 Cell phone, if used
	Garden City	140	140	110	\$10 Training, \$10 cell phone (if used)
✓	Gibraltar	10.00 hr	10.00 hr	10.00 hr	
✓	Grosse Ile Twp.	11.00 hr	9.50 hr	8.00 hr	\$7.00 hr Training, breakfast & supper (pizza)
✓	Grosse Pointe City	155	155	135	\$10 Training, no cell phone reimbursement
	Grosse Pointe Farms	150	150	125	\$10 Training
	Grosse Pointe Woods	155	140	125	\$12 Training
	Harper Woods	185	170	155	
	Huron Twp.	8.00 hr *		8.00 hr	* Chairs receive an extra \$35.00, \$15 Training
✓	Inkster	150		125	
✓	Lincoln Park	150	130	120	\$25 Training
	Livonia	150	125	120	\$10 Training, \$5 Cell Phone, \$170 Roving Chair
✓	Melvindale	8.00 hr*	8.00 hr*	8.00 hr*	*Chair Extra \$30, Co-Chair \$20, Training \$16
✓	Northville City	180		145	\$20 Training, coffee & donuts, & dinner
✓	Northville Twp.	175	150	130	\$15 Training, \$10 Cell Phone, \$250 Roving Chair
✓	Plymouth City	180	160	140	\$20 Training
✓	Plymouth Twp.	165	155	140	\$20 Training
✓	Redford Twp.	140	110	95	\$10 Training
✓	River Rouge	115		110	\$80 AV, \$85 AV Chair, \$25 Training, \$300 Roving Chair
	Riverview	140		120	Breakfast, Lunch & Dinner, \$9 Training
✓	Romulus	150		125	\$20 Training, coffee, cookies & water
	Southgate	140	132	120	
✓	Sumpter Twp.	9.00 hr	8.50 hr.	8.00 hr	Training at hourly rate
✓	Taylor	175		135	\$10 Training, \$220 Roving Chair
✓	Trenton	9.50	8.55	7.60	Same hourly rate for training
✓	VanBuren Twp.	145	135	125	\$15 Training
✓	Village of GP Shores	150			\$40 Training
✓	Wayne	8.50 hr	8.00 hr	7.50 hr	\$10 Training; \$10 Cell phone
✓	Westland	165	145	130	\$10 Training, \$215 Deputies
	Woodhaven	150	140	125	\$9.00 hr Training
	Wyandotte	150		125	

City of Belleville between \$8 - \$19 per hour

Charter Township of Van Buren

Agenda Item: WS-NB #2

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:

MARCH 17, 2014

BOARD MEETING DATE:

APRIL 15, 2014

Consent Agenda _____

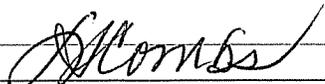
New Business X

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	First Reading of Rezoning Request for Parcel ID # V-125-83-129-99-0002-002, also known as 15400 Sumpter Road, from C (Local Business) to C-1 (General Business) by Rezoning With Conditions
DEPARTMENT	Planning and Economic Development
PRESENTER	Arthur Mullen
PHONE NUMBER	699.8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Consider First Reading of Ordinance 4-15-14 to Amend the Township Zoning Ordinance through Rezoning With Conditions of approximately 1.01 acres of land located at Southwest corner of Sumpter and Hull Roads from C (Local Business) to C-1 (General Business).	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
The applicant, Belleville Petroleum, Inc, a locally owned and operated business, has requested to rezone this parcel from C (Local Business) to C-1 (General Business) by Rezoning With Conditions. In 2008, the Township Board authorized a new form of rezoning, Rezoning With Conditions, where the applicant restricts allowed uses on their property in perpetuity through a contract with the Township. The applicant has proposed to construct a new convenience store and he has submitted a Rezoning with Conditions contract to be approved with this request. The Planning Commission at its January 22, 2014 meeting unanimously voted to recommend to the Board of Trustees that they approve the applicant's request to rezone their property. The Rezoning with Conditions contract and Minutes from the Planning Commission meeting are attached.	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Request Must Receive Second Reading to be Authorized
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	On January 22, 2014, the Planning Commission Unanimously Voted to Recommend to the Board of Trustees to Approve this Rezoning Request
ATTORNEY RECOMMENDATION	Approval
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: WS # 3

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:

MARCH 17, 2014

BOARD MEETING DATE:

Consent Agenda

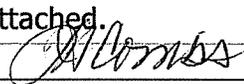
New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Human Resources
DEPARTMENT	Human Resources
PRESENTER	Supervisor Combs and Clerk Wright
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Discuss HR position	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>The Board received a memo regarding the need for full-time HR assistance. Given the arrangement through Snelling Agency and the urgent need, I am requesting this contracted position transition April 1 from 25 to 40 hours/week.</p> <p>Effective August 31 at the contracted 40 hours/week schedule, this position becomes exempt from an additional "buy out" expense from Snelling Agency. Should the Board look to hire the HR consultant then, the proposed budget change in HR Employee wages balance could be transferred to Allocated Fringes to support an employee benefits package.</p>	
BUDGET IMPLICATION	See attached (change of \$50,320)
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	See attached
APPROVAL OF SUPERVISOR	

Office of the Supervisor

		<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Budget</u>	<u>2013</u> <u>Amendment</u>	<u>2014</u> <u>Actual</u>	<u>Amended</u>
101-171-702-000	Salary of the Supervisor	81,422	81,396	80,287	80,287	80,287	
101-171-703-000	Executive Assistant	35,945	36,655	34,950	65,300	65,433	
101-171-703-001	DDA Reimbursement	(10,224)	(10,224)	(10,224)	(10,224)	(10,224)	
101-171-703-003	LDFA Reimbursement	-	-	-	-	-	
101-171-705-000	HR Employee	-	-	-	-	35,000	85,320
101-171-706-000	Employee Wages	14,225	15,506	20,000	19,604	19,604	
101-171-719-000	Allocated Fringes	57,810	57,600	54,844	71,747	77,500	
101-171-810-000	Memberships and Dues	500	457	550	400	400	
101-171-860-000	Transportation	10,000	9,175	2,000	1,400	2,000	
101-171-861-000	Training	1,000	1,197	2,000	1,800	1,500	
101-171-956-000	Other	1,000	760	2,000	1,500	1,500	
101-171-970-000	Capital Outlay	1,200	1,084	-	1,084	-	
	Total Supervisor's Office	192,878	193,606	186,407	232,898	273,000	323,320

Charter Township of Van Buren

Agenda Item WS - NB #4

REQUEST FOR BOARD ACTION

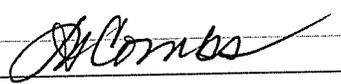
WORK STUDY MEETING DATE:
2014-03-17

BOARD MEETING DATE:
2014-04-01

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

ITEM (SUBJECT)	Hydro Designs
DEPARTMENT	Public Works
PRESENTER	Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve a three year Professional Services Agreement with Hydro Designs, Inc. to provide inspection and other related services for enforcement of the SDWA mandated Cross Connection Control Program.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
This is a highly reputable company who has provided these services to the Township since 2008. A majority of Metro Detroit communities who outsource their cross connection program also utilize Hydro Designs for these same services. See attachments for more information.	
BUDGET IMPLICATION	Monthly payments of \$1,065.00 will be paid from Water Fund Account "Contracted Services" 592-536-819-000 over the next three fiscal years totaling \$38,340.00
IMPLEMENTATION NEXT STEP	Approval by Township Board.
DEPARTMENT RECOMMENDATION	Approve the three year contract for the amount of \$38,340.00
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	The contract and related documents have been reviewed and approved by the Township attorney.
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: WIS UF #1

REQUEST FOR BOARD ACTION

WORK STUDY MEETING

DATE: MARCH 17, 2014

BOARD MEETING DATE:

APRIL 15, 2014

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

ITEM (SUBJECT)	Authorize Execution of Amended Agreement for Repair, Security, and Maintenance of Cobblestone Ridge between the Township and Sheldon Acquisitions
DEPARTMENT	Planning and Economic Development
PRESENTER	Arthur Mullen
PHONE NUMBER	699.8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Patrick McCauley

Agenda topic

ACTION REQUESTED	
Authorize Supervisor and Clerk to Execute an Amended Agreement for Repair, Security, and Maintenance of Cobblestone Ridge with Sheldon Acquisitions	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Cobblestone Ridge condominium development began in 2005, and by 2009, progress on the development had halted. In February 2011, the lender issued a new deed to Sheldon Acquisitions, a successor developer. In August 2011, the new Developer entered into an agreement with the Township to pay its back taxes, water department charges, repair some site issues at the subdivision, and complete properties that were in various states of construction. Significant progress has been made at the development over the last 30 months. Since last year, the developer has negotiated with township officials on the terms of the proposed amendment. They are requesting authorization to amend the 2011 Agreement for Repair, Security, and Maintenance of Cobblestone Ridge between the Township and Sheldon Acquisitions. Changes include contributing more funds to an escrow account and addressing the remaining condo basements. Changes requested by the Board in August 2013 have been negotiated with the Developer and they are reflected in the current attached draft as well. Copies of the original 2011 and proposed 2014 agreements are attached.</p>	

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	

DEPARTMENT RECOMMENDATION	Approve
COMMITTEE/COMMISSION RECOMMENDATION	N/A

ATTORNEY RECOMMENDATION	Attorney Approves Action and Prepared Documents for Execution
(May be subject to Attorney/Client Privilege and not available under FOIA)	

ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: WS-NB#5

WORK STUDY MEETING

DATE: MARCH 17, 2014

BOARD MEETING DATE: _____

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

ITEM (SUBJECT)	Deputy Planning Director
DEPARTMENT	Planning
PRESENTER	Trustee McClanahan
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Discuss the Deputy Planning Director position	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Trustee McClanahan has requested this item be addressed.	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	