

**CHARTER TOWNSHIP OF VAN BUREN
SPECIAL BOARD MEETING MINUTES
AUGUST 10, 2017**

Supervisor McNamara called the meeting to order at 9:08 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 included Departmental Directors throughout the session and an audience of 10 more or less.

SENIOR CENTER: Director Jordan highlighted that the Senior Center was established 41 years ago and maintains a membership of over 1800 individuals, provides 35 weekly programs and classes equating to a participation rate of 28,600 annually. To offset expenses in 2017 the Department secured \$104,510.00 through fundraising and grants. Expenses are in line with the approved 2017 budget and no significant changes to the budget are proposed for 2018.

PUBLIC SAFETY (Police, Dispatch, Fire): Public Safety Director Laurain in conjunction with Deputy Director Wright (Police), Deputy Director Brow (Fire), Administrative Assistant Fleming and Sergeant Keele discussed the shared services, partnerships and staffing utilized to address the needs of the community. This year Public Safety has handled over 30,000 calls for service, both Police and Fire, and received eleven thousand six hundred and twenty-three (11,623) 911 calls. Improvements have been made to the Emergency Dispatch Center to include a third dispatch station, several fire Officers received, nationally recognized, blue card training, addition of mandatory de-escalation training for police officers, installed AED (Automated External Defibrillator) units throughout Township Hall, secured grant funding for turnout gear, self-contained breathing apparatus's and a dive team trailer, revamped, updated and issued 93 operational polices for police and dispatchers utilizing the Lexipol system and has recently registered to begin the accreditation process through the Michigan Association of Chiefs of Police. Projections for 2018 include additional funding to establish a K9 unit provided an eligible Officer can be secured and the addition of an Ordinance Officer. Deputy Director Brow highlighted the dire need for replacement of two fire vehicles with the opportunity to quickly secure the first vehicle, a ladder truck, in February.

Recess 11:05 a.m. The meeting reconvened at 11:20 a.m.

NEW BUSINESS ITEM: Miller moved, Budd seconded to approve the purchase of two fire vehicles. Motion Carried.

Frazier moved, White seconded to approve the finance of the purchase of two fire vehicles utilizing landfill funds with the understanding that proceeds from the sale of existing fire vehicles would be reimbursed to the landfill fund. Motion Carried.

Recess 12:22 p.m. The meeting reconvened at 1:05 p.m.

PARKS & RECREATION: Director Wright and Deputy Director Zaenglein highlighted the programs offered, events held annually, improvements to the Lake Ledger, dissemination of recycling information and landfill passes, grants received and collaborative efforts. The 2017 amended budget reflects an increase over budget in printing and publishing due to the resurrection of the Lake Ledger in printed format distributed to households in the community. This increase is also reflected in the proposed 2018 budget.

CABLE: Director McCracken highlighted the progresses made in 2017 with improved cable programming, increased on-line presence on YouTube universe, Instagram and Twitter, and the advent of mobile app. The department has maintained expenses in line with the approved 2017 budget and no significant changes are reflected in the 2018 proposed budget.

PUBLIC SERVICES: (Building & Ground, Water & Sewer): Director Taylor presented a PowerPoint presentation highlighting water/sewer trends and tasks performed in 2017 most notable the Harbor Club Lift Station replacement, implementation of the WRAP and initiation of efforts to provide a water asset management plan for the MDEQ before January 1, 2018. In 2018 Director Taylor proposed a meter replacement project, Parkwood sanitary sewer pump station upgrade, sewer rehabilitation in Greenbriar subdivision, I-94 Service Drive sewer rehabilitation project, and a 5% increase in water/sewer rates. Building and Grounds continues to operate utilizing a rotational schedule of maintenance repairs, replacement and upgrades for all Township facilities and grounds. The 2018 proposed budget reflects a continuation of the HVAC systems upgrades and unit replacement, rotationally scheduled maintenance and repairs, addition of a Fleet Maintenance account to cover the repairs, maintenance and fuel for the pool of general fund vehicles and repair and upgrade of the dock at French Landing Dam Park.

DISCUSSION & DIRECTION (All Departments): Board members thanked the Departmental Directors and staff for their efforts in preparing the budgets, maintaining exceptional levels of service within their budget, and discussed providing a narrative on how the Township is addressing OPEB liabilities and Visteon as part of the final budget.

PUBLIC COMMENT: Resident commented on how smoothly the budget process has gone this year compared to previous years, requested the Township Hall front entrance median be addressed to alleviate driver confusion on proper lane entrance, and commended the Directors for their cohesiveness and professionalism.

ADJOURNMENT: Motion by Budd, seconded by Miller to adjourn the meeting at 3:55 p.m. Motion Carried.

Leon Wright, Township Clerk

Date: _____

Kevin McNamara, Supervisor

Date: _____