

**Bertrand Township Board
2016/2017 Budget Planning Workshop 2
Saturday, January 30, 2016**

Bertrand Township Hall
3835 Buffalo Rd., Buchanan, MI 49107

Supervisor Hicks called the workshop to order at 9:07 a.m.

Members Present: Hicks, Kuhn, LeClaire, Vite, Zelmer

Also present: BTFD Chief Knisely

Purpose: This was the second of two high level budget planning sessions. In this session, members put dollar amounts behind account items based on our conversations in the December 12, 2015, budget hearing and analysis of the Bertrand Township Fire District Fund and Bertrand Township General Fund 2015/2016 P&L Statements.

Discussion: Hicks started the discussion with the Fire Department budget.

- Chief would like every fireman to do a Stress Test/Preliminary Function Test as part of their regular physicals – line item 708.
- Kuhn suggested adding a line item for SCBA Tanks – currently it falls under 853.
- Chief Knisely wants to encourage more firefighters to take officer classes, which is a prerequisite for becoming an officer. That will give him a pool to pull from as needed.
- AT&T will eliminate copper to buildings by 2020. It is important to be forward thinking to plan for this eventuality with proper infrastructure upgrades within our buildings.
- The board asked Chief Knisely to do a cost/benefit/need analysis on Fire Station #2 to determine if the need outweighs the cost. Chief said the water line coming into the building is oversized which is costing additional service fees.
- At FYE (3/2016), there will be about \$46K in the bank.

The Fire District budget discussions ended at 10:05 a.m.

Discussions switched to the General Fund:

- Treasurer Kuhn forecast the township's revenues to be roughly \$451K, not including inspector fees.
 - Additional revenues will also come from cemetery plot sales and the new Zoning fees.
- Discussion ensued regarding the current 90/10 permit fee revenue ratio between the inspectors and the township. The board decided to continue this ratio for the current inspectors, but to consider 80/20 with future inspectors.
 - The board also wishes to know and confirm inspector backups. Currently, there is too little control by the board as to who are backups. As our inspectors age and encounter circumstances where they call on backups, the board needs to be in the loop as to who they are, their qualifications, etc.

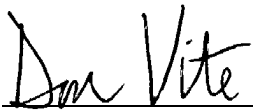
- Supervisor Hicks, Treasurer Kuhn, and Clerk Vite forwarded specific dollar amounts for each account line item, and the board discuss and debated them as necessary.
- The 2016/2017 budget figures were penciled in by Supervisor Hicks for further review and analysis.

{Zelmer left the session at 11:45 a.m.}

{Kuhn left the session at 12:00 p.m.}

Motion made by Hicks to adjourn at 12:10 p.m.

Respectfully submitted,



February 3, 2016

Don Vite
Bertrand Township Clerk

Dated