

**Proposed MINUTES OF THE SPECIAL BOARD MEETING
OF
THE CHARTER TOWNSHIP OF CHESTERFIELD**

November 21, 2013

The meeting was called to order by Supervisor Lovelock at 5:30 p.m. in the Charter Township of Chesterfield Municipal Offices at 47275 Sugarbush, Chesterfield, MI 48047.

Present: Supervisor Lovelock, Clerk Berry, Treasurer Hartman
Trustees: Anderson, Bell, DeMuynck, Joseph

Also Present: Deputy Clerk Wurmlinger, Finance Director Bauer, Deputy Treasurer Clark, DPW Superintendent Coddington, Parks and Recreation Assistant Director Galatis, Fire Chief Charbonneau, and Senior Center Coordinator Rose, Assessor, Babb, Benefits Coordinator Jossey and Building Administrator Short

Supervisor Lovelock opened the meeting by outlining the budget process and asking Finance Director Vicki Bauer to give an overview of the budget fundamentals. **SUPERVISOR'S STATEMENT ON BUDGET PROCESS**

Ms. Bauer presented a PowerPoint overview of the 2014 Proposed Budget. She reviewed budget categories including funds, revenue, tax collection trends, expenditures, Fire Department special revenues and unique expenditures and the overall Building Department revenue trends. She then went through the various department accounts and solicited input. **BUDGET PRESENTATION**

The following items were discussed.

- In a service oriented organization employee wages and associated cost are the majority of expenditures. **BOARD OF TRUSTEES BUDGET DISCUSSION**
- The use of unassigned funds for capital improvements.
- Inclusion of monies for Document Imaging and Electronic Storage of documents.
- Creating a Human Resources Director position.
- The elimination of the Administration Fee in 2014 as approved by the Board of Trustees earlier this year.

Motion by Lovelock, seconded by DeMuynck to adjourn at 6:50 pm. **ADJOURNMENT**
Ayes: All

Nays: None

MOTION CARRIED

Janice M. Uglis, Clerk

Michael Lovelock, Supervisor