

**PROCEEDINGS OF THE  
PERSONNEL COMMITTEE  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
CONFERENCE ROOM 75/76  
4550 WALNUT LAKE ROAD**

**WEDNESDAY, JULY 6, 2011 --- 12:15 P.M.**

Members present: Lawrence Brown and Howard Rosenberg

Members absent: Steven Kaplan

Staff present: Marya Duncan, HR Specialist  
Lisa Hobart, Township Assessor  
Thomas Walsh, Community Development Director  
Denise Maier, Human Resources Director

Others present: None

General public: None

**CALL TO ORDER** Chairman Brown called the meeting to order at 12:22 p.m.

**APPROVAL OF AGENDA** The Agenda was approved as presented.

**APPROVAL OF MINUTES**

**Motion by Rosenberg and supported by Brown to approve the minutes of 05/05/2011 as presented.**

**Ayes: Brown and Rosenberg**

**Nays: None**

**Absent: Kaplan**

**Motion carried**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**DISCUSSION AND CONSIDERATION TO HIRE A PART-TIME APPRAISER TRAINEE, CONTINGENT UPON TOWNSHIP BOARD APPROVAL TO ENTER INTO A PROPOSED SHARED SERVICES AGREEMENT.**

Ms. Hobart stated that some time ago, there was a meeting with John Martin, City Manager of Sylvan Lake, along with Ms. Ureste, Mr. Walsh and herself to discuss services they are in need of which are performed at the Township. One of those services is Assessing.

A few weeks ago, Ms. Hobart received a call from Mr. Martin stating he was still very interested in the Township performing their assessments. Although she was not advocating or indicating she did not wish to perform those functions, she indicated that her department would be able to perform the work with the addition of a part-time appraiser trainee.

Ms. Hobart stated it is a global issue with other functions Sylvan Lake might ask the Township to perform, such as police, dispatch, building and code issues. She stated another issue involves Sylvan Lake paying their fair share if the Township were to take over other functions. One way to determine that is to ensure all the properties are being assessed in the same manner.

Ms. Hobart stated a part-time Appraiser Trainee would be needed for 3 days a week at a pay grade at 3A. Sylvan Lake would pay the Township what they are currently paying Oakland County to do their assessments. This would create a platform for other shared services agreements with Sylvan Lake.

Mr. Brown asked if Sylvan Lake was unhappy with the work currently being performed by Oakland County. Ms. Hobart stated it was her understanding that the contract between Sylvan Lake and Oakland County expired on June 30, 2011.

Mr. Brown stated the part-time Appraiser Trainee should work less than 20 hours per week so the individual would not qualify for a pension. Mr. Rosenberg was not opposed to the concept; however, he did not want this done piecemeal, but rather, have an entire package put together with an understanding from Sylvan Lake as to everything they wish the Township to perform. He wanted to see the exact amount of revenue that would be generated by the shared services. Mr. Brown agreed.

Ms. Hobart expressed concern with updating all their records prior to performing services for another community. She indicated to Mr. Martin that her recommendation to the Township Board would be a minimum five (5) year contract.

There was no action taken on this item.

**DISCUSSION AND CONSIDERATION TO FILL THE RECENTLY VACATED PART-TIME CODE ENFORCEMENT POSITION, WHICH WILL PROVIDE A COST SAVINGS TO THE TOWNSHIP (WITH UPDATE TO BASIC QUALIFICATIONS OUTLINED IN JOB DESCRIPTION)**

Mr. Brown asked if an Exit Interview process was in place. Ms. Maier indicated that a process did not exist at this time. Mr. Brown felt it would be beneficial to have information as to why individuals were leaving to give the Board an insight as to what occurs behind the scenes. Ms. Maier stated she would look into setting up an Exit Interview process.

Mr. Walsh stated that Richard Smith recently resigned and he was requesting to replace him with the same position, hours and responsibilities.

**Motion by Mr. Rosenberg and supported by Mr. Brown to recommend to the Township Board that the vacant Code Enforcement Officer Level 6, part-time position be replaced.**

**Ayes: Brown and Rosenberg**

**Nays: None**

**Absent: Kaplan**

**Motion carried**

**DISCUSSION AND CONSIDERATION TO HIRE A PART-TIME TEMPORARY CODE ENFORCEMENT OFFICER, FOR A PERIOD OF SIXTEEN (16) WEEKS, TWENTY-FOUR (24) HOURS PER WEEK, FOR BUDGET YEAR 2012**

Mr. Walsh stated that he wanted to hire a part-time temporary Code Enforcement Officer at less than 20 weeks per year. The maximum hours for the summer would be 384 hours at a salary of \$20.86 per hour, which would come from the savings of replacing the part-time person at a Level 6A, reduced from a Level 6G (\$26.87) being paid to the previous part-time Code Officer. Mr. Rosenberg asked how that figure was determined. Mr. Walsh stated that would be the amount he would offer to any candidates for the position.

Mr. Walsh stated that the temporary Code Officer would be primarily responsible for the weed cutting program, commercial maintenance and covering vacations. He wanted the individual to start the second weekend in May 2012.

Mr. Rosenberg asked if there was job description for the position. Mr. Walsh stated the full-time Code Officer job description would be utilized for the part-time position in order to cover other duties as needed. A college degree would not be a requirement; however, a college student studying law enforcement would be desirable. Mr. Brown asked that the job description be updated to allow for a part-time temporary position with the different qualifications.

Mr. Rosenberg stated that the job description needed to be updated prior to presentation to the Township Board for the 2012 budget approval.

Mr. Rosenberg asked how much revenue is generated from Code Enforcement. Mr. Walsh stated that the only revenue generated is through the collection of registration fees as part of the rental property program. In addition, the Township receives administrative fees associated with the grass and weed cutting program on vacant properties.

### **AUDIENCE GENERAL COMMENTS/QUESTIONS**

None

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:53 p.m.

Respectfully submitted,

*Marya Duncan*

Marya Duncan, HR Specialist