

**PROCEEDINGS OF**

**BOARDS & COMMISSIONS COMMITTEE  
AND PERSONNEL COMMITTEE MEETING  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
EMPLOYEE LUNCH ROOM  
4550 WALNUT LAKE ROAD  
WEST BLOOMFIELD, MI 48325**

**MONDAY, FEBRUARY 26, 2007 --- 3:00 P.M.**

**CALL TO ORDER**

The meeting was called to order at 3:00 p.m. by Trustee Spector.

**ROLL CALL**

Members Present: Trustee Deborah Macon  
Trustee Robert Sher  
Trustee Robert Spector

Members Absent: None

In Attendance: Gary Dovre, Township Attorney  
Kent Herbert, Personnel Director  
Marshall Labadie, Environmental Director  
Dave Bluhm, Spalding DeDecker Associates  
Marya Duncan, Personnel Secretary  
Ron Lee, President of TPOAM Unit II  
Teresa Hebert, Vice President of TPOAM Unit I  
Judy Sheridan, Purchasing Agent

**APPROVAL OF AGENDA**

**Motion by Mr. Sher and supported by Mr. Spector to approve the agenda as submitted.**

**Ayes: Sher, Spector**

**Nays: None**

**Absent: Macon**

**Motion carried**

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Proceedings of Boards & Commissions Committee/Personnel Committee Meeting  
Monday, February 26, 2007 — 3:00 p.m.

### APPROVAL OF MINUTES

**Motion by Mr. Sher and supported by Mr. Spector to approve the minutes of 01/08/07 and 01/29/07 as submitted.**

**Ayes: Sher, Spector**

**Nays: None**

**Absent: Macon**

**Motion carried**

### SET NEXT MEETING DATE

None.

### UNFINISHED BUSINESS

### RECOMMENDATION OF PROPOSED WETLAND ORDINANCE CHANGES

Mr. Spector turned the meeting over to Mr. Sher for this item.

Attorney Dovre stated that at the 01/29/07 meeting the Committee made a determination to circulate the draft ordinances to the Wetland Review Board, Woodland Review Board, Planning Commission, and Zoning Board of Appeals. A deadline of 02/16/07 was set for the submittal of comments relative to the draft ordinance.

Attorney Dovre stated he was provided with comments from Sara Oltarz-Schwartz and Nahrien Kas-Marogi as follows:

SECRET  
**SW**  
WARDLE

February 20, 2007

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P.O. Box 3040  
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Board and Commissions Committee  
of the Township Board  
Charter Township of West Bloomfield  
4550 Walnut Lake Road  
P.O. Box 250130  
West Bloomfield, MI 48325-0130

**Re: Proposed Administrative Permit Amendments to Wetland and  
Environmental Features Setback Ordinances  
Township Attorney Responses to Review Comments  
Our File No. 6316 B2M**

**RECOMMENDATION OF PROPOSED WETLAND ORDINANCE CHANGES**  
(Continued)

Dear Committee Members:

Under the review timetable established at your January 29, 2007 meeting, I received comments from two Wetland Review Board members, Sara Oltarz-Schwartz and Nahrien Kas-Marogi. The concerns they identified and my responses to same are as follows:

Sara Oltarz-Schwartz.

1. A concern was raised that Wetland Review Board members would not have the right to file objections to issuance of an administrative permit under Section 12-33(5)b.(iii). As drafted, the intention of that section was that anyone entitled to receive notice of an intended permit issuance, which includes Wetland Review Board members, would have the right to file objections or challenges. Hence the phrase, "... the right of persons or associations entitled to the notice,..." Although the draft language provides Wetland Review Board members with the right to file written objections/challenges, if you would like this clarified, the above quoted language could be changed to read:  

"...the right of persons, associations and wetland review board members entitled to the notice,..."
2. A concern was raised that Section 12-33(5)c., mandates approval of an administrative permit with the use of "shall", suggesting that the word be changed to "may". This section only applies if no objections or challenges are filed in response to the Director's notice of intention to issue such a permit based upon the earlier determination that such a permit should be issued. We would also note that such an approval remains subject to possible appeal to the Township Board. While we generally do not favor mandating particular actions by Township officials, in this context it seemed appropriate since absent the Director changing his or her earlier determination, there would be no basis to withhold the permit.
3. It was suggested that an additional provision be included in Section 12-33(5)d., to mandate permit denial and referral to the Wetland Review Board if any member of the Wetland Review Board files objections or challenges. As noted earlier, we drafted the ordinance with the intention that Wetland Review Board members would have the right to file objections/challenges. If the Environmental Director determined such challenges or objections to have merit, the result would be permit denial and referral to the Wetland Review Board. Although admittedly a policy call, if any member of the Wetland Review Board can file any objection, without regard to merit, that requires denial of the administrative permit and referral to the Wetland Review Board, in our opinion, a basic foundation of the administrative permitting process presented could be undermined.

**RECOMMENDATION OF PROPOSED WETLAND ORDINANCE CHANGES**  
(Continued)

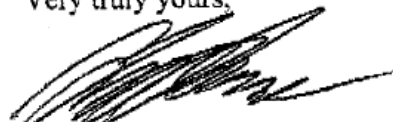
4. Ms. Oltarz-Schwartz's final suggestion is that Section 12-34(c) provide for the Wetland Review Board to hear appeals of administrative permit approvals. The Wetland Review Board is not an appellate body under the ordinance for any other purpose and we do have concerns regarding changing the ordinance to provide for two appeals (to the Wetland Review Board and then Township Board) as suggested.
- 5, 6 & 7. Ms. Oltarz-Schwartz raised the same concerns with the Environmental Features Setback Ordinance Amendment and our responses would be the same.

Nahrien Kas-Marogi.

1. Suggested that the mitigation area referenced in Section 12-37(1), of .5 acres be changed to .25 acres. This is a policy call and we will defer to Mr. Labadie and possibly Dr. Niswander regarding the concern that mitigation of more than .25 acres warrants Wetland Review Board decision-making.
2. The necessity of a cash bond in the administrative permit context under Section 12-33(5)e., was questioned. However, that is only one of several options provided in the ordinance. As the Committee will recall, the phrase, "or other form of performance guarantee approved by the Township Board" was added in response to the Committee's same concern. The other forms we talked about were the equivalent of personal recognizance bonds and/or secured promissory notes, where no money would need to be posted or expended by the applicant.
3. It was suggested that some of the Environmental Design Criteria and Standards in Section 12-37(3) could be or prove too burdensome for minor projects. Specifically, a, d, g and h. We would defer to Mr. Labadie as to these items.

If any other concerns are presented between now and your February 26, 2007, 2:30 p.m. meeting, I will be happy to address them at that time.

Very truly yours,



Gary L. Dovre

**RECOMMENDATION OF PROPOSED WETLAND ORDINANCE CHANGES**  
(Continued)

Mr. Sher asked if any changes needed to be made to the original proposal. Attorney Dovre replied, "No" and acknowledged that the draft ordinance did not provide Wetland Review Board members with a right to file objections or challenges. He indicated that if the Committee felt the language could be clarified, that particular portion of the ordinance could be changed to specify that clarification.

Mr. Sher asked if Mr. Labadie had any recommendations with respect to the proposed ordinance. Mr. Labadie addressed the comments from Ms. Kas-Marogi regarding the size of mitigation that can be approved which calls for .5 acres. The design criteria included in the ordinance is for all administrative permits and may be used for all other permits. The reason being that all the remaining permits that could involve mitigation over a half an acre would have to include all the extensive requirements.

Mr. Labadie stated that Ms. Kas-Marogi's question was whether it would be burdensome for minor projects and whether there should be more control over that issue. He stated wetland impacts which would be mitigation for a minor permit are only for enhancement improvement in the removal of invasive species. Therefore, wetland mitigation would never be approved administratively. A wetland mitigation site of .5 acres or less would never be approved administratively because it would not include new home construction or the placement of structures in a wetland. The .5 acres was inclined to a wetland mitigation that would trigger the hydrology studies and soil profiles.

**RECOMMENDATION OF PROPOSED WETLAND ORDINANCE CHANGES**  
(Continued)

Mr. Sher asked if Mr. Spector was comfortable with the ordinance as proposed. Mr. Spector stated a lot of the wetland appeals that have come before the Township Board have been remanded back to the Wetland Board and asked if that process still existed in the ordinance.

Attorney Dovre stated that with respect to lawsuits, nothing in the draft ordinance would prevent the Township Board from doing what it has on occasion in the past with respect to referring a situation to the Wetland Review Board and asking for a review and recommendation.

Attorney Dovre stated that in the context of appeals to the Township Board under the administrative permitting ordinance, those appeals would, in all likelihood, be from decisions by the Environmental Director to approve a permit. As drafted, the ordinance indicates that if the director denies a permit, it would go to the Wetland Review Board.

Attorney Dovre stated that outside documents are referred to in several sections in the Wetland Ordinance. He had discussion with Mr. Labadie relative to making changes to those provisions by referring to a Wetland Litigation Manual instead of outside documents. The manual would be adopted by the Township and be made available to the public.

Mr. Sher asked if that manual would take precedence over the ordinance. Attorney Dovre replied, "No" and indicated that the language would simply refer to the document and it could be updated by a resolution of the Township Board without amending the ordinance. Therefore, it would not change the substance of the ordinance, but rather, refine the language to refer to those documents that are maintained on file.

Mr. Sher asked if it would make the process more complicated. Attorney Dovre replied, "No" and indicated that it would be more user-friendly.

Mr. Labadie stated the environmental features setback is a subsection of the Zoning Ordinance which would require review by the Planning Commission. Therefore, he asked whether the motion would include a recommendation for both the Zoning Ordinance as well as the Wetland Ordinance.

**RECOMMENDATION OF PROPOSED WETLAND ORDINANCE CHANGES**  
(Continued)

Attorney Dovre stated his understanding is that under this process, the next step would be consideration by the Township Board if the Committee adopted a motion approving these two ordinance amendments. The Township Board would make a determination as to whether it wants to start the process to actually adopt these amendments as ordinances. A recommendation by the Committee would address Mr. Labadie's concern.

**Motion by Mr. Spector and supported by Mr. Sher to recommend that the Township Board direct the process for adopting the two ordinance amendments to be initiated.**

**Ayes: Sher, Spector**

**Nays: None**

**Absent: Macon**

**Motion carried**

**JOB DESCRIPTIONS ~ (1) UTILITY PERSON (PART-TIME), (2) PERMITS COORDINATOR, (3) SENIOR DEVELOPMENT CLERK, (4) OFFICE MANAGER**

**UTILITY PERSON (PART-TIME):**

Mr. Herbert stated he met with the union to discuss the Utility Person (part-time) position and the union voice the following objections: (1) the pay grade level was too low and (2) the job specifications included more complicated tasks than what was appropriate, especially for the rate of pay. The union made a recommendation that the pay grade level be increased from level 2 to level 3.

Mr. Herbert stated the duties related to electrical and plumbing were removed from the job description and the pay grade was increased to level 2.5. The Purchasing Agent will supervise the individual in this position and has agreed with the change.

Ms. Macon asked if the individual in this position would be working 8 hours a week. Mr. Herbert replied, "No" and indicated that the individual would be averaging 4 hours a week. Ms. Macon asked who the individual would report to. Mr. Herbert replied, "The Purchasing Agent."

Ms. Macon asked if the individual would be working during the normal office hours. Ms. Sheridan replied that on occasion the individual would be working from 3:00 to 7:00 p.m. Ms. Macon asked if the job description has been written for a specific person. Mr. Herbert replied, "Yes" and indicated that the individual used to perform cleaning responsibilities on a part-time basis.

**JOB DESCRIPTIONS ~ (1) UTILITY PERSON (PART-TIME), (2) PERMITS  
COORDINATOR, (3) SENIOR DEVELOPMENT CLERK, (4) OFFICE MANAGER**  
(Continued)

**UTILITY PERSON (PART-TIME):**

Ms. Macon stated the Committee had discussion in the past relative to concerns of the individual not working during normal business hours and having inconsistent supervision. She asked what condition would generate overtime for the individual. Mr. Herbert replied that overtime would not occur because the individual would only work 4 hours a week.

Mr. Spector stated there would be occasions in which the individual would be working more than 4 hours, especially during an election. Ms. Sheridan stated the individual would be setting up voting machines in Town Hall only. She indicated that it was very rare for the individual to work 8 hours.

Ms. Hebert expressed concern that this position actually involved maintenance responsibilities. She agreed that the pay grade level of 2.5 was appropriate.

Mr. Sher asked if she had a problem with the job description as proposed. Ms. Hebert replied, "No."

**Motion by Mr. Sher and supported by Mr. Spector to recommend that the Township Board approve the job description for the Utility Person (part-time) at pay grade level 2.5.**

**Ayes: Sher, Spector**

**Nays: Macon**

**Absent: None**

**Motion carried**

\* \* \* \* \*

Ms. Hebert stated the union received the most recent reorganization plan on February 22<sup>nd</sup> and they asked to meet with Mr. Herbert to discuss the impact of the new plan. The union continues to have concerns relative to seniority and additional job responsibilities with respect to the new positions. There are contract issues which need to be negotiated and the union has not been able to submit an alternative proposal because it is unclear as to the intent of the Township for the reorganization.

**JOB DESCRIPTIONS ~ (1) UTILITY PERSON (PART-TIME), (2) PERMITS COORDINATOR, (3) SENIOR DEVELOPMENT CLERK, (4) OFFICE MANAGER**  
(Continued)

Ms. Hebert stated at the last Personnel Committee meeting, she understood the intent was to create a better service environment as well as save money at the department budget levels. However, after meeting with two department heads and Mr. Herbert, the union had the impression that there were other conflicts and issues which needed to be addressed rather than proceeding with the reorganization.

Ms. Hebert stated the union representatives sent an email to Mr. Herbert indicating that there was actually an increase in costs if the pay grade level of one clerk position was increased from level 3.5 to level 4 and the level 5 position was redlined. She stated there was a difference of \$1,600 over the next two years. Therefore, the union asked that the Township clarify the reasons for the reorganization and allow the union an opportunity to meet with the administration prior to approval of the job descriptions.

Mr. Spector stated the Township Board has made a decision authorizing the reorganization and therefore, it was not subject to any questioning by the employees as to the reason for the reorganization because those reasons were already stated at the time the decision was made. He stated the reorganization was for the benefit of the Township residents.

Ms. Hebert stated the union's understanding of the reorganization plan was that there would be four specific clerks for each department as well as non-specific clerks which would be placed in the Development Services Unit pool. This particular plan did not represent the seniority employees. At the meeting between the Township and the union, there was discussion relative to placing all the clerical staff into the Development Services Unit pool and therefore, everyone would receive the same amount of training.

Mr. Herbert stated two meetings were held with the union in which they submitted their objections. At one time, there was consideration with respect to having 8 individuals in the Development Services Unit pool. However, there was concern as to who would be selected to perform special projects for the department heads. With those objections in mind, he reviewed the union contract and found that the language is very specific with respect to the elimination of positions. The Township decided to eliminate certain positions that would no longer be included in the budget and those individuals would have an opportunity to bump down into the other positions. There would not be any layoffs because there were enough positions available for the number of employees currently on board.

**JOB DESCRIPTIONS ~ (1) UTILITY PERSON (PART-TIME), (2) PERMITS COORDINATOR, (3) SENIOR DEVELOPMENT CLERK, (4) OFFICE MANAGER**  
(Continued)

Mr. Herbert stated the Township will follow the contract to the letter and that is all they are required to do. There was discussion relative to negotiating the impacts and the union was not interested in any of the ideas proposed by the department heads.

Mr. Herbert stated he discussed the union's proposal relative to assigning all the clerks in the Development Services Unit pool with the department heads and they did not feel that proposal would allow them to effectively manage their departments.

Mr. Herbert asked that Mr. Labadie provide an explanation regarding the retention of one person as a specialist to each department head.

Mr. Labadie reiterated the four goals and purposes of the reorganization: (1) enhance customer service by creating a one-stop shop environment, (2) improve efficiency and reduce costs to the elimination of operational redundancies and utilization of new and emerging technologies, (3) create an operational structure that reflects the Township's current built environment, and (4) improve the ability to transfer capacity or position flexibility to properly address the community's changing needs and shifting workloads.

Mr. Labadie stated an analysis of all the clerical functional work was performed and it was found that there was a large group of shared functions at the clerical level such as minutes, permit processing, inspection scheduling, customer service, phone, counter, mailing, notice preparation, filing, and recordkeeping.

Mr. Labadie stated that each department head has a unique need to have an individual respond to them on a regular and immediate basis. There was not an elevated work level for those individuals in comparison to those in the Development Services Unit pool because all the positions would be at pay grade level 4.

Mr. Sher asked if the union would have an opportunity to voice their concerns at the Township Board meeting. Mr. Herbert replied, "Yes" and indicated that the union will also have the right to go through the grievance process. However, the administration felt confident that they have followed the contract to the letter and therefore, did not foresee any problems. He added that another meeting with the union has been scheduled on March 9<sup>th</sup> to discuss the impacts of the reorganization.

**JOB DESCRIPTIONS ~ (1) UTILITY PERSON (PART-TIME), (2) PERMITS COORDINATOR, (3) SENIOR DEVELOPMENT CLERK, (4) OFFICE MANAGER**  
(Continued)

Ms. Macon stated she has a history of asking the Township Board to look at how to effectively and efficiently deliver services to the residents that includes a different look at how the work is done. Therefore, she viewed the reorganization from a customer service perspective. However, she also believed it is the job of the Township Board to take care of those who serve the public. She stated it appeared that cross training would be occurring with the reorganization.

Ms. Macon commented about the employees having to apply for the positions and did not feel it was the intent of the administration to fire all the employees and then start anew.

Mr. Herbert stated two Office Coordinator positions were eliminated from the budget as a result of a decision made by the Township Board. According to the proper procedures, those employees have to be notified and they would have the right to bump another employee within their department or to a position which they previously held. Three new positions will be created which employees will have an opportunity to apply for according to seniority and those positions will also be open to the entire organization. He stated that procedure was agreed upon by both the union and the Township.

Mr. Labadie stated there has not been much communication with the employees because the department heads were awaiting the decision of the Township Board with respect to the job descriptions.

Mr. Lee stated the union was not opposed to cross training and felt it would be beneficial. He expressed concern with the job titles being changed and the pay grade level being reduced when the responsibilities were actually similar to the former job title that was paid at a higher grade level. He added that this situation prevents individuals from bumping into other positions.

Mr. Herbert stated employees were not being given a reduction in pay and expected to perform the same amount of work.

Ms. Hebert stated the Senior Development Clerk job descriptions included preparation of minutes for public hearings and that responsibility was not included in the former job description. She expressed concern that it could potentially be considered a major responsibility and that minute transcription was not something simple that could simply be performed by anyone.

**JOB DESCRIPTIONS ~ (1) UTILITY PERSON (PART-TIME), (2) PERMITS COORDINATOR, (3) SENIOR DEVELOPMENT CLERK, (4) OFFICE MANAGER**  
(Continued)

Ms. Hebert referred to a provision in the union contract which indicated that the Township could use employees for special projects. Therefore, employees could assist in other departments that are experiencing a heavier or busier workload. She was aware that cross training currently occurred in the four departments. The union understood the necessity of providing efficient service for the public and did not have a problem with reorganization.

Mr. Labadie expressed concern with having to approach the union every time a department needed an individual to help out because he felt it was time consuming to do so as compared to having individuals already in place to simply perform the work when needed. He stated there have been numerous occasions in which he has asked for something only to be told by individuals that it was not their job. Therefore, the Township has come up with new jobs that have the flexibility inherently built into them.

Mr. Lee referred to the former job description for the Senior Clerk which indicated, "*Organize materials for agenda packages for Planning Commission, Zoning Board of Appeals.*" He read the new job description for the Senior Development Clerk which indicated, "*Organize materials for agenda packets for various boards and recordkeeping.*" He asked what other boards those packets would be prepared for other than the Planning Commission and Zoning Board of Appeals. Mr. Spector stated the Township also has a Wetland Board and Woodland Board.

Mr. Lee stated that both job descriptions were similar but the responsibilities were stated differently. He expressed concern that simply changing the language from listing the boards individually to "various boards" constituted a new job description and a reduction in pay grade level.

Mr. Spector stated the issue before the Committee is to make a recommendation to the Township Board for approval of job descriptions. The issues raised by the union representatives at this meeting should be taken up at the meeting scheduled with the administration on March 9<sup>th</sup>.

Mr. Sher asked if Mr. Lee was indicating that the language in the job descriptions were in violation of the contract. Mr. Lee replied, "No" and indicated that he simply had concerns with respect to the words being changed to make it slightly different.

**JOB DESCRIPTIONS ~ (1) UTILITY PERSON (PART-TIME), (2) PERMITS  
COORDINATOR, (3) SENIOR DEVELOPMENT CLERK, (4) OFFICE MANAGER**  
(Continued)

**PERMITS COORDINATOR:**

Motion by Mr. Sher and supported by Mr. Spector to recommend that the Township Board approve the job description for the Permits Coordinator – Development Department at pay grade level 5.

Ayes: Macon, Sher, Spector

Nays: None

Absent: None

Motion carried

**OFFICE MANAGER:**

Motion by Mr. Sher and supported by Mr. Spector to recommend that the Township Board approve the job description for the Office Manager at pay grade level 6.

Ayes: Macon, Sher, Spector

Nays: None

Absent: None

Motion carried

**SENIOR DEVELOPMENT CLERK:**

Motion by Mr. Sher and supported by Mr. Spector to recommend that the Township Board approve the job description for the Senior Development Clerk at pay grade level 4.

Ayes: Macon, Sher, Spector

Nays: None

Absent: None

Motion carried

## **NEW BUSINESS**

### **DISCUSSION OF ENGINEER DIRECTOR / ASSISTANT TO THE ENGINEER CHOICE**

Mr. Herbert stated that when the Township Engineer position became vacant, there was discussion as to whether the individual who previously held the position should be replaced or whether the Township should hire an individual with an engineering degree to act as a coordinator or maintain the current situation which the Township uses during interim periods of having the Assistant to the Engineer on staff and utilizing the services of the Township Engineering Consultant to handle the technical engineering issues.

Mr. Herbert stated there was consensus relative to considering two of those ideas. The individual currently in the Assistant to the Engineer position has 27 years of experience and is familiar with a lot of the procedures and background of the Township. Therefore, there is some merit to seriously considering maintaining that particular individual in the position and utilizing the services of the Township Engineering Consultant. The same amount of money would be spent and possibly slightly less than hiring an engineer.

Mr. Herbert stated the alternative would be to hire an engineer and eliminate the Assistant to the Engineer position which would require that employee to bump into another position, presumably the Office Manager position.

Mr. Herbert stated the recommendation from the Supervisor is to interview the seven candidates whom they have selected from the applications that have been submitted and submit the name of an individual to the full Township Board for a decision. He stated the workload has changed drastically as a result of development slowing down and therefore, it might not be necessary to have a full-time Township Engineer on staff. If the Board decides that the selected candidate is not whom they wish to hire, he recommended maintaining the Assistant to the Engineer position.

Mr. Spector asked if the Assistant to the Engineer would be able to handle the storm water management issues. Mr. Herbert stated those issues would be handled by the Township Consulting Engineer.

Mr. Herbert read a letter from the former Township Engineer which recommended that the position be changed to Engineering Coordinator and that Lisa McCully who is currently serving in the position of Assistant to the Engineer has performed the duties as listed in the Engineering Coordinator on several occasions in the past. She indicated that Ms. McCully possessed the knowledge, experience, and efficiency to perform the duties of the position.

**DISCUSSION OF ENGINEER DIRECTOR / ASSISTANT TO THE ENGINEER CHOICE** (Continued)

Ms. Macon expressed concern with having a top down choice as opposed to a bottom up circumstance. She did not agree with the suggestion made by Mr. Herbert relative to interviewing the potential candidates and suggested that a different decision model be used to make the choices.

Ms. Macon asked who the Assistant to the Engineer would report to if that position were maintained. Mr. Herbert stated that individual would report to the Environmental Director.

Mr. Sher did not want to jeopardize the engineering program simply to save money. However, he was open to any suggestions that would cover the engineering issues.

Mr. Spector stated the Engineering Department works in conjunction with the Water & Sewer Department, Environmental Department, Building Department, and Planning Department. In a lot of the cases the majority of the projects were reviewed by an outside engineering firm. He felt there was redundancy with respect to some of the projects in the Township.

Mr. Spector asked if the four department heads were in favor of maintaining the position of Assistant to the Engineer.

Mr. Labadie stated that upon Ms. Calhoun's departure, the department heads had discussion relative to having the Assistant to the Engineer assume the role of coordinating all the work as she currently does and having a consulting engineer available on a case-by-case basis. There was consensus that an engineering function existed which needed to be protected within the Township. However, from discussions with Ms. Calhoun there was question as to whether it was necessary to have a full-time professional engineer or to simply have a consulting engineer on an as-needed basis. He stated that maintaining the Assistant to the Engineer position and hiring a consulting engineer on an as-needed basis would result in immediate savings.

Mr. Gentile stated there was never a problem in the past with having the Assistant to the Engineer coordinating with the consulting engineer during the time frame when there was no Township Engineer in house. Therefore, he felt the Township should consider that situation on a long-term basis.

Mr. Plachcinski stated there were no communities in Michigan that utilized in-house engineers to draw up construction documents. He felt there was a lot of merit to Mr. Gentile's suggestion.

**DISCUSSION OF ENGINEER DIRECTOR / ASSISTANT TO THE ENGINEER CHOICE** (Continued)

Mr. Spector questioned why the Township should go through the process of interviewing candidates. Mr. Herbert stated that it did not have to be done if the Board did not feel it was necessary. However, Mr. Flaisher wanted to interview the candidates.

Mr. Spector stated it appeared that the Supervisor and department heads were in favor of maintaining the Assistant to the Engineer position. He indicated that he was in favor of it as well.

Dave Bluhm, Township Engineering Consultant, suggested that the lines of reporting should be clear if the Township decided to utilize the services of a consulting engineer. A professional engineer could handle the design issues and he would serve as the engineering representative at the Board meetings.

Mr. Spector asked if that would result in an amendment to the current contract. Mr. Bluhm replied, "No" and indicated that the function fell within the context of the current contract. Mr. Spector stated the Township may want to re-negotiate the contract terms if they were to use Spalding DeDecker's services on a larger scale.

**Motion by Mr. Sher and supported by Mr. Spector to recommend that the Township Board approve a budget amendment to maintain the Assistant to the Engineer position.**

**Ayes: Sher, Spector**

**Nays: Macon**

**Absent: None**

**Motion carried**

**DISCUSSION OF ANY OUTSTANDING ITEMS ~ (1) MEETING EFFICIENCY, (2) COMPLAINT PROCEDURE, (3) PRO-ACTIVE MEASURES – ENFORCEMENT**

**MEETING EFFICIENCY:**

Ms. Macon commented that each board or commission currently operated under a different set of guidelines with respect to meeting efficiency.

**DISCUSSION OF ANY OUTSTANDING ITEMS ~ (1) MEETING EFFICIENCY, (2) COMPLAINT PROCEDURE, (3) PRO-ACTIVE MEASURES – ENFORCEMENT**  
(Continued)

**MEETING EFFICIENCY:**

**Motion by Ms. Macon and supported by Mr. Spector to recommend to the Township Board that all the boards and commissions operate under the same meeting efficiency rules.**

**Ayes: Macon, Sher, Spector**

**Nays: None**

**Absent: None**

**Motion carried**

**COMPLAINT PROCEDURE:**

Ms. Macon stated the Complaint Procedure was among the list of recommendations which the Township Board directed the Supervisor to implement. In the minutes of 01/08/07 Mr. Flaisher officially addressed all of the items related to boards and commissions that the Township Board asked him to address. There was only one item in which Mr. Flaisher indicated that he did not believe it was necessary to do anything with which was the complaint procedure because in his opinion it already existed. The original language in the motion that was adopted during the last administration referred to a feedback process for residents in regard to boards and commissions.

Ms. Macon stated the reason she asked that the item be placed on the agenda is because last year the full Board indicated that they wanted the eight items addressed. She stated the Supervisor submitted a memo to the Boards & Commissions Committee indicating that it was not necessary to have a process to address any feedback because a process already existed. She stated the Committee had to decide whether they agreed with Mr. Flaisher or suggest another method to satisfy that issue.

Michael Sugar, Township resident, expressed concern that the meetings and activity of the governance of the Township was not as open or accessible to the citizens as it should and could be. He stated this particular meeting was not listed on the community calendar and the agenda was only posted on the bulletin board which meets the legal notice requirements. However, it was not practical notice to the community. He asked that the committee meeting dates be included on the calendar and the minutes be made available in a central location such as the Township website.

**DISCUSSION OF ANY OUTSTANDING ITEMS ~ (1) MEETING EFFICIENCY, (2) COMPLAINT PROCEDURE, (3) PRO-ACTIVE MEASURES – ENFORCEMENT**  
(Continued)

**COMPLAINT PROCEDURE:**

**Motion by Mr. Sher and supported by Ms. Macon that the Committee meeting agendas be posted on the Township website.**

**Ayes: Macon, Sher, Spector**

**Nays: None**

**Absent: None**

**Motion carried**

Ms. Macon suggested that the Committee respectfully ask the Township Supervisor to implement the item that was passed by the full Board, despite the fact that he personally did not agree with it or simply indicate that the Township Board deal with the issue.

Mr. Herbert stated Mr. Flaisher felt that a process already existed because the Township residents are given an opportunity to publicly speak at board meetings.

**Motion by Mr. Spector and supported by Ms. Macon that the memo from the Township Supervisor be given to the full Township Board regarding the feedback process and that it be placed on the next Board agenda.**

**Ayes: Macon, Sher, Spector**

**Nays: None**

**Absent: None**

**Motion carried**

Mr. Spector suggested that the Committee ask the Township Board to consider the possibility of expanding the feedback process. Mr. Sher stated that individuals already have the ability to go to the Supervisor. Ms. Macon stated that she was aware of a resident who went through all the channels, but did not feel his concern was dealt with appropriately.

Mr. Spector suggested that the Committee meet on a regular basis to discuss personnel issues and other concerns. Mr. Sher indicated that he was not in favor of having additional meetings.

**DISCUSSION OF ANY OUTSTANDING ITEMS ~ (1) MEETING EFFICIENCY, (2)  
COMPLAINT PROCEDURE, (3) PRO-ACTIVE MEASURES – ENFORCEMENT**  
(Continued)

**PRO-ACTIVE MEASURES – ENFORCEMENT:**

Ms. Macon asked what additional roles could be served or tools utilized by boards and commissions working within their mission to improve the quality of life in the Township. She stated that currently every board and commission have ordinances that they defend and deal with certain issues. There is no pro-active measure to move forward with the strategic direction of the Township that does not require an ordinance.

Mr. Sher asked if she was suggesting that the scope of the boards and commission be expanded. Ms. Macon stated the Township may want to pilot with one board but was not suggesting that there be additional meetings.

**AUDIENCE GENERAL COMMENTS / QUESTIONS**

None.

**ADJOURNMENT**

There being no other business, the meeting adjourned at 5:23 p.m.

Robert Sher  
Boards & Commissions Committee Chair

Robert Spector  
Personnel Committee Chair

Transcribed by: Millie Gray, Recording Secretary