



Upcoming Town Hall & Council Meeting – Important Office Operations Proposal

From Jeffrey Buerman <j.buerman@villageofpinckney.org>

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To Justin Bierman <j.bierman@villageofpinckney.org>; Stacy Conquest <s.conquest@villageofpinckney.org>; Keri Hochertz <khochertz@villageofpinckney.org>; Jo Self <jomisma@gmail.com>; Nick Kane <nkane@villageofpinckney.org>; Robert Coppersmith <rcoppersmith@villageofpinckney.org>

Cc Maris Metz <mmez@villageofpinckney.org>; Clerk <clerk@villageofpinckney.org>; Mike Szafranski <DDAChair@villageofpinckney.org>; Bree Kraut <krautb33@gmail.com>; Jim Jensen <jjensen@putnamtwp.us>; Dustin Moma <d.moma@villageofpinckney.org>

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Subject: Upcoming Town Hall & Council Meeting – Key Proposal for Office Operations

Good afternoon Council Members,

I hope your week is going well.

As we head into a busy few days, I wanted to provide a quick overview of what's ahead and share an important item that will be coming to you for consideration at Monday's Council meeting.

Friday – Town Hall Meeting

I will be arriving at the Town Hall event around 4:00 PM. If you're available, I'd appreciate the opportunity to connect briefly beforehand to go over a few talking points and a general game plan. There's a lot of misinformation circulating in the community, and aligning on the facts will help ensure we communicate clearly and confidently. I'm truly looking forward to this event—it should be a positive and engaging evening with our residents.

Monday – Council Meeting: Modernizing Village Office Operations

We have a full agenda Monday, and one of the key items I'll be presenting is a proposal to modernize the structure and function of our administrative office.

As I've become more familiar with the internal workings of the office, it's clear that many of our processes are outdated—heavily paper-based and inefficient. That said, we've already made encouraging progress. One of the best steps we've taken has been hiring Maris, who brings significant experience and insight to the role.

I also want to recognize Ashley and Andrea, who have formed a fantastic team working alongside Maris. Together, they've been proactive and engaged in identifying ways to streamline our day-to-day operations. Their collaboration has been a major part of the positive changes we're beginning to see.

Still, we face an ongoing challenge with the Treasurer/Accountant position, which remains highly specialized and difficult to staff with our budget constraints. To address this, Maris and I met with Kim Haines, owner of Haines Accounting, who is currently providing services to several municipalities, including Dexter Township.

Kim brings a wealth of municipal finance experience and has offered to support us with implementing sustainable systems, providing backup during staff transitions, and helping to modernize our financial operations.

Proposal Details

We are recommending a month-to-month contract with Haines Accounting at a starting cost of \$2,700 per month. This amount would be subject to change as our needs lessen over time.

Here's how the numbers stack up:

- 2025 Budget for Treasurer/Accountant: \$82,000/year
- Maris' current role: \$33/hour × 24 hrs/week = \$38,016/year
- Haines Accounting (initial): \$2,700/month = \$32,400/year
- Total combined cost: \$70,416/year, keeping us within our budget

This arrangement not only keeps us on budget but also provides continuity of operations, especially if a key staff member were to leave. It ensures that critical tasks like payroll, accounts payable, and zoning support will continue without disruption.

Next Steps

Please take time this weekend to review and consider this proposal. I will present it formally on Monday evening, and I ask that you come prepared with questions—and

ideally, ready to make a decision. If you'd like to talk more in advance, I'm happy to chat during the Town Hall on Friday.

Thank you for your continued support and leadership. Let's make the most of Friday's event, and I look forward to a productive session Monday.

Take care,

Jeff Buerman

President

Village of Pinckney

president@villageofpinckney.org

Cell 810-263-3449

Work 734-878-6206