

Staff Meeting
Tuesday, November 16, 2021
Minutes

Present: Jill Chapman (Clerk), Julie Durkin (Zoning Administrator), Rebecca Foster via phone (President), Beverly Harris (Accountant), Mike Hughes (DPW), Ashley Sloat (Secretary) and Mike Trenkle (Police Sergeant)

President

ARPA Funds awarded to the tune of \$258,000. We've received half of the money; we'll get the rest next year. The rules on how these funds can be used are pretty restrictive. Some ideas for spending include Water, Sewer, broadband, COVID preparedness. Staff members were asked to think about and come up with a list of what they would need to be able to work remotely before the next Council meeting (December 13).

Update was given on some of the current projects. Still not finished with Reliance; Bonk needs to run water main extension; garden project done for the season; still looking for a qualified DPW Director.

DPW

List of questions and concerns from DPW. The generator isn't supplying power to the well at the new building. Will get some quotes to get that taken care of. Some repairs have been made to the streetlights. Third well got a D rating. Better discharge is needed at the WWTP. It was agreed that an automated valve should be purchased to improve the situation.

ACCOUNTANT

Audit seems to be winding down.

ZONING ADMINISTRATOR

Code enforcement continues. Meeting with Marshall Smith. ZBA for December meeting regarding Borek-Jennings sign. Clothing bins in front of post office.

CLERK

Frustrated with the training for Bev. Woodhill has not been as available as promised and they have pretty much done the audit themselves without any instruction or guidance.

Held off on UB penalties since the bills were mailed out later than usual.

SECRETARY

Working with DTE on streetlights. Thinks Gleaners should be done for the year. Wrapping up UB – lots of payments coming in.

POLICE

Should be finished training Kroske soon. He'll be part-time once he's done. Finke should be back in the Spring. Going well otherwise. Checking with our risk group - may help cover cameras for the park.

TENTATIVE DATE NEXT MEETING: December 14, 2021

Personnel Committee Meeting
Wednesday, November 17, 2021
Minutes

Present: Linda Lavey, Tom Pais and Jill Chapman

Also present: Rebecca Foster

Absent: Eirik Kauserud

Meeting started out with an update on the interviews conducted for a DPW Director. There were initially three interviews planned, but one candidate backed out at the last minute. Of the others, one could have worked if he had more experience but the other wouldn't have been a good fit for our group. We're now advertising on a couple of the water sites and considering advertising on MML. Kristen is trying to figure out how to get on mailing lists. Mike was given a small raise until we find a director. He and Kristen seem good as long as we're moving forward in trying to find someone.

Chief Newton could retire as soon as April of 2022. He recognizes that he may need to stay a little longer, depending on the status of his officers and who takes his place. Not sure how interested Trenkle is. Chief will send a letter out to the department to open up the job internally.

Bev and Rebecca had a meeting with MERS to fill out the required form. Current division has to be closed before a new division can be opened. Police could not be added due to an issue with the union contract. Rebecca will contact the union rep. Union will need to sign off before a new division can be opened.

Rebecca is talking to MML about advertising for a Village Manager.

Will find out from Jeff when to plan the interviews for a new Chief of Police.

Key Roles in Council-Manager Government



Council-Manager Form of Government



City of Tampa, Florida

THE ROLE OF THE MAYOR OR CHIEF ELECTED OFFICIAL

Typically, the mayor or board chairperson in a council-manager community is a voting member of the governing body who may be either directly elected, as in 69 percent of council-manager communities, or who is selected by and from among their colleagues on the governing body. The mayor or chairperson is the public face of the community who presides at meetings, assigns agenda items to committees, facilitates communication and understanding between elected and appointed officials, and assists the governing body in setting goals and advocating policy decisions.

THE ROLE OF ELECTED OFFICIALS

Under the council-manager form, the elected officials (e.g. the council or board) are the legislative body and the community's policy makers. Power is centralized in this body, which approves the budget and adopts local laws and regulations, for example. The elected officials also focus on the community's big-picture goals, such as community growth and sustainability.

The elected officials hire a professional city, town, or county manager based on that person's education, experience, skills, and abilities and NOT on their political allegiances. The elected officials supervise the manager's performance, and if that person is not responsive and effective in their role, the elected officials have the authority to remove her or him at any time.

For more information, contact

[icma.org/contactus](https://www.icma.org/contactus)

@ICMA ICMAorg

To learn more about professional local government management, visit [icma.org/professional-local-government-management](https://www.icma.org/professional-local-government-management)



City of Cedar Park, Texas

THE MANAGER'S ROLE

The manager is an at-will employee who can be fired by a majority of the elected officials, consistent with local laws or any employment agreements. This person

- Prepares a budget for the governing body's consideration.
- Recruits, hires, supervises, and terminates government staff.
- Serves as the governing body's chief advisor by providing complete and objective information about local operations, discussing options, offering an assessment of the long-term consequences of decisions, and making policy recommendations.
- Carries out the policies established by the governing body.

WHAT ROLE DO RESIDENTS PLAY?

Under council-manager government, local governments often actively engage and involve their residents in community decision making. Residents can guide their community by serving on boards and commissions, participating in visioning and strategic planning sessions, and designing community-oriented local government services.



INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION
777 N. Capitol St NE, Ste. 500, Washington, DC 20002
202.962.3680 | 202.962.3500 (f) | [icma.org](https://www.icma.org)

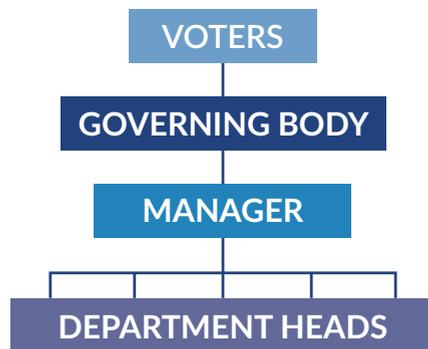
What it is, how it works, and the benefits to your community

What is the council-manager form of government?

The council-manager form is the most popular structure of government in the United States among municipalities with populations of 2,500 or more. It is one of several ways in which U.S. municipalities and counties can organize.

Under this form, residents elect a governing body—including a chief elected official, such as a mayor or board chairperson—to adopt legislation and set policy. The governing body then hires a manager or administrator with broad executive authority to carry out those policies and oversee the local government's day-to-day operations.

The Council-Manager Form



What's so special about the council-manager form of government?

Born out of the U.S. progressive reform movement at the turn of the 20th century, the council-manager form was created to combat corruption and unethical activity within local government by promoting nonpolitical management that is effective, transparent, responsive, and accountable.

The council-manager form of government recognizes the critical role of elected officials as policy makers, who focus on mapping out a collective vision for the community and establishing the policies that govern it. The form also recognizes the need for a highly-qualified individual who is devoted exclusively to the delivery of services to residents.

Think about the structure used by many corporations, in which the board of directors hires an experienced CEO, who is granted broad, executive authority to run the organization. While these boards establish the company's overall policy direction, the CEO oversees implementation of that policy.

What types of communities use the council-manager form of government?

Today more than 120 million people in the U.S. live in municipalities that operate under the council-manager form. Fifty-four percent of the more than 4,300 U.S. municipalities with populations of 10,000 or more use the form, as do 59 percent of the 347 municipalities with populations greater than 100,000. More than 800 counties also employ a similar system.

How can council-manager government benefit my community?

- **Flexibility**—The council-manager form can adapt to local needs and demands. While governing bodies in some council-manager communities are elected at large, for example, others are elected by district or by a combination of an at-large-and-by-district system to respond to local needs.
- **Clearly Defined Roles**—Under the council-manager form, there is a clear distinction between the administrative role of the manager and the political and policy roles of the governing body, lead by the mayor. The day-to-day operations of the local government organization reside with the appointed manager, allowing elected officials to devote their time and energy to policy development and the assessment of the effectiveness of those policies within the community.
- **A Roadmap for Success**—The council-manager form is the system of local government under which professional management is most likely to succeed. Under this system, professional managers can focus on service delivery, policy implementation, and performance management and can align the local government's services with the values, mission, and policy goals defined by the community and elected officials.

How do we know that council-manager government works?

- The Equipt to Innovate Initiative—a framework of seven essential elements that define high-performance government and empower innovation—found in 2017 that top-performing cities in all but one element employed the council-manager form of government. In 2018, the study's overall top performer was also council-manager.

- Two-thirds of Moody's Aaa-bond-rated communities are run by professional local government managers, and many operate under the council-manager form of government.
- An IBM Global Business Services report titled "Smarter, Faster, Cheaper" found that cities that operate under the council-manager form of government are nearly 10 percent more efficient than those that operate under the mayor-council form.
- The National Civic League, America's oldest advocate for community democracy, has endorsed council-manager government through its *Model City Charter* since 1915.
- The majority of communities recognized since 2013 with the National Civic League's coveted All-America City Award have been council-manager.

Does it cost more for a community to adopt the council-manager form and hire a professional manager?

Many local governments have *reduced* their overall costs after hiring a professional manager. Savings can come from decreased operating costs, increased efficiency and productivity, improved revenue collection, and effective use of technology. The economic health of the community may also benefit from the implementation of improved business development and retention strategies.

How can my community adopt the council-manager form of government?

Methods vary from state to state, but most communities can adopt council-manager government through a charter, local ordinance, state enabling law, or by voter referendum. For information on how your community can adopt council-manager government, contact your state municipal league, state and local government association, or association of counties. You can find contact information for these organizations at icma.org/state-localgovassns or ncl.org/state-municipal-leagues.

Once my community adopts council-manager government, how do we hire a professional manager?

The vacancy is often announced in *Leadership Matters*, ICMA's weekly e-newsletter; through the ICMA Job Center at icma.org/job-center; and through state league publications,

and qualified candidates are invited to apply. Elected officials may also hire an executive recruitment firm to assist them with the selection process. Interested parties may apply directly to the governing body or to the recruitment firm, which reviews the applications and interviews qualified candidates. *ICMA makes no recommendations regarding candidates.* Additional information on hiring a professional local government manager is available in ICMA's *Recruitment Guidelines Handbook*. Visit icma.org/documents/recruitment-guidelines to download a copy.

What kind of educational and on-the-job experience do professional local government managers generally have?

Sixty-five percent of managers surveyed by ICMA indicated that they had earned a master's (usually in public administration, business, or public policy), or other advanced degree. Survey respondents also said that they had spent an average of more than 20 years working in the local government management profession.

What is ICMA and why is membership in that organization important?

ICMA, the International City/County Management Association, is the professional and educational "home" for more than 12,000 appointed managers and administrators serving cities, towns, counties, other local governments, and regional entities in 40 countries throughout the world.

In addition to gaining access to valuable resources and lifelong professional development opportunities, appointed local government managers who are members of ICMA are bound by its Code of Ethics, which commits members to a set of ethical standards of honesty and integrity that go beyond those required by the law. This stringently enforced code specifies 12 ethical principles of personal and professional conduct, including dedication to good government. For more information, visit icma.org/ethics.

Finally, through its Voluntary Credentialing Program, ICMA recognizes individual members who are qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development. ICMA members who meet these requirements may earn designation as an ICMA Credentialed Manager. For more information on ICMA's Voluntary Credentialing Program, visit icma.org/voluntary-credentialing-program-overview.



Liv.Co UPDATE

Monthly News from the
Livingston County Commissioners



November 2021

Livingston County Board of Commissioners

District 1 - Martin Smith

District 2 - Carol Sue Reader

District 3 - Wes Nakagiri
(Board Chairman)

District 4 - Douglas G. Helzerman

District 5 - Jay R. Drick

District 6 - Mitchell Zajac

District 7 - Carol S. Griffith
(Board Vice-Chairwoman)

District 8 - Jerome Gross

District 9 - Brenda Plank

"The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside, and recreate in Livingston County."

Additional \$2.3 Million Contribution To MERS Approved

The Board remains focused on reducing and eventually eliminating long term liabilities. At the October 25th Board Meeting, an additional payment of \$2.3 million to MERS was authorized. The additional payment will be made of \$1.3 million from the County's General Fund and \$1 million from the General Fund Balance. Making additional payments to MERS comes with several advantages. The first is reducing the total unfunded pension liability. Next is the potential to reduce future annual required contributions. Finally, the additional assets allow the County to invest with the potential of a greater return that one would expect to earn in a traditional municipal operating investment. MERS allows employers to make additional voluntary contributions to their Defined Benefit Plan to accelerate its funding. The additional contributions are allocated to a surplus division, instead of being associated with any particular employee group. This kind of allocation allows the additional payments to be used to determine the employers' overall funded status.

Monthly Meetings

All meetings are in-person, but have a Zoom participation option.

- Via Zoom (on-line meetings):
<https://zoom.us/j/3997000062?pwd=SUdLVVFFcmozWnFxbm0vcHRjWkVIZz09>
- Via the Zoom app - **join a meeting**,
meeting number: **399 700 0062**
Enter the password: **LCBOC**
(ensure there are no spaces before or after the password)
- Dial by your location: +1 929 205 6099
Meeting ID: **399 700 0062**
Password: **886752**

12/6/2021 - General Government &
Health & Human Services
Meeting at 5:30 PM

12/8/2021 - Finance Committee
Meeting at 7:30 AM

12/13/2021 - Full Board Meeting at
5:30 PM

12/15/2021 - Personnel Committee
Meeting at 8 AM

12/20/2021 - Infrastructure &
Development & Public Safety
Meeting at 5:30 PM

Broadband Survey Coming To An End - Respond Now!

The County's Resident Broadband Survey is in its homestretch and we need your help to improve our number of resident responses. The more responses we receive, the better information we'll have of the County's current Internet coverage and how we may be able to improve it. The survey is open until December 28th at <https://www.merit.edu/livgov/>. If anyone would prefer a paper survey to complete, please have them call 517-294-2776 to request one.

To help spread the word about the survey, Livingston County has created a website with more in-depth information about the survey, along with key messages, graphics, and flyers you may share with those you serve. All of these resources are available for download at the bottom of the page at <https://www.livgov.com/communications/Pages/Resident-Broadband-Survey.aspx>. Thank you for your help! Each resident who completes the survey helps us plan for a more connected future.

Resolutions Passed by the Board of Commissioners

- Facility Services amended a contract with Allied Construction for the asphalt replacement at the County's West Complex. The amendment was the result of discovering poor soil underneath the asphalt that was removed at the Law Center Parking Lot and the need to replace it. Additional funds totaling \$121,577 were added to the project.
- The local match for the County's SEMCOG Planning Assistance Program Grant has been approved. The County received a grant award of \$38,000 that has been earmarked for broadband planning. A local match of \$9,260 from the County will be supplied.
- The following individuals have been appointed to the Livingston County Human Services Collaborative Body:
 - Terms Expiring 9/30/2024
 - Angela Parth John Furey
 - Brooke Rains Greg Kellogg
 - Permanent Terms
 - Dawn Awrey, MI Works! Director
 - Danielle Brunk, Substance Abuse
 - David Reader, Prosecutor
 - Stephanie Hall, AAA 1-B Director
- A third-quarter budget amendment has been made to the 2021 Budget. The amendment recognizes actual expenditure activity for the County's third quarter and includes increases or decreases in departmental expenditures to correspond with actual activity.
- An amendment to the County's Administrative Services Contract regarding stop loss insurance fees was amended for 2022 to increase the deductible from \$150,000 to \$175,000, with an expected savings of over \$175,000 for the County.
- The Board approved the 2022 State Grant Agreement, appointed Brandon Denby as Grant Administrator, appointed Jack Smith as County Representative, and entered into an agreement with the State of Michigan in the amount of \$67,460 for the purpose of Monumentation or Remonumentation of all public land survey corners in the county.
- Juvenile Court will be applying for \$30,000 in funding through the Michigan Supreme Courts' Court Improvement Program COVID-19 Supplemental Grant for four projects: providing Internet access to families, compensating attorneys for out of court client meetings and providing ancillary legal service; providing additional Bailiff/Court Security hours to support the mobile courtroom and expanding the Court Appointed Special Advocates program.
- The County has approved an agreement with D'n'A for substance abuse testing services for the Treatment Courts. The agreement was authorized for one year, with an option for two one-year renewals.
- Information Technology will assume Hamburg Township's Address Assignments. This will result in greater consistency in assigned addresses.
- Car Pool will purchase a new van for Veterans Services. The van will be used for non-medical transportation needs for Veterans outreach, seminars, and appointments at the Veterans Services Office.
- LETS will apply for capital grant funding totaling \$10 million in the hopes of purchasing land to construct a new facility in the Brighton area.

County Planning Connection November 2021 News

Trail Improvements at Fillmore County Park

Thanks to Mathew Prokuda and his Eagle Scout Project as part of Troop 381 in Hartland, Livingston County is the recipient of a wonderful new trail improvement through the woods of Fillmore County Park. Mathew set out to provide a solution to traversing a particularly muddy stretch of trail through a wetland area. He concluded that a bridge in this trail area would provide unhindered trail accessibility to visitors. The resulting 48 foot bridge was constructed by team of volunteers, in four 6 x 12 foot sections on three pairs of legs which rest on concrete cookies (footers) below the frostline. The bridge takes an angle at one end to meet the existing trail on the other side. Mathew raised \$1,200 in donations for his Eagle Scout Project, which fully covered the cost of the bridge.

Volunteering is a way of life for the Prokuda family; Mathew and his family have volunteered their time and resources to many Livingston County Park events. Mathew's Mom is Kellie Prokuda of the Facility Services Department, and Mathew's Dad is Brian Prokuda, Chair of the Livingston County Planning Commission.



Livingston County Transportation Quarterly

The Livingston County Transportation Coalition has experienced an interesting few years in transportation advocacy. Transportation services have diminished during the pandemic and have struggled to regain momentum, yet many new partners have joined in coalition activities, particularly regarding non-motorized transportation. To learn more about the multi-modal transportation activities taking place in Livingston County, and how you might become more involved, consider signing up for the Livingston County Transportation Quarterly at:

[LCTC Newsletter Sign Up](#)

Recreation Grant Opportunity

The Ralph C Wilson, Jr. Foundation is partnering with the Community Foundation of Southeast Michigan to support grants across our region. The Design and Access Fund supports pre-planning, development and/or construction costs of projects related to increasing the walkability, bikeability and outdoor recreational activities of local communities within the region. Key dates for this grant opportunity are:

December 1 for registration in their on-line grant system, and **December 10** for grant submission. For more information see: <https://cfsem.org/special-opportunities/ralph-c-wilson-jr-legacy-funds/>

PUTNAM TOWNSHIP

3280 W M-36 * Pinckney, MI 48169 * Phone 734.878.3131 * Fax 734.878.2545 * Web www.putnamtwp.us

PUTNAM TOWNSHIP SQUARE USE REQUEST APPLICATION

Today's Date: 11-03-21 _____

Applicant Name: Kathleen Rea _____

Address: 10601 Dexter-Pinckney Rd, Pinckney MI 48169 _____
City State Zip Code

Telephone #: 734-878-3161

Daytime 734-878-3161 Evening _____ Email krea@stmarypinkney.org _____

Organization Name (if applicable): St. Mary Catholic Church; Address: 10601 Dexter-Pinckney Rd, Pinckney MI
City State Zip Code

48169 _____

Telephone #: Daytime 734-878-3161 Evening _____

Email krea@stmarypinkney.org _____

Event name/description: Christmas Caroling in the Park - A group of Christian Churches would like to gather to pray and sing Christmas Carols for about an hour. _____

Admission charge, if any: 0 _____

Event Date: 12-17-2021 Set up Time: from 5:00 PM to 6:00 PM

Event Time: from 6:00 PM to 7:00 PM

Clean up Time: from 7:00 PM to 8:00 PM

Number of people expected to attend: 50-75 _____

Electricity required: Yes please yes _____ no _____

In the event there are any damages to the grounds, vegetation, sprinkler heads, gazebo, picnic tables or anything else within the Township Square boundaries, or the Township Square and/or gazebo are not clean and trash or decorations removed, the applicant understands they will be charged for any replacement, repair, or clean-up required to restore the Township property to it's prior state.

ABSOLUTELY NO STAKES MAY BE USED THAT ARE LONGER THAN 12 INCHES. ABSOLUTELY NO MOTORIZED VEHICLES ON THE SQUARE. YOU MUST BE PRESENT FOR ANY DELIVERIES. NO ALCOHOL IS ALLOWED ON TOWNSHIP PROPERTY.

It is the applicant's responsibility to contact the Village of Pinckney Police Chief and the Putnam Township Fire Chief. (734-878-6206) for any other necessary approval.

Request must be submitted 2 weeks prior to Township Board meeting (third Wednesday of every month) to be placed on the agenda.

Applicant signature: Kathleen M Rea Date: 11-03-21

Township Board Approval: [Signature] _____

(Revised 1/7/16)

rec'd 11/4/21