

**City of Benton Harbor  
Receivership Transition Advisory Board  
Meeting Minutes**

**Wednesday, April 9, 2014**

**11:00 am**

*(Approved as amended – April 30, 2014)*

Benton Harbor City Hall  
Commission Chambers  
200 E. Wall Street  
Benton Harbor, Michigan 49022

Members Present

Cary Vaughn  
Bret Witkowski  
Marvin Raglon

Members Absent

Sharon Hunt

Staff Present

R. Eric Cline  
A. Dempkowski  
E. Koryzno  
R. Widigan  
D. Watson

**I. CALL TO ORDER**

A. Roll Call – 11:00 AM

Mr. Vaughn called the meeting to order at 11:00 am. Let the record show that all Board Members are in attendance with the exception of Sharon Hunt.

B. Approval of Agenda

Vaughn - Entertain a motion to approve the Agenda, as presented.

Motion made (Witkowski) and supported (Raglon), the Board unanimously approved the motion.

**II. BOARD ORGANIZATION**

A. Selection of Chair, Vice Chair, Secretary

1. Chair – Cary Vaughn nominated.

Motion made (Witkowski) and supported (Raglon), the Board unanimously approved the motion to elect Cary Vaughn as Chair.

2. Vice Chair – Bret Witkowski nominated.

Motion made (Vaughn) and supported (Raglon), the Board unanimously approved the motion to elect Bret Witkowski as Vice Chair.

3. Secretary – Marvin Raglon nominated.

Motion made (Vaughn) and supported (Witkowski), the Board unanimously approved the motion to elect Marvin Raglon as Secretary.

Vaughn - Note that the Secretary position is not a Recording Secretary but serves as an officer of the RTAB.

B. Adoption of TAB Rules and Procedures

Vaughn - Entertain a motion to adopt the draft Rules of Procedure, as presented.

Motion made (Witkowski) and supported (Raglon), the Board unanimously approved the Benton Harbor Receivership Transition Advisory Board Rules of Procedure as presented.

C. Adoption of Meeting Schedule

Vaughn - RTAB meetings will be held the last Wednesday of the month, with the exception of the November and December meetings due to the holidays.

Vaughn - Entertain a motion to adopt the 2014 Meeting Schedule, as presented.

Motion made (Raglon) and supported (Witkowski), the Board unanimously approved the 2014 TAB meeting schedule as presented.

### **III. DISCUSSION ITEMS**

A. RTAB Packet Deadlines

Vaughn - The City's deadline for submission of all relevant information for RTAB consideration is Friday, 12 days prior to the TAB meeting. Therefore, the submission deadline for the April 30 meeting will be Friday, April 18, 2014. The City should also transmit City Commission meeting packets to Treasury as they are made available to the members of the City Commission.

B. Governors Appointment Letter

Vaughn - The duties assigned to the RTAB are detailed in the Governor's appointment letter dated March 10, 2014.

1. Fulfill the Board responsibilities outlined in Emergency in Emergency Manager Order No. 14-31, or any other Benton Harbor Emergency Manager Orders, to the Treasurer of the State of Michigan.
2. Recommended amendments, modifications, repeal, or termination of Emergency Manager Orders must be approved by the Treasurer before any such modification becomes effective.

3. Conduct a formal annual evaluation of the City's operational and financial progress by identifying strengths, weaknesses, benchmarks achieved, and benchmarks not yet achieved, including a list of specific recommendations, potential resources available to assist the City officials, and any other constructive feedback that informs City officials, residents, and other stakeholders concerning how the City can promote and ensure its long-term sustainability.

#### C. TAB Web Page

Vaughn - All key RTAB information can be accessed on the Michigan Department of Treasury website. Items to be included on the TAB Web Page include: TAB appointment letter, EM Final Order 14-31, TAB Rules and Procedures, TAB meeting schedule, TAB agendas (without attachments), TAB minutes, and meeting notices. The public should also be reminded that a link to Treasury's website should also be located on the City's website.

#### D. Written Reports from the City

Vaughn - All reports requested of the City from the RTAB should be in written form.

#### E. Quarterly Reports due to RTAB

Vaughn - A Quarterly Financial Report is due to the RTAB at the meeting following the end of the each calendar year quarter. The City's first report will be due at the July 2014 meeting and should cover the period of April-June 2014.

Witkowski - I would like to see monthly financial reports in addition to the quarterly report.

Vaughn - The City will provide a monthly budget-to-actual report at every RTAB meeting.

#### F. 5-Year Operating Budget and 6-Year Capital Improvements Plan

Vaughn - A rolling 5-year budget and a rolling 6-year Capital Improvements Plan are to be submitted to the Board for approval. The deadline for these reports is June 10, 2014, with RTAB consideration anticipated at the July 2014 meeting.

### IV. PUBLIC COMMENT

Juanita Henry, Benton Harbor, MI - Expressed concern that the meeting time is in the middle of the day and hopes there is transparency with this Board.

James Childes, Benton Harbor, MI - Expressed he is pleased that the City is getting back on its feet and moving forward. Inquired as to what is the authority of the Board.



Rod Jennings, Benton Harbor, MI – Expressed his hopes that there is transparency with this Board.

Edward Pinkney, Benton Harbor, MI - Inquired if TAB has authority over the City Manager and when would the public have access to the 5-year budget.

## **V. BOARD COMMENT**

Raglon – Announced that he is co-owner of a property in Benton Harbor that is currently being leased by the Assistant City Manager. This issue has been discussed with the Governor’s Office and there is no conflict of interest.

Vaughn – Asked the City Manager to introduce city staff in attendance.

Witkowski – The Board will be overseeing the City Manager as part of the overall role of the TAB. The 5-year budget is due to the TAB on June 10, 2014.

Cline – The EM Final Order outlines the relationship of the TAB and the City.

Witkowski – The Board is not here to oversee the day-to-day operations of the City. We will be dealing more with the financial issues.

Vaughn – The Board will act on issues that are acted on by the City Commission. We are a reactive Board, not a pro-active Board.

## **VI. ADJOURNMENT**

There being no further business, the meeting is adjourned at 11:20 am.



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Angela Dempkowski