

**City of Hamtramck  
Receivership Transition Advisory Board Minutes  
Tuesday, January 27, 2015  
2:30 PM**

**APPROVED FEBRUARY 24, 2015**

Hamtramck City Hall  
Council Chambers  
3401 Evaline Street  
Hamtramck, Michigan 48212

Members Present

Deb Roberts  
Mark Stema  
Karen Young  
Cathy Square

Members Absent

None

Staff Present

D. Van de Grift, Dept. of Treasury  
E. Cline, Dept. of Treasury  
A. Dempkowski, Dept. of Treasury

**I. CALL TO ORDER**

A. Roll Call

Mr. Van de Grift called the meeting to order at 2:32 pm. Let the record show that all Board members are in attendance.

B. Introduction of Board Members

All Board members introduced themselves to the public.

C. Approval of Agenda

Motion made and supported, the Board unanimously voted to approve the January 27, 2015 RTAB meeting agenda.

**II. BOARD ORGANIZATION**

A. Selection of Chair, Vice Chair, Secretary

- Deb Roberts nominated as Chair.

Motion made and supported, the Board unanimously voted Deb Roberts as Chair of the Hamtramck RTAB.

- Mark Stema nominated as Vice Chair.

Motion made and supported, the Board unanimously voted Mark Stema as Vice Chair of the Hamtramck RTAB.

- Karen Young nominated as Secretary.

Motion made and supported, the Board unanimously voted Karen as Secretary of the Hamtramck RTAB.

B. Adoption of TAB Rules and Procedures (attachment #1)

Motion made and supported, the Board unanimously voted to approve the RTAB Rules of Procedure.

C. Adoption of Meeting Schedule (attachment #2)

Motion made and supported, the Board unanimously voted to approve the 2015 Meeting Schedule as amended.

**III. DISCUSSION ITEMS**

A. RTAB Packet Deadlines

Chair – Informed the City that the deadline for submission of all relevant information for RTAB consideration is the Friday, 12 days prior to the meeting. The City should also transmit City Council meeting packets to Treasury as they are made available to the City Council.

B. Governor's Appointment Letter (attachment #3)

Chair – Informed the City and the public that the duties assigned to the RTAB are detailed in the Governor's appointment letter dated December 18, 2014.

1. Fulfill the Board responsibilities outlined in Emergency Manager Order No. 2014-20.
2. Recommended amendments, modifications, repeal, or termination of Emergency Manager Order No. 2014-20, or any other Hamtramck Emergency Manager Orders, to the Treasurer of the State of Michigan. 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

Chair - Informed the public that they can access all key RTAB information from the Michigan Department of Treasury website. The City was reminded that a link to Treasury's website should also be located on the City's website.

D. Written Reports from the City

Chair - Informed the City that all reports requested from the RTAB should be in written form.

E. Monthly and Quarterly Reports from the City

Chair – Reminded the City that a Monthly Financial Report is due to the RTAB by the 20<sup>th</sup> calendar day following the end of each month. A Quarterly Financial Report is also due to the RTAB by the 20<sup>th</sup> calendar day following the end of the each calendar year quarter. It should be noted that these are two separate reports.

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

Chair - Reminded the City that, per EM Order 2014-520 a rolling 5-Year Budget and a rolling 6-year Capital Improvements Plan are to be submitted 90-days from the appointment of the Board for approval. These documents are due March 18, 2015 and shall be submitted at the March 24, 2015 RTAB meeting.

**IV. NEW BUSINESS**

A. Payroll Pre-approval

Motion made and supported, the Board unanimously voted to approve Payroll Pre-approval.

B. Pre-approved Vendor List

Motion made and supported, the Board unanimously voted to approve the Pre-approved Vendor list.

**V. PUBLIC COMMENT**

Robert Zwolak, Hamtramck Michigan.

**VI. BOARD COMMENT**

None.

**VII. ADJOURNMENT**

There being no further business, the meeting adjourned at 2:50 pm.