

APPROVED

5/26/15

City of Hamtramck

Receivership Transition Advisory Board Meeting Minutes

Tuesday, April 28, 2015

Hamtramck City Hall

Council Chambers - 2d Floor

3401 Evaline

Hamtramck, Michigan 48212

**RTAB MEMBERS PRESENT:**

DEBORAH ROBERTS

MARK STEMA

KAREN YOUNG

**ALSO PRESENT:**

DREW VAN de GRIFT

KATRINA POWELL

Reported by:  
Amy Shankleton-Novess (CER 0838)  
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Called to order at 1:00 p.m.

MS. ROBERTS: I'd like to call the City of Hamtramck Receivership Transition Advisory Board meeting for April 28 to order.

Roll call, Mr. Van de Grift.

MR. VAN de GRIFT: Deborah Roberts.

MS. ROBERTS: Here.

MR. VAN de GRIFT: Cathy Square.

MS. SQUARE: (No response)

MR. VAN de GRIFT: Mark Stema.

MR. STEMA: Here.

MR. VAN de GRIFT: Karen Young.

MS. YOUNG: Here.

MR. VAN de GRIFT: Our quorum is present.

MS. ROBERTS: Okay, thank you, Mr. Van de Grift I will entertain a motion to approve the agenda as presented.

MR. STEMA: Motion.

MS. YOUNG: Second.

MS. ROBERTS: Any discussion?

(No response.)

MS. ROBERTS: Seeing none, all those in favor say aye.

MR. STEMA: Aye.

MS. ROBERTS: Aye.

1                   Opposed, same.

2                   (No response)

3                   MS. ROBERTS: Motion carries.

4                   Just a reminder to the public that if you would

5 like to comment during public comment you would need to sign

6 up at the podium.

7                   Moving on to the next item, approval of the

8 March 26, 2015 RTAB meeting minutes. I would entertain a

9 motion to approve the draft minutes.

10                  MS. YOUNG: Motion.

11                  MR. STEMA: Second it.

12                  MS. ROBERTS: Any discussion?

13                  I just want to clarify that they are the March

14 26, 2015 RTAB Meeting.

15                  All those in favor say aye?

16                  MS. YOUNG: Aye.

17                  MR. STEMA: Aye.

18                  MS. ROBERTS: Opposed the same.

19                  (No response.)

20                  MS. ROBERTS: Motion carries.

21                  We have no old business on the agenda.

22                  Moving to new business, the first item on the

23 agenda is resolutions from the regular City Council meeting of

24 March 10, 2015. I would entertain a motion to approve all

25 resolutions of the March 10, 2015 regular Council meeting.

1 MS. YOUNG: Motion to approve.  
2 MR. STEMA: Second.  
3 MS. ROBERTS: Any discussion?  
4 (No response.)  
5 MS. ROBERTS: Seeing none, all those in favor  
6 say aye.  
7 MS. YOUNG: Aye.  
8 MR. STEMA: Aye.  
9 MS. ROBERTS: Aye.  
10 Opposed the same.  
11 (No response.)  
12 MS. ROBERTS: Motion carries.  
13 The next item on the agenda is resolutions from  
14 the regular City Council meeting of March 23, 2015. I would  
15 entertain a motion to approve all resolutions of the March 23,  
16 2015 regular Council meeting.  
17 MR. STEMA: Motion.  
18 MS. YOUNG: Second.  
19 MS. ROBERTS: Any discussion?  
20 (No response.)  
21 MS. ROBERTS: All those in favor say aye.  
22 MS. YOUNG: Aye.  
23 MR. STEMA: Aye.  
24 MS. ROBERTS: Aye.  
25 Opposed the same.

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(No response.)

MS. ROBERTS: Moving on to the third item, Claims and Accounts from the Regular City Council meeting draft minutes of April 14, 2015. I would entertain a motion to approve the claims and accounts of the April 14, 2015 draft Council meeting minutes.

MS. YOUNG: Motion to approve.

MR. STEMA: Second.

MS. ROBERTS: Any discussion?

(No response.)

MS. ROBERTS: All those in favor say aye.

MS. YOUNG: Aye.

MS. ROBERTS: Aye.

Opposed the same.

(No response.)

MS. ROBERTS: Okay. We'll move on to City Administrator items.

Approval of Minutes was addressed in our new business already.

The next item is Budget to Actual Report and I would entertain a motion to approve the Budget to Actual Report as submitted.

MR. STEMA: Motion to approve.

MS. YOUNG: Second.

MS. ROBERTS: Any discussion?

1 (No response.)  
2 MS. ROBERTS: Seeing none, all those in favor  
3 say aye.  
4 MS. YOUNG: Aye.  
5 MR. STEMA: Aye.  
6 MS. ROBERTS: Aye.  
7 Opposed the same.  
8 (No response.)  
9 MS. ROBERTS: Move on to approval of the  
10 Approval Invoice Register and Pre-Approved Expenditures. That  
11 was addressed in new business; or we will address it later in  
12 new business.  
13 Next up is the Approval of Debt Payments for the  
14 2012B LGLP and the 2014 Emergency Loan Note. I would  
15 entertain a motion to approve the scheduled payments.  
16 MR. STEMA: Motion to approve.  
17 MS. YOUNG: Second.  
18 MS. ROBERTS: Any discussion?  
19 (No response.)  
20 MS. ROBERTS: Seeing none, all those in favor  
21 say aye.  
22 MS. YOUNG: Aye.  
23 MS. ROBERTS: Aye.  
24 Opposed the same?  
25 (No response.)

1 MS. ROBERTS: Next item up is approval of  
2 Resolution 2015-13, Fund Balance Policy. While this item  
3 occurred during a Council meeting outside our normal review  
4 period for today's Board meeting we realize the merit for  
5 early review.

6 Ms. Powell, could you update the Board on this  
7 matter?

8 MS. POWELL: Yes, ma'am. Per the EM's final  
9 orders we are required to submit to you a Fund Balance Policy  
10 as well as the Council. It was presented to the Council at  
11 our last Council meeting and now we're presenting it to you.  
12 You will notice that it's pretty cut and dry as to what we can  
13 spend the money on and what we can save. We're hoping to  
14 increase the 15 percent to 20 or 25 but we just didn't want to  
15 set it too high and not be able to achieve it so we set it at  
16 the recommended 15 percent.

17 MS. ROBERTS: Okay.

18 I would entertain a motion to either approve,  
19 deny or table Resolution 2015-13.

20 MR. STEMA: Motion to approve.

21 MS. YOUNG: Second the motion.

22 MS. ROBERTS: Any further discussion?

23 (No response.)

24 MS. ROBERTS: Seeing none, all those in favor  
25 say aye.

1 MR. STEMA: Aye.

2 MS. YOUNG: Aye.

3 MS. ROBERTS: Aye. Opposed the same?

4 (No response.)

5 MS. ROBERTS: Motion carries.

6 Next on the agenda is approval of Resolution  
7 2015-14, Authorizing a Contract for Construction Management  
8 Services. Again, while this item occurred during a Council  
9 meeting outside the normal review period for today's Board  
10 meeting, we realize the merit in early review. So, Ms.  
11 Powell, could you please update the Board on this matter?

12 MS. POWELL: Yes, ma'am.

13 This was a resolution for a contract manager.  
14 We are in the process of constructing three parks and in order  
15 for us to receive our reimbursement funding from CDBG we  
16 needed to have everything completed by August so we're really  
17 on a strict timeline to get this moving and so we needed to  
18 get the contract manager position before the Council, get it  
19 approved and get it to you guys so that we could immediately  
20 sign a contract tomorrow, hopefully, and get them moving.  
21 We're trying to get a jump on bids that are already going out  
22 for various park projects around the state and we really want  
23 to get a good price. In order to do that we need to be out  
24 front with getting our bids out so that's why it's before you  
25 today. Thank you.



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MS. ROBERTS: Thank you, Ms. Powell.

I would entertain a motion to either approve --

MR. STEMA: I would just have a quick question,  
I want to confirm something that I have --

MS. ROBERTS: Do you want to have that in  
discussion or is that before you are ready to --

MR. STEMA: Yeah, I just have a real quick  
question. All this is going to be reimbursed through the  
block grants. All this is coming out of the general fund  
then?

MS. POWELL: Correct. We will front it and then  
we will submit our invoices and bills for reimbursement.

MR. STEMA: Okay. That's it.

MS. ROBERTS: Okay. Now I will entertain a  
motion to either approve, deny, or table Resolution 2015-14  
Authorizing a Contract for Construction Management Services.

MS. YOUNG: Authorize motion to carry.

MR. STEMA: Second it.

MS. ROBERTS: Any further discussion?

(No response.)

MS. ROBERTS: Seeing none, all those in favor  
say aye.

MS. YOUNG: Aye.

MR. STEMA: Aye.

MS. ROBERTS: Aye.

1 All those opposed the same.

2 (No response.)

3 MS. ROBERTS: Motion carries.

4 Next on our agenda is Approval of Additional  
5 Part-Time Employees for the Department of Public Services.

6 Ms. Powell, could you please update the Board on  
7 this matter?

8 MS. POWELL: Some of you are aware, and probably  
9 most of you are not, but our DPW or our DPS Department is  
10 extremely short-staffed. We have two people that work in the  
11 field and we have two people who work in the office in  
12 addition to the director and we have a contract in play also  
13 that assists us with water billing and we are in dire need of  
14 saving the city money by taking over some of the services that  
15 we currently contract out. We believe that we can do it much  
16 more efficiently and we can have more control over how it's  
17 done. Right now we just don't have the staff to go out and  
18 really evaluate the work that's being done and we just feel  
19 like it would be better for us to have part-time employees  
20 with, you know, with the services and to make sure that we're  
21 saving the most amount of money we can for the city.

22 You'll see each of these memos have a cost  
23 comparison attached to them that shows how we're going to pay  
24 for the positions and also what the positions will do and our

1 staff is really looking forward to hopefully, with your  
2 approval, being able to take some of these services over.

3 MS. ROBERTS: Okay. With that being said, I  
4 would entertain a motion to either approve, deny or table the  
5 hiring of additional part-time employees for the Department of  
6 Public Services.

7 MR. STEMA: Motion to approve.

8 MS. YOUNG: Second that.

9 MS. ROBERTS: Any further discussion?

10 I just have one question. Are these part-time  
11 employees already in the budget?

12 MS. POWELL: With the funds that we have  
13 available we'll be able to pay for it with our current budget.

14 MS. ROBERTS: Okay. Thank you.

15 All those in favor say aye.

16 MR. STEMA: Aye.

17 MS. YOUNG: Aye.

18 MS. ROBERTS: Aye.

19 Opposed the same?

20 (No response.)

21 MS. ROBERTS: Motion carries.

22 Okay, we are to the part of the agenda for  
23 public comment.

24 Mr. Van de Grift, do we have any public comment?

25 MR. VAN DE GRIFT: Only one. Councilman Zwolak.

1 COUNCILMAN ZWOLAK: Good afternoon.

2 MS. ROBERTS: Good afternoon.

3 COUNCILMAN ZWOLAK: To keep it brief; I really  
4 do want to invite you to our work sessions and our Council  
5 meetings. Sometimes we get a little more depth of what's  
6 going on in our deliberations and things that we want to  
7 accomplish also. I would hope in the near future that Council  
8 and TAB were to meet eventually, you know, and kind of get  
9 more familiar with each other so to speak.

10 Have you received the copy of the audit, the  
11 current audit report?

12 MS. ROBERTS: We have, yes.

13 COUNCILMAN ZWOLAK: All right. And the only  
14 other thing I thought Ms. Square might be here. I wanted to  
15 find out, there was a part of a provision in the Emergency  
16 Manager's order relative to a contract with American Axle. I  
17 just wonder if -- what was it that we had to be cautious about  
18 with the American Axle contract? I guess it was part of the  
19 demolition contract?

20 I'm not sure, but we weren't familiar with why  
21 there was some concern about even entertaining a change in the  
22 contract with American Axle.

23 Nobody is aware of that?

24 MS. ROBERTS: I'm not familiar with that and Ms.  
25 Square is on vacation this week.

1 COUNCILMAN ZWOLAK: That's about it.  
2 MS. ROBERTS: Okay.  
3 COUNCILMAN ZWOLAK: Thank you. Until next  
4 meeting.  
5 MS. ROBERTS: Thank you.  
6 MS. YOUNG: Thank you.  
7 MR. VAN de GRIFT: That concludes public  
8 comment.  
9 MS. ROBERTS: Any Board comment?  
10 (No response.)  
11 MS. ROBERTS: Seeing none, I would entertain a  
12 motion for adjournment.  
13 MS. YOUNG: I --  
14 MR. STEMA: I'll motion it, you can second. How  
15 about that.  
16 MS. YOUNG: Second.  
17 MS. ROBERTS: Any discussion about adjourning?  
18 (No response.)  
19 MS. ROBERTS: Seeing none, all those in favor  
20 say aye.  
21 MS. YOUNG: Aye.  
22 MR. STEMA: Aye.  
23 MS. ROBERTS: Aye. Opposed the same? Meeting  
24 is over. It is approximately 1:12 or 1:13.  
25 Thank you, everyone.

Meeting adjourned at 1:16 p.m.

RESPECTFULLY SUBMITTED:

s/ Amy Shankleton-Novess

Amy Shankleton-Novess CER 0838

Certified Electronic Reporter