

APPROVED - 5/6/15

STATE OF MICHIGAN
CITY OF ALLEN PARK
RECEIVERSHIP TRANSITION ADVISORY BOARD
HEARING WEDNESDAY, April 8, 2015
2:00 P.M.

ALLEN PARK CITY HALL
CITY COUNCIL CHAMBERS
16850 Southfield Road
Allen Park, Michigan 48101

PRESENT FOR RTAB:

R. Eric Cline, Department of Treasury
Suzanne Schafer, Department of Treasury
Joyce A. Parker, Department of Technology, Management & Budget
Kristine L. Barann
Frederick Frank

PRESENT FOR CITY OF ALLEN PARK:

Robert E. Cady, Finance Director
William B. Matakas, Mayor

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1 Allen Park, Michigan
2 Wednesday, April 8, 2015 - at 2:00 p.m.
3 MS. SCHAFER: Okay, we're going to get started.
4 Mr. Cline, would you do roll call, please?

5 ROLL CALL

6 MR. CLINE: Yes. Suzanne Schafer.
7 MS. SCHAFER: Here.
8 MR. CLINE: Joyce Parker.
9 MS. PARKER: Here.
10 MR. CLINE: Kristine Barann.
11 MS. BARANN: Here.
12 MR. CLINE: Frederick Frank.
13 MR. FRANK: Here.
14 MR. CLINE: We have a quorum.
15 MS. SCHAFER: Thank you.

16 APPROVAL OF AGENDA

17 MS. SCHAFER: The first item is the approval of the
18 agenda. Are there any questions?
19 Hearing no questions, I'll entertain a motion to
20 approve the Agenda.
21 MS. BARANN: So moved.
22 MS. PARKER: Support.
23 MS. SCHAFER: The approval of the Agenda has been
24 moved and supported. All those in favor, say "aye."
25 RTAB BOARD: Aye.

1 MS. SCHAFFER: Opposed?

2 RTAB BOARD: (No response).

3 MS. SCHAFFER: Hearing none, the approval of the -
4 the Agenda has been approved.

5 Motion by Barann, support by Parker, to approve
6 the Agenda for the 4/8/15 RTAB meeting. Approved
7 unanimously.

8 MS. SCHAFFER: I want to remind the - the public to
9 sign in for Public Comment period or we'll not recognize you
10 during that period if you haven't signed in.

11 Also, wanted to remind the public that comments
12 from speakers must be civil and respectful, and that you're
13 expected to respect the views of others and not interfere or
14 harass the speakers. The - the Board or the Chair reserves
15 the right at that time to cut the time short or issue an
16 admonishment, so just keep that in mind during the Public
17 Comment period.

18 APPROVAL OF RTAB MINUTES

19 MS. SCHAFFER: The next item on the Agenda is the -
20 the approval of the RTAB Minutes. We have the minutes from
21 the March 4th, 2015 RTAB Regular Meeting Minutes. Do we
22 have any questions regarding those?

23 MS. BARANN: I would move to approve the March
24 4th Minutes.

25 MR. FRANK: Support.

1 MS. SCHAFER: Okay, the approval of the March 4th,
2 2015 RTAB Regular Meeting Minutes have been moved and
3 supported. All those in favor, say "aye."

4 RTAB BOARD: Aye.

5 MS. SCHAFER: Opposed?

6 RTAB BOARD: (No response).

7 MS. SCHAFER: Hearing none, the March 4th, 2015
8 RTAB Regular Meeting Minutes have been approved

9 Motion by Barann, support by Frank, to approve the
10 Minutes of the RTAB 3/04/15 meeting. Approved
11 unanimously.

12 MS. SCHAFER: The next item is the March 12th, 2015
13 RTAB Special Meeting Minutes of - do - are there any
14 questions regarding the minutes?

15 MS. PARKER: I would move for the approval of the
16 March 12th, 2015 Special Meeting Minutes.

17 MS. BARANN: Support.

18 MS. SCHAFER: The approval of the March 12th, 2015
19 RTAB Special Meeting Minutes has been moved and supported.
20 All those in favor, say "aye."

21 RTAB BOARD: Aye.

22 MS. SCHAFER: Opposed?

23 RTAB BOARD: (No response).

24 MS. SCHAFER: Hearing none, the March 12th, 2015
25 RTAB Special Meeting Minutes have been approved.

1 Motion by Parker, support by Barann, to approve
2 the Minutes of the RTAB 3/12/15 Special Meeting.
3 Approved unanimously.

4 OLD BUSINESS

5 MS. SCHAFER: Moving onto Old Business, the first
6 item is the Five-Year Budget.

7 Mr. Cline, will you please provide a summary of
8 this matter for the Board?

9 MR. CLINE: Yes. Actually, my comments will be
10 more or less reflective of - of both items under Old
11 Business. The City was required to submit both documents to
12 the RTAB within 90 days of its appointment, which they did
13 so. My office, we are currently in the process of reviewing
14 the Five-year Budget. The Capital Improvements Plan, review
15 on that will be following shortly, but probably will not
16 take a terribly long period of time for that one.

17 I was just speaking with the Interim City
18 Administrator. We know - or we're, you know, probably
19 fairly certain that, you know, there will be some
20 adjustments that need to be made to these projections and
21 we'll be working with - with the city staff to - to
22 accomplish that. I'm hoping that we'd be able to bring this
23 back before the Board for review next month. But, we'll get
24 on that as expeditiously as possible and proceed
25 accordingly. So -

1 MS. SCHAFER: Okay.

2 MR. CLINE: - I don't know if there's any - any
3 particular questions, but we are taking a thorough look, and
4 - and as questions come up - and we know that there have
5 been some changes. They're gonna have to be incorporated
6 and we're gonna document all that, and then follow up with
7 the City, so.

8 MS. SCHAFER: Does the Board have any questions for
9 Mr. Cline?

10 All right. Mr. Cline has addressed both the Five-
11 Year Budget and the Capital Improvement Plans (sic) under
12 Old Business, so we'll move onto New Business.

13 NEW BUSINESS

14 MS. SCHAFER: The first item is the Approval of
15 Resolution and Ordinances for City Council Meetings, the
16 first being Resolutions from the Regular City Council
17 Meeting of February 24th, 2015. Do we have any questions
18 regarding those meetings (sic) - that - I'm sorry - that
19 resolution - or those resolutions?

20 MR. FRANK: Is - if the Chair, may - I had - there
21 is a - there was a discussion, closed session, regarding
22 Ford Motor Company litigation matter; conclusion was to
23 follow the recommendation of special counsel discussed in
24 the closed session. Well, I'll recognize that as all in the
25 closed session. Has there been any progress and is there

1 something yet that the City can report as to either the
2 subject matter of that litigation or its result?

3 MS. SCHAFER: Mr. Cady, do you want --

4 MR. CADY: I -

5 MS. SCHAFER: - to provide?

6 MR. FRANK: Thank you.

7 MR. CADY: Good afternoon. Yeah, I can report on
8 that now. The - the advice from our counsel was to file the
9 appeal on that matter, which was a tax - a tax - MTT
10 decision. And, that's what the recommendation of the - the
11 attorney was to - to keep fighting the fight and file the
12 appeal, which has been done.

13 MR. FRANK: Thank you.

14 MS. SCHAFER: Our next i (sic) - and, Mr. Cline,
15 maybe you can help the Board out. Was that the special
16 counsel litigation recommendation under Resolution 15 (dash)
17 0224 (dash) 041?

18 MR. CLINE: You mean did - did Mr. Cady's
19 discussion relate -

20 MS. SCHAFER: Yes.

21 MR. CLINE: - to that one? Yes -

22 MS. SCHAFER: Yes.

23 MR. CLINE: - I believe it did; yes. So -

24 MS. SCHAFER: So do we want to approve the -

25 MR. CLINE: Well, the Board - in - in some matters

1 and other RTABs, the Board has always separated litigation
2 out for a separate discussion; but since Mr. Cady has
3 already provided a recommendation on that, if the Board
4 concurs with the action taken, you can approve everything
5 from that meeting in - in one motion. Or if the Board
6 wishes to take other action, you can approve everything
7 except that, and then take a - take a separate action. So
8 it's really how the Board prefers to - to respond to this,
9 so.

10 MS. SCHAFER: Okay. Thank you.

11 And what is the Board's pleasure?

12 MR. FRANK: I'll move to approve the - all of the
13 Resolutions from the Regular City Council Meeting of
14 February 24th, 2015.

15 MS. SCHAFER: And do I have a second?

16 MS. PARKER: Support.

17 MS. SCHAFER: All those in favor to - to approve
18 the Resolutions from the Regular City Council Meeting on
19 February 24th, 2015, say "aye."

20 RTAB BOARD: Aye.

21 MS. SCHAFER: Opposed?

22 RTAB BOARD: (No response).

23 MS. SCHAFER: Hearing none, the Board has approved
24 the Resolutions from the Regular City Council Meeting on
25 February 24th, 2015.

1 Motion by Frank, support by Parker, to approve the
2 Resolutions from the Regular Council Meeting of
3 February 24, 2015. Approved unanimously.

4 MS. SCHAFER: This next item on the Agenda is the
5 Resolutions from the Special City Council Meeting on March
6 5th, 2015. The Resolutions for this Special City Council
7 Meeting on March 5th, 2015 were previously approved at the
8 Special RTAB meeting of March 12th, 2015. Therefore, no
9 additional action is required by the Board.

10 So we'll move on to the next item, the Resolutions
11 from Regular City Council Meeting of March 10th, 2015. Are
12 there any questions?

13 Hearing none, I'll entertain a motion to approve
14 all Resolutions from the Regular City Council Meeting of
15 March 10th, 2015, with the exception of Resolution 15 (dash)
16 0310 (dash) 058, which is the settlement agreements for
17 Christensen et al versus City of Allen Park and Malta et al
18 versus City of Allen Park; and the Resolution 15 (dash) 0310
19 (dash) 060, which is related to the BS&A Software update.

20 MS. PARKER: I would move for the approval of the
21 Resolutions related to the City Council Meeting of March
22 10th, with the exceptions noted.

23 MS. BARANN: Support.

24 MS. SCHAFER: Any further discussion?

25 Hearing the - that - none, all in favor of

1 approving all Resolutions from the Regular City Council
2 Meeting of March 10th, 2015, with the exception of
3 Resolution 15 (dash) 0310 (dash) 058 and Resolution 15
4 (dash) 0310 (dash) 060, say "aye."

5 RTAB BOARD: Aye.

6 MS. SCHAFER: Opposed?

7 RTAB BOARD: (No response).

8 MS. SCHAFER: Hearing none, the Resolutions from
9 the Regular City Council Meeting of March 10th, 2015, with
10 the exceptions noted, has passed.

11 Motion by Parker, support by Barann, to approve
12 the Resolutions from the Regular City Council
13 Meeting of March 10, 2015, with the exception of
14 Resolution 15-0310-058 and Resolution 15-0310-060.
15 Approved unanimously.

16 MS. SCHAFER: So we will consider the Resolution 15
17 (dash) 0310 (dash) 058, which is the settlement agreement
18 for Christensen et al versus City of Allen Park and Malta et
19 al versus City of Allen Park.

20 Mr. Cady, could you please provide the Board a
21 summary of this matter?

22 MR. CADY: The case of Christensen was revolving -
23 I - I sent an email out to the - to - did it get to the RTAB
24 or - and I responded to the questions on the Christensen
25 matter.

1 MR. CLINE: It did, yes. We - we transmitted some
2 information and some followup information this morning.
3 So -

4 MR. CADY: The - the Christen (sic) matter resolve
5 (sic) - revolved around a settlement agreement on basement
6 flooding, and it - it was actually, I believe, a class
7 action and it involved - how many - how many resident -

8 MAYOR MATAKAS: Well, between the two, there was 78
9 cases.

10 MR. CADY: There was 78 cases that were resolved
11 with this class action suit and the settlement; and that
12 relates to the basement flooding from the storm in September
13 last year?

14 MAYOR MATAKAS: 2010.

15 MR. CADY: 2010; I'm sorry.

16 MR. CLINE: The - if the Board pleases, the report
17 that I had sent this morning that - it would also have been
18 copied on, it looks like the City came out of this at very
19 little financial cost compared to some of its neighbors.
20 So, I believe that that is probably to their credit, and I
21 think that they've weathered that particular issue pretty
22 well. So, I don't know if there's any questions on - on the
23 information that was sent out today on that?

24 MS. SCHAFER: Does the Board have any questions for
25 either Mr. Cline or Mr. Cady?

1 MS. BARANN: I would move to approve Resolution 15-
2 0310-058.
3 MR. FRANK: Support.
4 MS. SCHAFER: We have a motion to approve
5 Resolution 15 (dash) 0310 (dash) 058. Any further
6 discussions or questions?
7 MS. PARKER: Just a question: The reference to
8 Malta, is that part of the same settlement or is that a
9 different settlement?
10 MR. CADY: That's a good question.
11 MR. CLINE: My - my understanding is that the
12 settlement covers both cases.
13 MS. SCHAFER: I thought they combined it. We're
14 checking.
15 MS. PARKER: Okay, thank you.
16 MS. CADY: I believe he's right. I - I can check
17 that out for you, but I'm - I'm pretty sure it is both
18 cases, a class action with multiple parties.
19 MS. PARKER: Okay.
20 MS. SCHAFER: Any further discussions or questions?
21 All those in favor of approving Resolution 15
22 (dash) 0310 (dash) 058, the settlement agreements for
23 Christensen et al versus City of Allen Park and Malta et al
24 versus the City of Allen Park, say "aye."
25 RTAB BOARD: Aye.

1 MS. SCHAFER: Opposed?

2 RTAB BOARD: (No response).

3 MS. SCHAFER: Hearing none, the Board has approved
4 Resolution 15 (dash) 0310 (dash) 058, the settlement
5 agreements for Christensen et al versus City of Allen Park
6 and Malta et al versus City of Allen Park.

7 Motion by Barann, support by Frank, to approve
8 Resolution 15-0310-058, settlement agreement for
9 Christensen et al versus City of Allen Park and
10 Malta et al versus City of Allen Park. Approved
11 unanimously.

12 MS. SCHAFER: The next Resolution is 15 (dash) 0310
13 (dash) 060, the BS&A Software update.

14 Mr. Cady, could you please provide us a summary?

15 MR. CADY: Yes, we are - as you remember and as
16 approved, we are moving to our new facility. The servers
17 that we have are extremely old, and because they're so old,
18 they're hesitant to move them to the new facility. As was
19 approved, all the new hardware is now being built and being
20 placed over there. Part of that process is also to upgrade
21 all of the City's software. We are currently operating on a
22 version of BS&A which is called the Pervasive. It's very
23 old, and matter of fact, just last week we received a letter
24 from BS&A that they will no longer be able to support it.
25 So, what this request is is to upgrade the City's financial

1 and accounting software to the current version, which is the
2 BS&A .NET Software. This would include the payroll,
3 accounts payable, general ledger, Building Department,
4 Treasurer, Assessing, and taxes. And that - that price
5 includes the training. We put everything in there. We
6 actually believe we're gonna come in a lot less than that
7 because the training that was suggested by BS&A we don't
8 feel we're gonna need all of it. A lot of the staff have -
9 that's come here from other cities has already received
10 training on the .NET Software. So, we're hopeful to be
11 coming in a bit under that number.

12 MS. PARKER: And what is the dollar amount?

13 MR. CADY: The total that was suggested by BS&A,
14 including the training, I believe was ninety -

15 MS. BARANN: Ninety-six-four-thirty-five.

16 MR. CADY: Ninety-six-four-thirty-five; thank you.

17 MS. BARANN: You're welcome.

18 MS. SCHAFER: And how much of that will be paid
19 through the General Fund?

20 MR. CADY: There is a breakdown on the memo, and if
21 you look at the second page, the General Fund is gonna
22 basically take on about thirty-seven thousand, four - four
23 hundred and thirty-seven dollars, of which was budgeted in
24 the '14-'15 budget. There's another thirty-one thousand
25 budgeted in Water and Sewer, and the Building Department has

1 about eleven thousand dollars of the - of the training. The
2 remainder of which would be like sixteen thousand, five-
3 sixty-one, which is mostly the training, and we hope we
4 don't have to use, would come from the account we've
5 established to pay for the - the City Hall build-out.

6 MS. SCHAFER: Does the Board have any further
7 questions for Mr. Cady?

8 I'll entertain a motion to approve, deny, or table
9 Resolution 15 (dash) 0310 (dash) 060.

10 MS. PARKER: I would move for the approval of
11 Resolution 15 (dash) 0310 (dash) 60 (sic).

12 MS. BARANN: Support.

13 MS. SCHAFER: Any further discussion?

14 All those in favor of approving Resolution (dash)
15 - 15 (dash) 0310 (dash) 60, say "aye."

16 RTAB BOARD: Aye.

17 MS. SCHAFER: Op - opposed?

18 RTAB BOARD: (No response).

19 MS. SCHAFER: Hearing none, the Board has approved
20 Resolution 15 (dash) 0310 (dash) 60.

21 Motion by Parker, support by Barann, to
22 approve Resolution 15-0310-060, BS&A Software
23 update. Approved unanimously.

24 MS. SCHAFER: The next item on the Agenda is the
25 City Administrator Items. While action on the next three

1 Agenda items approved during a Council Meeting outside the
2 normal review period for today's Board meeting, the City
3 Administrator has request to bring them forward for early
4 review as - as merited.

5 The first item is the approval to create an
6 Interim Assistant City Administrator position and appoint an
7 Interim Assistant City Administrator.

8 Mr. Cady, could you please provide summary for us.

9 MR. CADY: Thank you. In the discussions with the
10 State involving the replacement of the former City
11 Administrator, it was suggested that to help take on the
12 added burden until we could find a permanent replacement, a
13 interim city admin (sir) - or assistant city administrator
14 position be created who would not only help with all the
15 items that we have on our plate since I was moving over, and
16 also handling Finance, it would also help with the HR since
17 we've lost our HR Director also. So at this time, we're
18 asking that interim position be approved until we can get a
19 new city - a city administrator and, hopefully, a - a
20 position study done to determine what is the correct size of
21 this city and what positions we really need to fill.

22 MS. SCHAFER: Does the Board have any questions for
23 Mr. Cady?

24 MS. PARKER: Is there a time frame that you
25 anticipate the need for an interim position?

1 MR. CADY: It - it will be here at least until the
2 new city administrator is chosen. I don't know what that
3 time frame is. I understand that the - the Mayor's to meet
4 with the person the State has chosen to do the search; but I
5 don't know what that time frame is right now. I'm - I'm
6 assuming it'll be late summer or early fall before that
7 person's selected.

8 MR. CLINE: Right now, we are suggesting or at
9 least are working - our idea is probably four months. I
10 would say probably no longer than six months to complete
11 this process, so.

12 MR. CADY: This will be one of the budget
13 adjustments we would work through for - for the Five-Year
14 Budget to make sure that the money's there. But, it is
15 because we're using the funds for the - the former HR
16 Director along with the City Administrator salary budget,
17 which obviously is not gonna be used next year. So, the
18 funding's there for it. It's just gonna be a budget
19 amendment to move it to the right place.

20 MS. SCHAFER: So, Mr. Cady, would it be fair to say
21 that the Board would be approving this interim position for
22 approximately a 6-month period? At that time, the City
23 would be coming back in front of the Board for approval of
24 the hiring of the assistant?

25 MR. CADY: Well, it - it really isn't - well, you

1 know, I don't like to just create positions and - and say,
2 "We came to fund this and fund that," so I'm - I'm working
3 right now to get a quote to do a position study to redo the
4 - this - the - the job descriptions, find out what we should
5 be paying these people, and I hope to have that to the
6 Council by the - for consideration by the 28th of this month
7 at the next Council meeting. So you would see this,
8 probably, at your June RTAB meeting. If that's approved, I
9 would like, basically, to get somebody in here and do that
10 20,000 foot overview of what this City needs to hopefully
11 get something done, maybe have the Council's approval and
12 the RTAB's approval so that when the new administrator comes
13 onboard, he knows what positions he has to fill. Will there
14 be an assistant city administrator position at that time,
15 that's what I'm hoping this study will determine. So, it -
16 it's kind of hard to answer your question. I would hope
17 that this position would exist at least until the new City
18 Administrator is created and we know what we need.

19 MS. PARKER: So - so, Mr. Cady, is it fair to state
20 that, perhaps, the position - the interim position might be
21 needed between four and six months?

22 MR. CADY: It - yeah, as - at a minimum, I would
23 say that's correct.

24 MS. PARKER: So if the RTAB approved this for that
25 time frame with some type of review at that point in time,

1 is that a fair assessment?

2 MR. CADY: I would say that's more than fair.

3 MS. SCHAFER: Any further questions for Mr. Cady?

4 MR. FRANK: So, Mr. Cady, the in - interim
5 assistant city administrator would also have the
6 responsibilities - you said that - human resources, grant
7 development, and community development block grant, and DPW
8 - or I understand you're actively searching for a DPW
9 Director?

10 MR. CADY: We have an Interim DPW Director right
11 now who's filling in admirably. We hope to conclude the
12 interviews for the DPW position tomorrow and make a
13 selection, and have something to the Council by the 14th for
14 recommendation.

15 So this position, basically, will be handling the
16 - the grants, block grant, and the HR, as well as assisting
17 with all the other administrative functions that I'm just
18 not able to - can get to.

19 MS. BARANN: I'd like to move to approve the City
20 Administration request to create an administrative (sic)
21 Assistant City Administrator and appoint the Interim
22 Assistant City Administrator.

23 MS. PARKER: Is it possible, maybe, to add to your
24 motion not to exceed six months -

25 MS. BARANN: Sure.

1 MS. PARKER: - without a review?
2 MS. BARANN: We can do that.
3 MS. PARKER: Okay. I'll support that motion with
4 the amendment.
5 MS. SCHAFER: All right. It has been moved and
6 supported to approve the City Administrator's request to
7 create an Interim Assistant City Administrator position and
8 appoint an Interim Acity (sic) - Assistant City
9 Administrator for a period of six months, at which time the
10 position will be reviewed by the RTAB again. Is that a
11 fair -
12 MS. BARANN: Hm-hmm.
13 Ms. SCHAFER: Okay. All those in favor, say "aye."
14 RTAB BOARD: Aye.
15 MS. SCHAFER: Opposed?
16 RTAB BOARD: (No response).
17 MS. SCHAFER: Hearing none, the Board has approved
18 the City Administrator's request to create an Interim
19 Assistant City Administrator position and appoint an Interim
20 Assistant City Administrator for a period of six months, at
21 which time the position will be reviewed by the RTAB.
22 Motion by Barann, support by Parker, to approve
23 the City Administrator's request to create an
24 Interim Assistant City Administrator's position
25 and appoint an Interim Assistant City

1 Administrator for a period of six months, at which
2 time the position will be reviewed by the RTAB.

3 Approved unanimously.

4 MS. SCHAFER: The next item on the Agenda is the
5 approval to create and appoint an Interim Deputy Clerk
6 position.

7 Mr. Cady, please provide -

8 MR. CADY: Thank you.

9 MS. SCHAFER: - a summary of this?

10 MR. CADY: With the illness of our - our current
11 City Clerk and his treatments, it would - we thought it was
12 important to have somebody step up and take the day-to-day
13 functions that are necessary for the Clerk's Office,
14 especially with this May 5th election that's on the horizon.
15 And the - also, the August primary if necessary. So, it was
16 determined that we would move Mr. Gross up, who's working
17 currently about 25 hours a week to 35 hours a week, with no
18 benefits, as he's - already has benefits from another job,
19 until such time as - as Clerk Mizzi is able to resume his
20 full-time duties.

21 MS. SCHAFER: Any questions for Mr. Cady?

22 I'll entertain a motion to approve, deny, table
23 the City Administrator's request to create an Interim Deputy
24 Clerk position and appoint an Interim Deputy Clerk.

25 MS. PARKER: I would move for the approval to

1 create and appoint an Interim Deputy Clerk position.

2 MR. FRANK: Support.

3 MS. SCHAFER: It's been moved and supported. Any
4 further discussion?

5 Hearing those (sic) - hearing none, all in favor
6 of approving the City Administrator's request to create and
7 appoint an Interim Deputy Clerk, say "aye."

8 RTAB BOARD: Aye.

9 MS. SCHAFER: Opposed?

10 RTAB BOARD: (No response).

11 MS. SCHAFER: Hearing none, the Board has approved
12 the City Administrator's request to create and appoint an
13 Interim Deputy Clerk.

14 **Motion by Parker, support by Frank, to approve the**
15 **City Administrator's request to create and appoint**
16 **an Interim Deputy Clerk. Approved unanimously**

17 MS. SCHAFER: The next item on the Agenda is the
18 approval to hire a Level 3 Assessor.

19 Mr. Cady.

20 MR. CADY: Thank you.

21 Currently, our Level 3 Assessor is full-time and,
22 hopefully, we plan to keep her; but her plans are this fall
23 to start the process in retiring, and she hopes to be gone
24 by - by late fall, at least that's her plans right now. The
25 other - the other issue we have is, obviously, with the new

1 BS&A Software coming in, the Assessing software, there is,
2 I'm told according to former Assessor Gary Rocco (sic) a ton
3 of work that has to be done because our - our BS&A Assessing
4 software right now is very basic. It doesn't have the - the
5 pictures loaded, it doesn't have the sketches loaded, and
6 there's a lot of manual and labor-intensive work that's
7 needed there. Our thought was just to get a - another Level
8 3 clerk in here to work with the current clerk until her
9 retirement, and then we would have that position pretty much
10 sowed up. To - to help, also, with the - we - as you know,
11 we've also lost our - our contract Assessor, Gary Evanko,
12 and - and Meghan Porter, so there's a big hole there. We
13 are exploring trying to join the Downriver Assessors group
14 to fill that void. So, between all of those things moving
15 around, the thought was is that we'll eventually end up with
16 one Level 3 Assessor, but we would have somebody in here to
17 help load the new system in the interim when we get somebody
18 hired and have somebody to actually train with the - the
19 current Level 3 we have.

20 MS. BARANN: Given the fact that you have a
21 resignation in there, does that cover interims in the
22 budget? Do you see any problems with that?

23 MR. CADY: No, I - I don't - I don't anticipate any
24 problems there. We're already not spending the money we
25 were spending on Meghan and Gary, so there's some savings

1 there. Luckily, they - they worked until April 1, so the
2 rolls are pretty much complete. There's not a lot to do now
3 until June when they have to start, you know, working on
4 things again. So, there's some savings there. It may
5 require a small transfer for the '15-'16 budget for that
6 period from July until the - the current Level 3 retires.
7 But, I don't anticipate that will be a lot of money either.
8 I'm hoping to save more than that much by moving to the
9 Downriver Assessors Association. They have a contract
10 assessor and they contract with the cities Downriver to do
11 the same thing that Gary and Meghan were doing for the City
12 of Allen Park.

13 MS. PARKER: So - so are you looking at hiring the
14 Level 3 Assessor in addition to the Downriver proposal, or
15 is it one or the other?

16 MR. CADY: It's both. I'm looking at the Downriver
17 Association to take the place of Gary and Meghan to sign the
18 rolls, handle the higher level functions, the commercial
19 property appeals, Tax Tribunal, and those things. But
20 because of the power of three to four cities working
21 together on that, I'm hoping to save some money. I don't
22 have that - that quote yet from them. They're - we just met
23 with them last week. But, there should be some savings
24 there, significant.

25 MS. PARKER: So - so, do you still need the Level 3

1 Assessor if you have that type of support?

2 MR. CADY: Yeah, there - there'll have to be
3 somebody here in the office to handle, you know, the
4 property transfer affidavits, the - the phone calls, those
5 kinds of things that come in on a daily basis. I don't know
6 if we'll ever get away from that. Yeah, there - there's -
7 there's plenty to do, and especially now that with the new
8 BS&A Software, based on what Gary Evanko was telling me
9 that's gonna be a lot of work to load that new system.

10 MS. PARKER: So will the Level 3 Assessor then take
11 the place of the - the assistant or deputy assessor, or are
12 you talking about maintaining that position as well?

13 MR. CADY: I'm basically saying that the - the -
14 the new Level 3 will work with the current Level 3 until she
15 retires and then assume her position.

16 MS. PARKER: So you would not - actually, that
17 person would take her position.

18 MR. CADY: Right.

19 MS. PARKER: Okay.

20 MR. CADY: So that the new Level 3 would just be -
21 there would only be two for that 4-month or so period until
22 the - the one retires.

23 MS. PARKER: Okay.

24 MS. SCHAFER: Any further questions for Mr. Cady?
25 Okay. I'll entertain a motion to either approve,

1 deny, or table the City Administrator's request to hire a
2 Level 3 Assessor.

3 MS. BARANN: I'll move to approve the City
4 Administrator's request to hire a Level 3 Assessor.

5 MS. PARKER: Support.

6 MS. SCHAFER: It's been moved and supported. Any
7 further discussion?

8 Hearing none, all those in favor of approving the
9 City Administrator's request to hire a Level 3 Assessor, say
10 "aye."

11 RTAB BOARD: Aye.

12 MS. SCHAFER: Opposed?

13 RTAB BOARD: (No response).

14 MS. SCHAFER: Hearing none, the Board has approved
15 the City Administrator's request to hire a Level 3 Assessor.

16 Motion by Barann, support by Parker, to approve
17 the City Administrator's request to hire a Level 3
18 Assessor. Approved unanimously.

19 MS. SCHAFER: Thank you, Mr. Cady

20 MS. BARANN: Thanks, Mr. Cady.

21 NON ACTION ITEMS

22 MS. SCHAFER: The next item on the Agenda is Non-
23 Action Items. This includes the Monthly Financial Report of
24 February 2015. This report has been received and filed.

25 PUBLIC COMMENTS

1 MS. SCHAFER: And then we move to Public Comments.

2 (Brief pause)

3 MR. FRANK: Madame Chair, before we get the Public
4 Comment - well, maybe we should do that during Board
5 Comment. I had asked at our last meeting in Lansing to have
6 - to get an update on the operational and the - on the
7 budget, which we did receive from Mr. Cline; and also as to
8 the status of the - the bond issue with the refinancing. I
9 don't know if it's Mr. Cady who should be addressing that to
10 us, or if you want to wait 'til Board Comment period.

11 MS. SCHAFER: We - I would suggest we wait 'til
12 Board Comment period.

13 MR. FRANK: Thank you.

14 MS. SCHAFER: Okay, thank you.

15 MR. CLINE: Just one - one Public Comment, Andrea
16 Hammond.

17 MS. HAMMOND: Good afternoon. My name is Andrea
18 Hammond. I'm a resident of Allen Park. My comment is in
19 regards to the pending bond payment that is due in - the
20 first of May. And when I say "the first of May," I'm - I'm
21 talking about the beginning of May. Is the RTAB aware of
22 the - of the fact that that money was never budgeted because
23 they thought all the bonds - the - repurchasing of the bonds
24 would be taken care of by that? And my - also, my concern
25 about that is where's that money gonna come from? Is that

1 going to reduce the City's fund balance by over a million
2 dollars because the money was never originally budgeted?

3 And the other com (sic) - question I have is the
4 lady sitting over here. It - does she work for the State or
5 is she a recorder? I'm just curious as to what her function
6 is. Thank you.

7 MS. SCHAFER: And that's the end of Public Comment.

8 BOARD COMMENTS

9 MS. SCHAFER: Okay. The next item is Board
10 Comment, and Mr. Frank did inquire about the bond tender.
11 I'm going to ask Eric to update the Board on where that
12 stands.

13 MR. CLINE: Yes, the - the bond tender process was
14 delayed somewhat during the transition between City
15 Administrators; however, a lot of the background work has
16 continued on some of the necessary documents, and I know
17 that process is in place. There were some meetings - or
18 conference calls, rather, last week. Unfortunately, I was
19 unable to participate on that, but I do know that things are
20 proceeding. We are working with the City regarding the
21 comments about the upcoming bond payment. I have not been
22 involved as of this prior week on the status of that
23 discussion, but that is something that is ongoing. And we
24 are - there's a large group that includes the City, their
25 various attorneys, and - and financial advisors, Treasury is

1 also involved, that confer weekly on - on the status of this
2 process; so that is ongoing. The Board, to the best of my
3 knowledge, has approved everything necessary for the City to
4 execute this bond tender. I don't expect that issue to be
5 back before this body. I think that will all be taken care
6 of, and I think the group granted all the approvals
7 necessary, so.

8 MR. FRANK: Thank you, Mr. Cline.

9 MR. CLINE: You're welcome.

10 MS. SCHAFER: And does the Board have any further
11 comment?

12 ADJOURNMENT

13 MS. SCHAFER: Okay. Hearing no further comments, I
14 will entertain a motion to adjourn the meeting.

15 MS. BARANN: So moved.

16 MR. FRANK: Support.

17 M.S. SCHAFER: All those in favor of adjournment,
18 say "aye."

19 RTAB BOARD: Aye.

20 MS. SCHAFER: Opposed?

21 RTAB BOARD: (No response).

22 MS. SCHAFER: Hearing none, the meeting is
23 adjourned. Thank you.

24 Motion by Barann, support by Frank, to adjourn the
25 RTAB meeting of 4/8/15. Approved unanimously.

(At 2:36 p.m., meeting concluded)

STATE OF MICHIGAN

COUNTY OF WAYNE:

I, Marcia Ann Tomkiewicz, certify that this transcript, consisting of 31 pages, is a true, complete and correct transcript, to the best of my ability, of the minutes of the hearing of the City of Allen Park Receivership Transition Advisory Board on April 8, 2015.

I also certify that I am not related or associated with any of the parties in this hearing.



April 22, 2015

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