

**VILLAGE OF FRANKLIN
VILLAGE COUNCIL SPECIAL MEETING
MONDAY, APRIL 8, 2019, 5:30 PM
FRANKLIN VILLAGE HALL – BROUGHTON HOUSE
32325 FRANKLIN ROAD, FRANKLIN, MICHIGAN 48025**

**WORKSHOP
BUDGET FY 2019-2020**

I. CALL TO ORDER

The meeting was called to order by President, Pam Hansen, 5:39 PM at the Franklin Village Hall, Franklin, Michigan.

II. ROLL CALL

Present: Fred Gallasch, Pam Hansen, Bill Lamott, Ed Saenz, Mira Stakhiv
Absent: Brian Gordon, Mike Seltzer
Also Present: Jim Creech, Village Administrator
Eileen Pulker, Village Clerk
Doreen Martin, Village Administrative Assistant/Deputy Clerk
Gary Roberts, HDC Chairman
Dan Roberts, Chief, Police Department
Tony Averbuch, Chief, Fire Department

III. ADOPTION OF AGENDA

**Motion by Stakhiv, seconded by Saenz to adopt the agenda, as presented.
Motion was approved unanimously.**

IV. PUBLIC REQUESTS AND COMMENTS

No public was present, no comments were made.

V. DISCUSSION ITEMS

A. Proposed Budget, FY2019-2020

Creech stated that he had had some input from the Finance Committee, from Thursday night's Budget Planning meeting with HDC and MSF, and from some additional conversations. Those revised changes were highlighted in the "DRAFT Annual Budget" distributed for this meeting.

Hansen clarified that this was a Budget Workshop and no vote would be taken at this meeting.

Creech stated the only substantial changes in the General Fund were on page 3 of 3, under Boards and Commissions: Historic District Study Committee, \$5,900 and Historic District Commission, \$4,100 and under Community Programs: NEXT, \$6,600.

Hansen began a conversation about NEXT funding, notwithstanding the worthiness of that agency; rapidly going from no extra funding over and above the re-routing of CDBG funds in previous years to possibly \$10,000 for 2019-2020. She felt it was a large increase and inquired as to how many people from Franklin were taking advantage of the programs. Lamott was in favor of this increase noting that up until 2017 the Village had not contributed anything, other than the CDBG funds every other year. The timing was right as this was a great opportunity to bring a lot of NEXT programs to Franklin, as has already been scheduled at the Kreger House with possibly

more to come. This would mean more visitors to the downtown. The Franklin senior population has grown to 40% and by having Senior programs in the Village which might encourage others to join. He reminded Council about the Seniors Program that had been organized a few years ago in the Village. Getting volunteers involved had been a difficult task, but NEXT knew how to do that and could do it here in Franklin. Saenz and Stakhiv agreed with Lamott's support. Stakhiv added that she knew that when Lt. Bastianelli worked with the Senior citizens he referred them to NEXT for services, such as driving to appointments. She had very positive comments about the different programs NEXT puts on, including having medical equipment available to members and saw the organization as an asset to the community. However, she also thought its Board should do more PR in the Village. She even suggested sending out hard copy mailers to the residents so it reached those of several generations. Gallasch commented that having NEXT in the Village might bring more people to the downtown. Lamott agreed the monetary increase would be a huge commitment to NEXT; however, next year could be on a trial and error basis. Lamott added the benefits of the resources and referral system NEXT has, especially for those families who live out of town and have a family member in the community who needed assistance or help. Pulker, being on the Board, includes information about NEXT in her weekly email blast and maybe more information should be disseminated on it. Pulker will take the Council's thoughts back to the NEXT Board at their monthly meeting.

In the General Fund, under Buildings and Grounds, Hansen questioned Creech what were the planned expenses for the Broughton House. What were the Communication expenses and the Kreger House expenses which had increased exponentially? He had detailed comments on those line items. Communication expenses were for phone and internet. Hansen inquired if the Village published the Quorum, which had been discussed in the Finance Committee meeting, would it be a line item under Communication. Creech said it would be under Public Information for the Council since it would be responsible for putting out the newsletter.

Stakhiv pointed out and questioned that the category "Computer Software and Supply" were on several different pages. Gallasch mentioned he would like to see expenditures by category rather than spread throughout the Budget. Hansen requested that he put together such a report which would be helpful to Council. Creech agreed to do so.

Lamott had questions about the Planning Commission's progress on the wireless communication and 5G issues. Stakhiv, Council's representative to Planning, synopsized its numerous activities with regards to this subject. Lamott expressed his opinions of what he thought would be necessary to move this forward. He felt the Council could be more influential on this subject. Stakhiv stated that she thought Planning needed a more structured directive from Council and that might be to hire a consultant and have that consultant report back on what could be done to improve the wireless function in the Village. Hansen would like the research and factual information gathered by PC shared with the Council so it knew how best to move forward in the Village. Stakhiv would address this matter at the next Planning Commission meeting.

Chief Roberts explained the significant increase in Police Department expenses was due to the hiring of another full time officer, insurance coverage, and the Officers settling their contract at the beginning of this year which increased some salaries. He added that for various reasons there were some who had opted out of insurance coverage, saving the Village a substantial amount of

money. The cost of overtime and gas were very worrisome to him because the prices could fluctuate so greatly year to year. Questions were posed to the Chief regarding the cost of police services for the proposed assisted living center in Bingham Farms and the already established Special Assessment District (S.A.D.). Those costs were not part of the proposed Budget; however, Stakhiv was in favor of amending it if need be. Hansen stressed the possible need to look into the S.A.D. agreement which was written in 1986 and Roberts agreed, especially with the prospect of the assisted living center being constructed. However, it was not an immediate need as the building will not be completed for at least a year.

Roberts mentioned that he would appreciate the Personnel Committee looking into his salary contract, noting that it has been seven (7) years. He listed many of the positive accomplishments and improvements the department he has made under his command. Stakhiv agreed that the contract should be reviewed and the committee would meet to consider a salary increase. A performance appraisal form has been developed and in place and it would be executed.

Gallasch clarified that the Police Chief's salary would remain as posted in the draft Budget subject to the Personnel Committee's review. Next year's Budget may be revised depending on the outcome.

Creech noted the Fire Department has hired another full time firefighter, bringing the total to three (3). The total Budget increase was minimal.

Hansen stated that she wanted to speak about Payroll. Creech had budgeted an increase of 3% across the board, including the Village Clerk's salary with which she did not agree. Her reasoning for disagreeing with the figure was because this job had been defined as an elected Official Clerk who performed certain duties, was treated as an employee on one hand and an elected official on the other. This Village Council had done only a cursory look at that job and had not evaluated her performance. The Clerk reports to the community, as well as works as part of the team in the Village Office. It was a murky issue but she still defaulted back to "this (was) an elected position". In a sense, the Village residents elected and "bought" a Clerk whose duties were defined in the Charter and the job hadn't changed. She didn't understand why Council would want to consider that person for an annual salary increase like any other employee. She felt it muddied the water even more.

Stakhiv, Personnel Committee, explained the process the committee went through when determining salary increases, including reviewing that of the Administrative Assistant and the Administrator in October. When MML came out with all its salaries, she reviewed different positions, including Police Officers, Police Chiefs, Village Clerks, and more. After going through the raw data (taking out the highest and lowest salaries) and taking into account other pertinent factors, she had found that after giving the recommended 3% increase, the current Village Clerk's base salary would still be below the average salary of a Clerk. As for increasing the Village Clerk's salary, Hansen did know that other Village Clerks received increases, even elected ones.

Stakhiv stressed that it was the duty of the Council and their due diligence to review employee performances. The fact that other Franklin Village Councils had not done this in ten (10) years was absurd. This was her opinion and she proposed a 3% increase. By increasing the salary did not mean the Clerk was an employee, Council would be doing something that it should have been

done every couple of years. The lack of performing such a due diligence on salaries and benefits or at least reviewing job performances every two-three years should be addressed so as not to result in other issues. Gallasch agreed.

Hansen thought it appropriate to look at the market which was one dimension that Stakhiv had looked at but she felt that other factors of the job should be considered. Before she could support what Stakhiv was talking about she would want a more thorough review, like any HR person would do. Stakhiv added that when the Village was between Administrative Assistants it was the Village Clerk who picked up the bulk of the duties of that job. Council might want to change the parameters of the job in the next voting cycle and this could be addressed at that time. The job description which was on file was still valid and a lot of those job responsibilities were still being done. She, personally, had a five (5) page job description from a former Council member when she reviewed the Village Clerk job description. Among other information she garnered while doing some research was that out of the fifteen clerk jobs through MML, thirteen (13) were full time jobs and only two (2) were part time jobs.

A concern of Stakhiv's was the lackadaisical attitude about certain subjects; ignoring issues instead of tackling them. Hansen replied that the easiest thing to do was to throw money at problems. She did not accept that the Council had been lax about anything. Stakhiv challenged that statement considering the Clerk had not been given a raise in 10-11 years. Hansen countered by saying that the elected Clerk was a part time job until a few years ago when Council added another part time role which made it a full time job. What part should Council give an increase to and why to the Village Clerk who has actually lost responsibilities. Gallasch emphasized that she was an employee working 8 hours a day. Stakhiv noted that regardless whether she did half of this and half of that, over ten (10) years this issue had not been addressed. Further, she stated that the 3% increase would put the position in line with the data she had found. Hansen then assumed that meant putting in the same systems for the clerk as for other employees which would be coaching, training, and performance feedback. Stakhiv stated she thought this should have been part of this job all along and did not see any reasoning for not giving a nominal increase of 3% which would still be underneath the average salary that most Village Clerks make. Lamott agreed that Pulker's job was part Clerk and part other responsibilities which were very important to what the Village did. From his perspective it gets done well; why not recognize her for it. If other things needed to be reviewed he was amenable to that. He agreed with Stakhiv that ten (10) years with no increase was not acceptable.

V. ADJOURNMENT

There being no further business, the meeting adjourned at 6:58 PM.

Respectfully submitted,

Gail Beke, Recording Secretary

Eileen H. Pulker, Clerk

Pamela Hansen, President