

Present: Council President Downey; President Pro-Tem Woodrow; Members: Domzal, Mooney, Pfeifer and Schmitt

Absent: McCleary

Also Present: Village Manager, Murphy

President Downey called the Council study session to order at 7:30 p.m. in the Village municipal building at 18500 W. 13 Mile Road.

Downey has submitted a proposed agenda for this session as follows.

- ▶ Policy Agenda/ Priority List
- ▶ Board Staffing/ Volunteers
- ▶ Code Enforcement Officer – public notification and policy
- ▶ Planning Consultant Status
- ▶ DWRF Motion
- ▶ Open budget issues

### **WORK SESSION TO DISCUSS COUNCIL GOALS AND OBJECTIVES**

Council members have received the latest copy of the Council policy goals and priorities chart. Downey noted that the grayed items are complete and will be deleted from the next publication with Council's consent. The purpose of tonight's discussion is to decide which items a majority of members want to address and to determine a work plan in order to have an understanding of how those goals will be accomplished. Goals will be refined and prioritized so that they become the goals of this Council.

Council reviewed each item clarifying the status and work plan for that entry. Policy goal items that are in progress will remain on the list but do not require prioritization. A few related issues were compiled into one item. Murphy will prepare background information on items that receive a majority of Council votes, and they will appear on a Council meeting agenda when time permits.

Each member voted for five goals that they consider to be priority issues for Council consideration. The results were recorded, and Downey will prepare a revised policy agenda for distribution to Council. Council members are able to suggest additional goals at any time.

### **BOARD STAFFING/VOLUNTEERS**

Reappointments to expired terms on Village Boards occur in June. Council is aware of openings on the Planning Board, Zoning Board of Appeals, and Birmingham Area Cable Board. Downey encouraged Council members to recruit volunteers for Village Boards.

### **CODE ENFORCEMENT OFFICER**

A part-time code enforcement officer position has been created, and retiring Public Safety Officer Dan Gosselin has been retained to fill that position beginning in July. Murphy outlined what he considers to be the duties and responsibilities of the position. He assured Council that the Village's code enforcement officer will not follow the model of some other area

communities. Gosselin's approach will be to help people come into compliance with Village codes. The intent is to encourage people to make repairs and clean up their property to conform to Village codes without taking them to court.

Murphy remarked that all of Dan Gosselin's time will not be spent on code enforcement. He will also serve as a construction liaison.

Downey asked Murphy to announce at a Council meeting that there will be increased code enforcement this summer and to provide examples of the type of violations that the code enforcement officer will be looking for.

### **REVIEW AND CONSIDER PLANNING CONSULTANT CONTRACT**

Schmitt reported that a subcommittee of Downey, Schmitt, and Planning Board chairperson Jensen met several times. Murphy was present at those meetings, and Planning Board members Smith, Tillman and Wayne attended two of the meetings. The subcommittee interviewed representatives from three planning consultant firms and unanimously recommended Langworthy, Strader, LaBlanc & Associates Inc. as its first choice for Village planning consultant. Administration was directed to negotiate a proposed contract with the firm. The second place selection was McKenna Associates, Inc. with Birchler Arroyo coming in third.

The current planning firm is entitled to a 30-day notice of termination of its contract. If Council votes on this tonight, the contract can be terminated effectively at the end of May.

Downey and Murphy outlined the nature of the contract that will be negotiated with LSL. Council discussed whether to terminate the Village's contract with Birchler Arroyo before a contract with another planning firm is finalized.

Motion by Schmitt, seconded by Mooney, to direct administration to give Birchler Arroyo 30-day notice of termination of contract.

If this action is taken, Birchler Arroyo will be under contract with the Village until the end of May. It was noted that Birchler Arroyo has received payment for unresolved work on the 14 Mile Road Corridor Study and codification of the Site Development Handbook. Murphy remarked that Birchler Arroyo is a professional firm and has an obligation to complete its outstanding work.

Bob Walsh of 20655 Smallwood offered an unfavorable view of the performance of Brad Strader, Principal of LSL.

Lawrence Needham of 15588 Kirkshire expressed the view that Brad Strader was the best urban planner the Village has had in the last ten years. Strader is a resident of Beverly Hills and has an institutional memory of the Village.

Roll Call Vote:  
Schmitt - yes  
Woodrow - yes

Domzal - no  
Downey - no  
Mooney - yes  
Pfeifer - yes

Motion passed (4 – 2).

It was clarified that, while Birchler Arroyo is being given a 30-day notice of termination of contract for general services, the firm is to complete the 14 Mile Road Corridor Study and codification of the Village's Site Development Handbook.

**REVIEW AND CONSIDER RESOLUTION ADOPTING FINAL PROJECT PLAN FOR WATER SYSTEM IMPROVEMENTS AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

Before Council for consideration is a Resolution to be forwarded to the Michigan Department of Environmental Quality as the first step in applying to the State of Michigan for a Drinking Water Revolving Fund Loan. The resolution adopts a final project plan for the Village's proposed water system improvements and designates Renzo Spallasso as the authorized project representative.

Motion by Woodrow, seconded by Pfeifer, to approve a Resolution adopting a final project plan for water system improvements and designating Director of Public Services Renzo Spallasso as the Village's authorized representative for all activities associated with the project.

A copy of the Resolution and attachment is on file at the Village offices.

Roll Call Vote:  
Motion passed (6 – 0).

**BUDGET DISCUSSION**

Murphy distributed several revised budget pages and described the changes. Questions from Council on specific budget items were addressed.

Domzal expressed the view that the budget document should be used as a management tool in terms of reviewing how Village departments have performed. In order to do this, each department needs to indicate its 2002/03 goals, its 2002/03 accomplishments, and its goals for 2003/04. How this is done should be left to the Village Manager. Domzal suggested that the goals established by Council this evening be included in the narrative budget as well as the Manager's goals discussed at tonight's Personnel Committee meeting.

Domzal asked that administration prepare a pie chart showing the flow of dollars in and out of the Water and Sewer Fund.

Murphy reported on a meeting he had today with individuals from the Detroit Executive Service Corps to talk about the strategic planning services their group can offer the Village. He would

like to include Council in a discussion with this group at some point in the future. Murphy distributed copies of the group's annual report to Council members.

Domzal reported that the Personnel Committee met this evening at 6:30 p.m. to review Brian Murphy's performance as Village Manager over the last year. The Committee identified his many accomplishments and his strengths as well as a couple of areas that they thought he could focus on and work towards improvement. Overall, the feeling of the Committee was that it would like to indicate support for the job Brian Murphy is doing, encourage him to continue to improve, and reward him for his fine efforts.

The Committee unanimously passed a motion that, due to Brian Murphy's fine performance over the last year, the Personnel Committee recommends that Council offer him a 3% pay raise and the opportunity for professional enrichment. The Committee suggested that Council work with Murphy to pursue opportunities for professional growth within the cost constraints of the Village.

Motion by Domzal, seconded by Mooney, to give Village Manager Brian Murphy a 3% pay increase in fiscal year 2003/04 along with the opportunity for professional enrichment as recommended by the Personnel Committee of Council.

The recommended salary figure will be incorporated in the proposed 2003/04 budget. Council asked that the Personnel Committee report on its meeting at the next regular Council meeting.

#### **PUBLIC COMMENTS**

Bob Walsh of 20655 Smallwood Court had questions and comments on the proposed budget, which were addressed by Murphy.

Gladys Walsh of 20655 Smallwood Court expressed concern with establishing a position for a part-time code enforcement officer when the Village has an employee designated to enforce ordinances. She questioned how the new position will affect the building official position. Downey encouraged Walsh to discuss this matter with Murphy.

Motion by Mooney, seconded by Pfeifer, to adjourn the meeting at 9:37 p.m.  
Motion passed (6 – 0).

**Doyle Downey**  
**Council President**

**Ellen E. Marshall**  
**Village Clerk**

**Susan Bernard**  
**Recording Secretary**