



Rochester Hills Minutes

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Administration and Information Services Committee

*John L. Dalton, Bob Grace, Katie Hauswirth, Melinda Hill, Barbara Holder, Bev Jasinski,
Andrew Kenzie, Pam Lee, Gerard Verschueren*

Tuesday, June 1, 2004

8:00 AM

1000 Rochester Hills Drive

CALL TO ORDER

Chairperson Hill called the Administration and Information Services Committee meeting to order at 8:10 a.m.

ROLL CALL

Present: Melinda Hill, Barbara Holder, Stephen Kirksey and Gerard Verschueren

Absent: John Dalton

*Non-Voting Members Present: Bob Grace, Bev Jasinski, Pam Lee, Katie Hauswirth
Non-Voting Members Absent: Andrew Kenzie*

APPROVAL OF MINUTES

March 2, 2004 Meeting Minutes originally approved at May 4, 2004 Meeting

COMMUNICATIONS

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Committee members discussed General Wage Adjustment Information

** Pam Lee, Human Resources Director, wage adjustments comparison for the following:*

- * AFSCME 2491*
- * AFSCME 1917*
- * IAFF 3472*
- * Directors*
- * Non-Union*

UNFINISHED BUSINESS

2004-0434

Elimination of the Primary Election

Attachments: Minutes Excerpt Draft 050404.pdf

Committee members discussed elimination of primary election process.

** Bev Jasinski, City Clerk, provided the following information:*

** Cities throughout the State have been eliminating their primary election due to monetary constraint.*

** Turnout in Rochester Hills Primary Elections under 15 percent of voting public.*

- * *Farmington Hills and Troy have eliminated their primary elections.*
- * *Section 9.9 Primary Election of the City Charter reads as follows:*
- * *City primary election shall be held on the Tuesday after the second Monday in September of each odd-numbered year.*
- * *If there are not more than twice the number of candidates for each office to be filled as there are persons to be elected, the primary election shall not be held, and those persons filing valid petitions shall be declared the nominees.*
- * *Rochester Hills became a City in 1984.*
- * *Rochester Hills has had seven (7) primary elections out of nine (9)*
- * *Rochester Hills had two (2) general elections without a primary.*
- * *The percentage of registered voters who voted in the primary elections are:*
 - * *1995 - 18.2 percent*
 - * *1997 - 10.8 percent*
 - * *1999 - 17.11 percent*
 - * *2001 - No primary*
 - * *2003 - 13.85 percent*
- * *The victor of primary election traditionally becomes victor in general election.*
- * *The cost of a primary election is \$30,000 minimum.*
- * *Ms. Jasinski's recommended the following course of action:*
 - * *Request City Attorney to draft appropriate language to change charter.*
 - * *Forward attorney's draft to Governor for approval prior to placement on the ballot.*
 - * *She noted deadline for ballot wording is August 24, 2004.*

Discussion commenced amongst Committee Members including the following:

- * *Primary Election plays an important function in the Election process.*
- * *Elimination of Primary would reduce information provided to the public on the candidates.*
- * *If the ballot question is placed on a regularly scheduled election, there is no cost for putting anything additional on the ballot.*
- * *The Committee requested Ms. Jasinski obtain feedback from other municipal City Clerks regarding comments from their respective constituents.*

Discussed

2004-0449

Discuss General Wage Adjustment Information

Attachments: Wage Adjustments.pdf

Discussion commenced regarding the contents of the adopted resolution from the May 4, 2004 meeting.

**Consensus of the Committee was to have the Clerk's Office e-mail final AIS resolutions*

for review prior to placing them in the City Council packet.

Discussed

NEW BUSINESS

2004-0488

Administration Request Policy

Attachments: Memo Strate CC Requests.pdf; Memos Somerville CC Requests.pdf
Committee members discussed Administration Request Policy

** Mayor directed Council Members to put their requests through City Council Liaison.*

** Mayor brought up a matter that the committees were micro-managing the operations.*

** Mayor speculates that some information requests are beyond the level of certain committee's responsibilities.*

** Discussed use of computers at Council meetings to receive email and research the Web.*

** Discussed reviewing policies as to what Council's duties are and how to govern themselves in the appropriate manor.*

** Discussed defining guidelines for newly elected Council Members.*

** Committees formed to create better communication between the Administration and City Council.*

** Chairperson Hill indicated she will speak with City Council President regarding having someone from MML facilitate.*

Discussed

ANY OTHER BUSINESS

Council Members Voting

** It was noted that a member must be present to vote.*

Liquor License Application

** Clerk is working on liquor license application.*

** Request for the old CVS drugstore for a class "C" license was received by Clerk's Office.*

** Possible new tenant will bring in a liquor license.*

Council Members Administrative/City Council Policies Paperwork

** Request to have Administrative Policies and City Council Policies on CD.*

** Ordinances are updated electronically through the year.*

Albanian Club License

** Ordinance in place allows the Sheriff's Department as well as the Ordinance Enforcement to look at possible problems that may occur.*

City Council Members Longevity Issue

* Pam Lee noted pension plan revision will be brought to AIS once completed including appropriate changes in language.

* Affects other service time such as longevity.

* Possibility of some affect on language that says City Council Members elected to full-time position receive service credit for years of service on City Council.

NEXT MEETING DATE

The next meeting is scheduled for Tuesday, July 6, 2004, at 8:00 a.m. but may be rescheduled to July 13, 2004.

ADJOURNMENT

There being no further business to discuss, Chairperson Hill adjourned the meeting at 9:15 a.m.

Minutes prepared by Sue Busam