



# Rochester Hills Minutes

1000 Rochester Hills  
Drive  
Rochester Hills, MI 48309  
(248) 656-4660  
Home Page:  
[www.rochesterhills.org](http://www.rochesterhills.org)

## Administration and Information Services Committee

*John L. Dalton, April Feng, Bob Grace, Melinda Hill, Barbara Holder, Bev Jasinski,  
Stephen Kirksey, Pam Lee, Jennifer Stein, Gerard Verschueren*

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Tuesday, March 1, 2005

4:00 PM

1000 Rochester Hills Drive

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**DRAFT**

### CALL TO ORDER

*Chairperson Holder called the Administration and Information Services Committee meeting to order at 4:07 p.m.*

### ROLL CALL

**Present:** Melinda Hill, John Dalton, Barbara Holder and Stephen Kirksey

**Absent:** Gerard Verschueren

*Non-Voting Members Present: Bob Grace, Bev Jasinski, Pam Lee, April Feng and Jennifer Stein*

*Non-Voting Members Absent: None*

*Others Present:*

*Jane Leslie, Deputy Clerk*

*Committee Member Verschueren provided previous notice that he would be unable to attend and asked to be excused.*

### APPROVAL OF MINUTES

**2005-0132** Regular Meeting - February 1, 2005

**Attachments:** Min AIS 020105.pdf

**A motion was made by Dalton, seconded by Hill, that this matter be Approved.**

**Resolved that the Administration and Information Services Committee hereby approves the Minutes of the Regular Meeting of February 1, 2005 as presented.**

**The motion carried by the following vote:**

**Aye:** Hill, Dalton, Holder and Kirksey

**Absent:** Verschueren

### COMMUNICATIONS

*None.*

## UNFINISHED BUSINESS

**2004-0667** Discussion Regarding Creation of a Proposed Committee to Promote Communication with Local Businesses

**Attachments:** Referral Notice.pdf; Min CC Draft 080404.pdf

**Ms. Linda Davis-Kirksey and Mr. William Connellan** of the Greater Rochester Chamber of Commerce described creating a Chamber committee consisting of a member from each of the three (3) member communities (Rochester, Rochester Hills and Oakland Township), and four (4) Chamber members, as well as Ms. Davis-Kirksey and Mr. Connellan as co-chairs. The main focus of the Committee would be economic development, but they felt that the suggestion of promoting communication between businesses and local government could also be addressed. They suggested that if the Chamber's new Committee also meets this criteria, it would eliminate the possible redundancy of Rochester Hills creating a new committee.

**Ms. Hill** noted that the Administration & Information Services (AIS) Committee's original concept was a committee that would meet quarterly to provide "an open discussion forum for businesses to address issues with our City." She stressed that the idea was for business people to have access to City administrative staff members and Council members on an informal level.

The Chamber representatives suggested that the new committee could offer that as a component of their overall purpose, noting that the Chamber could serve as the "conduit system" for communication with local business people.

Noting that Council members are not as accessible as City administrative staffers, AIS Committee members recommended that the new Chamber committee include a City staff member and an elected official as representatives from each community

**Ms. Davis-Kirksey and Mr. Connellan** thanked AIS Committee members for their feedback and assured Chairperson Holder that they would contact her once the Chamber evaluated their feedback. Ms. Davis-Kirksey asked that, in the interim, the AIS Committee consider who they would like to appoint to the new Chamber committee.

**Discussed**

**2005-0097** Annual Class C Inspection Report - 2005

**Attachments:** Memo Leslie.pdf; List of Class C Licenses.pdf; Bldg Dept Report.pdf; Heath Dept Reports1.pdf; Heath Dept Reports2.pdf; Heath Dept Reports3.pdf; Heath Dept Reports4.pdf; Ltr Chuck E Cheese 021805.pdf; Ltr Olive Garden 021805.pdf

**Chuck E. Cheese's**

**Ms. Jane Leslie**, Deputy Clerk, explained that the violations previously noted have been corrected and that the Building Department's report was actually delayed and Chuck E. Cheese's had been in compliance with regard to their electrical violations at the time of the previous AIS Committee meeting.

**Mr. Eric Hrit** appeared before the Committee on behalf of Chuck E. Cheese's and was advised by Committee members that it is essential that violations be addressed in an expeditious fashion to avoid placing their liquor license in jeopardy.

**The Olive Garden**

**Mr. Ken Bissonnette** appeared before the AIS Committee and identified himself as the

*General Manager of The Olive Garden restaurant in question. He noted that he only recently assumed this position and, in effect, inherited the situation from his predecessor. He noted that the delays in addressing the violations were exacerbated by misinformation from their private contractor and delays resulting from communicating between the restaurant itself and the corporate headquarters.*

*Mr. Dalton noted that "it's obvious that you're doing what you possibly can" to address the situation.*

*Ms. Hill stressed that, in the future, it would be wise to have any such outstanding issues resolved prior to the yearly inspection.*

*Mr. Bissonnette assured the Committee that he would keep Ms. Leslie informed as to the progress of this outstanding matter.*

**Discussed**

## NEW BUSINESS

2005-0163

Liquor License - Revised Application

**Attachments:** Agenda Summary.pdf; Liquor License Application 2005.pdf; Draft Min AIS 030105.pdf; Revised Liq License App.pdf; 0163 Resolution.pdf

*Ms. Bev Jasinski, City Clerk, presented the first draft of the new liquor license application. Committee members offered the following suggestions, noting that the application should request the following:*

- \* Information on whether the applicant has ever operated a restaurant.*
- \* A history of liquor violations dating back ten (10) years rather than five (5).*
- \* A description, in the applicants own words, of the "value to the community" the establishment would provide.*
- \* The applicant's personal or business (whichever is most applicable) financial statements for the past two (2) years.*
- \* A list of the various food and liquor certifications completed by managers and employees.*
- \* A description of the type or "character" of the proposed establishment.*

**Discussed**

2005-0168

Discussion of City Council Pay Periods

**Attachments:** Memo Strate 022405.pdf; Memos Galeczka CC Payroll.pdf

*Mr. Dalton noted that there are certain months when the time frame for submitting Council time sheets is short and a missed deadline results in a long delay in receiving a paycheck. He suggested that Council members be paid bi-weekly.*

*Ms. Susan Galeczka, City Council Liaison, explained that whatever pay classification Council chooses, they must all adhere to that schedule for the entire year. Because Council is currently paid on the first payday of the month, individual members cannot occasionally be paid on the second payday if their time sheets are received after the deadline.*

*Ms. Hill noted that a bi-weekly pay period would result in more paperwork and deadlines*

*for both Council members and City staff. She stressed that it is the responsibility of Council members to submit their time sheets on time.*

*The consensus of the Committee was to maintain the current Council pay period of the first payday of each month.*

**(Mr. Kirksey Departed at 5:05 p.m.)**

**Discussed**

## **YOUTH COMMENTS**

*None.*

## **ANY OTHER BUSINESS**

*Ms. Holder explained that she had requested information from the Human Resources Department regarding how many employees were hired and in what positions, whether they were full- or part-time positions, and if they were new or replacement positions spanning the previous eight (8) to twelve (12) months. She then expanded this request to clarify whether unfilled positions are being budgeted.*

*Ms. Pam Lee, Director of Human Resources, stated, "You usually budget based on how the position is filled in the preceding year." Therefore, if a position was not filled in 2003, it will not be budgeted in 2004.*

*Committee members expressed confusion that positions listed in the Index of the Budget book do not coincide with positions listed elsewhere in the Budget.*

*It was unclear which positions were budgeted and which were not. It was suggested that the Financial Services Committee discuss the matter further.*

## **NEXT MEETING DATE**

*Tuesday, April 5, 2005 at 4:00 p.m.*

## **ADJOURNMENT**

*There being no further business to discuss, Chairperson Holder adjourned the meeting at 5:30 p.m.*

*Minutes prepared by Margaret Strate.*

*Minutes were approved as presented/amended at the \_\_\_\_\_, 2005 Regular Administration and Information Services Committee Meeting.*