

CITY OF WARREN
PLANNING COMMISSION
PUBLIC HEARING

Special Meeting held on February 9, 2015

A Special Meeting of the Warren Planning Commission was called for Monday, February 9, 2015 at 4:30 p.m. in Van Dyke Conference Room, 3rd Floor, One City Square, Warren, Michigan 48093.

Commissioners present:

Jocelyn Howard, Chair
John Kupiec, Vice Chair
Jason McClanahan, Secretary
Warren Smith, Vice Secretary
Edna Karpinski
Charles J. Pryor
Syed Rob
Nathan Vinson

Also present:

Ronald Wuerth, Planning Director
Judy Hanna, Administrative Clerk
Michelle Katopodes – Planner I
Caitlin Murphy – Assistant City Attorney
Don Carriere – Communications Department

1. CALL TO ORDER
Secretary McClanahan called the meeting to order at 4:30 p.m.

2. ROLL CALL
Secretary McClanahan does roll call and they have a quorum.

3. ADOPTION OF THE AGENDA

MOTION

A motion was made by Commissioner Vinson to approve, supported by Vice Secretary Smith. A voice vote was taken and the motion carried unanimously.

4. NEW BUSINESS

Approval of the 2015 Budget.

Mr. Ron Wuerth – The budget is before you. You've actually had it for a couple weeks. So I would hope that everyone did look it over and observe some of the changes and requests that were made they are all based on what the needs are presently of the Planning Department and what we hope to do in the future. I don't know if you want me to read all this or just go over the highlights?

Secretary Howard – Since we've had the budget for nearly a week perhaps you can give us the highlights.

Vice Chair Kupiec – Ron before we get off the Introduction page I have a couple of things I'd like to discuss on the memorandum.

Mr. Ron Wuerth – Do you think I should read the Introduction?

Vice Chair Kupiec – If not have the Secretary read it.

Mr. Ron Wuerth – The Planning Commission a nine member board appointed by the Mayor and approved by City Council, possesses all powers granted under provisions of the Michigan Zoning Enabling Act (PA 110 of 2006) as amended. Among the responsibilities of the Planning Commission is the preparation and timely revision of the Comprehensive or Master Plan and amending the Zoning Ordinance Code in collaboration with other officers and boards of the administration. The Commission is also responsible for preparing recommendations, approvals and taking action on zoning matters, site plans and special land use permits as required by the Zoning Ordinance.

The Department of Planning budget reductions over the last several years have resulted in the loss of four (4) critical staff positions. The office is down two planners, one Assistant Planning Director and an Administrative Clerical Technician. Seven years ago the Assistant Planner position was added to the budget. Nevertheless, the Planning Department did not receive the authorization to fill this position until August 2007. The current staff has managed to maintain a sufficient level of services and shall continue to with the hopes of and the need for more professional planning assistance if we are to accomplish the timely preparation of the City Comprehensive or Master Plan and related tools of implementation in the form of the Zoning Ordinance.

The Department of Planning staff has continued to perform admirably despite these limitations. Nevertheless, the department critically needs assistance to better provide the level of planning services needed in Warren, Michigan's third largest city. Of importance to the future growth and redevelopment of the Warren community is the preparation and

implementation of the state mandated community comprehensive plan. With the exception of the Warren Policies Plan of 1989 prepared by Gerald Luedtke (a supplement to the master plan), the Warren community has not had a duly adopted community master plan since 1966.

The total amount requested for the 2015-2016 Fiscal Year cannot be included at this time. Being labor intensive, we herein make recommendations amounting to approximately 8.5% of the total Department of Planning budget, exclusive of manpower levels and related salary and fringe benefits. The Controller's Office must compute all employee salary and benefits based on department requests equaling approximately 91.5% of the department's budget.

Vice Chair Kupiec – To the City Attorney's Office, it says here the implementation of the state mandated comprehensive master plan has gone back to 2008 since this mandate was issued. It's been six years and there's been ups and downs we do have a new group of people on the Board. When Jeff Schroeder was the Attorney here at the time when this mandate was issued I believe he performed a finding on the responsibility of this Commission with regards to the Master Plan. So I'd like to know if that finding is available and if it is I'd like to share with our commission members. If not I'd like to ask you if you would so kind as to look into it and give us a finding as to a position and where we stand as a commission with regards to the Master Plan.

We ran into a couple obstacles, with the plan, about this implementation. One was the Administration's Approval of it and two was Council's approval of it because the Council approves the funds, they handle the money. So we have one group that says we can't do it and the other group says you can do it but we are not going to give you any money. So here we sit as a Commission and it says here that we are responsible to do this and yet we have no authority to get it accomplished so I guess I'm asking for some help from my fellow Commissioners here and to see what their take is on it.

Secretary Howard – Thank you so much I know that was definitely a concern and I know we are moving forward with that I just had a conversation with Ron. And perhaps at the end of the budget Ron can address what our next steps would be regarding that Master Plan and also, Caitlin, on what the findings would be, but I know you have some updated information.

Mr. Ron Wuerth – I guess at the end of all this as questions come up we will write them down and go forward that way.

Chair Howard – Thank you Ron.

Mr. Ron Wuerth – The accomplishments were next listed in the year of 2014 so some quick items here there were 93 items considered before the Planning Commission that they handled throughout the year. There were over 48 bond release inspections and that's where a site plan is said to be completed and we go out and take a look to make sure that it is. In that line it also says 20 bonds were released because they indeed had finished their site inspection. You can see here that there is a total of square footage, new industrial buildings, industrial buildings, additions, and their total was 134,788 square feet from last year that was industrial buildings. We have new commercial buildings that total was higher at a 168,610 square feet. We had a multifamily residential additions at 51,312 square feet. So a total of all was 361,514 square feet. The Commission also processed six communication facilities, we did parking lot expansions, outdoor storage and one truckwell.

Beyond that we attend DDA Meetings, that's Downtown Development Authority, Advisory Board and Tax Increment Finance that's TIFA Committee Meetings, the Tax Reverted Property Committee, House Move-On Residential Board, and Southeast Michigan Council of Governments (SEMCOG). The Southeast Michigan Census Council we receive and exchange communication with them, there's the GIS Advisory Council and provided assistance to most of them plus the Warren Historic District Commission, the Library Commission and the Parks and Recreation Department. We have done a lot of work with all of them

Next page, page three moving down prior Planning Commission Budget's that's in total you can see that it's sort of up and down. In 2011 we were \$505,762 budget then it dipped in 2013 to \$457,363 and then last year it went up to \$519,696 primarily because we were able to add a staff position there. We have a listing of notices that were made, visitors that came to the Planning Commission Office here the Planning Department and our public hearings that are currently 18. So with that it goes into the Planning Current which is day to day activities, there's a list here one through 24 if you want me to run through all these items.

Commissioner Vinson – I don't think it's necessary.

Chair Howard – I think we are good.

Mr. Ron Wuerth – We had special projects that we worked with the City and the Administration throughout. Under another heading Planning Short Range we look at things that we'd certainly like to do and right at the top there is prepare and adopt a new City of Warren Comprehensive or Master Plan and we've been looking at the review of the Master Thoroughfare Plan. Another one that may actually get closer to realization

is the non-motorized Transportation Plan right now on Van Dyke Avenue is the beginnings of a bike way. It will be on both sides of Van Dyke Avenue they are going to shut down a lane from Eight Mile and actually do some work on the Eight Mile Van Dyke intersection, but it's going to move north to Stephens, stop there then continue on through the city, which is part of the Governor's Bike Trail, Showcase Trail, that runs throughout the entire State of Michigan so this is just a small segment of it obviously a small segment.

Vice Chair Kupiec – Ron is there any cost to us as a city to do that and if there is what are we doing?

Mr. Ron Wuerth – Yes there is, I knew you were going to ask that question. I think it's \$250,000.00 that the entire project is going to cost most of it is painting and recreating the lanes, direction arrows and things like that, please don't quote me but I think it's between \$30,000 and \$50,000.

Vice Chair Kupiec – No I meant more or less the geographic of it how much parking spaces are they taking up?

Mr. Ron Wuerth – There is no parking on Van Dyke so what we are taking are the curb side lanes, both of them on both sides. So you're reducing a seven lane highway down to a five lane highway. They looked at the traffic count and decided they can do it, believe it or not it's not that high most of it is north of the expressway I696.

Vice Chair Kupiec – These bike lanes will have to respect all the traffic laws?

Mr. Ron Wuerth – Of course, they are supposed to follow the rules of the road, same as a driver.

Assistant Secretary Smith – Some of the cities when they shrink the lanes down like that it also slows the traffic down in the area, which will get more people to look around instead of just flying through an area they are observing a little bit more maybe it will bring some more business to our city.

Mr. Ron Wuerth – Absolutely and that goes for both vehicular drivers and those on bicycles. This is a large project that's been taken on by TIFA and we've been part of it. Beyond that we have some Planning Long Range ideas and thoughts, but a lot of that ends up coming from the Administration.

Next we have some statements regarding staff and the personnel and of course you all know me, Michelle Katopodes, she's our new Planner I, and she's doing a wonderful job thus far we are real happy with her. Planning Technician Sherry Carroll she's part time, we have Judy Hanna, then we have two Planner Aides Dewan Hassan and Roger Vandenabeele.

Vice Chair Kupiec – Regarding Sherry Carroll I remember her from before. She's here as a part time Planning Technician is she also training someone to be her replacement so we can utilize her skills to train someone while she's here?

Mr. Ron Wuerth – At the moment, not right now, she will be.

Vice Chair Kupiec – Do we have someone coming on board to train?

Mr. Ron Wuerth – No, not right now, the Assistant Planning Planner is the position that we are still looking for. Right now anything that Sherry is working on Michelle is going to be learning.

Vice Chair Kupiec – How about the two part timers are they strictly part time or are they here with the intention they might want to become full time?

Mr. Ron Wuerth – No, they are Planner Aides, they are going to school, but to become part of our staff I don't know. That might be for the future right now they are here to learn and make some money. Michelle is an example of that she was a Planner Aide back in 2005 so you never know who is going to come on board.

Vice Chair Kupiec – Well that's what I'm saying if they are here to learn and earn it would be our best interest if they are learning for our future that's what trainings all about training someone for your replacement.

Mr. Ron Wuerth – Well they help us a lot and I think Judy can attest to that, when it comes to processing what we have to process on a daily basis. There's the statement regarding other budget items they are temporary Planner Aides what we are looking for actually is a Planner Aide to be full time opposed to part time, we'll see if that works out, that's an increase. That particular position is at about \$25,883.00 dollars so we'll see what happens with that. We need that person here, everybody is in flux, we are moving around, we are doing things, and we are having meetings. Because of all that and all the phone calls the people that come to the desk and the meetings that I'm attending it's just hard to keep track, we need that extra person.

This statement is regarding budget items, I will just go through this part of it. When it comes to office supplies those are general things that we commonly have here. We do have an increase of some \$9,600.00 that would be an increase to a grand total of \$17,950.00. We are looking for an envelope folder machine.

Ms. Judy Hanna – It folds paper and stacks them in the envelope.

Chair Howard – And is that being done manually now?

Ms. Judy Hanna – Yes.

Chair Howard – So about how many hours does that take?

Ms. Judy Hanna - It varies but some meetings we might have 400 or 500 envelopes that have to get out.

Chair Howard – I did notice the mailings that this past year a little over 4000 mailers went out, so those were all hand done?

Ms. Judy Hanna – Yes.

Chair Howard – And this particular equipment processes how many per five minutes let's say?

Ms. Judy Hanna – I checked a lot of them out, it could probably process a little more then what we need, but we need it. And I'm sure that a few other departments may want to use it occasionally when they have a mass mailing.

Chair Howard – So how long does this piece of equipment last, three years, four years, how long because it's an increase of about \$8,000.00 roughly?

Mr. Ron Wuerth – Maybe longer it's not like computers that have to be replaced every four years or so. This is an office type machine so as long as it's maintained well it should last many years.

Chair Howard – Is this a purchase or a lease?

Mr. Ron Wuerth – Purchase.

Chair Howard – Thank you, go ahead.

Mr. Ron Wuerth – Well we just have our overtime item that is \$3000.00 and that's unchanged, that's just a regular common item. Next to

contractual services that's at \$50,750.00 dollars that's an increase of \$47,250.00 dollars. What this is going to pay for is compensation for our Court Reporter for taking and transcribing our minutes and that's extremely important to us especially if we get involved in any lawsuits unfortunately. That also will pay for the occasional special needs professionals as in the last couple times we've had someone who's been here who signs for communications purposes. And finally to compensate a part time Planning Technician again, as you know, that's Sherry the Planning Technician. Since we don't have that Assistant Planner on board the Planning Technician position really fills the gap for us, so as long as we don't have one we certainly need the other and would like to continue that.

Chair Howard – One question this is going to piggy back on what Vice Chair Kupiec spoke about regarding the Master Plan. We do see in your budget that you're making an unspecified amount in the budget for the RFP for the Master Plan and I know that City Council also allocated some monies in their budget. So are we going to use that same pot of money or are you going to actually specify in your budget going forward.

Mr. Ron Wuerth – I'm not going to specify it in our budget it's an amount that City Council controls. It's my understanding that amount is \$300,000.00 dollars to be used for the Master Plan. So the RFP process needs to be started here we haven't been able to do that obviously because we've had a lack of personnel but that's changing now. I did contact Craig Treppa who runs these meetings for RFP's and he said he's ready to go anytime we are. He hasn't heard any communication from City Council, Scott Stevens, the Secretary regarding when they want to start these. So we'll begin the process. The monies and funding will come from City Council.

Vice Chair Kupiec – So they have to still approve the money before we can make any moves?

Mr. Ron Wuerth – They have it allocated in their budget they will use it when they are ready, so we are going to make that environment ready for them.

Vice Chair Kupiec – So far we've mentioned zoning quite a few times here. Is zoning an integral part of Planning because I notice there's no representation here from Zoning. Do they have any type of budgetary funding coming into Zoning that's not in the budget or is it all inclusive?

Mr. Ron Wuerth – No, the Zoning Bureau as they call themselves they are in the Building Division budget strictly. Anything having to do with their work as Zoning Inspectors comes out of that budget.

Vice Chair Kupiec – Any funds that come in from fines and that went to their budget also?

Mr. Ron Wuerth – No money goes into their budget.

Vice Chair Kupiec – No from the Zoning when they issue fines and the money comes in?

Mr. Ron Wuerth – It stays in the Building Division.

Vice Chair Kupiec – I remember over the years you always offered your professional services to Zoning and now it seems like you're more involved with Zoning.

Mr. Ron Wuerth – That's every day we are in constant communication, we work on projects all the time. Just today I spent a couple of hours on three projects so that's normal behavior our interplay and it's increased.

Vice Chair Kupiec – I figured it increased. Before you had a Director over you so some of that could be shared between the two of you. I guess what I'm saying is so we don't short change us as a Commission you extending yourself which is good for the overall use of the city but on the other hand we are a part of the city group and like to be respected as such with our manpower and our budget.

Mr. Ron Wuerth – Well we are constantly involved with the Zoning because it many times leads to reasons for site plan approval. A lot of it has to do with open storage areas. Believe it or not people will build buildings or building additions that we don't know about. Administratively we share with them anything zoning wise like amending the Zoning ordinance that's our implementation tool or main one we work with that all the time. By the way the third to that is the City Attorney's Office, Caitlin is a big part of that along with several other Assistant Attorney's, we deal with all of them.

Chair Howard – For the record Commissioner Rob is present.

Mr. Ron Wuerth – I'll move on to postage we felt we needed an increase of postage to \$3000.00 dollars an increase of \$750.00 dollars because we have more mailings. Mileage we just left at \$1,170.00 that's unchanged. Publications and Advertising, that's \$2,250.00 dollars that's another one that's unchanged. Our memberships that's another one unchanged at \$18,000.00 dollars that covers all of our professional planner's memberships, SEMCOG is in there along with a few other things.

Vice Chair Kupiec – Ron are you now currently the representative of SEMCOG?

Mr. Ron Wuerth – No I'm not, it's in our budget I'm not a representative.

Vice Chair Kupiec – Who is the representative?

Mr. Ron Wuerth – I'm not sure who the City's representative is.

Vice Chair Kupiec – So we are paying a membership but we are not sure if we are participating?

Mr. Ron Wuerth – We are participating, Council is participating Scott Stevens is a representative from Council and from the Administration I'm not sure it might end up being Lark Samouelian, she may be the representative but we pay it out of our budget. I can tell you that SEMCOG provides a lot of technical assistance that we use I communicate with them on a regular basis.

Vice Chair Kupiec – I agree it's a necessary function, there's no question about it, I just wanted to know if there's representation because at one time the Director of the Planning Department was.

Chair Howard – Ron of that \$18,000.00 the SEMCOG membership isn't the total?

Mr. Ron Wuerth – It is not over \$15,000.00 dollars. You will see that in the pages in the back here it's more itemized.

Commissioner Rob – I was just wondering because we are paying every year so why can't we have a planning member or you become one of the representatives from this side. I think the total charge comes to the Planning although it's been used by other departments too, other departments have access to them also right?

Mr. Ron Wuerth – The entire city has access once we get membership if there's something from some division that wants to use the membership and the information then they can.

Commissioner Rob – What would be the process to have you or one of our Planning Commissioners be on it?

Mr. Ron Wuerth – It seems that the Mayor has been the one to designate who the Administration's representative is going to be and many times it's the Mayor himself, the Mayor's last representation was Bonnie McInerney.

So a request from the Planning Commission to the Mayor asking to make the Director the representative is what would have to be done.

Chair Howard – How many years have you been having this in your budget?

Mr. Ron Wuerth – Maybe the last three or four years then it went to another division. So we've have it for the last three years and prior to that it was with the Controller's Office, but before that it was in Planning so the majority of the time it's been in Planning.

Mr. Ron Wuerth – The final item here I have Planning Commission Meeting allowance and the budget request is \$8,610.00 an increase of \$3,150.00 dollars that's for 26 meetings plus one special meeting and three PUD Amendment Meetings. Now the change here is I'm proposing we go back to two meetings a month and that's because we experience so many request for meetings especially, of course, during the time when we have one meeting a month. If you see the look on someone's face when you tell them they can't be on a meeting for a month and they have a need within two weeks. We can go special meetings and I know how that fit is going to work. I expect a lot of growth in the next two to three years I've read enough to know that it's coming, we are already experiencing that kind of growth.

Vice Chair Kupiec – The other thing is as we will notice here on some of our meetings the findings from the Director's Department is so large we are trying to cram everything into one meeting a month as a result some of the things are unattended. So I think this would be eliminated if we had two meetings a month.

Chair Howard – When do you propose Ron to start increasing our meetings after the budget is approved?

Mr. Ron Wuerth – It would start in July if approved.

Vice Chair Kupiec – One more thing Ron and I know it was a sore spot a few years ago but in view of the fact of the cost of maintenance, the gasoline cost and the wear and tear on the vehicles is there any chance of getting an adjustment on the per diem?

Mr. Ron Wuerth – There's always a chance for anything frankly and if you think the per diem I think just a general question here to the Commission right now it's at \$35.00.

Vice Chair Kupiec – I don't know how you guys feel but I know we are currently buying gas at \$2.25 per gallon but it's going to go back up and many weeks we paid over \$4.00 per gallon.

Chair Howard – Is that per diem across the board to all commissions Caitlin is that standard?

Ms. Caitlin Murphy – I actually don't know the answer to that question.

Mr. Ron Wuerth – I know that Zoning has the same per diem.

Vice Chair Howard – I thought they got \$50.00 on the Zoning because I remember that a previous Commissioner looked into as a matter of fact it was Dave Koury, he did a little research on it. With the Master Plan coming up we are going to have a lot of time involved.

Mr. Ron Wuerth – We can look into it certainly or you can make a decision today to increase the per diem if you so wish.

Chair Howard – Then we need to go ahead and increase the budget if we are looking to increase the per diem correct?

Mr. Ron Wuerth – Yes and we can and that's the purpose of this meeting if there are things here that you feel should increase or decrease then we need to know and you vote on a change of this draft copy. If this isn't enough time then we'll forgo that and go to another meeting if you need more time to make decisions of that nature.

Vice Chair Kupiec – One more thing brought to my attention is back on the 7th of January we received this document that the Planning Department turned back \$8,360.98 that would definitely pay for a few per diems if we increase it.

Chair Howard – What I'm going to recommend is for Ron to complete his presentation and then at the end of the meeting then we'll look at a motion regarding increasing the per diem.

Vice Chair Kupiec – Or increase in mileage.

Mr. Ron Wuerth – We have projected revenues that I've talked about here and if we do everything on the projection we'd make over \$76,000.00 dollars for the City. Beyond that we've got our Staff Organization Chart which shows the addition of the Planning Technician at this point and the Assistant Planner to be filed.

Chair Howard – Ron I'm sorry I don't mean to cut you off. I remember last year the dollars that were brought into the Planning Department that went not back into your budget that went into the general coffers of the city correct?

Mr. Ron Wuerth – Correct that's where it goes.

Chair Howard – Thank you go ahead.

Mr. Ron Wuerth – These next pages where it says Planning, it's basically a description to City Council on what we do and how we do it, it's a condensed version of what I just read. Then you go through all the sheets here and the allowances. So we are pretty much finished with the general presentation of the budget.

Chair Howard – Commissioner Vinson now I believe you had a couple of questions.

Commissioner Vinson – No I didn't have anything else other than I agree with Vice Chair Kupiec about the amount of the per diem and I'd like to commend you on an excellent report. It covered everything that I was intending to ask you.

Mr. Ron Wuerth – Thank you.

Commissioner Vinson – Madame Chair I'd like to recommend that we ask for a \$15.00 per diem raise.

MOTION:

A motion was made by Commissioner Vinson for a \$15.00 dollar increase per diem, supported by Commissioner Pryor.

COMMISSIONERS PORTION:

Commissioner Pryor – It takes time at home to read a lot of this stuff so you are aware of it I do it for the fun of it not for the money, but I'd like to see a little bit more it just shows the appreciation.

Secretary McClanahan – By the time we drive to the locations look at it do the paperwork even at \$50.00 dollars it's not worth the time if I was doing it for the money. So I support not raising it because I'm not doing it for the money I'm doing it because I love the City of Warren so I'm okay with the \$35.00 dollars that's my opinion.

Assistant Secretary Smith – I would warrant the increase like you said with the time that we spend driving around and now we are going to have more meetings. Also with the Master Plan going on so it's more sites that we

have to go out and look at and the price of gas is going back up again so I would go along with the increase.

Commissioner Rob – I'll support the increase too because the meetings are going to increase and there's a lot of work reading through all the things. It's not all about the money but it's the appreciation.

Commissioner Karpinski – I'm too new to make a good call I know it's not just the fact that you come to a meeting for an hour or two. It depends on how far you as an individual want to take it you could get the packet put it on the side then come to the meeting and find out what's happening. There are too many personal things involved so I'd like to know more.

Vice Chair Kupiec – Well I'm like Secretary McClanahan I've been here for 57 years and I love the city and I'm doing it for the love of the city and for the progress of seeing the city get better. But on the other hand there is a thing called appreciation. There is a lot of time and effort involved there are expenses involved if they appreciate what you're doing I think you should be compensated accordingly. I don't know the history of it but I understand that the \$35.00 dollars goes back 15 to 30 years ago there's been a lot of increased since then so I think it's appropriate. The other thing is with our Commissions especially with the Resurrection of the Comprehensive Master Plan Program it's going to require some subcommittee time, which we normally don't get compensated for so that should be taken into consideration. I love the city, 57 years I've been paying taxes here so I'd like to see it keep on going.

Chair Howard – Ron as you indicated in July probably an increase of two meetings, plus three PUD Meetings that would be 13 plus how many would we have had by July roughly?

Ms. Judy Hanna – Probably nine, but remember we are doing next year's budget which will start from July and go to the end of June of the following year so I think we have 26 meetings.

Mr. Ron Wuerth – It will be 26 meetings.

Chair Howard – Ron you're saying we would start two meetings in July right?

Mr. Ron Wuerth – Right, but something just occurred to me I had said two meetings a month it's really 24 meetings not 26 so I'll fix that. So it's two per month however it falls and then the one special meeting that we typically use and the three PUD Meetings.

Chair Howard – Correct and then as Vice Chair Kupiec said with the Master Plan.

Mr. Ron Wuerth – We haven’t put anything in for that. Figuring if we go to these two meetings per month after taking care of business during our normal meetings then we can roll into old business and perhaps work sessions and discussion about the Master Plan. Or we can decide to have special committee meetings I’m not sure how that’s going to work.

Chair Howard – If someone wants to call a Special Meeting and pay for that Special Meeting is our compensation generated through the petitioners?

Mr. Ron Wuerth – It is completely. Those are paid for by the petitioner and they take care of everything.

Chair Howard – I do agree we are not doing it for the money some of us make that per hour so I do think there is a legitimate reason for an increase based on the amount of work that will be done. What we can do is put it forth if there’s some rebuttal toward it they will bring it back, but I think that it’s at least worthy of this body to at least have an audience, say this is what our recommendation would be.

Mr. Ron Wuerth – Once you approve the changes then two weeks from today I’ll have my Administrative Budget Hearing with the Mayor, Controller’s Office, and their group to discuss this. Then once the Mayor has presented the budget to City Council, I believe that’s in April, then City Council will have me come in again so there are two more budget hearings to finally get this to where there’s an agreement.

Chair Howard – Alright then with that being said we have a motion on the table. That was a motion by Commissioner Vinson supported by Commissioner Pryor.

ROLL CALL:

The motion carried unanimously as follows:

Commissioner Vinson.....	Yes
Chair Howard.....	Yes
Vice Chair Kupiec.....	Yes
Secretary McClanahan.....	No
Assistant Secretary Smith.....	Yes
Commissioner Karpinski.....	No
Commissioner Pryor.....	No
Commissioner Rob.....	Yes

Mr. Ron Wuerth – Just one other special note here, it's a flyer I just saw it today, it's called Placemaking Strategy Development Workshops. They are free and there are different locations that you can register at. I highly recommend this because it will get you more familiarized with what you may see ultimately in a Consultant when we hire somebody. So take a look at it and if you can make time to go to some of these then please do.

Chair Howard - Ron before we vote on the 2015 – 2016 budget two things that was mentioned by Vice Chair Kupiec sort of struck my attention. Definitely with Dewan and Roger who I believe are amazing in your office looking at some way of retaining those staff members. Once you've trained them and given them exposure in the city what is our plan to retaining that type of intellectual knowledge because they are doing it well in my opinion?

Mr. Ron Wuerth – We don't have a plan we really don't. Some last three months some last three years it depends on what their interest is, but they usually move on to other professions or similar professions. Dewan he's a computer science major that's his area of study and Roger is looking to be an Architect so that's the direction they are going.

Chair Howard – So are there any incentives for these students to maybe, after they've completed their degrees, to come back and apply for a full time position or at least something in the office?

Mr. Ron Wuerth – Well we don't have a lot of positions, I'd love to do that, and I'd like to see that. Right now I like the relationship with students from Macomb I'd like to see every office here in the City have someone from Macomb they are the institution that is in our City. As far as making a place for them we really never have it's just they end up coming back and getting rehired.

Vice Chair Kupiec – That was going to be one of my suggestions to Ron. Since Michelle is a former trainee here and now she's back as a full time employee maybe she'd have some recommendations as far as an incentive if there is a job opening in the City. What we can better do to help that person get trained and be prepared to maybe give them some incentive to come back and work for us because he is getting exposure just being here. If he's educating to go into a different field that's one thing but if he's educating to go into the Planning or City Government field this is a good place as any to start because it definitely pays decent.

Chair Howard – We are moving forward with this Master Plan and that Plan is under review every five years and with the amount of work that's necessary you don't want to have to recreate the wheel each time.

Mr. Ron Howard – No, it's an update if things are changing in a particular area then that's what we'll focus on and make the changes. As an example what you're going to see in our next meeting or the meeting after is the Master Plan for the Parks and Rec Department, which is a part of the overall Master Plan, so this is an update.

Commissioner Rob – So can we have some sort liaison with that carrier service of Macomb County College so they can keep the City of Warren notified of different options.

Mr. Ron Wuerth – We do have communication we have a liaison with a woman Elizabeth Yakamovich, she's our connection to the work study program, that's what this is a work and study program.

Chair Howard – Last question, the use of technology and I know when Ken was here and I can see Dewan as well heavily computer savvy and maybe that's something going forward that we can really kind of bank on to alleviate some of the stress in your office I know you get a lot of walk in.

Mr. Ron Wuerth – We'll look into that. As far as someone like Dewan, Dewan's very valuable and so is Roger. We'll take in here what you said and who knows maybe we can design something.

Secretary McClanahan – Mr. Wuerth great job on the budget. I guess I'm somebody that always wants to see the budget decrease instead of increased. So when I see something like the envelope folder I would like to see subtractions in other areas then if we are adding this for efficiency. Great job on the budget.

Mr. Ron Wuerth – Okay I understand we are actually going to reduce a little bit here from 26 to 24 meetings I guess that's a reduction, it's a start.

Commissioner Vinson – I noticed some areas weren't covered because of some of the negotiations coming up, when does the negotiations start for the salary increases with the union I read it in here somewhere?

Mr. Ron Wuerth – We never get involved in that.

Commission Vinson – Are there any unionized people in your office?

Mr. Ron Wuerth – Yes there is.

Commissioner Vinson – Alright so you will be getting involved?

Mr. Ron Wuerth – No I won't, it's our Administration that gets involved with the various unions that the City has and they have several.

Assistant Secretary Smith – I’ve been trying to do my part I got my envelopes and packets and I’m going to bring those back in so we can save money.

Chair Howard – Well thank you Ron that’s a very thorough budget and it answered a lot of our questions. So we have our 2015 – 2016 Budget before us. We need a motion to approve this Budget so it can go forward to City Council.

MOTION:

A motion was made by Commissioner Vinson to approve with any necessary corrections, supported by Assistant Secretary Smith.

ROLL CALL:

The motion carried unanimously as follows:

Commissioner Vinson.....	Yes
Chair Howard.....	Yes
Vice Chair Kupiec.....	Yes
Secretary Smith.....	Yes
Commissioner Karpinski.....	Yes
Commissioner Pryor.....	Yes
Commissioner Rob.....	Yes

5. CITIZEN PARTICIPATION

Mr. Joseph Hunt – One of the reasons why I’m here today is I’m very intrigued by the budget process especially where the Planning Department does wonderful things on such limited amounts of resources on day to day basis. I have attended three out of the last four years of budget hearings and Mr. Wuerth does a great job of explaining to the Council the fine tuning of what takes place in the Planning Department. Since you’ve already approved the budget I don’t have any input but I do have some suggestions specifically what I know about the City of Warren.

Because the City of Warren is a recipient from the Housing and the Urban Development it receives Federal Funds each year. Specifically the lead agency according to their records is the Planning Department and so my opinion is that basically when we have these community development block grants come in specifically on the upwards of a million dollars in essence the Planning Commission should allocate some of that money or have input into the allocation of that money towards the Comprehensive Master Plan. Of course you’ve heard me talk about the Master Plan inside and out and the idea behind it is something is better than nothing. The last time I was at a Council Meeting I believe it was January 13th they had mentioned they sent something over to the Planning Commission to find

out when this ball is going to be rolling. If you are going to be spending \$28,000.00 dollars a year on SEMCOG membership I'm certain that they have some organized effort in order to get a RFP Committee. There's really only a dozen people within the six county area that actually do Master Plans. If you go on the internet and google Master Plan of the cities around here you can get some great examples. I do want to point out that the zoning maps are from 2009 so those would need to be updated.

I don't think Counsel is going to pass your raises to \$50.00 dollars especially because the civil service commission only gets \$35.00 dollars. If you remember the political issue back with the Building Department in 2011 that whole \$50.00 dollar per diem and that was only amongst four people so I think they are going to knock that one down.

The final thing I'm going to touch upon here because I know I'm limited to three minutes with an audience participation according to your bylaws. If you do increase your per diem then you would have to make adaptations to your bylaws. I'm looking at public act 33 of 2008 which is the Michigan Planning Enabling Act and it says here under MCL1253819 regarding the annual report by Planning Commission. When does your annual report go to the legislative body and more so the reports that you've submitted in the past where are those documents stored are they with the Planning Commission's Secretary or in the Planning Department because I'd like to look at the annual report which from what I see here regarding law is an annual report is separate from an annual budget. I'll leave it at that most of you on the Planning Commission I think are doing a great job as far as bumping up the per diem sure why don't it's the economy, but I think Council will have a field day with it.

Vice Chair Kupiec – One thing I forgot to mention under New Business. We received a letter, hopefully everybody received the letter, coming up in March there's an educational information meeting for departments hopefully it includes the City Council. I'd like to see everybody think about participating in this it's very informative I've been to some of them myself over the years.

Chair Howard – And I believe that is March 25th, 2015, the onsite seminar would take place on Wednesday March 25th, at 7 pm at the Warren Community Center Auditorium. So for those who plan on attending they are asking for an RSVP by March 12.

Ms. Caitlin Murphy – We really want everyone to come. We are inviting ZBA, City Council, Planning Department, a lot of the Legal Department is going to try and sit in. We are working with the Municipal League they do these onsite seminars so we are pretty excited about it.

Commissioner Vinson - I just want to refresh your memory on the Commissioners Dinner May 18th, confirm by May 8th so we need people to let us know.

Chair Howard – What we will do is in March we will put it on the agenda.

6. ADJOURNMENT

A motion was made by Commissioner Vinson, supported by Secretary McClanahan. A voice vote was taken and the motion carried unanimously.

MOTION

The meeting adjourned at 5:47 p.m.

Jason McClanahan, Chairperson

Jocelyn Howard, Secretary

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