



# CHARTER TOWNSHIP OF MADISON



3804 S. ADRIAN HWY., ADRIAN, MI 49221

Office: 517-263-9313 Fax: 517-263-4569

Supervisor: Gary Griewahn

Clerk: Janet Moden

Treasurer: Harold Gregg

Trustees

Howard Bales Rusty Benschoter

Mat Carpenter Chad Rodgers

## PERSONNEL COMMITTEE

### Meeting Minutes

Meeting Date: September 15th, 8:00 am

Meeting Location: Township Office, 3804 S. Adrian Hwy., Adrian, MI 49221

Committee Members: Chairperson Chad Rodgers, Howard Bales, and Rusty Benschoter

Guest(s): Tim Watterson, Nic Wilson, Mike Shadbolt, Janet Moden

Action Item(s):

1. It was brought to the attention of the committee that an employee was secretly recording board members, and other employees while they were at work. Discussing this with some of the Department Heads present, it appears that this has been occurring regularly and most of their employees do not trust this individual.
  - Rodgers asked Attorney Castleberry to draft a policy which would address this issue. The committee reviewed the policy, and a motion was made by Rodgers, support Benschoter, to accept and recommend this policy to the board. Vote 3-0 to approve. The policy basically outlines that employees will not record board members, or employees unless in a meeting governed by the OMA, while on Township time. Public Safety would be exempt from this if they are recording in accordance with their official duties.
2. The committee was asked to review the position of Zoning Ordinance Officer, to assist the building official. BO Rincon was not present, so the Chair requests BO Rincon review the Part-time Zoning Ordinance Officer description, recommend changes, if any, and determine hours needed.
3. Discussion on zoning ordinances and Master Plan. The MP has not been updated since 2008. The Committee recommends that Supervisor Griewahn provide, if necessary, the Planning Commission with the Master Plan. Further asking that the PC review and update the plan if necessary. Additionally, the committee asked the fire, police and DPW to review the plan and recommend any changes which impact their respective departments.
4. Clerk Moden had indicated that the zoning ordinance be reviewed and updated as necessary. Given the nature of this task, a discussion about the creation of a subcommittee of 3-5 members be formed. The committee recommends that these members be compensated at a rate of \$15.00/hr, similar to compensation for election officials. Clerk Moden and Trustee's Benschoter and Rodgers volunteered to assist if approved. No motion taken since two of this committee's members volunteered to assist.

5. Given the recent retirement letter by Police Chief Shadbolt, the committee discussed a process for filling this position. Chief Shadbolt recommended that Lt. Gentner be promoted to that position after the successful completion of an interim period. Some concerns were made by Trustee Rodgers in the job description and lack of requirements for the position of police chief. Chief Shadbolt was going to review the typical standards for the position of chief and recommend changes if necessary and report back to the committee.
6. The committee was asked to review and recommend COL increases, if appropriate. After reviewing the CBA's and contracts of department heads, the committee recommended that non-union personnel receive an increase of four percent (4%), which mirrors the increases of contracted and/or union members. Motion by Benschoter, 2<sup>nd</sup> by Bales to recommend the aforementioned increase. Passed 3-0

No further business, Motion by Benschoter, 2<sup>nd</sup> Bales to adjourn – 3-0

The committee will reconvene when aforementioned information is provided. Department heads, Please advise the Chair when this data is collected.

Respectfully submitted:

Chad Rodgers