

AGENDA

ROSE TOWNSHIP BOARD OF TRUSTEES
January 27, 2016 – SPECIAL MEETING



DATE: Wednesday, January 27, 2016
TIME: 7:30 PM
PLACE: 9080 Mason Street, Holly, MI 48442

CALL TO ORDER:

ROLL CALL: Paul J. Gambka, Supervisor
Debbie Miller, Clerk
Trish Lumley, Treasurer

Thomas Kemp, Trustee
Dianne Scheib-Snider, Trustee

1. Approval of Agenda
2. Brief Public Comments - Agenda Items ONLY (Please limit comments to 3 minutes)
3. Presentation- Craig Strong, Director, Code Enforcement Services
4. Board discussion and vote on the Office of Constable
 - a.) Example of contract
 - b.) Example of job description
5. Brief Public Comments-General Items NOT on Agenda
(Please limit comments to 3 minutes)
6. Adjournment

This notice is posted in compliance with PA267 of 1976 as amended (Open Meetings Act), MCLA 41.72a (2) (3) and the Americans with Disabilities Act. Individuals with disabilities requiring auxiliary aids or services should contact the Rose Township Board of Trustees by contacting the Rose Township Clerk's office, 9080 Mason Street, Holly, MI 48442 (248) 634—8701 clerk@rosetownship.com.

Posted: 11/16/2015 10:49 AM



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

January 11, 2016

Paul Gambka, Supervisor
Rose Township
9080 Mason St.
Holly, MI 48442

Re: Code Enforcement

Dear Mr. Gambka:

We are pleased to provide the Township with a proposal for Code Enforcement Services. The following outlines the scope of services, fees, and other miscellaneous details.

Scope of Services

We will provide code enforcement services in the Township offices. We understand that you may need our services for up to two half days a week (approximately 4-8 hrs), although time may be adjusted on an as-needed basis. All duties assigned to CWA will be coordinated with your office when necessary, as well as with the Building Official and other applicable Township staff.

Code Enforcement/Job Description

The general code enforcement duties we will provide are as follows:

- 1) Respond to complaints as assigned by Township staff
- 2) Perform systematic inspections to identify violations
- 3) Issue notices of violations / tickets to obtain compliance
- 4) Consult with Building Official and Township Supervisor, as needed, regarding additional enforcement action
- 5) Make court appearance as required
- 6) Provide monthly written reports on all code enforcement activities to the Township Board
- 7) Maintain and provide all records to the Township

Personnel

We have assigned an experienced individual for this service. Greg Olrich is the former Fire Marshall for Independence Township and has worked for Carlisle/Wortman for over three years. Greg has not only enforcement experience with several communities such as Independence, Springfield and Holly Township, but has also been assisting Craig Strong with certain enforcement activities in Rose Township.

Fees

Due to the quality and experience of the personnel we have assigned, there will be no need for additional supervision included in my previous proposal. Supervision will come through the normal course of business with our Building Department Contract. While we are currently charging the Township \$75/hour for enforcement services performed by Greg, we are willing to reduce that rate if we are provided with a three-year agreement. With that arrangement, those rates would be as follows:

	Enforcement	Court Appearance
2016	\$60/hour	\$75/hour
2017	\$62.50/hour	\$77/hour
2018	\$65/hour	\$80/hour

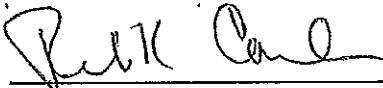
Other Details

We will be using our own vehicles for code enforcement and site inspections. Therefore, mileage charges to do code enforcements will be 52 cents per mile within the Township.

As you know, we will be happy to provide this service on an interim basis until a final decision is reached.

Thank you very much for the opportunity.

Sincerely,



CARLISLE/WORTMAN ASSOC., INC.
Richard K. Carlisle, PCP, AICP
President