



**City of Pleasant Ridge**  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

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**City Commission Special Meeting  
November 30, 2021  
Agenda**

Honorable Mayor, City Commissioners and Residents: This shall serve as your official notification of the Special City Commission Meeting to be held Tuesday, November 30, 2021, at 7:30pm, in the City Commission Chambers, Pleasant Ridge City Hall, 23925 Woodward Avenue, Pleasant Ridge, 48069. The following items are on the Agenda for your consideration:

**SPECIAL CITY COMMISSION MEETING – 7:30 P.M.**

1. Meeting Called to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. PUBLIC DISCUSSION – items not on the Agenda.
5. Remove motion regarding establishment of a Citizens Advisory Committee from the table.
6. Pleasant Ridge Citizens Advisory Committee organization.
7. Other Business.
8. Adjournment.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations. If you have any ADA questions, please call the Clerk's Office (248) 541-2901.



# City of Pleasant Ridge

James Breuckman, City Manager

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From: Jim Breuckman, City Manager  
To: City Commission  
Date: November 23, 2021  
Re: Citizens Advisory Committee Formation Decision Items

Following is a list of decisions and tasks towards the formation of a Citizens Advisory Committee for Water Infrastructure Funding (CAC) for City Commission consideration. Items in bold font require Commission direction before we proceed with soliciting applications. Items in underline font can be decided later, or tonight, at the Commission's discretion.

## General Items

1. Timeline.
  - Is there a desired date to have the CAC formed, seated, and meeting for the first time?
  - Is there a desired deadline for the CAC to deliver its recommendation to the City Commission?
2. **Size.** How many members should be on the CAC?
  - Tabled motion stated 9 members
  - 2014 CAC included 15 members
3. **Application Information.** What information does the Commission wish to ask for on the application form?
  - Availability – what days of the week and times are you available?
  - Describe your interested and qualifications for this body.
  - City Clerk advises we cannot ask how an applicant voted on the millage. Asking that question violates their right to a secret ballot. An applicant can voluntarily offer that information, but we cannot ask.
  - Other information?
4. **Communication Methods to Solicit Applications.**
  - Website
  - eBlast
  - Facebook

- Letters to every house (cost is about \$650)
  - Other?
5. **Application Deadline.** What is the due date for applications? Given the intense community interest in this subject, we do not likely need a long application period.
6. Selection Process.
- Does the Commission want to interview candidates before making selections?
    - Could be many applicants, 50 applied in 2014.
    - Interview process could take some time to schedule and conduct interviews
  - City Commission selection methods
    - Proportional-share voting methods such as limited or cumulative voting
      - <https://www.nonprofitvote.org/fair-vote-methods-for-multi-seat-elections/>
    - Discuss and negotiate to seek consensus
    - Combination of both above methods
7. Scope.
- Provide a clear charter/mission statement to define the question that the CAC is empowered to answer
  - Identify what is in-scope and out-of-scope
8. Facilitation. Neutral third-party facilitator is necessary.
- Three options provided for the Commission under separate cover.
  - Next steps:
    - Choose from among the three options
    - Interview the three options and then choose
    - Seek more interested facilitators via open RFQ
    - Other?
  - Budget. To be defined with selected facilitator based on number of meetings. 4-6 meetings should be a realistic number of meetings to accomplish the task.

General reference for Citizens Advisory Committee best practices:

<https://www.epa.gov/international-cooperation/public-participation-guide-citizen-advisory-boards>

## Requested Action

City Commission direction to staff on the above items.