

OFFICE OF THE COUNCIL

COUNCIL MEMBERS

BRANDON McCULLOUGH, President
MARTHA PTASHNIK, Vice President
CARRIE BUDZINSKI
ROB GJONAJ DONOVIC
SCOTT MORGAN
LAURA M. TOY



COMMITTEE MEMBERS:

Brandon McCullough, Chair
All Councilmembers

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2250
citycouncil@livonia.gov

OFFICE OF THE COUNCIL

**MEETING PACKET FOR THE
COMMITTEE OF THE WHOLE
NOVEMBER 5, 2025
7:00 P.M.**

**The electronic packet is compiled, produced and distributed
by the City Council Staff. (734) 466-2250**

The official documents are on file in the City Clerk's office.

COMMITTEE OF THE WHOLE
November 5, 2025
Livonia City Hall Council Chambers
33000 Civic Center Drive
Livonia, MI 48154
6:00 PM

Members:

Brandon McCullough, Chair
All Councilmembers

AGENDA ITEM(S)

1. [The subject matter of an investigation into City Departments and their procedures as it relates to the City's Charter. \(CR 131-25\)](#)

**THIS IS AN OPEN MEETING AND
ALL INTERESTED PARTIES ARE WELCOME TO ATTEND.**

This meeting will be reported at the Regular Meeting of November 17, 2025

Minutes of this meeting will be available for public inspection in the City Clerk's Office not more than eight business days following the date of the meeting.

In accordance with Title II of the American with Disabilities Act as it pertains to access to Public Meetings, the City Clerk's Office of the City of Livonia, upon adequate notice, will make reasonable accommodations for persons with disabilities. Please call (734) 466-2236 or email clerk@livonia.gov if you need assistance. Council agendas are available on the City's website – www.livonia.gov - under Government, City Council, Agendas.



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
October 20, 2025

MEETING DATE

PRESENTED BY

COW051225/R051925/COW051925/R061625/COW110525/R111725

AGENDA ITEM

The subject matter of an investigation into City Departments and their procedures as it relates to the City's Charter. (CR 131-25)

BACKGROUND DETAILS

At the Regular Meeting of July 21, 2025:

President McCullough reported on the subject matter of an investigation into City Departments and their procedures as it relates to the City's Charter, as discussed at the Committee of the Whole Meeting of May 19, 2025, and indicated the matter will remain in committee. (CR 131-25)

A discussion was held at the Committee of the Whole Meeting on May 19, 2025.

At the Regular Meeting of May 19, 2025:

President McCullough reported on the subject matter of an investigation into City Departments and their procedures as it relates to the City's Charter, as discussed at the Committee of the Whole Meeting of May 12, 2025, and indicated the matter will remain in committee. (CR 131-25)

A discussion was held at the Committee of the Whole Meeting on May 12, 2025.

A follow-up Committee of the Whole Meeting was requested by Council President Brandon McCullough to be held on May 19, 2025.

At the Regular Meeting of May 7, 2025:

RESOLVED, that upon the motion by Councilmember Laura Toy, seconded by Council Vice President Martha Ptashnik, at the Regular Meeting held May 7, 2025, THE COUNCIL DOES HEREBY REFER THE SUBJECT MATTER OF AN INVESTIGATION INTO CITY DEPARTMENTS AND THEIR PROCEDURES AS IT RELATES TO THE CITY'S CHARTER TO THE COMMITTEE OF THE WHOLE FOR ITS REPORT AND RECOMMENDATION.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the subject matter as presented.

ATTACHMENTS

1. COW051925 New Data Recd 5-20-25
2. COW051925 New Data Recd 5-19-25

3. COW051925 Minutes
4. COW051925 LTC Department investigation
5. COW051225 Minutes
6. COW051225 LTC Department investigation

APPROVED BY

From: [Rohraff, Leslie](#)
To: [Kasprowicz, Sara](#)
Subject: Committee of Whole Meeting 5-19-25
Date: Tuesday, May 20, 2025 2:33:13 PM

Please share this information with the Committee of the Whole.

I would like to address a situation that I understand was brought up in a recent Committee of the Whole meeting. The subject matter was physical contact related to an employee of the Clerk's office and a Department Head. I believe that incident pertains to Todd Zilincik and myself. There was no disagreement. We were discussing contracts signatures and contract routing and Todd (being Todd) was talking fast and loudly, and I am naturally loud. There was no interference with any customers. While we were talking, Doris came over, interrupted and abruptly put her hand on Todd's arm, turned him around and escorted him to the door. I talked to Todd a couple of days later and we were both really caught off guard and offended at Doris's behavior.

There were many other situations with Lori and Doris that eventually caused my transfer to another department.

I would be happy to discuss any of this with the Committee if they have any questions.

Leslie Rohraff

Clerk Typist II

City of Livonia | Inspection Department

(734) 466-2589

lrohraff@livonia.gov

OFFICE OF THE CITY CLERK

LORI L. MILLER
CITY CLERK

DORIS E. DeMARCO
DEPUTY CITY CLERK



33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2230
FAX: (734) 421-1147

May 19, 2025

Honorable Members of
Livonia City Council

RE: Response to Concerns - Committee of the Whole Meeting
held May 12, 2025

Dear Councilmembers:

I assure you that I uphold the Charter very seriously and am committed to providing excellent customer service for our residents. I am fiscally responsible in the operation of the Department. Since taking office in January, 2024, I have worked diligently to off-set the costs of elections using various tools as outline below:

1. Grant - Round 1, Early Voting:	\$101,051.00
2. MiWorks Youth Outreach Intern:	\$7,140.00
3. Grant - Round 2, Early Voting:	\$34,567.50
4. Reimbursement, State of Michigan for 2/24 Primary	\$188,125.96
5. MIOSHA Grant for De-Escalation Training (Partnership with Emergency Preparedness Director)	\$5,000.00
6. Madonna University Intern:	\$7,767.00
7. LPS/Career Center Intern (15 hrs. x 16 weeks only):	\$4,144.80
8. Institute for Responsive Government 2024 Grant Program (maximum amount obtained):	\$60,000.00
9. Physical Security & Election Resiliency Grant, State of Michigan (*Pending Approval, Submitted 4/28/25)	<u>\$6,657.46</u>

TOTAL SAVINGS FOR CITY: **\$414,453.72**

Please find below my response to concerns raised May 12, 2025. I am confident not one concern or issue raised is in violation of the Charter.

1. Business Licenses: Concerns raised are **untrue**. We have **increased** our revenue by more than \$5,000 over the same fiscal time period. Documents enclosed.
2. Animal Licenses: Council was presented with the rationale for the proposed changes. After consideration, Council approved the amended Ordinance. The Clerk's Office has not been made aware of the nature of subsequent resident complaints directed to Council. Staff concerns are handled through Civil Service to maintain confidentiality.
3. Election Errors: I am uncertain the context of this statement. All three (3) elections I have administered have been successfully canvassed by Wayne County and certified by the State of Michigan. Any other concerns have been asked and answered at public meetings.

I have done extensive research to understand and use Livonia's historical past practices, under the preceding five (5) Clerks under whom I have served, to provide the benchmark for current practices and to aid in the implementation of future changes,
4. Notary Expired: Asked and answered. Documents enclosed.
5. Contracts Not Being Processed Correctly or Inefficiently: I have no context of this concern. DocuSign software was implemented in 2024 with the assistance of the Law Department to streamline and improve this process, saving valuable time and City resources.
6. Notice of Intent-Bonds: This is **untrue**. A publication **was** published in the *Detroit Legal News* on August 15, 2024. An issue was raised in February, 2025 regarding the size of the notice. It was immediately published a **second** time.
7. Physical Contact, relative to an Employee and a Department Head: This incident occurred more than 14 months ago. It involved a Department Head arguing with an employee of the Clerk's Office. The noise level escalated, interfering with services for residents at the counter and on the phone. De-escalation techniques ultimately resulted in the need to separate the individuals. No physical contact or force was used. Later that week, the two individuals involved met at the DPW Administration Office and discussed and worked things out. To my knowledge, this situation was resolved. The City has very specific policies in place. I have confirmed with Civil Service that no complaint was filed.
8. Bullying Behavior to Employees in Other Departments: I have no knowledge of this concern or its context. I have been informed nothing has been brought to Civil Service by any City personnel.
9. Study and Regular Agenda Errors: Agenda items are created by individual departments. Prior to the implementation of CivicClerk in 2020, a printed paper copy of the "draft" Agenda was reviewed and "marked up" for changes by the Council Office. This back and forth process used to take 1-3 days before an Agenda was complete and approved by the President.

Current changes and revisions are no different. They are not “errors” and this process has been in place for more than 20 years. Earlier this month, the Clerk’s Office partnered with IS to schedule and provide detailed training on CivicClerk software to Department Heads and Program Supervisors. The goal was to remedy this problem and benefit all City departments, especially Council. The Clerk’s Office and IS split the cost of this training.

10. Clerical Errors: The context of this statuement is unclear. Study Agendas do not show motions made by Council. The **style** of Study Minutes has changed over the years at the request of sitting Councilmembers, both current and former. No documents to my knowledge have been changed to remove Department Head signatures.
11. Questions re: Council/Council Office being routed to other departments: I have no knowledge or context of what this relates to. This statement is vague and ambiguous.

The constant unfavorable gossip that flows in City Hall should not be the target of a Council investigation. The storytelling of lies and gossip has created a divide among departments and participating in gossip is counter-productive. Most of the concerns raised by Council are not based in fact. If situations are addressed as they occur, a simple conversation could have provided clarity and easily alleviated any concern.

I have served our community for more than 18 years and take great pride in running my department from a place of empathy and servitude, ensuring our voters’ rights are protected in our democracy. I am confident Council will continue to exercise its’ authority and will investigate all City departments, holding them to this new level of oversight.

I welcome the support of Council as an ally, and look forward to working together to improve processes of City government. If you have any further inquiries, please let me know.

Very truly,

Lori L. Miller

Lori L. Miller
City Clerk

Encs.

Xc: Mayor; Law; Civil Service; File

Suggested talking points for COW of May 12, 2025.

Let's work together and look forward to helping each other stay informed on how and why there needs to begin a process of transparency and accountability.

The Clerk's Office will be a big part of the focus today so we can gain a deeper understanding of what the Clerk and Deputy Clerk are doing to bring new and innovative processes while gaining an understanding of the current process and past practices.

Lack of communication impacts the cost to the city, not only financially, but also time, as well as the domino effect to the public and others. Some of the following items are concerns:

1. Business licenses – loss of revenue by not processing licenses.
 - Why are they behind and what is going to be done moving forward
2. Animal licenses – Council still receives calls from residents
 - Staff yelled at by residents with no support from management
 - Staff told to adhere to old ordinance during amendment change when an announcement by City Clerk was made otherwise. Staff continued to be yelled at by residents.
3. Election errors
 - What will be done moving forward so the errors don't continue
4. Clerk's Notary – expired since Dec 1, 2024
 - What action has been taken to prevent legal documents from being notarized illegally?
5. Contracts are not being processed correctly or efficiently
 - What will be done moving forward to prevent contracts being held up in the future?
6. Intent to issue bond was not published
 - What will be done moving forward to prevent this from happening in the future?
7. Physical contact with employees (Todd escorted physically out of Clerk's Office)
 - What measures were taken?
8. Bully behavior towards employees in different departments creates a divide among departments working with Clerk's Office
 - What measures are being taken, if any?
9. Constant Study and Regular agenda errors from Clerk's Office
 - What measures are being taken, if any?
10. Clerical errors
 - Study agendas removing Councilmember motions on items (done by Clerk Nov 2024 to April 2025)
 - Documents have been changed, removing Dept. Head signatures
11. Questions pertaining to Council/Council Office being routed to other departments for answers.
 - What is the reason for not answering the questions or not routing directly to the Council Office?

Council concerns raised at
COW 05/12/25

BUSINESS LICENSES

OFFICE OF THE CITY CLERK

Calendar Year	\$ Amount	# of Transactions
2020	\$59,643.90	126
2021	\$58,549.90	160
2022	\$59,309.90	156
2023	\$63,533.90	154
2024	\$49,765.80	124
2025*	\$37,947.90	78
TOTAL:	\$328,751.30	798
AVERAGE:	\$54,791.88	133

*Only 5 months through year

Fiscal 1/2 Year	\$ Amount	# of Transactions
12/01/20-05/15/21	\$31,397.00	78
12/01/21-05/15/22	\$30,645.00	68
12/01/22-05/15/23	\$34,135.00	76
12/01/23-05/15/24	\$28,750.00	70
12/01/24-05/15/25	\$39,447.90	85
TOTAL:	\$164,374.90	377
AVERAGE:	\$32,874.98	75.4

STATE OF MICHIGAN

DEPARTMENT OF STATE

JOCELYN BENSON

SECRETARY OF STATE

In the Name and by the Authority of the People of the State of Michigan,
I do appoint

LORI L MILLER

Notary Public, for the County of WAYNE

in said State of Michigan, to execute the duties of and hold said office from this date
hereof.



IN WITNESS WHEREOF, I execute this certificate and affix the GREAT
SEAL of the State of Michigan on this 5th day of May 2025.

Joelyn Benson

Secretary of State

This Commission expires 01-Dec-2031

Form 11-(01/20)

COMMITTEE OF THE WHOLE MEETING
MAY 19, 2025
6:00PM

A Committee of the Whole meeting was held on May 19, 2025, in the Council Chambers at Livonia City Hall.

Committee Members Present: Brandon McCullough, Council President and Chair
Martha Ptashnik, Council Vice President
Carrie Budzinski
Lynda L. Scheel

Committee Members Absent: Rob Gjonaj Donovic
Scott Morgan
Laura M. Toy

City Officials Present: Lori Miller, City Clerk
Susie Nash, City Treasurer
Carter Fisher, City Attorney
Robb Drezwicki, Governmental Affairs Director

Additional attendees: See the attached list.

- | |
|---|
| 1. The subject matter of an investigation into City Departments and their procedures as it relates to the City's Charter. (CR 131-25) |
|---|

The Committee meeting commenced at 6:09 PM.

Council President Brandon McCullough introduced the item. Council members posed various questions, referencing the list provided by the City Council. The City Clerk was able to address and provide insight on most inquiries.

The Committee meeting adjourned at 6:17 PM.

The Committee recommends:

For this subject matter to remain in committee.

Note: This item will remain in Committee.

This item is to be placed on the **Regular Meeting Agenda of July 21, 2025**



Brandon McCullough, City Council President

COMMITTEE OF THE WHOLE
MONDAY, MAY 19, 2025, 6:00PM

NAME

DEPT OR CONTACT INFO FOR NOTIFICATIONS*

*PERTAINING THE SUBJECT MATTER OF THIS MEETING

Frances Janis

Eileen McDonnell

Cindy Fleming

Jacki Graham



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
May 8, 2025

MEETING DATE

PRESENTED BY

COW051225/R051925/COW051925/R061625

AGENDA ITEM

The subject matter of an investigation into City Departments and their procedures as it relates to the City's Charter. (CR 131-25)

BACKGROUND DETAILS

A discussion was held at the Committee of the Whole Meeting on May 12, 2025, with a report of the meeting to be made at the Regular Meeting of May 19, 2025.

A follow-up Committee of the Whole Meeting was requested by Council President Brandon McCullough to be held on May 19, 2025, with a report of the meeting to be made at the Regular Meeting of June 16, 2025.

At the Regular Meeting of May 7, 2025:

RESOLVED, that upon the motion by Councilmember Laura Toy, seconded by Council Vice President Martha Ptashnik, at the Regular Meeting held May 7, 2025, THE COUNCIL DOES HEREBY REFER THE SUBJECT MATTER OF AN INVESTIGATION INTO CITY DEPARTMENTS AND THEIR PROCEDURES AS IT RELATES TO THE CITY'S CHARTER TO THE COMMITTEE OF THE WHOLE FOR ITS REPORT AND RECOMMENDATION.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the subject matter as presented.

ATTACHMENTS

1. COW051225 LTC Department investigation

APPROVED BY

COMMITTEE OF THE WHOLE MEETING
MAY 12, 2025
6:00PM

A Committee of the Whole meeting was held on May 12, 2025, in the Council Chambers at Livonia City Hall.

Committee Members Present: Brandon McCullough, Council President and Chair
Martha Ptashnik, Council Vice President
Carrie Budzinski
Rob Gjonaj Donovic
Scott Morgan
Lynda L. Scheel
Laura M. Toy

Committee Members Absent: None

City Officials Present: Lori Miller, City Clerk
Susie Nash, City Treasurer
Carter Fisher, City Attorney
Jeannine Laible, Civil Service Director
Robb Drezwicki, Governmental Affairs Director

Additional attendees: See the attached list.

- | |
|---|
| 1. The subject matter of an investigation into City Departments and their procedures as it relates to the City's Charter. (CR 131-25) |
|---|

The Committee meeting commenced at 6:02 PM.

Council President Brandon McCullough introduced the item.

Councilmember Scheel requested the list of candidates on the August 2025 ballot from the City Clerk.

Councilmember Toy spoke deeper on the concerns regarding the City Clerk and Deputy Clerk.

Questions were asked to Clerk Miller by Council President McCullough, Council Vice President Ptashnik and Councilmembers Toy, Donovic, Budzinski and Scheel.

Questions were asked to City Attorney Fisher and Civil Service Director, Jeannine Laible regarding a shift of the Council agendas to be completed from start to finish by the Council Office.

Livonia resident, Steve King, commented on the errors made on affidavits and mentioned that City Council has an oversight on the City departments.

President McCullough suggested a follow up Committee of the Whole meeting to allow Clerk Miller time to respond to the list of questions brought before her.

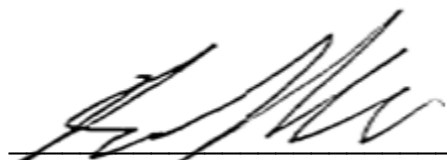
The Committee recommends:

That Clerk Miller provides answers to the (attached) questions asked during this meeting.

The Committee meeting adjourned at 6:39 PM.

Note: This item will remain in Committee.

This item is to be placed on the **Regular Meeting Agenda of May 19, 2025**



Brandon McCullough, City Council President

COMMITTEE OF THE WHOLE MEETING
MONDAY, MARCH 12, 6:00PM

NAME

DEPT OR CONTACT INFO FOR NOTIFICATIONS*

*PERTAINING THE SUBJECT MATTER OF THIS MEETING

Lori Miller

Clerk's Office

John Allesh

Susan NL

Jack^Q Graham

Deb Christiansen

Eileen McDonnell

Ellen Dorman

Cindy Fleming

Carol Poenisch

Northville Twp EDC/BRA

Patricia Wolfe Warren

Marlene Kataras

Suggested talking points for COW of May 12, 2025.

Let's work together and look forward to helping each other stay informed on how and why there needs to begin a process of transparency and accountability.

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LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
May 8, 2025

MEETING DATE

COW051225/R051925

PRESENTED BY

AGENDA ITEM

The subject matter of an investigation into City Departments and their procedures as it relates to the City's Charter. (CR 131-25)

BACKGROUND DETAILS

At the Regular Meeting of May 7, 2025:

RESOLVED, that upon the motion by Councilmember Laura Toy, seconded by Council Vice President Martha Ptashnik, at the Regular Meeting held May 7, 2025, THE COUNCIL DOES HEREBY REFER THE SUBJECT MATTER OF AN INVESTIGATION INTO CITY DEPARTMENTS AND THEIR PROCEDURES AS IT RELATES TO THE CITY'S CHARTER TO THE COMMITTEE OF THE WHOLE FOR ITS REPORT AND RECOMMENDATION.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the subject matter as presented.

ATTACHMENTS

None

APPROVED BY

At the Regular Meeting of May 7, 2025:

CR #131-25 RESOLVED, that upon the motion by Councilmember Laura Toy, seconded by Council Vice President Martha Ptashnik, at the Regular Meeting held May 7, 2025, THE COUNCIL DOES HEREBY REFER THE SUBJECT MATTER OF AN INVESTIGATION INTO CITY DEPARTMENTS AND THEIR PROCEDURES AS IT RELATES TO THE CITY'S CHARTER TO THE COMMITTEE OF THE WHOLE FOR ITS REPORT AND RECOMMENDATION.