Sean Miller

From: Ric Davis
Sent: Tuesday, October 27, 2026 5:49 PM
To: Sean Miller
Cc: Alex Steward
Subject: Use of township employee resources

Sean,

It has recently been brought to my attention that some Township employees have accumulated more compensatory time than anticipated. I am also concerned with ensuring that Alex has sufficient time and availability to complete his assigned Facilities Manager responsibilities under the Township's adopted organizational chart.

To promote proper supervision, accountability, stewardship, and compliance with applicable law and Township policy, all requests involving employees, departments, equipment, facilities, or other resources under my supervision must be coordinated through my office before commitments are made. This applies to election-related requests, events, emergency or special assignments, and any other request that may affect regular Township operations, employee schedules, overtime, compensatory time, or departmental responsibilities.

This coordination requirement is consistent with the Township Board's responsibility to establish the Township's organizational structure, departments, offices, policies, and appropriations, as well as with applicable Michigan law. It also recognizes the statutory responsibilities of the Township Clerk and other election officials under the Michigan Election Law, MCL 168.1 et seq. Election-related duties must be performed by the officials legally responsible for those duties, and requests for assistance should be coordinated in a manner that respects statutory authority and the adopted chain of command.

The adopted organizational chart should govern reporting relationships, supervision, assignments, and accountability. Employees should not be directed to perform work outside their regular assignments or be committed to another department or event without coordination with their designated supervisor and confirmation that the assignment is consistent with the organizational chart, applicable Township policies, collective-bargaining agreements, and budget authority.

I want to support your election needs while ensuring that employees fulfill their regular responsibilities and that additional hours and compensatory time are managed lawfully, consistently, and fairly. Depending on the circumstances, applicable requirements may include the Fair Labor Standards Act, 29 U.S.C. § 201 et seq., including 29 U.S.C. § 207(o) concerning compensatory time for public employees, as well as applicable Michigan wage-and-hour requirements, Township policies, and collective-bargaining agreements. Compensatory time should not be authorized, accrued, scheduled, or paid without appropriate supervisory approval and accurate records.

Please provide a detailed outline of the assistance you anticipate needing from Alex and employees under his direct supervision, including:

- The employees needed and their specific tasks.
- The statutory, operational, or event-related purpose of each assignment.

- Dates, start and end times, and estimated total hours.
- Whether the work will occur during or outside regular working hours.
- The anticipated overtime or compensatory-time impact.
- The supervisor responsible for directing the employees during the assignment.
- Any equipment, vehicles, facilities, or other Township resources requested.
- Any scheduling flexibility, alternative staffing options, or additional funding needs.
- Confirmation that the request is consistent with the adopted organizational chart and applicable Township policies.

Please also identify any election-related duties legally assigned to the Township Clerk, election inspectors, or other designated election officials under MCL 168.1 et seq., and distinguish those duties from general logistical, facilities, maintenance, security, or event-support services. This distinction will help ensure that employees assist appropriately without being assigned responsibilities reserved by law to election officials.

Moving forward, please coordinate through my office any requests to use personnel or other resources under my direct supervision, including employees reporting through Alex. This will allow me to coordinate assignments, address competing priorities, confirm budget and labor implications, maintain accurate time records, and monitor the impact on regular duties and compensatory time. It will also ensure that employees receive direction through the adopted chain of command and that no department is committed to work without the knowledge and approval of the responsible supervisor. Without the requested information and prior coordination, I will object to the use of personnel or other resources under my direct supervision for these purposes.

I would also like to discuss the recent use of Sheriff's deputies for the Liberty and Legacy event, including:

- Who requested and approved the coverage.
- The dates, start and end times, and total hours provided.
- The duties performed and the Township official responsible for directing the deputies.
- The applicable agreement, authorization, or intergovernmental arrangement.
- The associated costs, invoices, and payment terms.
- The funding source and budget line charged.
- Whether the coverage was included in an approved event plan or required separate authorization.
- Whether similar coverage is anticipated for upcoming events.

Because public funds and Township resources are involved, expenditures and commitments should be supported by appropriate authorization, budget authority, documentation, and accounting records consistent with the Michigan Uniform Budgeting and Accounting Act, MCL 141.421 et seq., applicable Township policies, and any required Township Board approvals. If a contract, intergovernmental agreement, or other formal arrangement was used for the Sheriff's deputies, please provide a copy for review.

Please provide the requested information by October 30, 2026, so that we can finalize staffing, scheduling, budget, and operational plans. If the request is urgent, please identify the deadline and the minimum assistance required.

Thank you for helping coordinate these needs so we can support a successful election and Township events while maintaining regular operations, following the adopted organizational chart, protecting statutory election responsibilities, and ensuring responsible stewardship of Township personnel and public resources. By working together with honesty, respect, diligence, and a commitment to serving our community, we can address these matters in a manner that honors our responsibilities to one another and to the public we serve.

Ric

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