

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, AUGUST 20, 2012, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke  
Council Members Bryant, Granger, Koester, McConaghy, Shetler  
ABSENT: Ketels

ALSO PRESENT: City Administrator Fincham  
City Attorney Chip Berschback  
Treasurer/Comptroller Irby  
City Clerk Hathaway  
City Assessor Soles

Mayor Novitke called the meeting to order at 8:55 p.m.

Motion by Granger, seconded by Bryant, that all items on tonight's agenda be received, placed on file, taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, Novitke, Shetler  
No: None  
Absent: Ketels

The first item discussed was regarding the **Assessing Department's Staffing**. The City Assessor provided an overview of her memo dated August 20, 2012, regarding her request to:

1. Begin the State of Michigan Audit of Minimum Assessing Requirement (AMAR) project by employing the services of WCA Assessing to perform field inspections, and to be completed over two years through December 31, 2014.
2. Fill one permanent part-time Level II Assessor (two were budgeted) with WCA to assist the Assessing Department to complete the building permit inspections for the 2013 Assessment Roll at a cost not to exceed \$10,500.00 with work to be performed from September 2012 through December 31, 2012.

The Treasurer/Comptroller stated the total project will cost approximately \$160,000.00, and will more than pay for itself ensuring that records are accurate and correct to pass the state's audit. The study will span three fiscal years. Since the two part-time positions were not filled, \$20,500.00 is left over in this fiscal year. Any additional funding needed would come from reserves (approx \$140,000.) After the project is complete, Assessing will be requesting one full-time Level II Assessor at a cost of \$40,000.00 plus benefits. The Treasurer/Comptroller and City Attorney recommended approval of this hire.

Motion by McConaghy, seconded by Granger, regarding Assessing Department Staffing, that the Committee-of-the-Whole recommend to City Council the employment of WCA Assessors to provide outside assessing services as recommended by the City Assessor, and to reduce from two part-time to one part-time employee in her department.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, Novitke, Shetler  
No: None  
Absent: Ketels

Under new business:

- The Chair discussed who had settlement authority on Michigan Tax Tribunals cases without the approval of City Council, and he recommended that once it goes to MTT, City Council approval be required because it would be a settlement of a lawsuit. There was a majority consensus (four - yes, two - no) that the City Attorney does not have authority to settle Tax Tribunal Cases but that Michigan Tax Tribunal cases be reviewed by the City Council. There was a consensus of the Committee to place the matter of settlement authority regarding MTT and small claims cases on a future Committee-of-the-Whole agenda.
- Member Granger inquired as to when DTE will be returning to Council with an Update. The City Administrator stated he has contacted DTE twice with no response and will move up the chain of command to obtain a response. The Mayor and City Administrator are scheduled to meet with the Michigan Public Service Commission on September 7, 2012.

Motion by Bryant, seconded by McConaghy, that the meeting of the Committee-of-the-Whole be adjourned at 9:58 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
City Clerk