

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 30, 2012, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ABSENT: None

ALSO PRESENT: City Administrator Fincham
City Clerk Hathaway
Director of Public Works Ahee
Information Technology Manager Capps

Mayor Novitke called the meeting to order at 7:30 p.m.

Motion by McConaghy, seconded by Ketels, 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, Ketels, Koester, McConaghy, Novitke, Shetler

No: None

Absent: None

The **Discussion regarding The Rivers of Grosse Pointe Woods** was withdrawn at the request of the Petitioner.

Motion by McConaghy, seconded by Shetler, that the matter regarding The Rivers of Grosse Pointe Woods be removed from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler

No: None

Absent: None

The first item discussed on tonight's agenda was regarding a **business web page**. This item was previously discussed at a Mayor's Mack Avenue Business Study Committee Meeting in an effort to create a more user-friendly site for the business owners. The Committee felt it was important to install the page on the City's website and to have it up and running as soon as possible. Additional changes will be made as needed. It was determined that MailChimp will be used to obtain news, and Nixle for emergency information.

Information Technology Manager Capps provided a demonstration of the business page. He stated a link will be added to the website entitled, "Business Information." Following

the demonstration, there was a consensus of the Committee that the IT Manager make the following modifications to the business page as discussed:

- Reorganize the links and create tabs within the whitespace to connect to permit forms and licenses;
- Revise the Business License .pdf form to be a fillable .pdf;
- Include contact information (via email/phone);
- Revise "Registration Forms" tab to read, "Registration Forms and Business Permits";
- Add a "Contact Us" icon on left side of the screen;
- Add a link to the zoning map;
- Rename "MailChip Registration" to "Email Registration."

There was a brief discussion regarding the feedback email capability and response turnaround time, and there was a majority consensus to remove the feedback email at this time and install Contact Us instead. The IT Manager agreed to have this business page up and running by the end of the week. This item is to remain on the Committee-of-the-Whole agenda and be placed on a future Public Relations Committee agenda.

Council Member Granger discussed the various Commission web pages and asked that their respective mission statements be added to their page, as well as adding information on upcoming events including linking related registration forms and flyers already published on-line. The City Clerk was asked to provide Council with all of the various Commission's Mission Statements for review prior to adding onto the web page. The IT Manager was asked to look at linking flyers to the Commission pages and identify time and cost to do so. This item is to remain on the Committee-of-the-Whole agenda and to be placed onto a future Public Relations Committee.

Next, the **Cook Schoolhouse vertical platform, restroom, and rear walkway** improvements were discussed. The Chair discussed the elevated lift and compliance with ADA requirements. The City Attorney, in his letter dated April 5, 2012, stated if the vertical lift is installed, it will not impact other ADA requirements, nor will it threaten or destroy the historical significance of the property, a requirement of State statute. From a legal standpoint, there is no reason to not install the lift. The Director of Public Works stated a quote will be obtained this week but anticipates cost to be between \$3-6,000 for the lift, and that a sidewalk will also have to be installed on the backside of the schoolhouse. The Director was also asked to check with the City Attorney regarding hand rail requirements. The lift will be user-operated and not operated by personnel. Administration was directed to check with Bob Bucko regarding liability. The Director of Public Works agreed to have a request before City Council at the May 7th meeting to include the lift and sidewalk.

The Chair directed that the proposed use policy and rental rate for the Cook School House be placed on a future Committee-of-the-Whole.

Motion by Bryant, seconded by McConaghy, regarding Cook Schoolhouse improvements, that the Committee-of-the-Whole recommend to City Council approval of the installation of a vertical lift and concrete sidewalk provided that the cost does not exceed

\$7,000.00, and that there are funds available through the Historical Commission, which has been responsible for raising donations to fund this item.

Motion carried by the following vote:

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

The next item discussed was regarding an **LED Lighting Update**. The Director of Public Works discussed installing LED lighting in City light posts. The newer LED Cobrahead costs approximately \$100 per fixture; however, installation would also be needed. The lights run on a circuit (54 lights) and to upgrade the lights on DTE's schedule and install the fixture, the cost to the City would be for the fixture only; no installation cost. Grosse Pointe Woods has not been placed on DTE's upgrade schedule for this year. The Director stated the payback for LED cost would be realized in 3.5-4 years. The Chair stated future discussion is to include the cost of installation, what can the City afford, and what is the true energy savings. The Director stated the current high pressure sodium (yellow) lights do not attract fishflies. It is undetermined at this time whether LED attracts fishflies. This item is to remain on the Committee-of-the-Whole.

Motion by Bryant, seconded by Ketels, that the meeting of the Committee-of-the-Whole be adjourned at 8:40 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk