

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, DECEMBER 20, 2010, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Howle, McConaghy, Sucher
ABSENT: None

ALSO PRESENT: City Administrator Fincham
City Attorney Chip Berschback
City Clerk Hathaway
Director of Public Works Ahee

Mayor Novitke called the meeting to order at 7:06 p.m.

Motion by Bryant, seconded by Granger, 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, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

The first item discussed was regarding **Park Pass Application Process**. The Committee reviewed a proposal to change the park pass procedure that would no longer require mailing out of park applications. The Chair stated he was concerned that people may be unable to come into City offices to get their applications for various reasons such as ill health or traveling out of state. The Chair asked for a clarification regarding mailing cost estimates and whether they were figured at bulk or first class rates; and whether the new process will create a need to increase the number of employees rather than reduce. The Director of Public Works stated the savings are estimated at \$7,000, and stated that if the application were inserted into a 16-page *Update* rather than mailing them, it would cost about \$850.00, and to add a sheet (4 pages) into the February issue the cost would increase \$55.00 taking it from a 12 page newsletter to 16 pages. The Director of Public Works recommended increasing the February issues of the *Update* in 2011 and 2012 at a cost of \$110, and adding the cost to the Dearborn Lithographics contract, for a total cost not to exceed \$20,000.00. Member Granger stated she would like a link provided in an email to those 2,000+ residents on file letting them know to watch for a Park Pass Application in the *Update* and that it be posted on the City's website.

There was a consensus of the Committee that the Public Relations Committee review and approve the language prior to distribution.

Motion by McConaghy, seconded by Sucher, regarding Park Pass Application Process, that the Committee-of-the-Whole recommend that City Council authorize park pass

application be included as an additional page in the *Update* versus mailing, and that the contract amount be increased to \$20,000.00.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

Motion by McConaghy, seconded by Howle, that the previous motion be immediately certified.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

Under New Business, and hearing no objections, the City Administrator spoke regarding Winterfest to be held on January 29, 2011, and suggested using the Activities Building gym versus using an outdoor tent, which will save \$4,000.00. This item is to remain on the Committee-of-the-Whole agenda, for a January 3, 2010, meeting.

Motion by Howle, seconded by Sucher, that the meeting of the Committee-of-the-Whole be adjourned at 7:34 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk