

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 14, 2010, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members, Boddy (arrived 9:07 p.m.), Bryant, Granger, McConaghy, Sucher

ABSENT: Boddy, Howle

ALSO PRESENT: City Administrator Wollenweber
City Attorney Chip Berschback
City Clerk Hathaway
Director of Public Safety Fincham
Director of Public Works Ahee
Court Clerk Tobin
Treasurer/Comptroller Irby (arrived 8:24 p.m.)

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

Motion by Bryant, seconded by Sucher, that Council Members Boddy and Howle be excused from tonight's meeting.

Motion carried by the following vote:

Yes: Bryant, Granger, McConaghy, Novitke, Sucher

No: None

Absent: Boddy, Howle

The first item discussed was the **Foreclosure Ordinance**. This item is to be placed on the Council Agenda for June 21, 2010.

Motion by McConaghy, seconded by Bryant, regarding the Foreclosure Ordinance, that the Committee-of-the-Whole recommend that the City Council adopt the proposed ordinance as presented.

Motion carried by the following vote:

Yes: Bryant, Granger, McConaghy, Novitke, Sucher

No: None

Absent: Boddy, Howle

The City Attorney was asked to provide a written summary to the Council within six months as to the workability of this ordinance.

The City Administrator was asked to look at the property located on Huntington at Bramcaster.

Motion by Granger, seconded by Bryant, that the Foreclosure Ordinance be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

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

The next item discussed was **Contract for Non-Union Employees**. A discussion ensued regarding whether there is a need for non-union employee contracts. Administration and the City Attorney were directed to identify every employee contract. Contracts will only be entered into if there is an exception or something additional being provided, other than salary and benefits, over and above what the rest of the employees are receiving. The City Attorney recommended no contract for non-appointed officials, effective July 1, 2010, but that an alternate document be provided. The City Administrator recommended no contracts for non-union employees. There was a consensus of the Committee-of-the-Whole that individual contracts or Memorandums of Understanding require the approval of Council, which may be approved in certain circumstances. The City Administrator stated the Employee Handbook will be updated following Council approval of the TPOAM contract. Individual Memorandums of Understanding may be approved in certain circumstances. There was a consensus of the Committee on the following:

- Administration and the City Attorney are to determine which employees have contracts;
- City Attorney is to prepare a sample Memorandum of Understanding;
- That neither administration nor non-union employees may enter into contracts with employees without approval of City Council.

The Employee Handbook and this item are to remain on the Committee-of-the-Whole to be readdressed on first free Monday after Labor Day (September 27, 2010.)

The next item concerned **Contracts for Appointed Officials**. Exceptions to compensation received by non-union employees may include items such as education, vehicle, and vehicle allowance. As recommended by the Compensation & Evaluation Committee and approved by Council, the City Clerk and Treasurer/Comptroller will receive a contract for 2010. The City Attorney stated the Assessor may require a contract due to reorganization of the Assessor's office, and will be a 1099 contractor. Following discussion, the City Attorney is to make a final recommendation whether appointed officials should receive a contract or a Memorandum of Understanding. This item is to remain on the Committee-of-the-Whole and return on September 27, 2010.

The next item concerned **Solicitor No-Call List**. The City Attorney previously recommended, and continues to recommend, no changes to the ordinance. If there is such a change, a cost will be accrued to prepare an Ordinance in addition to administration's time. Council Member Granger reported on other communities with no-call lists and believes that communities who have implemented no-call lists have been a waste of time. There was a consensus of the Committee to not implement a no-call list.

Motion by McConaghy, seconded by Bryant, to remove this item from the Committee-of-the-Whole.

Motion carried by the following vote:

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

The next item concerned **Municipal Court Collections**. The City Administrator provided an overview. The City Administrator and Court Clerk are recommending a three-year contract with Gila Corporation d/b/a Municipal Services Bureau. The Mayor reviewed collection fees, and the City Attorney will be contacting the collection company and correcting the contract. The Mayor wants to know how much of revenue is to be collected, aging, and how much is parking. Council Member McConaghy stated confidentially, auditing, and additional indemnity language must be included in the contract, and perhaps having a collection attorney would be more efficient. Council Member Sucher requested clarification on "the Court may or shall add" fines. The Mayor stated the contract should state the 30-day termination notice should be by Council rather than the Court.

The Chair declared a recess at 8:44 p.m., and reconvened at 8:52 p.m.

The Court Administrator distributed Outstanding Receivables Aging Report – Summary and Cash Code Report as of June 30, 2009. Administration needs to look at the 20% paid on amount being sent to the State.

This item is to remain on the Committee-of-the-Whole with administration to bring back the additional information requested to be readdressed within 30 days.

Discussion then ensued regarding the **Assessor's Department**. The City Administrator provided an overview by stating the best option was to go with the Wayne County Equalization Department, however much of that department is being eliminated and he is considering those folks. He will also talk to the Assessor who provides services for Grosse Pointe Shores and Grosse Pointe Farms, and has contacted Macomb County.

The Treasurer/Comptroller believes a person is needed at least one day per week, but if two days a week on average at \$35.00 per hour, resulting in a savings of approximately \$20,000 annually. The Treasurer/Comptroller sees herself being responsible for the additional Assessing Department tasks of supervising and coordinating schedules, and she would need to re-educate herself on assessing law. Betty Meli, Assessor II, would also require additional training, which is to be provided by the County person. The Mayor asked the Treasurer/Comptroller to outline in memo form to the Compensation & Evaluation Committee the additional Assessing responsibilities. The City Administrator stated there would not be a problem signing the tax rolls with no appointed Assessor because Judy Harrington is a Level III and can sign the rolls. The City Attorney stated that someone is needed that is knowledgeable in tax tribunals and managing files and time to work with the City Attorney. The City Attorney is to review and report by the end of the week there being no problems of not having an Assessor as an Appointed

Official. There was a consensus that Council does not need to interview the individual. This item is to remain on the Committee-of-the-Whole. Administration will provide a recommendation within a few weeks for Council to make a determination by the second meeting in July.

There was a consensus of the Committee that the following agenda items be addressed at a Committee-of-the-Whole following the City Council Meeting on June 21, 2010:

- Alcohol – Community Center;
- Alcohol – Lake Front Park;
- Mileage Reimbursement – City Clerk.

Next, **Vacancies** were discussed.

- Public Safety Officer – There was a consensus to authorize permission to run an ad to receive applications to create an eligibility list and hire as needed to maintain 36 full-time officers.
- Dispatchers – There was a consensus to publish an ad for, and hire, 2 part-time Dispatchers.
- Code Enforcement Officer Saturday only – There was consensus to authorize permission to hire.
- Finance – Clerk I (Full Time) – The Treasurer/Comptroller said the position would likely be filled by a part-time person, and fill the vacated part-time position if filled by a Finance person. There was consensus of the Committee to authorize permission to fill the full-time vacancy, and fill the vacated part-time position if in the Finance Department.
- Community Center (Part-Time 1,200 hours or less per year) – There was a consensus to fill the position.

Motion by Granger, seconded by Bryant, to remove Vacancies from the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Boddy, Bryant, Granger, McConaghy, Novitke, Sucher

No: None

Absent: Howle

New Business:

- The Director of Public Works provided an update on the water tower, which is due to be finished in one month. The Mayor stated a dedication ceremony with a suitable plaque should be planned and there was a consensus to refer this item to the Public Relations Committee.
- Council Member Granger announced she is on the Board of Directors of the Friends of the Library and they are looking at going out for a twenty-year .4 millage in 2011.

Motion by Granger, seconded by Bryant, that the meeting of the Committee-of-the-Whole be adjourned at 10:18 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk