

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF
GROSSE POINTE WOODS HELD REMOTELY (ZOOM) ON MONDAY, MARCH 8, 2021.

PRESENT*: Mayor Pro-Tem Bryant
Council Members Gafa, Granger, Koester, McConaghy
ABSENT: Mayor Novitke
(*Unless specifically identified otherwise, Council Members attended from Grosse Pointe Woods, MI.)
ALSO PRESENT: City Administrator Smith
City Attorney Anderson
Treasurer/Comptroller Murphy
City Clerk Hathaway
Director of Public Services Schulte
Building Official Tutag
Deputy City Clerk/Facilitator Antolin

Also in attendance from the Planning Commission were Commissioners Bailey and Vaughn.

The Facilitator's Statement was read.

Mayor Pro-Tem Bryant called the meeting to order at 7:01 p.m.

Motion by Granger, seconded by Koester, that Mayor Novitke be excused from tonight's meeting as he is attending to a personal matter.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: Novitke

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

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: Novitke

The first item discussed was regarding **website/content management**. The I.T. Manager provided an overview of his memo dated March 1, 2021. After obtaining and reviewing three proposals, he sought input and recommendations from the Department Heads. Based on his findings, he recommends Municode be awarded a contract to replace the city's website. The current 21 year old website is outdated and needs to be brought into compliance with ADA and modern standards. The current website tools are obsolete, and the custom programing on the current site is outdated.

Discussion, questions, and answers ensued. The I.T. Manager stated Municode can accommodate video recordings, streamlines ordinance updates currently with Municode, and the site's longevity could be used well into the future. The initial cost of \$32,500.00 will be spread out over four years, and then costs will be \$4,000.00 annually for hosting and maintenance. Municode's annual maintenance costs are less expensive than the others. He also stated he is in favor of Municode which uses Drupal for content management, a very secure tool used in government.

Motion by McConaghy, seconded by Koester, regarding website/content management, that the Committee-of-the-Whole recommend that City Council sign a contract with Municode for website redesign, hosting, and support in an amount not to exceed \$32,500.00 over four years.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: Novitke

The next item discussed was regarding **2020 Vision Plan Implementation- Streetscape Improvement Proposal**. Planning Commissioner Bailey provided an overview of the proposal presented with tonight's agenda. Discussion included the City wholly funding the \$100,000.00 project, executing the plan in stages, and donation commitments. The Director of Public Services stated DPW can supply the labor to install the benches, name plaques, trash receptacles, planters, and bike racks with a bike rack and two benches being placed on each block.

Motion by McConaghy, seconded by Gafa, regarding 2020 Vision Plan Implementation- Streetscape Improvement Proposal, that the Committee-of-the-Whole recommend that City Council approve the portions of the 2020 Vision Plan Implementation - Streetscape Improvement Proposals as set forth in the agenda with full funding.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: Novitke

The Building Official then provided an **update: Legacy Oaks**. The Building Inspector provided an update and overview of the correspondence provided with the agenda pertaining to Legacy Oaks construction. He stated many delays were caused by COVID including ability to obtain lumber, electrical, and construction materials. Work is taking place every day. No complaints have been received regarding the site in over a year. They are good neighbors and responsive to requests.

Discussion, questions, and answers ensued. The Building Inspector stated the former auditorium is ready, there is no evidence of anybody occupying the site, and all units have been spoken for. There is approximately 18,000 sq. ft. of residential space being

constructed right now. He stated additional units being built in the open space will come in Phase III of construction.

Discussion then ensued regarding **COVID Time Bank for Employees**. The City Administrator stated employees had 80 hours of time provided under the COVID federal benefits law, which expired December 31, 2020, of which were necessary for some employees to use. He is requesting consideration be given for a new COVID time bank of 80 hours for calendar year 2021. It would be used if they get COVID, if they were under quarantine, if a medical provider ordered quarantine, or if caring for someone with COVID. Seven employees have taken COVID time since January 1, 2021, and he is requesting the time be approved retroactive to January 1, 2021. The City Attorney did not have any objections to this request.

Discussion, questions, and answers ensued. The City Administrator stated mandating employees to receive the vaccine could be problematic and that it is an individual's choice whether to receive the vaccine. The City Attorney stated she would look into mandate requirements if Council so wishes.

Motion by Granger, seconded by Gafa, regarding COVID Bank Time, that the Committee-of-the-Whole recommend City Council approve the recommendation from the City Administrator establishing an employee bank for COVID time for the calendar year 2021 as outlined in his memo dated February 11, 2021.

Motion carried by the following vote:

Yes:	Bryant, Gafa, Granger, Koester, McConaghy
No:	None
Absent:	Novitke

Next, the **Charter Amendment-Proposed Ballot Language regarding Administrative Services** was then discussed. The City Attorney provided an overview of her letter dated March 2, 2021, presented with the meeting agenda. The proposal language amends two sections of the City Charter, 4.5 and 4.7, to allow an ordinance to be put into place bringing the Clerk, Treasurer, and their respective departments under the supervisory authority of the City Administrator, with Council retaining the authority to appoint and remove these positions. With regard to changing the title of City Administrator to City Manager, she does not see a problem with changing the title nomenclature without a corresponding change in the duties, otherwise there would be a more comprehensive revision process to put into place.

Discussion, questions, and answers ensued. The City Attorney stated she will work informally with the Attorney General's office regarding the language to obtain recommended changes ahead of time and bring the changes back to the Committee for review. Timing wise, the proposal is in line with placing onto the November ballot. A brief discussion ensued regarding Section 4.7, and the City Attorney agreed to add a statement including something similar to, "... or as otherwise provided in this charter." as requested by Council Member Gafa.

Motion by McConaghy, seconded by Gafa, regarding Charter Amendment-Proposed Ballot Language regarding Administrative Services, that the Committee-of-the-Whole recommend that City Council proceed immediately with the City Attorney's proposal as set forth in her March 2, 2021, correspondence to the City Council including the language that she has set forth and also encompassing the comment from Council Member Gafa, and that the City Administrator's title may be changed to City Manager but only as amendment nomenclature as opposed to changing any other job duties.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, McConaghy

No: Koester

Absent: Novitke

The following items were heard under New Business:

- Deputy Treasurer/Comptroller Position. The Treasurer/Comptroller provided an overview regarding her memo dated March 5, 2021, requesting to increase the pay range of the Deputy Treasurer/Comptroller to \$65,000.00-\$75,000.00 suggesting \$70,000.00 minimum. She also suggested using a recruiter to fill this position due to not having received qualified applicants from other sources. There was a consensus of the Committee to authorize the salary increase to \$70,000.00, but not to use a recruiter at this time.
- Council Member Koester suggested Compensation & Evaluation Committee consider asking administration to obtain salaries for like positions. The Chair of the Committee stated they do review comparable salaries from other communities including but not limited to the Grosse Pointes.
- The City Attorney discussed the February 22, 2021, Council minutes regarding a motion and vote that was split 3/2 for City Clerk to attend a conference. Following additional review, she concluded that the 3/2 vote was sufficient to pass that motion and did not require a correction to the minutes. The February 22, 2021, Council Minutes will again be placed on the Council agenda for approval.

Nobody wished to speak under public comment.

Motion by Gafa, seconded by McConaghy, that the meeting of the Committee-of-the-Whole be adjourned at 8:09 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Arthur W. Bryant
Mayor Pro-Tem