



## CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive  
Grosse Pointe Woods, Michigan 48236-2397

(313) 343-2440  
Fax (313) 343-2785

### NOTICE OF MEETING AND AGENDA

#### COMMITTEE-OF-THE-WHOLE

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, September 23, 2019, at 7:00 p.m.** The meeting will be held in the Council Chambers/Municipal Court Room of the Municipal Building, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Legacy Oaks Update
  - A. Verbal Report – John LaQuiere, Project Manager
5. Budget Amendment: Grosse Gratiot Drain District (Milk River)
  - A. Memo 09/13/19 – Treasurer/Comptroller
  - B. Budget Revenue Analysis – Grosse Gratiot Drain FY 2019/20
  - C. Budget Worksheet – Grosse Gratiot Drain FY 2019/20
  - D. Wayne County Dept. of Public Services Environmental Services Group – Milk River Intercounty Drain Drainage District – 2019/20 O&M Budget
6. Proposed Park Pass Changes
  - A. Memo 08/23/19 – Director of Public Services/ Recreation Supervisor
7. 2019/20 Non-Union Employee Compensation
  - A. City Council Excerpts 06/18/18, 07/02/18, 10/15/18, 06/17/19 w/attachments
8. Items to be Removed from Committee-of-the-Whole
  - A. Guidelines for Outside Groups-Use of Ghesquiere Park
  - B. Fontana Property Development
  - C. DTE Lighting
  - D. Property and Liability Insurance
  - E. Animal Ordinance re: Pit-Bull exception for mixed breeds
  - F. Fireworks Ordinance/New Legislation
  - G. Changes to CDBG Policy
  - H. Municipal Roof
  - I. FCA Proposed Mack Avenue Plant-emissions

9. New Business/Public Comment
10. Adjournment

Lisa Kay Hathaway  
Acting City Administrator

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)  
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at [cityclk@gpwmi.us](mailto:cityclk@gpwmi.us).

cc:

Council – 7  
Berschback  
Smith  
Hathaway

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## CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

### Memorandum



RECEIVED

SEP 16 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**DATE:** September 13, 2019

**TO:** Mayor Novitke and City Council

**FROM:** Cathrene Behrens, Treasurer/Comptroller

**SUBJECT:** Budget Amendment – Grosse-Gratiot Drainage District (Milk River)

The Wayne County Department of Public Services in coordination with the Southeast Macomb Sanitary District (SEMSD) is currently in the process of compiling the 2019-2020 budget (see attached) for the Milk River Intercounty Drainage district. With the purchase of the Milk River by SEMSD these budget numbers have been difficult to come by with their budget approval currently scheduled for October 28, 2018. The City of Grosse Pointe Woods currently levies a millage to collect for our Pro-Rata share (60.50%) of the operations and maintenance expense at the drain facility, an administrative fee, and for the repayment of annual bonded debt repayment (50.5%) in the combined sewer/storm drain system.

The drainage district is currently split between five municipalities which include: the City of Grosse Pointe Woods, Harper Woods, St. Clair Shores, Wayne County and the State of Michigan. The percentage splits listed express the apportionments of the City's annual obligation:

| Community                   | Operations & Maintenance | Debt   |
|-----------------------------|--------------------------|--------|
| City of Grosse Pointe Woods | 60.50%                   | 50.50% |
| Harper Woods                | 35.11%                   | 45.11% |
| St. Clair Shores            | 0.42%                    | 0.31%  |
| Wayne County                | 1.67%                    | 1.21%  |
| State of Michigan           | 2.30%                    | 2.87%  |

During the fiscal year 2019 – 20 budget process, a tentative millage rate of 3.9550 was adopted based upon anticipated expenditures for the Milk River Drain Operations and Maintenance, the annual debt obligation and the anticipated shortfall the district anticipated due to cost overruns. I received a copy of the proposed fiscal year 2019 – 20 budget for the drainage district and determined that expenses are significantly higher than originally assumed as a result of no sewer treatment fee increases passed onto district drainage customers over the course of the last five (5) years.

Per Engineer Kyle Seidel from AEW, these changes were recommended but the Board chose to use their cash on hand to balance the budget each year. My original recommendation during the budget process was to pull \$401,199 from the Grosse-Gratiot Drain (Milk River) fund balance

due to a surplus of funds but additional funding will be needed from the fund balance to balance the budget. I am not recommending any change to the millage rate of 3.9550 that was set in June 2019 for the Milk River Drain but am recommending this additional shortfall of \$279,239 be allocated from the fund balance in fiscal year 2019-20 to balance the Grosse Gratiot Drain approved budget.

My intent is to increase the millage rate for the Grosse-Gratiot drain incrementally over the next several fiscal years to decrease existing fund reserves. This allocation will leave our fund balance at an estimated amount of \$1,876,030 or 52%.



[illegible]

**CITY OF GROSSE POINTE WOODS**  
**BUDGET WORKSHEET - GROSSE GRATIOT DRAIN**  
**FY 2019 - 2020**

|   |                            | FY 11-12         | FY 12-13         | FY 13-14         | FY 14-15         | FY 15-16         | FY 16-17         | FY 17-18             | FY 2018 - 2019              |                                      |                   |                      |
|---|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------------|-----------------------------|--------------------------------------|-------------------|----------------------|
| ACCOUNT NO.                                 | ACCOUNT NAME               | ACTUAL<br>AMOUNT | ACTUAL<br>AMOUNT | ACTUAL<br>AMOUNT | ACTUAL<br>AMOUNT | ACTUAL<br>AMOUNT | ACTUAL<br>AMOUNT | ACTUAL<br>AMOUNT     | AMENDED<br>BUDGET<br>AMOUNT | 07/01/2018 -<br>03/29/2019<br>ACTUAL | DEPT<br>REQUESTED | CITY ADMIN<br>RECOMM |
| <b>GENERAL EXPENDITURES</b>                 |                            |                  |                  |                  |                  |                  |                  |                      |                             |                                      |                   |                      |
| 365445818000                                | CONTR-O&M MILK RIVER       | 1,327,802        | 1,367,905        | 1,408,037        | 1,439,036        | 1,575,846        | 1,578,082        | 1,708,878            | 1,805,623                   | 1,174,780                            | 1,805,623         | 1,949,235            |
| 355445840000                                | PRIOR YR TAX REFUNDS       | -                | -                | -                | -                | -                | -                | -                    | -                           | -                                    | -                 | -                    |
| 365445980000                                | CAPITAL OUTLAY             | -                | -                | -                | -                | -                | -                | 8,997,239            | -                           | -                                    |                   |                      |
| 365445991000                                | MILK RIVER - PRINCIPAL     | 1,185,797        | 1,173,754        | -                | -                | -                | -                | -                    | -                           | -                                    | 712,050           | 853,050              |
| 365445992000                                | MILK RIVER - INTEREST      | 43,949           | 14,676           | -                | -                | -                | -                | -                    | 114,624                     | -                                    | 405,124           | 364,388              |
| 365445992200                                | SRF CONSTRUCTION SHORTFALL | -                | -                | 828,847          | 226,874          | 102,960          | 19,195           | -                    | 363,000                     | 114,623                              | 363,000           | 398,362              |
| 365445998000                                | FEES & CHARGES             | -                | -                | -                | -                | -                | -                | 4,414                | 3,500                       | 2,850                                | 3,500             | 3,500                |
|   | DEPARTMENT TOTAL           | 2,557,547        | 2,556,335        | 2,236,885        | 1,665,910        | 1,678,806        | 1,597,277        | 10,710,531           | 2,286,747                   | 1,292,253                            | 3,289,297         | 3,568,535            |
| <b>TRANSFERS &amp; OVERHEAD</b>             |                            |                  |                  |                  |                  |                  |                  |                      |                             |                                      |                   |                      |
| 365482999101                                | TRF TO GENERAL             | 120,000          | 120,000          | -                | -                | -                | -                | -                    | -                           | -                                    | -                 | -                    |
| 365482999203                                | TRF TO LOCAL STREET        | 200,000          | -                | -                | -                | -                | -                | -                    | -                           | -                                    | -                 | -                    |
| 365482999592                                | TRF TO WATER/SEWER         | -                | -                | -                | -                | -                | -                | -                    | -                           | -                                    | -                 | -                    |
| 365482999650                                | TRF TO MIS                 | -                | -                | -                | -                | -                | -                | -                    | -                           | -                                    | -                 | -                    |
|   | DEPARTMENT TOTAL           | 320,000          | 120,000          | -                | -                | -                | -                | -                    | -                           | -                                    | -                 | -                    |
| <b>DEBT SERVICE - OTHER</b>                 |                            |                  |                  |                  |                  |                  |                  |                      |                             |                                      |                   |                      |
| 365993757000                                | OPERATING SUPPLIES         | -                | -                |                  | -                | -                | -                | -                    | -                           | -                                    | -                 | -                    |
| 365993818000                                | CONTRACTUAL SERVICES       | 5,236            | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            | 5,000                | 5,500                       | 5,500                                | 5,775             | 5,775                |
| 365993914000                                | INSURANCE                  | 8,747            | 8,732            | 8,701            | 8,596            | 8,735            | 8,708            | 8,639                | 9,768                       | 8,639                                | 10,256            | 10,256               |
|   | DEPARTMENT TOTAL           | 13,983           | 13,732           | 13,701           | 13,596           | 13,735           | 13,708           | 13,639               | 15,268                      | 14,139                               | 16,031            | 16,031               |
| <b>GRAND TOTAL MILK RIVER DRAIN EXPENSE</b> |                            | <b>2,891,530</b> | <b>2,690,067</b> | <b>2,250,586</b> | <b>1,679,506</b> | <b>1,692,541</b> | <b>1,610,985</b> | <b>10,724,170.21</b> | <b>2,302,015</b>            | <b>1,306,392</b>                     | <b>3,305,328</b>  | <b>3,584,567</b>     |

**Wayne County Department of Public Services  
Environmental Services Group  
Milk River Intercounty Drain Drainage District  
2019 - 2020 O&M BUDGET**

| <u>O&amp;M</u>                       |                     |
|--------------------------------------|---------------------|
| <b>Revenue</b>                       |                     |
| Municipal Assessments                | \$ 3,221,886        |
| Interest Income                      | \$ 58,000           |
| Misc. Receipts/Land Rental (AT&T)    | \$ 24,040           |
| Grosse Pointe Shores Excess Flow Fee | \$ 132,000          |
| <b>Total Revenue</b>                 | <b>\$ 3,435,926</b> |

|                      |                     |
|----------------------|---------------------|
| <b>Expense</b>       |                     |
| Supplies             | \$ 47,000           |
| Contractual Services | \$ 3,040,926        |
| Utilities            | \$ 303,000          |
| Other                | \$ 45,000           |
| <b>Total Expense</b> | <b>\$ 3,435,926</b> |

| <u>ASSESSMENT:</u>  | <u>Historical Percentages</u> | <u>FY 2020 O&amp;M</u> |
|---------------------|-------------------------------|------------------------|
| GROSSE POINTE WOODS | 60.50%                        | \$ 1,949,235           |
| HARPER WOODS        | 35.11%                        | \$ 1,131,126           |
| ST. CLAIR SHORES    | 0.42%                         | \$ 13,498              |
| COUNTY OF WAYNE     | 1.67%                         | \$ 53,925              |
| STATE OF MICHIGAN   | 2.30%                         | \$ 74,102              |
|                     | 100.00%                       | \$ 3,221,886           |

**Priority 1B Improvements Project  
Debt Payment Analysis (Estimated)**

|                     | <u>Principal Spring</u><br>due MFA Apr 1 | <u>Interest Spring</u><br>due MFA Apr 1 | <u>Interest Fall</u><br>due MFA Oct 1 | <u>Total</u> |
|---------------------|--|---|---------------------------------------|--------------|
| GROSSE POINTE WOODS | 723,048                                  | \$ 156,901                              | \$ 147,863                            | \$ 1,027,812 |
| HARPER WOODS        | 645,921                                  | \$ 140,164                              | \$ 132,090                            | \$ 918,176   |
| ST. CLAIR SHORES    | -  |   |                                       | \$ -         |
| COUNTY OF WAYNE     | -  |   |                                       | \$ -         |
| STATE OF MICHIGAN   | 41,031                                   | \$ 8,904                                | \$ 8,391                              | \$ 58,326    |
|                     | 1,410,000                                | \$ 305,969                              | \$ 288,344                            | \$ 2,004,313 |

NOTE: St. Clair Shores and County of Wayne have each prepaid their Assessment for the Project. The above interest payments are estimated, actual amounts will be based on actual draws.

| <u>ASSESSMENT:</u>  | <u>Percentage Project</u> | <u>Additional Project Costs</u> |
|---------------------|---------------------------|---------------------------------|
| GROSSE POINTE WOODS | 50.50%                    | \$ 398,362                      |
| HARPER WOODS        | 45.11%                    | \$ 355,844                      |
| ST. CLAIR SHORES    | 0.31%                     | \$ 2,445                        |
| COUNTY OF WAYNE     | 1.21%                     | \$ 9,545                        |
| STATE OF MICHIGAN   | 2.87%                     | \$ 22,640                       |
| <b>TOTAL</b>        | <b>100.00%</b>            | <b>\$ 788,836</b>               |

NOTE: The additional costs of the project is being spread over 3 years beginning with Fiscal Year 18/19. The costs will be invoiced separately from the O&M to ensure that the payment is put in the Construction Account and

Wayne County Department of Public Services  
Environmental Services Group  
Milk River Intercounty Drain Drainage District  
2019 - 2020 O&M BUDGET

|                                      | BUDGET<br>FY 2019   | ACTUAL<br>FY 2019 thru<br>June 30, 2019 | BUDGET<br>FY 2020   |
|--------------------------------------|---------------------|---|---------------------|
| <b>REVENUE</b>                       |                     |   |                     |
| Community Assessments                | 3,339,414           | 1,911,625                               | 4,010,722           |
| Interfund Chargeback Revenue         |                     | -                                       |                     |
| Misc. Receipts/Land Rental (AT&T)    | 23,340              | 16,140                                  | 24,040              |
| Interest on Investments              |                     | 43,283                                  | 58,000              |
| Grosse Pointe Shores Excess Flow Fee | 101,000             | 75,750                                  | 132,000             |
| <b>TOTAL REVENUE</b>                 | <b>\$ 3,463,754</b> | <b>\$ 2,046,798</b>                     | <b>\$ 4,224,762</b> |
| <b>EXPENDITURES</b>                  |                     |   |                     |
| SEMSD                                | 572,482             | 429,361                                 | 619,038             |
| Salaries/Wages                       | -                   | -                                       | -                   |
| Overtime                             | -                   | -                                       | -                   |
| Shift Premiums                       | -                   | -                                       | -                   |
| Holiday Premium                      | -                   | -                                       | -                   |
| Payment of Accum. Sick/Annual Leave  | -                   | -                                       | -                   |
| <b>Personnel Charges</b>             | <b>\$ 572,482</b>   | <b>\$ 429,361</b>                       | <b>\$ 619,038</b>   |
| Unemployment                         |                     |   |                     |
| FICA                                 |                     |   |                     |
| Hospitalization                      |                     |   |                     |
| Disability                           |                     |   |                     |
| Worker's Comp                        |                     |   |                     |
| Retirement                           |                     | \$ -                                    |                     |
| Retirement - Judgment                |                     |   |                     |
| Insurance & Bonds                    |                     |   |                     |
| OPEB                                 |                     |   |                     |
| <b>Fringe Benefits</b>               | <b>\$ -</b>         | <b>\$ -</b>                             | <b>\$ -</b>         |
| Office/Computer Supplies             |                     | \$ 30                                   |                     |
| Vehicle Supplies                     |                     | \$ -                                    |                     |
| Parts/Other Equipment                | \$ 15,000           | \$ 12,864                               | \$ 15,000           |
| Clothing Allowance                   |                     |   |                     |
| Lubricants/Motor Fuels               |                     |   |                     |
| Bulk Chemicals                       | \$ 32,000           | \$ 36,674                               | \$ 32,000           |
| <b>Supplies</b>                      | <b>\$ 47,000</b>    | <b>\$ 49,568</b>                        | <b>\$ 47,000</b>    |
| Misc. Fees                           | 6,500               | 6,211                                   | 6,500               |
| Lab Services                         | 10,000              | 6,145                                   | 8,000               |
| Engineering Services                 | 29,000              | 53,138                                  | 54,000              |
| Legal Services                       | 26,000              | 16,939                                  | 26,000              |
| FMD Support Allocation               | -                   | -                                       | -                   |
| DPS/ESG Admin Allocation             | 25,000              | 47,770                                  | 65,000              |
| Outside Facility Support Chargeback  | -                   | 11,166                                  | 14,888              |
| Engineering (Internal)               | -                   | 9,792                                   | 13,056              |
| Central Services Chargeback          | -                   | 4,062                                   | 5,416               |
| Personnel Chargeback                 | -                   | -                                       | -                   |
| Indirect Cost                        | -                   | 11,726                                  | 15,635              |
| M&B Finance                          | 42,621              | 43,209                                  | 57,612              |
| Legal (Internal)                     | -                   | -                                       | -                   |
| Misc. Contractual Services           | 40,000              | 25,422                                  | 34,000              |
| Sewage Disposal Charges              | 1,528,615           | 1,059,360                               | 2,121,781           |
| Data Circuits & Telephone            | -                   | 1,933                                   | -                   |
| <b>Contractual Services</b>          | <b>\$ 1,707,736</b> | <b>\$ 1,296,873</b>                     | <b>\$ 2,421,888</b> |
| Electricity                          | 260,000             | 231,003                                 | 265,000             |



**Milk River Intercounty Drain Drainage District  
2019 - 2020 O&M BUDGET**

|  | BUDGET              | ACTUAL                        | BUDGET              |
|--|---------------------|-------------------------------|---------------------|
|  | FY 2019             | FY 2019 thru<br>June 30, 2019 | FY 2020             |
| Gas                                      | 27,500              | 19,860                        | 26,000              |
| Water & Sewer                            | 13,200              | 8,686                         | 12,000              |
| Utilities                                | \$ 300,700          | \$ 259,549                    | \$ 303,000          |
| Building Repairs & Maint.                | 10,000              | 6,121                         | 8,000               |
| Equipment Repairs & Maint.               | 25,000              | 32,654                        | 25,000              |
| Inspection ofr Sanit Sewer and Repair    | -                   | 19,750                        | -                   |
| Vehicle Repair & Maint.                  | -                   | -                             | -                   |
| Equipment Rental                         | 12,000              | 10,463                        | 12,000              |
| Machinery & Equipment                    | -                   | -                             | -                   |
| Other Operating Expense                  | \$ 47,000           | \$ 68,988                     | \$ 45,000           |
| Additional Priority 1b Cost Over SRF Fur | 788,836             | 788,836                       | 788,836             |
| <b>TOTAL O&amp;M EXPENSE</b>             | <b>\$ 3,463,754</b> | <b>\$ 2,893,175</b>           | <b>\$ 4,224,762</b> |

Wayne County Department of Public Services  
Environmental Services Group  
Milk River Intercounty Drain Drainage District  
2019 - 2020

Cash Balance as of June 30, 2019

|   |    |                  |
|---|----|------------------|
| Operations & Maintenance (O&M)            | \$ | 1,270,302        |
| Supplemental Funding Construction Project | \$ | 2,777,041        |
| Reserve for Replacement                   | \$ | 341,791          |
|   |    | <hr/>            |
| Total                                     | \$ | <u>4,389,133</u> |

Wayne County Department of Public Services  
Environmental Services Group  
Milk River Intercounty Drain Drainage District  
2019 - 2020

SRF 5446-01

| <u>DATE</u> | <u>INTEREST</u> | <u>PRINCIPAL</u> | <u>TOTAL</u> |
|-------------|-----------------|------------------|--------------|
| 4/1/2020    | \$ 305,969      | \$ 1,410,000.00  | \$ 1,715,969 |
| 10/1/2020   | \$ 288,344      | 0                | \$ 288,344   |

SRF 5446-01 had its first drawdown on 02/02/17. The first principal payment is due on 4/01/2020.

This Fiscal Year includes the first principal payment due for the SRF project. Interest will continue to be estimated until the full amount of the loan is drawn. The interest showing for 4/1/20 and 10/1/20 is up to date based on the most recent amortization schedule.

City of Grosse Pointe Woods  
Parks and Recreation

Memorandum 21-19



RECEIVED  
AUG 26 2019  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Date: August 23, 2019  
To: Bruce J. Smith, City Administrator  
From: Frank Schulte, Director of Public Services  
Nicole Gerhart, Recreation Supervisor  
Subject: Proposed park pass changes

The City of Grosse Pointe Woods Community Center oversees the issuing of resident park passes at the Lake Front Park.

Over the past five years, the following changes have improved the park pass procedures:

**December of 2015**

- The dates of the park pass season were changed from May – April to a calendar year and the office began processing application in December.
- The age requirement of the park passes increased from six years of age to eight years of age and older.
- Changed the rental times of the pavilions and gazebos from half days to whole days  
Limit the non-resident guests allowed in the park on peak days (weekends)
- Guest punches
  - Eliminated summer/winter punches and changed the number of guest punches to 15 for the entire year.
  - Each pass allows one guest per weekday without a punch, May 1 to September 30.
  - From October 1 to April 30, each pass allows one guest per day without a punch.
- Group Permits (one per household per year) changed to 6 per day
  - 25 non-residents per group permit, equaling a maximum of 150 non-residents a day
- Picnics Permits (using punches for non-residents)
  - Picnic permits (uses punches for non-resident guests) must be turned in at the Community Center least 7 days in advance to pre-approve large groups

**January of 2018**

- Resident photos were linked to park passes, thus when scanned in the system the photo would appear on a monitor allowing attendant to verify the identity of pass holder.

**January of 2019**

- Resident photos were printed on the park passes.
- The Community Center started to receive monthly reports from various department to keep the park pass database as accurate as possible. This allows the Community Center to deactivate park passes for those who move out of Grosse Pointe Woods.
  - Accessing Department provides a monthly report of the households sold, and includes the names of the new homeowners.
  - Building Department provides a monthly report of the rental properties with the tenants' names. If the rental property is not in compliance with the city ordinance (ex: no certificate of occupancy or expired certificate) the tenants are not able to receive park passes.
  - City Clerks Department provides the monthly qualified voter file of the Grosse Pointe Woods voters who moved or as marked deceased.



City of Grosse Pointe Woods  
Parks and Recreation

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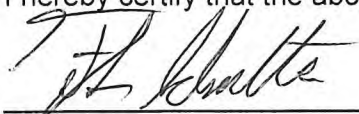
In order to keep with the forward momentum of improving the park pass procedures we recommend the following:

1. Issue the park passes in three-year cycles (ex. January 2020 – December 2023).
2. Lost park passes are replaced through adult application only at the cost of \$20. Stolen park passes may be replaced free of charge if a police report is provided. Damaged passes may be turned in for a new pass free of charge.
3. Eliminate the guest punches.
4. Change the guest privileges to:
  - Residents under 18 years of age one guest daily
  - Residents 18 and over two guests daily
5. Allow each pavilion, gazebo, and tent rental 25 non-resident guests.
6. Group Permits (one per household per year), keep at 6 per day
  - o Change the number of non-residents from 25 per group permit to 20 non-residents per group permit.
7. Eliminate picnic permits due to the elimination of guest punches.

We believe the suggested procedures will improve the residents experience with the park pass application process.

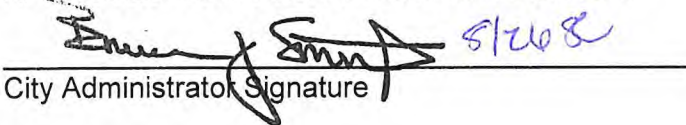
Department Certification:

I hereby certify that the above items are necessary for the proper operation of this Department.



Department Head Signature

APPROVED FOR COUNCIL CONSIDERATION:



City Administrator Signature



September 20, 2019

Per Mayor Novitke, now that the TPOAM contract has been ratified, which included a 2.5% wage increase and a service loyalty payment of \$300.00 for full-time employees and \$150.00 for permanent part-time employees, less appropriate payroll taxes, consideration should be given to salary adjustments for the non-union employees (16 full-time, 7 part-time) as was done last year and previously, as follows:

1. Effective July 1, 2019, approve a 2.5% wage increase, excluding appointed officials, for full-time and permanent part-time employees who have been in their current positions for twelve or more months;
2. Approve for all non-union employees who have been employed by the city for twelve or more months, including appointed officials, a service loyalty payment of \$300.00 for full-time employees and \$150.00 for permanent part-time employees, less appropriate payroll taxes;
3. A continuation of five (5) unpaid furlough days, two (2) of which have passed (July 5, 2019, and August 30, 2019) and, with the remaining three (3) furlough days of fiscal year 2019-2020 scheduled as follows:

**Furlough Days Fiscal Year 2019-20**

|                          |                             |
|--------------------------|-----------------------------|
| January 20 <sup>th</sup> | Martin Luther King Day;     |
| April 13 <sup>th</sup>   | Easter Monday;              |
| May 22 <sup>nd</sup>     | Friday before Memorial Day. |

Lisa Kay Hathaway  
Acting City Administrator

Council Excerpt  
06/17/19

Motion by McConaghy, seconded by Shetler, regarding **City Administrator, City Clerk, Treasurer/Comptroller, and City Attorneys Don Berschback and Charles Berschback**, that the City Council concur with the recommendation of the Compensation and Evaluation Committee at their meeting held June 3, 2019, and extend the contracts of the City Administrator, the City Clerk, and the City Treasurer/Comptroller for one year, from July 1, 2019, through June 30, 2020; that the City Administrator's salary be raised 3% to \$120,021.00, that the City Clerk's salary be raised 3% to \$80,022.00, that the Treasurer/Comptroller's salary be raised 3% to \$86,569.00 and that she also receive five (5) additional days of vacation; and City Attorney Don Berschback's hourly rate to remain at \$170.00 and Charles Berschback's hourly rate be increased to \$155.00, but with no written contract for either attorney.

Motion carried by the following vote:

|         |  |
|---------|--|
| Yes:    | Bryant, Granger, Koester, McConaghy, McMullen, Shetler |
| No:     | Granger  |
| Absent: | Novitke  |

COUNCIL EXCERPT

06-18-18

Motion by McConaghy, seconded by Bryant, regarding **Employee Handbook Supplement – Non-Union**, that the City Council:

1. Effective July 1, 2018, approve a 2% wage increase, excluding appointed officials, for full-time and permanent part-time employees who have been in their current positions for twelve or more months;
2. Effective 7/1/18 approve for all non-union employees who have been employed by the city for twelve or more months excluding appointed officials, a service loyalty payment of \$500 for full-time employees and \$250 for permanent part-time employees, less appropriate payroll taxes;
3. The above are not to be included as a supplement to the Employee Handbook.

Motion carried by the following vote:

Yes: Bryant, Koester, McConaghy, McMullen, Novitke, Shetler

No: None

Absent: Granger



Motion by Bryant, seconded by McConaghy, regarding **Appointed Officials Contracts/Compensation**, that the City Council concur with the Compensation & Evaluation Committee at their meeting held June 25, 2018, and the Committee-of-the-Whole held July 2, 2018, and:

1. Approve the contracts of the City Administrator and the City Clerk to be extended for one year, from July 1, 2018, through June 30, 2019; the City Administrator's salary be raised 4% to include 2% salary and 5 days additional vacation (the 5 days are equal to 2% salary.) The City Administrator's salary will now be \$116,614.00, and he will have 25 days vacation. The City Clerk's salary be raised 3% and the total will now be \$77,700.00. The City Administrator's and City Clerk's increases, as stated, includes the 2% increase extended to non-union employees. Also the City Administrator and City Clerk will receive a one-time stipend of \$500.00 (not part of salary);
2. Not renew the Treasurer/Comptroller's contract, and the Treasurer/Comptroller be placed on a 90-day probationary period to be monitored by the Compensation & Evaluation Committee with her subject to termination;
3. That City Attorney Don Berschback's hourly rate remain at \$170.00 and Charles Berschback's hourly rate remain at \$150.00, but with no written contract.

Motion carried by the following vote:

|         |   |
|---------|---|
| Yes:    | Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler |
| No:     | None  |
| Absent: | None  |

COUNCIL EXCERPT  
10-15-18

Motion by Bryant, seconded by McConaghy, regarding **Proposed Agreement – Cathrene Behrens**, that the City Council concur with the recommendation of the Compensation & Evaluation Committee at their meeting held October 1, 2018, and offer a contract to the Treasurer/Comptroller, Cathrene Behrens, to run from October 1, 2018, through June 30, 2019, with a 3% raise starting October 1, 2018, and a \$500 loyalty stipend.

Motion carried by the following vote:

|         |   |
|---------|---|
| Yes:    | Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler |
| No:     | None  |
| Absent: | None  |