

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 26, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ABSENT: None

ALSO PRESENT: City Administrator Smith
City Attorney Don Berschback
Cathy Behrens
City Clerk Hathaway
Director of Public Safety
Deputy City Clerk Antolin

Also in attendance were City Engineers Scott Lockwood and Jason Arlow from Anderson, Eckstein & Westrick, and Bill Brickey from Plante Moran (arrived at 7:55 p.m.)

Mayor Novitke called the meeting to order at 6:36 p.m.

Motion by Granger, seconded by Shetler, 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, Granger, Koester, McConaghy, McMullen, Novitke, Shetler

No: None

Absent: None

The first item discussed was regarding **Public Safety improvements**. The Mayor discussed a cost overrun in the amount of \$70,000.00. The City Administrator stated the original grant was in the amount of \$400,000.00 and the low bid came in at \$527,077.00, however at a later date it was found a handicap ramp was needed at a cost of \$18,699.00. He stated following further review, smoke ejection and fire suppression systems need to be installed adding an additional \$70,000.00 to the cost of the project.

In order to receive the grant, the additional work is required and will cost an additional \$70,000.00 (fire suppression) plus the \$18,699.00 (ramp), or \$88,700.00. The requested \$546,000.00 already includes the ADA ramp. The Treasurer/Comptroller noted the \$88,700.00 was not included into the fiscal forecasting calculations.

The Treasurer/Comptroller stated Brickey identified some items that need to be added to the fiscal forecasting. The City Administrator stated that even if a written agreement is not obtained with Grosse Pointe Shores, the State has confirmed the City will get the grant. An adopted Grosse Pointe Shores Resolution committed \$14,000.00 in design fees and they have agreed to pay an additional \$20,000.00 to help with unexpected costs.

Both City lawyers have approved the contract. It is planned that a part-time dispatch position will become full-time, however Grosse Pointe Woods is not required to provide an additional dispatcher.

When asked about project completion, Mr. Arlow stated August 1st is the deadline to complete the work otherwise liquidated damages will be charged to the contractor. He then provided an overview of the project plan. Administration recommended approval of the project as presented. The Committee concurred.

The Mayor recessed the Committee-of-the-Whole meeting at 7:05 p.m. to convene the Special City Council Meeting, and reconvened the Committee meeting at 7:15 p.m.

Next, **emergency medical services – Medstar** was discussed. Although scheduled to be in attendance, Mr. Kolby was not present. The Mayor stated when the City entered into this arrangement, the proposal included Medstar staff housing in our accessory quarters building at a cost of \$14,000.00. Medstar was compensated for every run through patient insurance claims. If residents did not have insurance the City reimbursed the cost, which totaled \$26,000.00 in FY 2016/17.

Mr. Kolby had submitted a new proposal including keeping vehicles on the street with no housing here resulting in the City losing \$14,000.00. There was a consensus of the Committee that this new proposal is calculated in a fashion that subsidizes other cities.

Medstar wants a subsidy that would be divided by the three cities in the amount of \$125,000.00, with the cities to determine their individual shares. The other cities are proposing Grosse Pointe Woods pay \$56,250.00, Grosse Pointe Farms pay \$45,000.00, and Grosse Pointe City pay \$23,750.00. The City Administrator identified an approximate \$400.00 charge per patient transport. Grosse Pointe Woods' transport number is 720, Grosse Pointe Farms 370, and Grosse Pointe City 180. Because Grosse Pointe Woods supplies a larger call volume than the other communities, our cost should be less than the others for having the largest volume. Currently, Grosse Pointe Farms pays \$100,000.00.

Discussion ensued regarding response time. It was stated that Medstar's response times were reported between eight and nine minutes. The City Administrator was asked to provide the City's previous Advanced Support Life System response times, as well as Medstar's previous response times. The Mayor also stated the contract should be changed to the fiscal year, July 1, rather than January. The City Attorney is to provide information regarding whether Medstar has any immunity by statute or otherwise.

The City Administrator was asked to have Mr. Kolby in attendance at a future Committee-of-the-Whole to discuss his proposal. This item is to remain on the Committee-of-the-Whole.

Discussion ensued regarding **fiscal forecasting**. Bill Brickey was now in attendance. Mr. Brickey distributed the June 30, 2017, Fund Balance sheet and provided an overview. Mr. Brickey was asked to provide an opinion on taking \$2.5 million from the fund balance for roads relative to the fiscal forecast sheet. He stated he is not very confident that the projections will come out as presented in the spread sheet. He recommended a determination be made by taking budget to actual report, to look at actual numbers to determine where the City will actually be at on June 30, 2018. Also, to exclude all capital from operating expenses and have a separate section for capital. He suggested talking to Department Heads to determine capital needs that the City will have over the next ten years. When asked for a recommendation whether the fund balance can support \$2.5 million for roads, Mr. Brickey stated the City can do the \$2.5 million.

The Mayor asked what percentage of the budget will remain. Mr. Brickey responded it could take time to determine and should be done after interviewing the Department Heads. He recommended re-doing the expenses side of the equation, and detail out the capital needs, by year, to plug into the spreadsheet in order to find a comfort level with fund balance.

The Mayor asked whether there is merit for the Treasurer/Comptroller and Mr. Brickey to prepare a document that would provide a reflection of where the City is going to be. Mr. Brickey suggested as a best practice adopting a fund balance policy. He discussed maintaining a minimum 20% fund balance on hand, in addition to planning for projects to cause a fund balance that can be identified with projects and funding methods. The Treasurer/Comptroller felt there is merit in working with Plante Moran. Mr. Brickey stated the work involved for giving guidance would be in the \$5,000.00 range if the Treasurer/Comptroller does the work, and if he is performing the actual work it would cost more. Mr. Brickey suggested expanding the model to make it more robust would be at a cost of time and materials, and that he would prepare an estimate. The Treasurer/Comptroller concurred. There was a consensus of the Committee to move forward with engaging Mr. Brickey. This item to remain on the Committee-of-the-Whole.

The **Headlee override** was then discussed. The Committee reviewed the draft information sheet and provided feedback and suggestions. This item is to remain on the Committee-of-the-Whole.

The City Administrator provided an overview regarding a request for a **position classification change – Municipal Court**. The City Administrator was asked to discuss with the Union Representative changing the position from an Administrative Clerk I to an Administrative Clerk II rather than transitioning directly to an Administrative Clerk III. There was a consensus of the Committee to ask Labor Council to also review this request.

Motion by Bryant, seconded by Koester, to remove Public Safety improvements and position classification change from the Committee-of-the-Whole.

Motion carried by the following vote:

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

Hearing no objections, the following items were heard under New Business:

- The City Administrator requested scheduling a Committee-of-the-Whole Meeting to discuss additional Public Safety renovations. The City Clerk was asked to schedule the meeting for April 9, 2018, at 6:30 p.m.
- Council Member Bryant provided an update after having attended a recent SEMCOG Meeting.
- Council Member Granger reported the Library Millage Focus Group met recently. They will be making a decision by May 6th whether a millage will be on the August ballot.

Motion by Granger, seconded by Bryant, that the meeting of the Committee-of-the-Whole be adjourned at 9:12 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor