

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JANUARY 22, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ALSO PRESENT: City Administrator Smith
City Attorney Don Berschback
City Clerk Hathaway
Director of Public Services Schulte
City Engineer Lockwood

Mayor Novitke called the meeting to order at 7:32 p.m.

Motion by Bryant, seconded by Koester, that Council Member Granger be excused from tonight's meeting.

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, 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, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: Granger

The first item discussed was regarding **emergency roof replacement – activities building**. The City Administrator stated that this item was proposed to be included in the bond project however the activities roof has started leaking, is causing damage, and should be replaced immediately. Bids were obtained in May 2017 and the contractors have agreed to perform for the prices bid.

The Director of Public Services stated ventilation in the racquetball and basketball courts have been overheating, and wind and water has done damage to the racquetball court.

The Mayor asked whether funds would be refunded from bond proceeds, and the City Engineer stated yes. The City Engineer stated that roof bids will go out in March. The Mayor asked if there are any engineering fees for roof replacement, and the City Engineer stated \$35,000; mechanical has subsequently been added. The costs of this

project include \$16,355 plus \$3,000 in contingency plus mechanical in the amount of \$10,050, with a total amount not to exceed \$29,405.00. Parking lots and other roofs will have a design package. The City Administrator and Director of Public Services recommend moving ahead with this project. The City Engineer stated the cost for engineering will be a few thousand dollars for the Activities Building. J & J Roofing will be performing work on the roof and K & S Ventures Inc. will be performing work on the ventilation systems. The City Administrator and Director of Public Services requested approval as soon as possible allowing them to move forward with construction as soon as possible.

There was a consensus of the Committee to schedule a Special City Council Meeting for Wednesday, January 24, 2018, at 5:30 p.m.

Motion by McConaghy, seconded by Shetler, regarding emergency roof replacement at Lake Front Park Activities Building, that the Committee-of-the-Whole recommend that City Council approve a contract with J & J Roofing and K & S Ventures for emergency roof and ventilation repairs in a total amount not to exceed \$29,405.00.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler to immediately certify the previous motion.

Motion carried by the following vote:

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

Next the Committee discussed **capital improvement projects** including parking lots, bath house boiler replacement, and additional services to perform a study on City Hall's heating and cooling/ventilation system. The Mayor asked the City Engineer for an estimated number of engineering hours, and he stated roughly 200 hours including everybody. Costing for design of parking lots and bid package is about 7%, and construction engineering at approximately 10-12%. Their fee is based on construction cost, and is not 20% across the board.

Discussion then ensued regarding the **capital improvements: parking lots**. The City Administrator was asked to check with Bill Brickey, Plante Moran, with respect to allowable use of parking meter funds, and to look at metering the lots. There was a consensus of the Committee that administration move forward with obtaining bids.

Motion by Bryant, seconded by Shetler, regarding parking lots, that the Committee-of-the-Whole recommend to the City Council to authorize the City Engineer to move forward with obtaining bids for paving the parking lots.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

Next, **Capital Improvements: Lake Front Park Bath House Boiler Replacement** was discussed. The City Engineer suggested budgeting \$10,000.00 for engineering design. The Director of Public Services stated that the boiler is circa 1975 and needs to be replaced. The City Administrator concurred.

Motion by Bryant, seconded by Shetler, regarding Lake Front Park Bath House Boiler Replacement, that the Committee-of-the-Whole recommend to the City Council to authorize the City Engineer to move forward with obtaining bids for the boiler replacement.

Motion carried by the following vote:

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

The Committee discussed the request for **capital improvements: authorization for additional services** that would authorize the City Engineer to perform a study of City Hall existing heating, cooling, and ventilation system. There was a consensus of the Committee to move forward with the study.

Motion by Bryant, seconded by McConaghy, regarding authorization for additional services for Capital Improvement roofs, that the Committee-of-the-Whole recommend to the City Council to approve fees in an amount not to exceed \$10,000.00 for Anderson, Eckstein and Westrick, Inc. and DiClemente Siegel Design Inc. to conduct a study of the existing heating, cooling, and ventilation system at City Hall.

Motion carried by the following vote:

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

Discussion then ensued regarding **animal licensing**. The City Clerk recommended the City utilize a turn-key animal licensing service company, PetData, to perform the City's

animal licensing. She also discussed the need to amend the expiration date of the license as it conflicts with pet owners ability to obtain rabies vaccinations to satisfy ordinance requirements, license animals for one, two, or three years, and establish a fee structure for spayed/neutered and unaltered animals. Following discussion, there was a consensus of the committee to continue licensing animals in-house. The City Administrator was asked to look at moving the responsibility to the Community Center. There was a consensus of the Committee that the fee needed to be increased to \$8.00 from \$5.00.

The City Clerk then discussed the **Deputy City Clerk vacancy**. She requested to set the salary range at \$53,000 - \$57,000. She stated there is currently a demand for candidates to fill like positions in at least three communities. The City Clerk then presented comparables from like communities. The Committee concurred with her recommendation and there was a consensus of the Committee to set the salary range at \$53000 - \$57,000.

Hearing no objections, the following item was discussed under New Business:

- Municipal Radio System Fund Billing July 1 – December 31, 2017. This item to be added to the agenda for the Special City Council Meeting on Wednesday, January 24, 2018.

Motion by Bryant, seconded by McConaghy, regarding City of Grosse Pointe Farms Invoice #3147 for the municipal radio system, that the Committee-of-the-Whole recommend that City Council approve the Grosse Pointe Woods portion for radio maintenance in a total amount not to exceed \$40,468.38.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, that the meeting of the Committee-of-the-Whole be adjourned at 8:49 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor