

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 9, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ALSO PRESENT: City Administrator Smith  
City Attorney Chip Berschback  
Director of Public Services Schulte  
Treasurer/Comptroller Behrens  
Deputy City Clerk Gerhart

Mayor Novitke called the meeting to order at 7:07 p.m.

Motion by Granger, seconded by Shetler, that Council Members Ketels and McConaghy be excused from tonight's meeting.

Motion carried by the following vote:

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

Motion by Bryant, 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, Novitke, Shetler  
No: None  
Absent: Ketels, McConaghy

Motion by Granger, seconded by Bryant that the Committee recess the regularly scheduled Committee-of-the-Whole meeting at 7:11 p.m. and convene in Closed Executive Session for the purpose of discussing pending litigation at which time the Committee may or may not reconvene in regular session to address additional items as necessary, in accordance with the Open Meetings Act 1976 PA 267.

Motion carried by the following ROLL CALL vote:

McConaghy Absent  
Novitke Yes  
Shetler Yes  
Bryant Yes  
Granger Yes  
Ketels Absent

Koester        Yes

The Chair reconvened the regular meeting at 7:34 p.m.

Hearing no objection, the item regarding **Section D of Immediate Road Program – funds available** was taken out of order. The Mayor stated that there is approximately \$40,000.00 remaining in the road improvement fund. The Director of Public Services stated that the approximate cost of resurfacing a single residential block is \$250,000.00. The Chair stated the Committee-of-the-Whole will meet on October 23, 2017 to discuss various methods of increasing revenues. The Director of Public Services stated that the City was looking to purchase a new hot asphalt patch machine that would improve the quality of road repairs. The Director of Public Services was asked to apply asphalt patch to Stanhope to improve road conditions.

The next item discussed was regarding **Field Maintenance at Ghesquiere Park**. Joel Harris and Bill Babcock, on behalf of the Woods/Shores Little League, provided a brief overview regarding the Little League's plan to make improvements to diamond #2 in Ghesquiere Park.

The Little League requested permission to complete three specific projects associated with diamond #2 in Ghesquiere Park. The League requested permission to "skin" the infield and remove the sod from the outfield; install a new draining system and re-sod the outfield, and replace the fencing around the exterior of the field from dugout to dugout with new 6' chain link fencing. While this proposal would allow girls' softball to be played in Ghesquiere Park, the League stated it would not impact the availability of the fields for residents. New games would not be added; rather the location of the games would shift within the community. The City Administrator and Director of Public Services have no issues with the League's proposal.

The Committee directed the Grosse Pointe Woods/Shores Little League to provide the City Clerk's Office with insurance listing the City as an additional insured in the amount of \$1,000,000.00 and a performance bond in the amount of \$40,000.00, as well as providing suitable start and completion dates.

The chair declared a recess at 8:18 p.m. and reconvened at 8:21 p.m.

Hearing no objection, the following item was taken out of order and discussed under new business:

- The Treasurer/Comptroller received three requests for late fees to be waived for property taxes. The consensus of the Committee was that the City Charter does not allow for the Council to waive the penalty on two of the request, even though by statute it could. It is questionable if the Council has the authority to waive the personal property assessment.

The next item discussed was the **Purchase of a Falcon Mini Asphalt Recycler and Hot Box Trailer**. The Director of Public Services provided an overview of the equipment. The City currently uses a cold patch machine that prevents repairs from taking place in colder weather. This new equipment will allow repairs to be conducted for a longer season since the material is heated and adheres to the road surface better. The Director of Public Services is recommending paying for the Falcon Mini Asphalt Recycler and Hot Box Trailer by transferring funds that would be spent on emulsion and cold patch purchases, as the City currently has approximately 20 tons of asphalt patch available at the Department of Public Service yard, courtesy of DTE.

Motion by Shetler, seconded by Granger, that the Committee-of-the-Whole recommend the City Council approve the purchase of one 1-Ton Falcon Mini Asphalt Recycler and Hot Box Trailer complete with optional accessories, service manual and 2-year warranty and approve a budget amendment from Local Roads Routine Maintenance Account No. 203-463-757.000 into Capital Equipment – Public Works Account No, 640-852-977.599 in the amount of \$8,711.17.

Motion carried by the following vote:

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

The next item discussed was **Non-Union Tuition Reimbursement**. The Mayor stated that non-union employees had previously received tuition reimbursement until 2009. Currently, only one member of TPOAM has submitted for tuition reimbursement, and the TPOAM contract provides for tuition reimbursement. It was the consensus of the Committee-of-the-Whole to extend the benefits to the non-union employees providing a maximum of \$1,500.00 per year to a full time employee provided the following requirements are met:

- (a) The education course was offered through a recognized and/or accredited college or university;
- (b) The Employee completed the education course and maintained a grade average of "C", or equivalent;
- (c) The Employee did not receive any subsistence, allowance, grant or aid from any other public or private sources while enrolled for the particular education course;
- (d) A written notification has been made to the Employer outlining the proposed advanced educational course(s) to be undertaken by the Employee and giving the name of the institution offering such educational course(s). Such notification shall be provided for each degree program undertaken;
- (e) All requests for tuition reimbursement shall be submitted to the Employer within six (6) months after the completion of any such educational course(s). Such reimbursement shall be made by the Employer within thirty (30) days after the receipt of a request for reimbursement and verification of same; and
- (f) All courses must be directly related to the employee's current employment or promotional opportunities.

Part-time employees shall be eligible for tuition reimbursement on the same terms and conditions subject to the following:

Each fiscal year the City shall allot \$1,500.00. Part-time Employees are eligible for up to \$300.00 for approved courses (up to \$600.00 if no other eligible employee applies for the allotted funds). Part-time Employees shall submit a request in February (February 1 – February 10) of each year. The request shall be honored on a first come first served basis. The City Administrator was asked to review the proposed tuition agreement with the Labor Attorney.

Motion by Granger, seconded by Shetler, that the following items be removed from the Committee-of-the-Whole:

1. City-Wide Capital Improvement Projects
2. Boat Well Rates
3. Trolley (Sale)
4. Deputy Comptroller Update
5. Plante Moran Fees
6. Boat Well Vacancies
7. Road Improvement re "Bond Sale Resolution and Bid Award"

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, Novitke, Shetler

No: None

Absent: Ketels, McConaghy

The following item was discussed under new business:

- The Mayor received a request from Tupac Hunter on behalf of Wayne County Executive Warren Evens regarding signing a letter of support for the county's request for Amazon's headquarters. It was the consensus of the Committee to support the signing.
- Discussion was held regarding combining the Perch Derby with the Annual City Picnic. Council Member Shetler was directed to discuss the proposal with the Citizens' Recreation Commission.
- Discussion was then held regarding the Labor Day Bridge walk.
- Discussion was held regarding creating a page on the City website to include basic first aid, CPR and defibrillator usage. It was the consensus of the Committee to provide links on the City's website to training resources.
- Discussion was held regarding holding a basic first aid class every few months for residents.

Motion by Koester, seconded by Granger, that the meeting of the Committee-of-the-Whole be adjourned at 9:08 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

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Steve Gerhart  
Deputy City Clerk

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Robert E. Novitke  
Mayor