

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MAY 15, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ALSO PRESENT: City Administrator Smith
Treasurer/Comptroller Behrens
City Attorney Chip Berschback
City Clerk Hathaway
Information Technology Manager Capps

Also in attendance:
Kevin Nugent, Lakeside Baseball
Jason Hill, Woods/Shores Little League

Mayor Novitke called the meeting to order at 6:02 p.m.

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

Motion carried by the following vote:

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

Motion by McConaghy, 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, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Granger, Ketels

The first item discussed at tonight's meeting was regarding a request from **Lakeside Baseball (Dirtbags)** to hold a baseball tournament in Ghesquiere Park. The Chair provided an overview. Messrs. Nugent and Hill stated that their tournaments are held through July and they are requesting to use the field on Memorial Weekend, May 26 – 28th. The Chair stated one concern was how does the City say no to others but grant Lakeside approval. Mr. Hill stated that this tournament is held in conjunction with Little League, and he oversees the tournament; now and in past years. Mr. Nugent stated the event is held in conjunction with Little League, and 20-25% of the players are Woods/Shores residents. Questions and answers then ensued.

The City Attorney stated if another organization requested use, the Council may be hard pressed to say no. The Chair stated there is a potential problem allowing this group to use the fields, and if Little League is working in conjunction with the group it would be a different scenario. There was a suggestion that this request be approved on a trial basis, and that Lakeside consider working in conjunction with Little League for this tournament next year.

There was a consensus of the Committee to approve the request of Lakeside Baseball. The insurance is now sufficient, and Lakeside was advised that cleaning of the fields is expected. Only four of the five fields will be used.

Motion by Bryant, seconded by Koester, that this item be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

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

Discussion ensued regarding **fiber internet service, WAN, and phones – Wide Open West**. The Information Technology Manager provided an overview of his memo dated April 27, 2017. He did not recommend going out for bids because WOW fiber is already run throughout the City, and within two to three years more options will be presented. The City Administrator concurred with the I. T. Manager's recommendation.

Motion by Bryant, seconded by Shetler, that the Committee-of-the-Whole recommend that City Council approve a renewal contract with Wide Open West to provide fiber internet service, WAN, and phones for a three-year period.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, that this item be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

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

The Treasurer/Comptroller then provided a **payroll tax withholding update**. The numbers had not changed from last week.

Next, the Treasurer/Comptroller discussed **Finance Department staffing**. With the upcoming retirement of Betty Meli, the Deputy Treasurer, the Treasurer/Comptroller is proposing that the City eliminate the current full-time Deputy Treasurer position and create a part-time position stating it would reduce payroll cost, and that Ms. Meli would serve well in the part-time position based on her experience with the City. The Treasurer/Comptroller reviewed her memo dated May 8, 2017, and stated she proposes creating a full-time Water Billing Specialist position. The charter requires a Deputy Treasurer, and the Treasurer/Comptroller is recommending, and Ms. Murphy the Deputy Comptroller is in favor of, combining the two Deputy positions, and Ms. Murphy is willing to take on additional responsibilities such as taxes with no additional increase in pay.

Ms. Meli is performing miscellaneous assessing work such as data entry and answering questions at the front counter. If WCA Assessing were to take on these responsibilities, they would require 2-2.5 days to perform these functions at \$110,000 for 2.5 days. The City Administrator stated it would cost more money and provides less coverage to increase WCA's hours, and he concurred with the Treasurer/Comptroller's recommendation for a part-time position as well as to combine the deputy positions creating a Deputy Treasurer/Comptroller. There was a consensus of the Committee to appoint Ms. Murphy as Deputy Treasurer/Comptroller in September when Ms. Meli retires, and to post for a full-time Water Billing Specialist, a non-union position.

The Mayor stated the City needs to identify exactly what services WCA should be delivering. Administration was asked to invite WCA Assessing to a meeting to provide an update and to vet their services. Administration was asked to contact the other Grosse Pointes to determine hours and schedules that WCA works.

The Treasurer/Comptroller said she will post the position internally, and advertise if necessary, in order to fill the Water Billing Specialist position by July. There was a consensus of the Committee that the Water Billing Manager job description was good and to move forward.

Motion by Bryant, seconded by Shetler, that Finance Department Staffing be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

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

Under new business:

- The City Administrator stated the probation screening staff person is no longer working at the City. The Deputy Court Administrator, Beth Miro, was trained and has been performing the work for the last five months. He requested to increase her pay by \$3,000.00 annually, a 6.5% increase. There was a consensus of the Committee to move forward with the increase.
- The Treasurer/Comptroller stated she would like to set-up utility e-billing, eliminating paper copies being mailed out. She stated that she could put a

- message on the water bills to sign up on the website. Forms are also available at the cashier's window. It is a free service, and is no additional cost.
- A brief discussion ensued regarding a power generator for City Hall. The City Administrator was asked to check with the City Engineer on the options and what would be needed to power servers, public safety, plus approximately 15% for miscellaneous power needs.
 - The Mayor discussed the Beautification flower sale and their use of the new credit/debt equipment; sales were over \$10,210.00. The Treasurer/Comptroller stated the service rate is 3%. Discussion segued into using credit/debt purchasing for Community Events. There was a consensus to try credit/debt sales for beer/wine sales at City events. The I.T. Manager recommended boring under the horseshoe drive for permanent electric connection rather than running cords and laying rugs. The City Administrator will look to see if it can be done now while horseshoe drive is under construction.
 - The City Administrator was asked about the status of a sound system. He stated he is currently researching sound systems and wants to hear them.

Under Public Comment:

- Margaret Potter discussed commission meetings starting earlier than posted, as well as posting to the website. The City Clerk advised she has addressed meeting start times, as well as posting of agendas, with the Commissions.

Motion by Koester, seconded by Bryant, that the meeting of the Committee-of-the-Whole be adjourned at 7:09 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor