

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 13, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ABSENT: None

ALSO PRESENT: City Administrator Smith  
Treasurer/Comptroller Behrens  
City Attorney Don Berschback  
City Clerk Hathaway  
Director of Public Safety Kosanke

Also in attendance was Kolby Miller, Medstar

Mayor Novitke called the meeting to order at 7:36 p.m.

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

No: None

Absent: None

The first item on tonight's agenda was regarding **non-profits use of City property for fundraising**. The Knights of Columbus (K of C) is requesting to utilize front of City Hall property and driveway for two days, on Friday, April 7<sup>th</sup> and Saturday, April 8<sup>th</sup> from 8 a.m. to 5 p.m. Mr. Janowski, from the K of C, stated volunteers would solicit from the curb on the sides of the driveway, and from the edges of the parking lot. The Mayor stated neither the ingress nor the egress may be blocked. The City Attorney stated that the K of C's previous request was to solicit at Mack Avenue intersections and that to permit it would be a violation of the motor vehicle code, but that this revised request would not be a violation of the motor vehicle code.

The Director of Public Safety stated one safety concern is the top of the horseshoe drive on Friday when City Hall is open for business. Another concern is if traffic backs up onto Mack, K of C would need to provide assistance. He also questioned signage and Mr. Janowski stated that signs, the size of political signs, would be installed into the ground along Mack and the entry to City Hall. The City Clerk stated temporary signage requires a permit approved by the Building Department. Mr. Janowski indicated approximately six people will be collecting donations.

The City Administrator is concerned with traffic backup onto Mack and stated volunteers are to wear bright-colored vests. Extra caution will also need to be taken at drop and

mail boxes. A Certificate of Liability Insurance is to be provided naming the City as an additional insured.

The Mayor stated this item will remain on the Committee-of-the-Whole agenda and that K of C is to provide detailed plans for the Director of Public Safety and the City Administrator to review and provide recommendations to the Committee.

There was a consensus of the Committee to approve this request on a trial basis. This item is to return to the Committee-of-the-Whole on March 27, 2017.

The next item was concerning **Medstar – extension of contract**. Mr. Miller provided an overview regarding the services provided to the City over the past three years. He presented a new business model that included moving away from a 24 hour shift as it is not in the best interest of clinical medicine, and to eliminate station-based crews. Medstar is currently providing services in Grosse Pointe Woods and Grosse Pointe Farms, and are in final discussions with Grosse Pointe Park. He stated that it is unsafe and inefficient to have a vehicle sitting at the municipality, and that it is better to sit waiting at a street corner providing safe response and transport. Reducing shifts from 24 hours to 12 hours and parking in various locations permits the medic to be dressed and sitting in the unit providing faster response time and eliminates the need for crews to perform clinical procedures immediately after waking.

Mr. Miller stated the intent is to move away from 24 hour shifts and toward 12 hour shifts, and to increase one full-time employee per shift. Night crews will be in their truck, and not in the station. They will be parked and dressed. He explained that the crews, based on seniority, bid to work in Grosse Pointe Woods will remain in the Grosse Pointes. He stated when a call is received by Grosse Pointe Woods dispatch, the call is sent to the computer on the truck, and once acknowledged, the computer goes into mapping mode. 911 calls are received by Public Safety which then dispatches a truck. He stated Medstar is in the process of developing a Clemis-CAD hot drop, which will eliminate response time and a need for Public Safety to dispatch a truck, it will automatically be done working in cooperation with the City's existing Clemis.

Mr. Miller suggested a six month trial period. Currently Medstar pays \$14,400.00 to rent the housing facility quarters, which may no longer be needed, although they may need a deployment site. He stated if there is a negative, it will be addressed or he is willing to return to the station model.

The Director of Public Safety's concerns included a delay in communication between police and medics. The Director asked for a copy of the quarterly patient surveys, which will be provided.

The Mayor stated he prefers EMT's that are familiar with our officers and the area. Administration was asked to provide response time statistics. The Director of Public Safety and City Administrator were asked to analyze the statistics and provide a recommendation for the March 27, 2017, Committee-of-the-Whole meeting.

Next, **Grosse Pointe Woods meeting times** was discussed regarding changing City Council Meeting start times from 7:30 p.m. to 7 p.m. beginning January 2018.

Motion by Granger, seconded by McConaghy, regarding Grosse Pointe Woods City Council meeting times, that the Committee-of-the-Whole recommend that City Council adopt a resolution changing City Council meeting start times to begin at 7:00 p.m.

Motion by Granger, seconded by McConaghy, to amend the previous motion by inserting, "beginning January 2018."

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, that Grosse Pointe Woods meeting times be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

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

Discussion then ensued regarding **payroll tax withholdings**. The Treasurer/Comptroller provided an update and overview of Mark Lachowicz's email dated March 7, 2017, which identified two different gross-up factors; one for public safety officers and one for non-public safety officers. Following discussion, it was determined that tax preparation fees should not be included in the calculations because the amount and process are still being discussed. The Treasurer/Comptroller was asked to revise and redistribute the spreadsheet. She stated consent forms are due back by April 3<sup>rd</sup>, and if not returned by an employee the City will not be able to obtain a FICA refund on behalf of the employee, but will receive the City's portion. Administration confirmed that informational meetings will be provided to the union and non-union employees.

The City Attorney and Labor Attorney were asked to prepare a suitable release form for employees to sign for 2011 and 2012 FICA dollars paid. An update regarding this item is to be placed on the Committee-of-the-Whole agenda for March 27, 2017.

The following items were discussed under New Business:

- Deputy Comptroller – A brief discussion ensued regarding republishing a classified ad as well as the wage. The City Clerk reported one resume has been received. The Treasurer/Comptroller will be contacting a lead she received on a recruiter and will provide an update at the Committee-of-the-Whole on March 27, 2017.
- The Mayor stated the City has again qualified for the Certificate in Financial Achievement from the Michigan Government Finance Association and the City

Clerk was directed to place this item on a future Council agenda when the plaque is received.

- Torrey Road pumping station regarding quotes for emergency back-up generators. The Treasurer/Comptroller stated she is working with AEW and will provide additional information such as charging the cost of a generator against water/sewer fund. The City Administrator is looking at whether there is a legal requirement to have two different power sources, DTE's responsibility to provide two sources, and whether there are charges/fees.
- Easter Egg Hunt being held on Saturday instead of Thursday afternoon permitting greater attendance and ability for working parents to attend.

The following item was discussed under Public Comment:

- Kathy Ryan's article on power outage.

Motion by Granger, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 9:35 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor