

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, AUGUST 15, 2016, 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 Irby
City Attorney Don Berschback
City Clerk Hathaway

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

Motion by Bryant, 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

Motion by Bryant, seconded by Granger, that the Committee recess the regularly scheduled Committee-of-the-Whole meeting at 7:08 p.m. and convene in Closed Executive Session for the purpose of discussing labor negotiations at which time the Committee will 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:

Shetler Yes
Bryant Yes
Granger Yes
Ketels Yes
Koester Yes
McConaghy Yes
Novitke Yes

The Committee-of-the-Whole reconvened in open session at 7:32 p.m.

The Mayor recessed the Committee-of-the-Whole at 7:33 p.m. to convene the regular City Council meeting. The Committee-of-the-Whole reconvened at 8:18 p.m.

The next item discussed was regarding the **Treasurer/Comptroller vacancy**. The Treasurer/Comptroller stated there will be procedure books and back-up for job duties of the Treasurer/Comptroller's office and Finance Department, and the City Administrator will review such. Information to be provided to the Committee includes an organizational chart for the department, a draft classified ad, and that the City Attorney prepare an independent consultant contract for Dee Ann Irby to assist with transitioning the position as she agreed to work after hours and on weekends. She stated the city auditors will be in the office on September 26, 2016, and Dee Ann's last day is September 9, 2016.

The Treasurer/Comptroller provided an overview regarding the status of cross-training the Finance Department staff and stated the Deputy Treasurer and Deputy Comptroller are willing to help. She also stated she is willing to come back if needed. Ms. Irby stated her wages equate to \$54 per hour, and she was asked to provide a recommendation whether Deputies would be working additional hours.

The Mayor asked that a list of job responsibilities that the Treasurer/Comptroller performs be provided as soon as possible. She stated duties include payroll, accounts payable, issues purchase orders, works with administration to prepare the budget, prepares worksheets for the audit, human resources, benefits administration, union contract negotiations, processes retirees/pensions, Pension Administrator, works with Sandy Rodwan on defined benefit/contribution plans, work with Comerica Bank, worker's compensation, property/liability insurance claims, and is responsible for financial reporting to the State.

The City Administrator, Treasurer/Comptroller, and City Clerk were asked to work with Member Granger, Public Relations Committee Chair, to prepare a classified ad for review by the Public Relations Committee. The City Attorney and Ms. Irby are to prepare a Consulting Agreement. A Committee-of-the-Whole is to be scheduled for next week to discuss Dee Ann Irby's Consulting Agreement, draft classified ad for Treasurer/Comptroller, in addition to the Public Safety Director vacancy and liability insurance quotes.

The Treasurer/Comptroller stated property liability insurance proposals will need to be addressed. The Chair asked the City Administrator, Treasurer/Comptroller, and City Attorney to address this item at a future Committee-of-the-Whole.

Human resource responsibilities were briefly discussed and administration was asked to identify necessary services and obtain pricing for contracting human resource services, which is to be addressed at the next Committee-of-the-Whole meeting scheduled for Wednesday, August 24, 2016, at 7 p.m.

Under New Business:

- The Mayor discussed City Assessor Colombo, and stated that at this time Mr. Colombo cannot make a work time commitment until October and that after the Board of Review next year, he intends to move on. The Mayor stated this upcoming vacancy needs to be looked at early next year. Brief discussion ensued regarding addressing the timetable and looking at this sooner due to schedules and responsibilities of Assessors. The Treasurer/Comptroller stated the Deputy Assessor is not interested in holding the Assessor's position or working additional hours.

Motion by Granger, seconded by Shetler, that the meeting of the Committee-of-the-Whole be adjourned at 9:11 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor