

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 26, 2015, 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 Fincham
City Clerk Hathaway
City Assessor Colombo
Director of Public Services Ahee
Information Technology Manager Capps
Recreation Supervisor Byron

Mayor Novitke called the meeting to order at 7:30 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 discussed was regarding **website improvements**. The IT Manager provided an overview of his memo dated October 14, 2015, and the Revize Software Systems proposal. The cost for this provider is \$4,400, plus \$3,500 for maintenance, and \$3,500 every year thereafter. The IT Manager was asked to obtain additional information regarding the process for updating servers and the workings of submenus. He was also asked to look at other proposals including Wordpress to ensure the City can control the website, develop a list of necessary improvements, address proprietary software issues, identify potential cost savings/increases, and provide comparables including Birmingham and Grosse Pointe Farms. The IT Manager recommended the Council approve this proposal. Also discussed was the need to establish a procedure for posting to the website including identifying who has authority to approve items posted. There was a consensus of the Committee that website improvements need to move forward.

Discussion ensued regarding whether the IT department was adequately staffed, necessity to document procedures, cross training, and time savings to the IT department if utilizing a web host. The City Administrator was asked to provide a recommendation for suitable back-up for the Information Technology department.

This item is to remain on the Committee-of-the-Whole and return in January 2016.

The next item discussed was regarding **Tom Colombo contract/City Administrator vacancy**. The City Administrator stated his last day with the City serving as City Administrator will be Friday, January 15, 2016, and that Mr. Colombo would be on vacation from January 9 through January 16th, and is prepared to start on Tuesday, January 19, 2016. Mr. Colombo provided an overview of his Proposed Wage Analysis for Interim City Administrator, which was presented to the Compensation & Evaluation Committee on September 14, 2015. There was a consensus of the Committee to move forward with this proposal as presented, including Deputy Assessor, and directed the City Attorney to prepare an Agreement for Tom Colombo.

Motion by Bryant, seconded by McConaghy, to remove this item from the Committee-of-the-Whole.

Motion carried by the following vote:

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

The Chair declared a recess at 8:46 p.m., and reconvened at 8:53 p.m.

The Committee then discussed **Skip Fincham Consulting Agreement**. The Committee reviewed and discussed the Compensation and Evaluation minutes from October 19, 2015. Following discussion, there was a consensus of the Committee to move forward with this proposal as presented, and directed the City Attorney to draft an Agreement for Alfred "Skip" Fincham.

The Committee also discussed Mr. Fincham's request to maintain the title of Police Commissioner. Discussion ensued regarding a concern over whether there is any problem with a 1099 employee taking over as a full-time W-2 employee in the absence of the Director of Public Safety. There was a consensus of the Committee to move forward and permit Mr. Fincham to retain the title of Police Commissioner contingent upon the City Attorney's review and subsequent Council approval.

Discussion then ensued regarding **Farmer's Market**. The City Administrator provided an overview. Due to St. Clair Shores starting a larger-scale market, the loss of some of our vendors to that venue, and because many other surrounding cities are now holding markets, he recommended not continuing with the market. There was a consensus of the Committee to not hold future Farmer's Markets.

Motion by Granger Seconded by Shetler, to remove this item from the Committee-of-the-Whole.

Motion carried by the following vote:

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

Next, the **Fireworks** was discussed. The City Administrator stated he met with the Ford Estate representative, Kathleen Mullens, who denied the City's request to shoot the City's fireworks display from the Ford Estate. They will not permit it due to an intense schedule, not enough green space from which to view the fireworks, and the mortars cannot be shot from the island due to the diameter of fall out, which includes Lake Front Park. There was a consensus of the Committee to discontinue fireworks.

Music on the Lawn was then discussed. The Mayor provided an overview. This event was well received and instilled a good sense of community. He proposed continuing with this event to be held at the end of June, end of July, and end of August.

The Mayor said he would like to rename and restructure the Fireworks Committee to a Community Events Committee. He would retain the existing members and transfer the remainder of fireworks funds into a Community Events Fund. Costs for this year's Music on the Lawn events were defrayed by sponsors, in part, and eleven sponsors should cover all costs. He suggested additional events, e.g. A Taste of Mack Avenue that would include entertainment, free samples of food, beer and wine. The Mayor asked for suggestions for additional events. Administration was asked to set a meeting of the Community Events Committee for February or March. There was a consensus of the Committee to proceed with Music on the Lawn and the Community Events Committee.

The next item on the agenda was the **Trolley**. The City Administrator provided an overview of his memo dated October 20, 2015, and stated the SMART donation came in substantially higher than originally anticipated, from \$23,000 to \$42,756.57. All agreed the trolley was very successful. Santa will be brought in on the trolley for Woods Aglow. He has received requests to rent the trolley and could be considered if properly licensed. There are plans to use the trolley in the Grosse Pointe Christmas parade, and he recommends using it for Polar Express. Signage to be displayed on the trolley has been designed by Embre Signs for both events. There was a consensus of the Committee to continue use of the trolley. Another suggested use was in the Little League Parade. There was a consensus of the Committee to not permit rentals.

Hours of operation and route were then discussed. Discussion ensued regarding possibly tying into Grosse Pointe Park trolley stops, travel time, expanding the route, the possibility of obtaining a second trolley with SMART funds, the trolley location app, and changing hours of operation. There was a consensus of the Committee to maintain status quo and restart trolley operations on Friday, June 3rd and end Saturday, October 1st. The days, hours, and route are to be printed in the City calendar.

This item is to remain on the Committee-of-the-Whole.

Motion by Granger, seconded by Bryant, that the meeting of the Committee-of-the-Whole be adjourned at 10:12 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway, City Clerk