

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 27, 2014, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ALSO PRESENT: City Administrator Fincham
Treasurer/Comptroller Irby
City Clerk Hathaway
Director of Public Services Ahee
Executive Assistant Como

Also in attendance was Craig Kuenzer, from Cornerstone.

Mayor Novitke called the meeting to order at 7:30 p.m.

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

Motion carried by the following vote:

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

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

The first item discussed was regarding **Medicare renewal**. Mr. Kuenzer provided an overview. He stated there will be an 8% increase, or \$20,000.00 for 2015. The increase is the same as the other Grosse Pointes and is mandatory for retirees if they choose to participate in Parts A and B. He stated that Blue Cross receives a stipend from CMS to reduce costs to the City. The current cost to the City is \$19,072.00 per month.

Motion by Granger, seconded by Shetler, regarding Medicare renewal, that the Committee-of-the-Whole recommend the City Council authorize additional funding for the Medicare Advantage Program at a cost of \$20,000.00 for the renewal

effective January 31, 2015, through December 31, 2015; and to authorize the appropriate budget amendment.

Motion carried by the following vote:

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

Motion by Koester, seconded by Shetler, that Medicare renewal be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

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

Discussion then ensued regarding the **Farmer's Market**. The Mayor provided an overview including Ms. Como's hours and compensation. The City Administrator stated he has received nothing but positive feedback on the Market from residents and vendors. He would like to see it continue and recommended it continue to be run by Ms. Como.

Ms. Como was asked to provide an overview regarding the market. She stated that during this first year start-up, she attended some on-line training classes to ensure it was properly managed. She would like to attend future classes and obtain Market Manager certification. When markets first start up, six to eight vendors is normal, and she expects the numbers and types of vendors to expand. She recommended starting the market one week later to allow time for crops to be harvested. She stated the vendors were pleased with our event.

The Committee then reviewed Ms. Como's recommendations for future markets:

- Vendor expansion – consensus was yes.
- Incorporating events and music (background) – consensus was yes. There was a consensus to pay for background music versus tips.
- Non-profit station – the City Attorney is to research whether restrictions may be applied to non-profits to participate before City Council addresses this item.
- Food truck event (3-5 food trucks) – consensus was yes.
- MIFMA Membership – consensus was yes.
- Market Manager attending seminars/training – Ms. Como explained these are webinars and a certificate program, some are on-site, and the cost is \$20 each. The Mayor stated the overtime is a concern. The Consensus was that administration provide more information on seminars/training, time and cost, what they cover, and how many.
- Increase vendor fee – consensus was yes, increase to \$20.
- Start the Market on the second Sunday in June – consensus was yes and add to the City calendar.

- Letter of Understanding for Market Manager compensation – consensus was yes.

There was a consensus not to create a separate job title for Market Manager and no specific job duties to be outlined. The City Administrator is to handle it.

The number of hours worked by the Market Manager will be determined between the City Administrator and the Manager. The Mayor asked Ms. Como if she would like to continue managing the market, and she said yes. She stated that Daniel Kvamme assisted on various Sundays and that he did a good job. There was a consensus that Ms. Como continue as the Market Manager with Daniel Kvamme working some Sundays.

Administration was asked to identify and provide costs for all expenses for market operations over the past year including seminars, hours, payroll, etc. The Mayor stated that approximately \$8,000.00 was spent including additional staff time.

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

The Chair declared a recess at 8:42 p.m., and reconvened at 8:54 p.m.

The next item discussed was **lease/purchase vehicles**. The Treasurer/Comptroller stated leasing would cost \$21,980.00 in interest. The Mayor asked about taking the money out of reserves to save on interest.

The Mayor restated that there was a consensus of the Committee at the previous meeting to move forward with obtaining the recommended three public safety vehicles with equipment, and the three public works vehicles. At that meeting, administration was asked to provide additional information for the additional requested vehicles: one for the Park, two for administration, one for Building, and one Paver machine.

The Director of Public Services distributed a memo dated October 24, 2014, with photographs. He stated the Paver machine costs \$90,000.00 and would save approximately \$4,650.00 per year on cold patch tonnage (\$115.00 per ton), and 50-75% in man hours (approximately \$25,000.00 per year.) Emulsion would replace cold patch, which is \$25 less per ton and lasts substantially longer. The Paver's life expectancy is seven to ten years, and can also be used for joint repair work. The Director of Public Services and the City Administrator are both recommending purchasing this machine. The Committee concurred.

The Treasurer Comptroller confirmed the cost to lease the Paver, three equipped police vehicles, and three Public Works trucks with plows is \$315,000.00 and four payments of \$84,000.00 over four years; \$21,000.00 in interest. The Mayor asked if there was any benefit by taking money out of reserves and paying ourselves back to take advantage of lower interest. The Treasurer/Comptroller recommended not using the fund balance, and pay the 2.63% interest. She also stated that there would be no penalty for an early payoff of the loan. The Mayor asked the Treasurer/Comptroller to provide a recommendation memo to the City Council including no penalty for early payment.

Motion by Granger, seconded by Shetler, that the Committee-of-the-Whole recommend to City Council approve the acquisition of a new Paving machine (\$89,800.00), three Public Works pick-up trucks with plows (\$106,197.00), and three fully-equipped police vehicles (\$119,000.00).

Motion by Granger, seconded by Shetler, to amend the previous motion by adding, "and to authorize financing through Comerica Bank as recommended."

Motion carried by the following vote:

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

This item is to remain on the Committee-of-the-Whole agenda to address additional vehicles being requested at the November 10, 2014, meeting. Director Ahee was asked to research the cost of used vehicles and estimated miles from use for the Building Department, the Park, and Administration. He was directed to provide justification for all vehicles and identify the vehicles to be rotated out of the fleet or handed down to another department. This information is to be provided with the agenda in advance of the meeting.

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

1. Parking Pass-All Grosse Pointes
2. Internet Service.

Motion carried by the following vote:

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

New Business/Public Comment:

- Council Member Koester discussed Commission Membership and serving as an Officer. A group Oath of Office is to be on the City Council agenda for January 5, 2015, City Council Meeting.
- City Administrator Fincham informed the Committee that Mark Lechard has offered to sell 300 lockers to the City that could be used at the bath house. He has offered a selling price of \$7,000.00, plus delivery \$500.00, for a total cost of \$7,500.00. The cost for new lockers is \$27,000.00.

Motion by Shetler, seconded by Granger, that the Committee-of-the-Whole recommend that City Council approve the **purchase of 300 lockers** from the Lechard Firm at a cost of \$7,000.00, plus delivery in the amount of \$500.00, for a total cost not to exceed \$7,500.00 to replace existing lockers in both the men's and women's facilities in the Bath House at Lake Front Park.

Motion by Shetler, seconded by Granger, to amend the previous motion by adding, "and to authorize a transfer of funds from the appropriate account."

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, that the meeting of the Committee-of-the-Whole be adjourned at 9:53 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk