

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, DECEMBER 9, 2013, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ALSO PRESENT: City Administrator Fincham
City Attorney Chip Berschback
City Clerk Hathaway
Director of Public Services Ahee
Information Technology Manager Capps

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

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

Motion carried by the following vote:

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

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

The first item discussed was regarding **Cloud technology**. The Information Technology Manager provided an overview, and indicated he is constantly looking at new cloud solutions as they come available. Plante Moran has provided a price to perform an outside analysis of the City's information technology at a cost of \$30,000.

Following discussion, administration was asked to provide the following information:

- A breakdown of total costs for all items relating to information technology across all departments to be addressed at a future Finance Committee Meeting.
- Review alternative ways to manage the website including Google applications for government, and use of fill and send forms.
- Costs for networking and wifi at the park. The IT Manager stated he would also need to look at other related costs and who would manage it, etc.

- The City Attorney was asked to review various contracts for Photobucket, Picasa, or other solutions for photos.

There was a majority consensus not to spend \$30,000 with Plante Moran at this time. There was also a majority consensus to not perform an outside technology audit. Information technology costs are to be addressed at a future Finance Committee Meeting.

Motion by Granger, seconded by Bryant, that cloud technology be removed from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

Discussion then ensued regarding **Lake Front Park pool updates**. The Director of Public Services provided an overview regarding the status of the heaters in the pool. He stated that of the four pool heaters, only 1.5 of the heaters are running but operating poorly. An estimate has been received from B & B Pools to replace the four heaters at a cost of \$112,600.

Motion by Granger, seconded by Bryant, that the Committee-of-the-Whole recommend to City Council to authorize administration to go out for bids to replace the four pool heaters.

Motion carried by the following vote:

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

The Director then discussed the baby pool liner. He reminded the Committee that the pool was shut down last season, and that it continues to leak. He obtained a quote in the amount of \$18,400 from B & B Pools to install a membrane and new pvc. There was a consensus not to repair the pool liner. Administration was asked to obtain a cost for a splash pad.

The Director then discussed the platform tennis heaters. One heater is completely out of commission, and one requires repairs. Quotes were received to replace the one that was out of commission at a cost of \$6,500, and \$2,500 to repair the other heater. The Director is not recommending repairing the heaters. There was a consensus not to fix the platform tennis heaters.

Motion by Granger, seconded by Bryant, to remove Lake Front Park updates from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

The Chair declared a recess at 9:07 p.m., and reconvened at 9:10 p.m.

The **Employee Handbook** was then discussed. The Mayor provided an overview regarding overtime pay policy established in the Employee Handbook revised 08/06/12. Section 4.05 Overtime states, "Non-exempt positions will be compensated for overtime work at the rate of time and one-half (1.5) for all time worked over eight hours in a day . . ." The City Attorney suggested adding, "if approved."

Motion by McConaghy, seconded by Shetler, regarding Section 4.05 Overtime of the Employee Handbook revised 08/06/12, that the Committee-of-the-Whole recommend to the City Council to insert "if approved" after "in a day".

Under discussion, Section 2.02 Employee Types of the Employee Handbook was discussed, regarding Part-Time Employees, where it refers to 1,200 hours of work per annum that was recently increased to 1,350 hours.

Motion by McConaghy, seconded by Shetler, to amend the previous motion by adding, ". . . and, in Section 2.02 Employee Types, to delete "one thousand two hundred (1,200), and insert "one thousand three hundred fifty (1,350)".

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, to remove Employee Handbook from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

The next topic discussed was regarding **Employment Agreement**. Discussion ensued regarding the City Clerk's Employment Agreement relating to education and tuition reimbursement. The Mayor stated that in accordance with the Compensation & Evaluation Committee's recommendations to the City Council, and the City Council's intent, that tuition reimbursement should have been included in Ms. Hathaway's contract. The City Clerk stated she transferred from Davenport University to the more affordable Macomb Community College to attain a degree in Business Administration. A brief discussion ensued regarding various union contracts and tuition reimbursement

policies for all employees. The City Clerk was asked to provide related sections of the police and command union contracts. The Mayor suggested the Clerk's Employment Agreement needs to be amended to include tuition reimbursement.

Motion by McConaghy, seconded by Shetler, regarding the City Clerks' tuition reimbursement, to authorize an amount not to exceed \$1,500 reimbursement for Lisa Hathaway.

Motion by McConaghy, seconded by Shetler, to amend the previous motion by replacing it with, "that the Committee-of-the-Whole recommend to City Council amending the City Clerk's employment Agreement to include authorizing tuition reimbursement in an amount not to exceed \$1,500 for higher education attained by attending an accredited educational institution, subject to prior approval of the Council."

Motion by McConaghy, seconded by Shetler, to further amend the previous motion by adding, ". . . of the course of study; and, and to reimburse Ms. Hathaway for educational costs already incurred in the amount of \$383."

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, to remove Employment Agreement from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

The **Planning Commission vacancy** was then discussed. Carol Evola submitted her resignation to the Planning Commission. There was a consensus of the Committee that the Mayor call Michelle Harrell, who applied and interviewed previously, and ask her if she is willing to serve. This item is to remain on the Committee-of-the-Whole agenda.

Hearing no objections, the following items were discussed under New Business/Public Comment:

- Council appointments to Commissions/Committees. All Council Members indicated a willingness to serve as representatives on the same Commissions and Committees as last year.
- Det. Anthony Chalut's written complaint letter dated 12/09/13. The City Administrator will respond tomorrow.

- Auxiliary Recording Secretary's contract. The City Clerk provided an overview and recommended the City Council authorize a contract renewal for Pam St. Peter with an increased rate from \$24.20 per hour, her rate since 2005, to \$30.00 per hour. These services are budgeted at \$500.00 annually. There was a consensus to renew Ms. St. Peter's contract with the increase.
- Provencal Annexation. Discussion ensued regarding sending a letter to Grosse Pointe Farms. No action was taken.
- The City Administrator discussed an intern program for mechanics that may be helpful to fill the part-time position at the DPW, as well as soliciting mechanics along nautical nine mile.

Motion by Granger, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 9:46 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk