

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, AUGUST 19, 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
Treasurer/Comptroller Irby
City Attorney Don Berschback
City Clerk Hathaway
Acting Director of Public Services Kowalski

Mayor Novitke called the meeting to order at 7:46 p.m.

Motion by Bryant, seconded by Granger, 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 Granger, seconded by Shetler, that all items on tonight's agenda be received, placed on file, and 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 on tonight's agenda was regarding **parking meters/fees**. The Treasurer/Comptroller provided an overview regarding the Parking Enterprise Fund. For 2013/14 the fund's balance is \$267,300 total. The breakdown: maintenance at \$37,000, wages/benefits at \$165,300 for half of two part-time court staff and meter maids (50% of court and deputy administrators); and OPEB \$65,000. Court collections have covered the collections officer's salary. Both of the enterprise funds, parking and water/sewer, are contributing to OPEB. The 2013/14 Budget included an anticipated shortfall in the amount of \$66,000, however the shortfall was not realized due to court collection revenue. It was noted that as the backlog of collections diminishes, future budgets cannot expect this same amount of revenue. Currently, there is a \$60,000 surplus.

The Mayor stated \$60,000 was budgeted to cover an anticipated shortfall, but ultimately realized \$163,000 in court collections, plus an additional \$60,000 from collections, \$128,000 should be repaying the General Fund. We currently do not charge the fund

for DPW staff time for emptying or repairing the meters. OPEB is being charged for two clerk staff. The City Administrator stated interviews for the second parking enforcement officer are complete, background checks are being performed, and he anticipates a start date of about two weeks.

Administration was asked to:

- Look at charging the costs to the Enterprise Fund for maintaining the Mack Avenue median;
- Provide court collections information including current outstanding revenue balance for parking tickets and fees that are anticipated to be collectible;
- Determine the total amount of the outstanding court collections;
- Provide historical data, if available, from the previous five years;
- Provide additional information on the probability of the uncollectible tickets;
- Review all fines and costs.

Discussion then ensued regarding the meters. The Mayor stated that refurbished, coin-only meters (\$70) utilize technology that is obsolete, and does not accept a Smart card. The Smart technology is available on new meters, as well as technology that enables collecting of data. The Committee reviewed the Mayor's Mack Avenue Business Study Committee minutes from August 14, 2013. Overall, the Business Study Committee was in favor of the changes.

The Mayor stated meter rates should be discussed at a future Finance Committee Meeting; \$70 refurbished meters versus \$170 new. The new meter accommodates a swipe card. \$170 provides the ability to capture data and allows staff to change rates, which currently requires shipping to the manufacturer. The Deputy Director of Public Services stated there are 223 total municipal spots, and that to install kiosk parking is \$13,000. He recommended installing new (\$170) meters due to better technology, ability to purchase Smart cards, and the purchase of new meters is not limited to Duncan brand (although he recommends staying with Duncan because the new meters fit into existing meter heads, otherwise they will need to be changed out.) A one year warranty is available on both refurbished and new meters; an annual renewable warranty is available on new meters. The costs will initially be charged to the General Fund. The City currently has 1,000 meters, 900 are needed. Repairing the existing meters is very costly in addition to shipping. It would cost an additional \$12,500 for software and includes one handheld programmer. Implementing ParkMobile could incur additional costs for readers and staff time.

Administration was asked to provide the following information:

- The cost of the extended warranty on new meters;
- The cost of Smart cards;
- The cost to purchase a backup handheld programmer;
- Costs to implement ParkMobile including readers and staff time;
- Historical costs for meter repairs over the last few years.

The Mayor stated the Committee is charged with determining whether to replace meters, and if yes, decide whether to go with refurbished (\$70) or new (\$170.)

There was a consensus of the Committee that if the meters are to be replaced, to replace them with new meters rather than refurbished. Discussion ensued regarding whether the meters need to be replaced at this time if there is no rate increase. The Deputy Director stated replacement parts and shipping are costly.

The ParkMobile application was then discussed, which provides a downloadable app onto any smart phone. ParkMobile would come in and label the meters. A user would download the app onto a smart phone, enter the meter number, then set the time; or call a 1-800 number.

Administration was asked to provide more information:

- Determine how long would installation take;
- Determine how much staff time it would take for enforcement;
- What costs would be incurred for additional enforcement;
- Obtain a recommendation from Grosse Pointe City;
- Obtain a cost for the data package;
- Negotiate \$0.35 rate;
- Negotiate phone charge.

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

The next item was regarding **Farmer's Market**. The City Administrator provided an overview of his memo dated August 9, 2013, stating on-site visits took place at various markets, which had 10-21 vendors who stated advertising and signage is important. Vendors are not interested this year due to crops winding down and prior Market commitments already scheduled for the remainder of the season. The City Administrator recommended starting the market next year. The vendor deadline of March 1st should be established in order to publish information in the May issue of the *Update*.

There was a majority consensus of the Committee to:

- Begin the market next year for one season beginning June 1st – October 12th ;
- Do not allow pumpkin sales to avoid conflict with local fundraising activities
- Name: Grosse Pointe Woods Farmer's Market using the City's logo;
- Rental space size: 10` x 10` ;
- City not providing market umbrellas for the first season;
- Do not allow alcohol for the first season;
- Subscribe to the Marketing membership;
- City to provide Public Relations mediums via *Update*, website, e-blasts, and cable.
- No vendors to set up or customers to park on the circle drive;
- Do not use port-a-johns;
- City to provide DPW employees and public safety;
- The remainder of items on City Administrator's memo dated August 9, 2013, are okay.

This item to remain on the Committee-of-the-Whole agenda. Administration was asked to provide a list of vendors and costs at a meeting to be scheduled in late December or early January.

Under New Business:

- The Mayor discussed hosting an October Fest on the front lawn of City Hall offering a beer/wine tent (cash bar) on a Saturday, 5:00/6:00 p.m. to 9 p.m., suggested getting local businesses involved, set up the tents, have corn on the cob, bratwurst/hot dogs, Doug Hamborsky's band for entertainment, and bon fire. Council was asked to bring back ideas. Skip to contact Jennifer Boetcher with the Chamber to coordinate.

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

Respectfully submitted,

Lisa Kay Hathaway
City Clerk