



CITY OF GROSSE POINTE WOODS
20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

(313) 343-2440
Fax (313) 343-2785

**NOTICE OF MEETING
AND
AGENDA**

COMMITTEE-OF-THE-WHOLE

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, May 13, 2013, at 7:30 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, 20025 Mack, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

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| 1. Call to Order | |
| 2. Roll Call | |
| 3. Acceptance of Agenda | |
| 4. Management Information Services – Use of the Cloud | A. Committee-of-the-Whole Excerpt 04/08/13 |
| 5. Commission Expenditures – Annual Approval | A. Committee-of-the-Whole Excerpt 09/10/12 |
| 6. LED Lighting | B. City Council Excerpt 11/19/12 |
| | A. Committee-of-the-Whole Excerpt 03/12/12 |
| | B. Committee-of-the-Whole Excerpt 04/30/12 |
| 7. Commission Web Page | A. Committee-of-the-Whole Excerpt 04/30/12 |
| 8. Recreational Activity Payment Methods – Credit Cards & Fees | A. City Council Excerpt 10/03/11 |
| 9. MML MORE Program | A. Committee-of-the-Whole Excerpt 11/08/10 |
| 10. Guest punches/group permits (winter usage) – Lake Front Park | A. City Council Excerpt 01/18/10 |
| | B. Committee-of-the-Whole Excerpt 01/25/10 |
| | C. Committee-of-the-Whole Excerpt 10/11/10 |
| | D. Committee-of-the-Whole Excerpt 11/08/10 |
| 11. Nonresident Use of Lake Front Park Pool (policy) | A. City Council Excerpt 03/17/08 |
| | B. Committee-of-the-Whole Excerpt 10/11/10 |
| 12. Park Pass Requirements (Non-Tax Payers) | A. City Council Excerpt 10/04/10 |
| 13. Travel Policy/related issues | A. City Council Excerpt 06/01/09 |
| 14. Policy: Leadership in Energy and Environmental Design (LEED) | A. City Council Excerpt 05/18/09 |

15. Investment Policy and Investment Reserves
16. New Business/Public Comment
17. Adjournment

A. City Council Excerpt 01/07/08

Alfred Fincham
City Administrator

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at cityclk@gpwmil.us.

cc:

Council – 7
Berschback
Fincham
Hathaway

Rec. Secretary
Email Group
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File



COMMITTEE-OF-THE-WHOLE
04-08-13 – 16

- Management Information Systems: Discussion ensued regarding use of the cloud. The City Clerk was directed to place this item on a future Committee-of-the-Whole agenda.



COMMITTEE-OF-THE-WHOLE
09-10-12

- A brief discussion ensued regarding routine Commission expenditures being presented to Council for approval one time at the beginning of each year. There was a consensus that Council Representatives will discuss this procedure with their Commissions. This item to return to the Committee-of-the-Whole.



COMMITTEE-OF-THE-WHOLE
03-12-12

- LED lighting – The National League of Cities has a website tool that provides the cost of converting to LED. This item is to be addressed at a future Committee-of-the-Whole Meeting.

The next item discussed was regarding an **LED Lighting Update**. The Director of Public Works discussed installing LED lighting in City light posts. The newer LED Cobrahead costs approximately \$100 per fixture; however, installation would also be needed. The lights run on a circuit (54 lights) and to upgrade the lights on DTE's schedule and install the fixture, the cost to the City would be for the fixture only; no installation cost. Grosse Pointe Woods has not been placed on DTE's upgrade schedule for this year. The Director stated the payback for LED cost would be realized in 3.5-4 years. The Chair stated future discussion is to include the cost of installation, what can the City afford, and what is the true energy savings. The Director stated the current high pressure sodium (yellow) lights do not attract fishflies. It is undetermined at this time whether LED attracts fishflies. This item is to remain on the Committee-of-the-Whole.

The first item discussed on tonight's agenda was regarding a **business web page**. This item was previously discussed at a Mayor's Mack Avenue Business Study Committee Meeting in an effort to create a more user-friendly site for the business owners. The Committee felt it was important to install the page on the City's website and to have it up and running as soon as possible. Additional changes will be made as needed. It was determined that MailChimp will be used to obtain news, and Nixle for emergency information.

Information Technology Manager Capps provided a demonstration of the business page. He stated a link will be added to the website entitled, "Business Information." Following the demonstration, there was a consensus of the Committee that the IT Manager make the following modifications to the business page as discussed:

- Reorganize the links and create tabs within the whitespace to connect to permit forms and licenses;
- Revise the Business License .pdf form to be a fillable .pdf;
- Include contact information (via email/phone);
- Revise "Registration Forms" tab to read, "Registration Forms and Business Permits";
- Add a "Contact Us" icon on left side of the screen;
- Add a link to the zoning map;
- Rename "MailChip Registration" to "Email Registration."

There was a brief discussion regarding the feedback email capability and response turnaround time, and there was a majority consensus to remove the feedback email at this time and install Contact Us instead. The IT Manager agreed to have this business page up and running by the end of the week. This item is to remain on the Committee-of-the-Whole agenda and be placed on a future Public Relations Committee agenda.

Council Member Granger discussed the various Commission web pages and asked that their respective mission statements be added to their page, as well as adding information on upcoming events including linking related registration forms and flyers already published on-line. The City Clerk was asked to provide Council with all of the various Commission's Mission Statements for review prior to adding onto the web page. The IT Manager was asked to look at linking flyers to the Commission pages and identify time and cost to do so. This item is to remain on the Committee-of-the-Whole agenda and to be placed onto a future Public Relations Committee.



NOTE



COUNCIL
10-03-11

Motion by Howle, seconded by Bryant, regarding **method of payment for recreational activities – credit cards** and **fees** as recommended by the Citizens Recreation Commission at their meeting on September 13, 2011, that the City Council refer these items to a future Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Bryant, Howle, Ketels, Novitke, Sucher

No: None

Absent: Granger, McConaghy



COMMITTEE-OF-THE-WHOLE
11-08-10

Grosse Pointe City recently attended a Michigan Municipal League meeting and received information on the MORE Program, which promotes businesses. Administration was asked to look into this program and report to Council.



COUNCIL
01-18-10 - 006

Motion by McConaghy, seconded by Granger, regarding **Lake Front Park Activities Building Winter Hours**, that the City Council adopt the current hours of operation, 8 a.m. to 9 p.m., for the Lake Front Park Activities Building Winter Hours (November 1 to May 1.)

Motion by McConaghy, seconded by Granger, to amend the prior motion regarding Lake Front Park Activities Building Winter Hours, by adding, ". . . and that this item be sent to the Committee-of-the-Whole, and directed administration to provide a detailed study of park attendance during winter hours and usage in the mornings and evenings."

Hearing no objections, the following individuals were heard:

Chris Cassidy
1825 Hampton

Steve Hamilton
19766 E. Ida Lane

James Oleksinski
738 Briarcliff

Motion carried by the following vote:

Yes: Boddy, Bryant, Granger, Howle, McConaghy, Novitke, Sucher

No: None

Absent: None

A member of the Recreation Commission was requested to be in attendance at the Committee-of-the-Whole Meeting.

COMMITTEE-OF-THE-WHOLE
01-25-10

The next item discussed was **Lake Front Park Group Permit**. The Director of Public Works and Park Supervisor provided an overview. Currently allowed are 5 group permits with up to 30 people, and pass punches: 20 winter and 14 summer. Additionally, Gate Guards have been accepting a list containing non-resident names with Gate Guards punching the park passes of the residents.

Administration is recommending increasing the number of group permits in order to manage current level group permit requests (permit requests requiring a list) and to enable administration to schedule the appropriate number of staff. The Chair asked if a more balanced approach to managing the numbers, such as residents submitting a legible (typed or printed) list of names presented in advance would help.

The Director of Public Works stated group requests would be more manageable if permit requests were required to be typed/printed, provided in advance of the weekend, or residents were required to be present when nonresidents check in at the gate.

There was a consensus of the Committee to not increase group permits. Guest punches and group permits with a list is to remain on the Committee-of-the-Whole Agenda. Joe Ahee will address the issue of residents submitting a list of nonresidents to enter Lake Front Park.

COMMITTEE-OF-THE-WHOLE
10-11-10

There were several items discussed regarding **Lake Front Park**, including issues and plans for the pool/restrooms, traffic improvement, and supervision/reorganization; guest punches/group permits – evening/morning, winter/summer, resident/non-resident, Activities Building usage; platform tennis user fee; and non-resident pool use. The City Administrator reported on information received from the Traffic Improvement Association (T.I.A.) to improve safety at Lake Front Park, and stated that he is implementing those recommendations.

The costs to reconfigure the bathrooms to create Family Restrooms and to purchase a camera system will be addressed by the Finance Committee. The City Administrator confirmed that Supervisors and Gate Guards will carry telephones/radios to use for communication purposes and reporting emergencies. The Mayor requested the City Administrator and City Attorney to research and determine whether the speed limit can remain at ten miles per hour for a non-public park. Administration was directed to find out what the requirements are, according to the American's with Disabilities Act (ADA), to retrofit the existing Lifeguard Rooms and reconstruct them for family use, and whether the standards would apply to the whole building. Administration was directed to obtain cost estimates to retrofit the Lifeguard Rooms and to retrofit existing bathrooms to create two family restrooms. This item is to remain on the Committee-of-the-Whole agenda and return by January 2011.

Discussion regarding guest punches/group permits ensued. The Recreation Supervisor will provide the Committee with winter usage numbers, including a.m. and p.m. hours, on the Activities Building by the end of the week, in memo form, and will be addressed at the next Committee-of-the-Whole meeting. According to the Park Supervisor, overall attendance of non-residents at the park is 19%. A concern was stated whether that percentage is skewed based upon passes that are not punched or non-residents not being counted by the Guards.

There was a consensus of the Committee to leave Group Permits/Guest Lists, Hours/Use of the Activities Building, and Pool Use – Non-resident on the Committee-of-the-Whole Agenda.

COMMITTEE-OF-THE-WHOLE
11-08-10

The Committee then reviewed the **Activities Building Winter Usage Numbers**. This item was placed on the agenda to look at building hours and whether previously changing the hours

had a substantial impact on use and budget. The Director of Public Works is recommending the hours of operation remain as they are currently (8 a.m. to 9 p.m.)

Motion by McConaghy, seconded by Granger, regarding Activities Building Winter Usage Numbers, that the Committee-of-the-Whole refer this item to the Recreation Commission for a recommendation to the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Boddy, Bryant, Granger, Howle, McConaghy, Novitke, Sucher

No: None

Absent: None



COUNCIL
03-17-08

Motion by Granger, seconded by Waldmeir, regarding **Lake Front Park Pool Use – Gators**, that the City Council refer to the Committee-of-the-Whole a policy discussion regarding rental and/or utilization of the City's facilities by non-residents.

Motion carried by the following vote:

Yes: Bryant, Dickinson, Granger, Howle, Novitke, Sucher, Waldmeir
No: None
Absent: None

COMMITTEE-OF-THE-WHOLE
10-11-10

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COUNCIL
10-04-10 - 144

The following individual was heard regarding **non-tax paying households**, requesting that paid taxes be a requirement to receive City park passes:

Jane Plieth
885 N. Renaud Rd.

There was a consensus of the City Council that this item be addressed at a future Committee-of-the-Whole Meeting and that Ms. Plieth receive notice when this item is addressed by the Committee.



COUNCIL
06-01-09

Motion by Sucher, seconded by Granger, regarding **travel policy**, that this item and related issues be discussed at the Committee-of-the-Whole.

Motion carried by the following vote:

Yes:	Bryant, Dickinson, Granger, Howle, Novitke, Sucher, Waldmeir
No:	None
Absent:	None



COUNCIL
05-18-09

Motion by Sucher, seconded by Howle, regarding **Policy: Leadership in Energy and Environmental Design (LEED)**, that the City Council direct Administration to prepare an appropriate LEED Certification Resolution for review at a future Committee-of-the-Whole Meeting.

Motion carried by the following vote:

Yes: Bryant, Dickinson, Howle, Novitke, Sucher, Waldmeir

No: None

Absent: Granger

COUNCIL
01-07-08

The Chair stated that the matter regarding the Treasurer/Comptroller position will be placed on the Regular City Council Meeting of January 21, 2008. Administration was also requested to **place the investment policy matter on the next Committee-of-the-Whole meeting.** Administration was directed to provide City Council with copies of previous applications submitted for the Treasurer/Comptroller position.

COMMITTEE-OF-THE-WHOLE
1-14-08

The next agenda item discussed was **Investment Policy and Investment Reserves.** The Chair opened discussion regarding the interest being earned on the balance/reserves for the City funds. The Committee-of-the-Whole discussed establishing a committee to oversee the investment of the City's reserves.

The Chair declared a recess at 8:07 p.m. and reconvened at 8:16 p.m.

The City Administrator gave an overview of the past procedures for handling the investment of the City's reserves.

Mike Walkowiak, Multi-Bank Securities, Inc. and Jim Essian, UBS, each discussed the dollar amounts invested with their respective companies, the type of investments, and the annual average rate of return on the City's investments.

Council Member Bryant requested Mike Walkowiak, Multi-Bank Securities, Inc. to identify what "Mdys Distribution" means in its Portfolio Analysis.

The Chair declared a recess at 9:21 p.m. and reconvened at 9:30 p.m.

The City Administrator will make written revisions to the City's investment policy and institute procedures for an annual review of the investment policy.

Council Member Granger would like Multi-Bank Securities, Inc. and UBS to provide the Committee-of-the-Whole, through the City Administrator, with the amount of money each company earned on the City's accounts in 2007, as well as whether, at any time during their relationship with the City, any personal gifts or remuneration was provided to any City employee.

This agenda item will be placed on the agenda of the Committee-of-the-Whole within thirty days.