

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE, OF THE CITY OF GROSSE POINTE WOODS, HELD ON MONDAY, MAY 13, 2013, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

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

ABSENT: Council Member McConaghy

ALSO PRESENT: City Administrator Fincham
Recording Clerk St. Peter

The meeting was called to order by Mayor Novitke at 7:32 p.m.

Motion by Granger, seconded by Bryant, 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, Ketels, Koester, Novitke, Shetler

No: None

Absent: McConaghy

The first agenda item discussed was regarding **Management Information Services – Use of the Cloud**. The Chair opened discussion. City Administrator Fincham stated that the city is using a Cloud based computing system which includes:

- CLEMIS
- Mobilevision
- Munetrix
- Assessing-BSA Software
- Municode
- AEW hosts the city's GIS System
- Crime Mapping should be coming online in the next few weeks which will list all of the crimes and where they occurred.

City Administrator Fincham stated that there is no redundancy with the Cloud system. The IT Department currently consists of two employees. Mayor Novitke requested independent internal analyses performed by both Gary Capps and City Administrator Fincham of the services that are provided; current cost savings and potential cost savings of using a Cloud based computing system, and after the internal analysis to have an outside consultant's review.

Council Member Granger suggested a Technology Committee be created and she also thinks the City website needs to be reviewed and enhanced. City Administrator Fincham will meet with Gary Capps to determine if he is receptive to updating the city's website. This item to remain on the agenda of the Committee-of-the-Whole.

The next agenda item discussed was regarding **Commission Expenditures – Annual Approval**. Council Member Bryant stated that the Beautification Commission, Historical Commission and Tree Commission would like yearly expenditures to be approved once if they are within the budget. This will then take the little items off of the City Council agenda. It was the consensus of the Committee-of-the-Whole that if something is a normal expenditure within a commission's budget, Administrator Fincham can approve an invoice up to \$500.

Motion by Granger, seconded by Ketels, regarding Commission Expenditures – Annual Approval, that this agenda item be removed from the Committee-of-the-Whole Agenda.

Motion carried by the following vote:

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

The next agenda item discussed was regarding **LED Lighting**. City Administrator Fincham stated that Public Works Director Ahee looked into LED lighting in regards to cost savings and whether they would attract fish flies. DTE advised that the worst circuit in the system that needs to be upgraded is still 4-5 years away from needing replacing. The GPW infrastructure is good, so the city would be incurring the expense to replace the current lights with LED lighting.

Motion by Bryant, seconded by Granger, regarding LED Lighting, that this agenda item be removed from the Committee-of-the-Whole Agenda.

Motion carried by the following vote:

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

The next agenda item discussed was regarding **Commission Web Page**. City Administrator Fincham stated that this agenda item was referred to the Public Relations Committee. This item to remain on the agenda of the Committee-of-the-Whole.

The next agenda item discussed was regarding **Recreational Activity Payment Methods – Credit Cards & Fees**. City Administrator Fincham advised that anything that the city is offering that has a fee associated with it will be able to be registered for and paid online. Currently, online registration and payment is allowed for swim team activities. Swim lessons will be available for online registration and payment on May 29th. Residents may also register and pay for activities at the Community Center.

Motion by Granger, seconded by Shetler, regarding Recreational Activity Payment Methods – Credit Cards & Fees, that this agenda item be removed from the Committee-of-the-Whole Agenda.

Motion carried by the following vote:

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

The next agenda item discussed was regarding **MML MORE Program**. City Administrator Fincham contacted the Grosse Pointe City Manager and was advised the MML MORE Program does not exist anymore.

Motion by Granger, seconded by Shetler, regarding MML MORE Program, that this agenda item be removed from the Committee-of-the-Whole Agenda.

Motion carried by the following vote:

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

The next agenda item discussed was regarding **Guest Punches/Group Permits (winter usage) – Lake Front Park.**

Motion by Granger, seconded by Shetler, regarding Guest Punches/Group Permits (winter usage) – Lake Front Park, that this agenda item be removed from the Committee-of-the-Whole Agenda.

Motion carried by the following vote:

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

The next agenda item discussed was regarding **Nonresident Use of Lake Front Park Pool (policy).** City Administrator Fincham gave an overview.

Motion by Granger, seconded by Shetler, regarding Nonresident Use of Lake Front Park Pool (policy), that this agenda item be removed from the Committee-of-the-Whole Agenda.

Motion carried by the following vote:

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

The next agenda item discussed was **Park Pass Requirements (Non-Tax Payers).** City Administrator Fincham provided an overview and stated the issue was whether renters and their kids should have access to Lake Front Park when the landlord is not paying taxes on the property. This matter has already been handled by City Administrator Fincham.

Motion by Bryant, seconded by Shetler, regarding Park Pass Requirements (Non-Tax Payers), that this agenda item be removed from the Committee-of-the-Whole Agenda.

Motion carried by the following vote:

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

The next agenda item discussed was **Travel Policy**. There is now a travel policy contained in the City manual, so administration has complied with this item.

Motion by Bryant, seconded by Granger, regarding Travel Policy, that this agenda item be removed from the Committee-of-the-Whole Agenda.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler

No: None

Absent: McConaghy

The next agenda item discussed was **Policy: Leadership in Energy and Environmental Design (LEED)**. Mayor Novitke provided an overview and stated that at the DPW, the lighting has been upgraded, as well as the boiler system and heater. This was done in-house for savings to the city. The city is now beginning to receive rebates from DTE.

Motion by Bryant, seconded by Granger, regarding Policy: Leadership in Energy and Environmental Design (LEED), that this agenda item be removed from the Committee-of-the-Whole Agenda.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler

No: None

Absent: McConaghy

The next agenda item discussed was **Investment Policy and Investment Reserves**. City Administrator Fincham referred to a 2008 memorandum from Treasurer/Comptroller Irby regarding this issue. He recently spoke to Ms. Irby and was advised that based on Plante Moran's auditing of the city each year, the city is in compliance.

Mayor Novitke requested City Administrator Fincham provide information on how much the city has in investments. Mayor Novitke requested Treasurer/Comptroller Irby to provide the Committee-of-the-Whole with information regarding the city's current investments. Council Member Granger requested such information be provided to the Finance Committee on a quarterly basis. It was the consensus of the Committee-of-the-Whole that Treasurer/Comptroller Irby will send a list of the city's investments to the City Council on a quarterly basis.

Motion by Bryant, seconded by Granger, regarding Investment Policy and Investment Reserves, that this agenda item be removed from the Committee-of-the-Whole Agenda.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler

No: None

Absent: McConaghy

Under New Business, Council Member Bryant discussed the Historical Commission's revision of the Chronology of Lake Front Park. This is a tri-fold brochure of the early years (up to 1960). The total chronology is 14 pages long. The chronology from 1961 to present will be available to read on the city's website. Council Member Bryant inquired as to printing options for the brochure. The Committee-of-the-Whole discussed whether the chronology should include 1961 to present. It was the consensus of the Committee-of-the-Whole that the brochure be printed in-house at an expense of up to \$200 and it will be passed out at City Hall and Lake Front Park.

Under New Business, Mayor Novitke discussed the city having a Farmer's Market in the summer. The Committee-of-the-Whole discussed: Possible location being on a portion of the front lawn of City Hall; making sure there are set dates and hours; ensuring that there would be no conflicts with other city activities; vendors and the types of items which could be sold so as not to compete with local stores. Council Member Granger suggested referral of this idea to the Mack Avenue Business Committee to obtain feedback. Mayor Novitke stated he envisioned a quick turnaround so this could begin in the summer of 2013. It was the consensus of the Committee-of-the-Whole that the idea of a farmers market would be explored further.

Under New Business, the Committee-of-the-Whole also discussed:

- People walking in the park with dogs during baseball games
- Garbage being placed at the curb early

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- Houses with parked cars that are blocking the sidewalk and extending into the street
- Pavement on the city easement between the sidewalk and the street. City Administrator Fincham will have Code Enforcement look into this matter.
- Beautification Committee Flower Sale made the most money this year.

Under New Business, City Administrator Fincham discussed:

- Reserve Officers from Hamtramck. The Committee-of-the-Whole agreed that reserve officers could be used for the fireworks.
- G.P. Woods Auxiliaries. The Committee-of-the-Whole agreed to an expansion of the city's own reserve officer's duties to include handling parking related violations. City Administrator Fincham will look into the possibility of any union implications resulting from these expanded duties.
- Additional Parking Enforcement Officer. It was the consensus of the Committee-of-the-Whole that City Administrator Fincham can proceed with Lt. John Ross retiring and taking the available parking enforcement position as a retirement job.
- Military Grant Program. It was the consensus of the Committee-of-the-Whole that City Administrator Fincham can proceed with the Military Grant Program. The vehicles obtained will be repainted.

Motion by Granger, seconded by Bryant, that the meeting of the Committee-of-the-Whole be adjourned at 9:45 p.m. PASSED UNANIMOUSLY.