



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, April 22, 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:

1.	Call to Order		
2.	Roll Call		
3.	Acceptance of Agenda		
4.	Closed Executive Session to discuss pending litigation		
5.	Proposed Zoning Ordinance Amendment	A. B. C. D.	Letter 03/11/13 – City Attorney Proposed Ordinance to Amend Chapter 450 Zoning, Section 50-1 to Define Drive-Thru Facilities and by Adding Language Excluding Drive-Thru Facilities in the C-Commercial District Sec. 50-370(2) and the C-2 High Intensity District Sec. 50-419(1)(f) Memo 11/26/12 – J. Jackson, McKenna Associates Memo 01/15/13 – Building Official
6.	Alcohol – Lake Front Park	A.	City Council Excerpt 07/19/10
7.	Planning Commission Vacancy		
8.	Parking	A.	Parking Pass – All Grosse Pointes
		B.	Parking Meter Permit Stickers • Committee-of-the-Whole Excerpt 10/11/10
		C.	Parking Meter Fees • Committee-of-the-Whole Excerpt 04/08/13
9.	AT&T Lease Optimization Program Offer	A. B. C.	Letter 03/25/13 – City Attorney Letter 03/12/13 – G. Ohmer, AT&T Letter 03/12/13 – G. Ohmer, AT&T
10.	DTE Update/Supporting Data	A.	Committee-of-the-Whole Excerpt 07/18/11
11.	Employee Handbook – Social Media Policy	A.	Committee-of-the-Whole Excerpt 08/06/12
12.	Expenditures for Renovations to Cook Schoolhouse	A.	City Council Excerpt 03/16/09
13.	Ghesquiere Park Regulations-Review Ordinance	A. B.	City Council Excerpt 06/20/05 Citizens Recreation Commission Minutes 05/10/05
14.	Proposed Items for Removal	A.	Budget Review

		B.	Marina Dredging
		C.	State Revolving Fund Sewer Project <ul style="list-style-type: none"> • Committee-of-the-Whole Excerpt 04/23/12
		D.	Proposed Water/Sewer Budget <ul style="list-style-type: none"> • Committee-of-the-Whole Excerpt 04/23/12
		E.	Parks & Rec Supervisor position
		F.	Full-Time Level 2 Assessor position
		G.	Cook Schoolhouse Vertical Platform, Restroom, Rear Walkway
		H.	Business Web Page <ul style="list-style-type: none"> • Committee-of-the-Whole Excerpt 04/30/123
		I.	Grosse Pointe North Banners
		J.	Solar Ordinance
		K.	COW as Finance – FY 2012/13 Budget
		L.	Headlee Override
		M.	Road Construction (Improvement/Ballot Language)
		N.	Sewer Capital Improvement <ul style="list-style-type: none"> • Committee-of-the-Whole Excerpts 12/12/11, 01/23/12
		O.	Dock Repairs
		P.	GPW Foundation Project <ul style="list-style-type: none"> • Committee-of-the-Whole Excerpt 08/06/12
		Q.	SEV Trends, Taxable Values and History of Fund Balance <ul style="list-style-type: none"> • Committee-of-the-Whole 07/02/12
		R.	Cook Schoolhouse – Usage Proposal <ul style="list-style-type: none"> • Committee-of-the-Whole Excerpt 08/06/12
		S.	Assessing Department Staffing <ul style="list-style-type: none"> • Committee-of-the-Whole Excerpt 08/20/12
		T.	NLC Service Line Warranty Program
		U.	Lake Front Park Matters <ul style="list-style-type: none"> • Committee-of-the-Whole Excerpt 12/12/11 • City Council Excerpt 02/27/12 <ul style="list-style-type: none"> ○ Credit Card ○ Pickle Ball ○ Email blast/Mail Chimp to P.R. ○ Dog Park
		V.	Audit
		W.	Fiscal Forecasting
		X.	Cost Containment <ul style="list-style-type: none"> • Committee-of-the-Whole 02/14/11, 03/14/11, 03/21/11 <ul style="list-style-type: none"> ○ Court Collections ○ Technology ○ Parks & Recreation Commission ○ Suggested Ordinances (Alarm System Regs, Traffic Cost

			Recovery/Landscaping Grass Cutting) o DWRP
		Y.	Ad Hoc Public Safety Report
		Z.	2010 Planning Commission Annual Report • Committee-of-the-Whole Excerpt 02/28/11
		AA.	<u>Lake Front Park Issues and Plans</u> • Committee-of-the-Whole 01/24/11 o Pool/restrooms, traffic improvement o Supervision/reorganization. o Family Restrooms. o Determine whether changing restrooms requires ADA compliance for entire building
		BB.	Deputy Court Clerk/Probation Officer position
		CC.	Park Pass Application Process – <i>Update</i> insert vs. mailing • Committee-of-the-Whole 12/20/10
		DD.	Lake Front Park – Patio Installation • Committee-of-the-Whole 01/03/11
		EE.	Serenity Way (Operating in residential area)
		FF.	Contract for Non-Union Employees • Committee-of-the-Whole Excerpt 06/14/10
		GG.	Appointed Officials-Memorandum of Understanding • Committee-of-the-Whole Excerpt 06/14/10
		HH.	Ambulance Billing/Payment Policy • City Council Excerpt 05/17/10
		II.	Records Retention
		JJ.	Conference of Eastern Wayne
15.	Popular Annual Financial Report (PAFR)	A. B.	Mayor's Message Letter as of June 30, 2012 PAFR
16.	New Business/Public Comment		
17.	Adjournment		

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 cityclerk@gpwmn.us.

cc:
Council – 7
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Fincham

Hathaway
Rec. Secretary
Email Group

Media - Email
Post -8
File

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DON R. BERSCHBACK
OF COUNSEL

March 11, 2013

Honorable Mayor and Council
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE: COW Agenda Item / Zoning Amendment

Dear Honorable Mayor and Council:


For the past several months the Planning Commission has been reviewing various options regarding regulating drive-thru facilities along Mack Avenue. I have attached to this letter several supporting documents including the following:

1. Memo from John R. Jackson from McKenna Associations dated November 27, 2012 (Mr. Jackson was present at the November 27th Planning Commission meeting and a lengthy discussion ensued regarding various options and further direction from the Planning Commission.
2. Memo from Mr. Tutag dated January 15, 2013 which was written as a result of the November 27th meeting and outlined a proposed amendment. (This was also discussed at the January 29th Planning Commission meeting.)
3. A proposed ordinance I prepared based on Mr. Tutag's memo with minor stylistic changes.

At the January 27th meeting, the Planning Commission approved this draft and requested that the Committee of the Whole review the ordinance, and then refer it back to the Planning Commission for the scheduling of a public hearing.

I plan on attending the COW to provide some background and to answer any question the Council may have regarding these proposed amendments. Thank you.

Very truly yours,


CHIP BERSCHBACK

CTB:nmg

Enclosures

cc: Skip Fincham
Lisa Hathaway
Gene Tutag

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ORDINANCE # _____

AN ORDINANCE TO AMEND CHAPTER 50 ZONING,
SECTION 50-1 TO DEFINE DRIVE-THRU FACILITIES
AND BY ADDING LANGUAGE EXCLUDING DRIVE-THRU FACILITIES
IN THE C-COMMERCIAL DISTRICT SEC. 50-370(2) AND
THE C-2 HIGH INTENSITY DISTRICT SEC. 50-419(1)(f)

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Sec. 50-1 Definitions

Drive-thru Facility means the use of land, buildings, or structures, or parts thereof, to provide or dispense products or services, either wholly or in part, through an attendant or window or automated machine, to persons remaining in motor vehicles that are in a designated stacking lane. A drive-thru facility may be permitted only as an accessory use in combination with a bank or financial institution.

Sec. 50-370 Permitted Uses

(2)f Restaurants, lunchrooms and cafeterias and places for the sale of soft drinks, juices, ice cream and nonalcoholic liquors, but **excluding drive-thru facilities** and places or businesses providing dancing or entertainment and places where food or beverages are dispensed to or served in automobiles parking on private property adjacent to and in connection with such establishments or are dispensed or served from an outside counter. A drive-thru facility may be permitted only as an accessory use in combination with a bank or financial institution.

Sec. 50-419 Permitted Uses

(1)f Restaurants, lunchrooms and cafeterias and places for the sale of soft drinks, juices, ice cream and nonalcoholic liquors, but **excluding drive-thru facilities** and places or businesses providing dancing or entertainment and places where food or beverages are dispensed to or served in automobiles parking on private property adjacent to and in connection with such establishments or are dispensed or served from an outside counter. A drive-thru facility may be permitted only as an accessory use in combination with a bank or financial institution.

First reading:
Second reading:
Published GPN:
Adopted:
Effective:

MEMORANDUM

TO: Gene Tutag, Building Official
City of Grosse Pointe Woods

FROM: John R. Jackson, AICP, LEED-GA

DATE: November 26, 2012

SUBJECT: Regulation of Drive Thru Restaurants

The City of Grosse Pointe Woods is a tight-knit community with tree-lined neighborhoods and convenient shopping on Mack Avenue. This convenient shopping poses a tremendous asset for residents of the community to walk to nearby shops. However, it also poses a significant challenge.

The vast majority of commercial areas in Grosse Pointe Woods are zoned C Commercial Business. This district is primarily located along Mack Avenue. There is a C-2 High Intensity City Center district located on Mack Avenue between Kingsville Ave and Bournemouth Road. The majority of property located in the Commercial Business District can be characterized as shallow lots fronting on Mack Avenue with residentially zoned and used property located immediately behind. This configuration lends itself to land use conflicts between the residential neighborhoods and commercial uses.

The City has adopted screening requirements that minimize the impact of most of the typical commercial impacts such as parking, deliveries, refuse collection, etc. However, these standard screening techniques are not sufficient to offset the impacts of drive-thru restaurants.

The drive-thru aspect of a fast food restaurant on a parcel of inadequate size can cause problems with traffic circulation and create areas that are hostile to the pedestrian. Moreover, drive-thrus have the potential to generate undesirable impacts for adjacent properties such as odors from vehicle exhaust and noise from engines, car stereos, and menu board speakers.

In addition to screening, other methods for minimizing the impacts of a drive thru include generous setbacks from residential districts and separation requirements. For example; a restaurant with a drive thru may not be located within 50 feet of a residential district or use. Unfortunately, with the configuration of the commercial property and the relative proximity to residential property, neither of these approaches are available to the City.

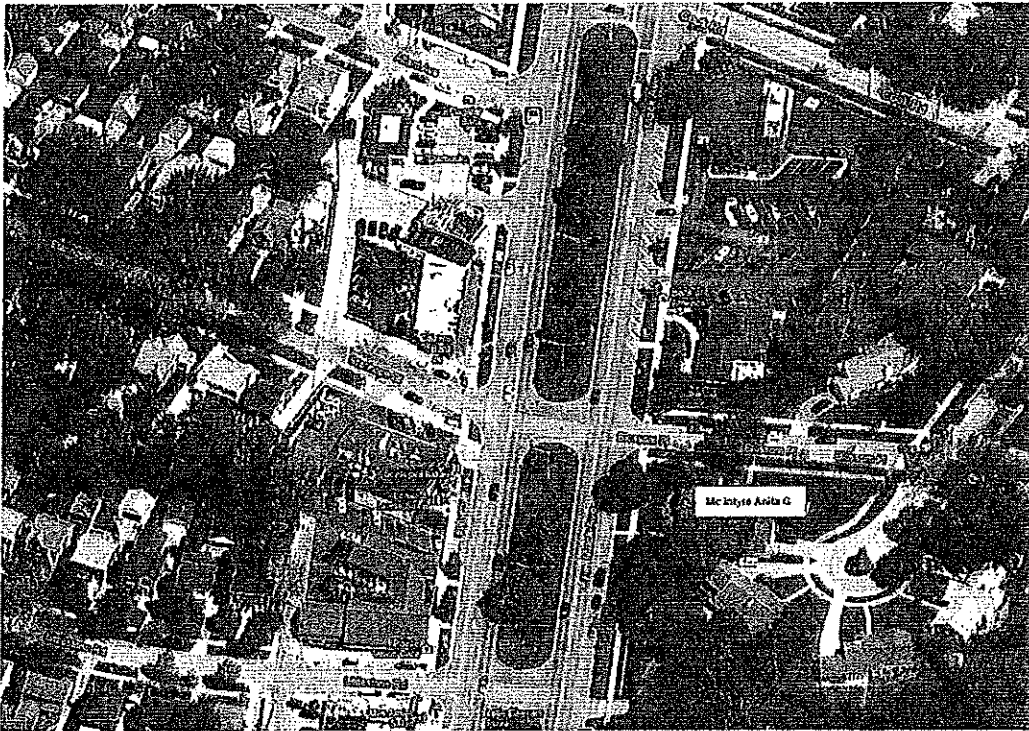
Based on our experience we offer the following issues to consider:

1. **PROHIBITING RESTAURANTS WITH DRIVE THRUS:** An argument can be made that there are not appropriate locations for a restaurant with a drive thru in the existing Commercial district based on the configuration of the lots in this district. It could also be argued that there are a number of

restaurants with drive thrus within close proximity to the City providing residents of the community convenient vehicular access to those uses.

If an applicant wishes, they may request a land use variance from the Zoning Board of Appeals.

This approach may encounter legal challenge due to the fact that excluding uses is generally not allowed.

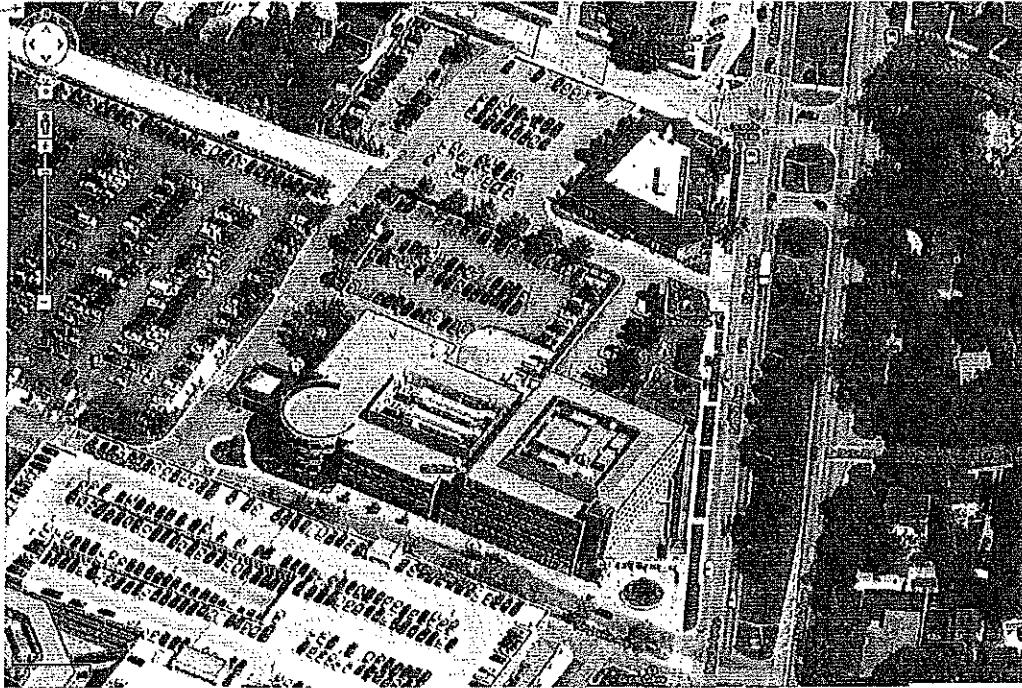


2. **ACCOMMODATING RESTAURANTS WITH DRIVE THRUS AS A SPECIAL LAND USE:** Many communities allow restaurants with drive thrus as a special use. This approach allows the City to establish specific siting standards, setback requirements, and other restrictions relative to the potentially negative impacts. In addition, this approach gives the City the ability to develop conditions of approval on a case-by-case basis, again, relative to the anticipated impacts of the proposed drive thru. Finally, the special use approach would allow the City to deny a request based on a finding that the proposed use does not meet the special land use tests for compatibility.

The City Council would make the final determination in the case of a special land use request for a restaurant with a drive thru.

3. **ACCOMMODATING RESTAURANTS WITH DRIVE THRUS IN THE HIGH INTENSITY CITY CENTER DISTRICT:** The other commercial district in the City is the High Intensity City Center District. Restaurants with drive thrus would not be appropriate in this district for a number of reasons. First, the intent of this district is to encourage high density mixed use development in a single building or in an integrated campus. A drive thorough would be inconsistent with the intent and it would also be the only auto-oriented use permitted in the district.

Second, this area is relatively well developed and there is little opportunity for this type of low-intensity redevelopment to occur in this area.



4. **ISSUES TO CONSIDER WHEN REGULATING THESE FACILITIES WOULD BE:**
- Proximity to residential districts
 - Setbacks from residential districts
 - Screening
 - Traffic studies
 - Driveway locations
 - Stacking distances
 - Sound level control
 - Drive Thru window location
 - Hours of operation
5. **STACK REQUIREMENTS;** While the ordinance currently allows other uses with drive thrus, these uses, banks for example, have a much lower typical stacking requirement. Banks typically require three stacking spaces per window according to ITE. Pharmacies four, car washes six. Fast food restaurants with a drive thru typically require between 10 and 12 stacking spaces per window.

10A

**CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT
MEMORANDUM**

TO: Planning Commission

FROM: Gene Tutag, Building Official

DATE: January 15, 2013

SUBJECT: Drive-thru Facilities

As we all are aware the Planning Commission has discussed adding language to Chapter 50 of the city's Zoning Ordinance clarifying that businesses with drive-thru facilities other than banks and financial institutions are not permitted uses in the C or C-2 zoning districts...

The conclusion of the Planning Commission is based upon the following facts that are unique to the commercial districts of Grosse Pointe Woods:

- The average depth of a commercially zoned lot along Mack Ave is approximately 125 feet. This relatively small lot depth does not allow for adequate protection of our adjacent residential from the noise associated with menu boards, car speakers, exhaust fumes and noise, lights and late hours of operation, in most cases only separated by a 20 foot wide alley.
- A drive thru establishment on a parcel of inadequate size can cause problems with traffic circulation, the stacking of vehicles and will create a hostile environment for pedestrians.

The Planning Commission engaged the services of planning consultant, John Jackson from McKenna Associates, to provide insight into this matter. A copy of the memorandum is attached.

There was some dialog with regard to a legal challenge regarding the concept of excluded uses. However, due to the limited commercial zoning districts (C and C-2), the city does not have available land or zoning districts to accommodate every use imagined while providing reasonable protection of the greater good of the established residential and commercial community. As indicated in the McKenna Memorandum and in the Zoning Enabling Act "*if an applicant wishes they may request a land use variance from the Zoning Board of Appeals*". It was also noted that "*within a 10 minute drive, drive-thru facilities are available*". (See attached McKenna map dated Nov 27, 2012)

Listed below for your review and comment is a proposed definition of a drive-thru facility that would be added to Section 50-1, proposed language to be added to Sections 50-370 and 50-419 that would prohibit drive thru facilities in the C Commercial Business District and the C-2 High Intensity City Center District.

Proposed Definition to be added to Section 50-1:

Drive-through Facility. The use of land, buildings, or structures, or parts thereof, to provide or dispense products or services, either wholly or in part, through an attendant or window or automated machine, to persons remaining in motorized vehicles that are in a designated stacking lane. A drive-through facility may be permitted only as an accessory use in combination with a bank or financial institution. motor

Add the following language to Section 50-370(2)f. for the C Commercial Business District:

Restaurants, lunchrooms and cafeterias and places for the sale of soft drinks, juices, ice cream and nonalcoholic liquors, but excluding drive-thru facilities and places or businesses providing dancing or entertainment and places where food or beverages are dispensed to or served in automobiles parking on private property adjacent to and in connection with such establishments or are dispensed or served from an outside counter. OK

And add to Section 50-419(1)f. for the C-2 High Intensity City Center District:

Restaurants, lunchrooms and cafeterias and places for the sale of soft drinks, juices, ice cream and nonalcoholic liquors, but excluding drive-thru facilities and places or businesses providing dancing or entertainment and places where food or beverages are dispensed to or served in automobiles parking on private property adjacent to and in connection with such establishments or are dispensed or served from an outside counter.

Upon completed review by the Planning Commission, it is recommended that the proposed changes be forwarded to the Committee of the Whole for their review and recommendation.



New Business:

COUNCIL EXCERPT
07-19-10

Motion by McConaghy, seconded by Granger, regarding **an ordinance amendment – alcohol in Lake Front Park**, that this item be referred to the Recreation Commission for a recommendation to City Council.

Motion carried by the following vote:

Yes:	Boddy, Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No:	None
Absent:	None



Hearing no objections the following items were discussed under New Business:

- Council Member Boddy requested to discuss parking meter permit stickers at a future Committee-of-the-Whole. There was a consensus of the Committee to place this item on a future agenda.



COMMITTEE-OF-THE-WHOLE EXCERPT
04-08-13

- Parking: Administration was asked to look at installing new meters for presentation at a future meeting.

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DON R. BERSCHBACK

OF COUNSEL

March 25, 2013

Honorable Mayor and Council
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE. AT&T "Lease Optimization Program" Offer

Dear Honorable Mayor and Council:

AT&T is offering various options regarding continued payment of rent to the City for lease of the cell tower located behind City Hall. Similar offers have been received in the past and have been declined by the City.

As a reminder, here are some basic facts regarding the cell tower lease and offer:

1. The City signed a license agreement with AT&T in 1996. The City owns the tower and leases it to AT&T with rent increases based on CPI.
2. The license agreement was signed on June 17, 1996. There was an initial five year term with four 5 year automatically renewing extensions. The license agreement would end in 2021.
3. The initial rent was \$1,500.00 per month. Current rent is \$2,163.13.
4. The lease provides that AT&T has the right to cancel the agreement with 30 days notice. The City does not have the same right. This explains various offers by AT&T to guarantee a certain number of months (at a reduced monthly amount).
5. The license agreement also contains language which would allow the City to share in any co-location once AT&T recoups its initial expenses of installation.
6. With this newest offer, AT&T has authorized a separate company (Md7) to act as leasing consultant for purposes of this "lease optimization program".
7. The offer from AT&T is as follows:
 - a. AT&T would agree to be locked into the lease for the next 84 months with a total rental payment during that term of \$140,122.44.
 - b. Rent would be \$1,633.13 per month starting June 1, 2013 with a 7.5% rent increase starting five years later, June 1, 2018. (Note that the increased rent would only be applicable to 2021.
 - c. **OR** A lump sum payment of \$200,000.00 and the City would sign off all rights to rental income to Md7. In addition, there would be certain clauses added to the lease (if we agree to one of these options) which would essentially benefit AT&T, e.g.

Honorable Mayor and Council
March 26, 2013
Page 2

AT&T would have the first option to purchase the cell tower or purchase the rental income stream.

I would ask that the Council consider this issue at either an upcoming Finance, COW, or regular meeting and provide further direction to the City Administration for a response to AT&T. Thank you.

Very truly yours,

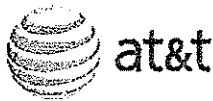


CHIP BERSCHBACK

CTB:gmr

Enclosures

cc: Alfred Fincham
Dee Ann Irby
Lisa K. Hathaway
Don R. Berschback



AT&T Lease Optimization Program, c/o Md7
10590 West Ocean Air Drive, Suite 300
San Diego, CA 92130

March 12, 2013

CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA
Attention: Lisa K. Hathaway- City Clerk
GROSSE POINTE WOODS, MI 48236

RE: Site: A007/3011D/GROSSE POINT, located at 20027 MACK PLAZA, GROSSE POINTE, MI 48236

Dear Landlord,

AT&T is actively reviewing its portfolio of sites to determine ways to make its network more efficient and economical. Several factors will go into this review including coverage objectives, technology changes, design of our network, and the cost of operating the site (i.e., rent, taxes, and utilities).

We are in a very competitive space and we need to ensure that our costs are in line with that reality. AT&T is reviewing its cell site portfolio to identify those locations that are in excess of the market for that real estate. AT&T must significantly reduce expenses without sacrificing the quality of its service.

As a part of this review, AT&T has implemented an optional Lease Optimization Program that will offer you the opportunity to strengthen your strategic relationship with AT&T as well as providing you the opportunity to secure your cell site rent income.

Depending on your level of participation, AT&T will propose rent guarantees that will provide security and stability for your cell site income. To help you understand this process, AT&T has authorized Md7, a wireless lease management and services company, to implement AT&T's Lease Optimization Program.

At this time, we request that you contact Md7 directly at the numbers listed below to discuss suggested changes to the Lease Agreement for the cellular antenna equipment on your property. Please provide your Reference ID and Site ID to the contact below.

AT&T appreciates its association with you and looks forward to continuing this strategic relationship.

Sincerely,

Gregory D. Ohmer
Area Manager Real Estate Transaction
AT&T Mobility



PLEASE CONTACT: David Crowe
TOLL FREE: 1-888-553-6599 EXT: 7887

REFERENCE ID: 60628 FA #: 10083371
PLEASE PROVIDE YOUR REFERENCE ID AND
SITE ID WHEN CALLING.



March 12, 2013

CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA
Attention: Lisa K. Hathaway
GROSSE POINTE WOODS, MI 48236

Re: Communications Facility located at 20027 MACK PLAZA, GROSSE POINTE, MI 48236

Contract #: 60628 FA#: 10083371

Dear Landlord,

As you are aware, AT&T Mobility ("AT&T") has partnered with Md7 to work with you to facilitate certain modifications to the cell site lease on your property. These modifications will allow AT&T to meet current business requirements and enhance your site's value to the network.

Changes in the Wireless Industry

Recent industry developments are changing how wireless telecommunications carriers operate. In the past, carriers focused on rapidly building out their networks in order to provide the best coverage. Today, while consumers are enjoying greater services and better coverage than ever before, operating costs continue to escalate. As a result, the wireless industry is also focusing on operating networks as efficiently as possible.

Eliminating Risk and Increasing Value

AT&T is addressing this shift by reviewing its cell site portfolio. AT&T has partnered with Md7 to offer selected landlords like you the opportunity to minimize the business risks associated with industry uncertainties and to increase the value of your cell site lease.

Criteria for Cellular Site Retention/Rent Guarantee Period

AT&T is willing to offer the following option to secure a longer-term lease with you:

- \$1,633.13 per month, commencing June 1, 2013
- 7.5 % rent increase every 5 years, commencing June 1, 2018

AT&T will modify its termination rights under the lease to guarantee your rental income in the amount of \$140,122.44 for the next 84 months.

Current Amount of Guaranteed Rent (with terms of the current lease, Section 2 (b)):
\$ 0.00

Or

Md7 will provide a one-time lump sum payment of \$200,000. In return, you will grant a perpetual easement on your property and assign the lease rights and rental income under your lease with AT&T to Md7 or an affiliate of Md7. It is important for you to know that the \$200,000 pre-payment does not change the ownership or control of the rest of your property in any manner.

In order to maintain its long-term flexibility, AT&T will also require the following lease provisions to address future technological and network changes:

■ **Sale of Property/ Rental Stream Offer**

- I. **Sale of Property.** If Landlord, at any time during the Term of the Agreement, decides to sell, subdivide or rezone any of the Premises (or any interest therein), all or any part of the Property or Surrounding Property (or any interest therein), to a purchaser other than Tenant, and Landlord receives a bona fide written offer from a third party or proposes an offer to a third party or receives a modified written offer from a third party, Landlord shall immediately furnish Tenant with a copy of such offer. Tenant shall have the right within ninety (90) days after it receives such offer to agree in writing to match the terms and conditions of the same ("Sale of Property Offer"). Such writing shall be in the form of a contract substantially similar to the offer received or offered by Landlord. If Tenant chooses not to exercise this right of first refusal or fails to provide written notice to Landlord within the ninety (90) day period, Landlord may sell the property pursuant to the Sale of Property Offer received or proffered by it. Landlord acknowledges and agrees that such sale, subdivision or rezoning shall be made subject to this Agreement and Tenant's rights hereunder. Landlord agrees that it shall promptly notify Tenant in writing of such sale, subdivision or rezoning.
- II. **Rental Stream Offer.** If at any time after the date of this Amendment, Landlord receives a bona fide written offer from a third party or receives a modified written offer from a third party seeking an assignment of the rental stream associated with this Agreement ("Rental Stream Offer"), Landlord shall immediately furnish Tenant with a copy of the Rental Stream Offer. Tenant shall have the right within ninety (90) days after it receives such copy and representation to match the Rental Stream Offer and agree in writing to match the terms of the Rental Stream Offer. Such writing shall be in the form of a contract substantially similar to the Rental Stream Offer. If Tenant chooses not to exercise this right of first refusal or fails to provide written notice to Landlord within the ninety (90) day period, Landlord may assign the rental stream pursuant to the Rental Stream Offer, subject to the terms of this Agreement. If Landlord attempts to assign or transfer rent payments without complying with this Section, the assignment or transfer shall be void, Tenant shall not be responsible for any failure to make payments under this Agreement and reserves the right to hold payments due under this Agreement until Landlord complies with this Section.
- III. If Landlord attempts to transfer ownership to a third party in accordance with (I) or (II) without fully complying with the terms and conditions of (I) or (II) hereinabove, such a transfer shall be void and of no further force or effect. Landlord agrees to indemnify Tenant for any and all claims associated with such a purported transfer.

(a) During the term of this Agreement, any sale or transfer of the Property, by operation of law or otherwise, will be subject to the Agreement and Tenant's rights thereunder. Any sale or transfer of real property which is now or may in the future be subdivided or otherwise separate from the Property and over which Tenant has the right of access or utility connections to the Premises will be subject to such rights. Landlord will notify Tenant of any sale or transfer, and will cause the transferee to execute any document(s) reasonably required by Tenant to memorialize Tenant's rights under the Agreement, and to ensure proper notice and payment of rent to such transferee. Each party agrees upon written request of the other to promptly execute such truthful estoppels, non-disturbance and/or attornment agreements as may be necessary in the event of any sale or transfer of the Property.

(b) Exclusive of a sale or transfer subject to subsection (a) above, during the term of this Agreement, Landlord will not assign, and will not bargain for or accept any offer to assign, any of its rights under the Agreement, including the right to receive rent, from any third party not affiliated with Tenant, without the prior written consent of Tenant, which may be withheld in Tenant's commercially reasonable discretion. Tenant agrees upon the request of Landlord to review any bona fide offer received by Landlord of the nature described in this subsection and, if desirable in Tenant's commercially reasonable judgment, to (i) match the terms of such offer, or (ii) bargain in good faith with Landlord for the purchase in fee of the Property or Premises, or the conversion of the Premises and any appurtenant easements or rights-of-way associated with the Premises to a perpetual easement, or other such arrangement as may be valid under the real property laws of the state where the Premises is located and which the parties may agree is equitable and desirable.

This letter of understanding is subject in all respects to the preparation, execution and delivery of a definitive amendment in form and substance mutually agreeable to each of us. Your concurrence in this proposal by execution of this letter in the space provided below will obligate AT&T/ Md7 and Lessor to proceed in good faith toward that end. Except for this obligation, this letter will not be legally binding between us with respect to the proposed business relationship, but instead serves as a statement of our mutual intent to bargain and negotiate, working toward entering into such an amendment.

AT&T values its affiliation with you and hopes to continue a long and mutually profitable relationship in the years to come. After having reviewed these options, please contact me prior to March 26, 2013. Thank you for your consideration.

Sincerely,

David Crowe
Md7 | Lease Consultant
10590 West Ocean Air Dr.
San Diego, CA 92130
o (858) 799-7887

f (858) 630-4281
dcrowe@md7.com

Authorized Agent for AT&T Mobility
cc: Gregory D. Ohmer
Area Manager Real Estate Transaction, AT&T Mobility





MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JULY 18, 2011, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Howle, Ketels, McConaghy, Sucher

ABSENT: None

ALSO PRESENT: City Administrator Fincham
City Attorney Chip Berschback
City Clerk Hathaway

Also in attendance:
Joe Cazeno, Regional Relations – DTE
Ronald Garken, Power Quality Manager - DTE

Mayor Novitke called the meeting to order at 7:00 p.m.

Motion by Ketels, seconded by Granger, 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, Howle, Ketels, McConaghy, Novitke, Sucher
No: None
Absent: None

The first item discussed was regarding the **DTE Report**. Mr. Garken provided an overview of the recent storm effecting electrical service, recent maintenance and new equipment installations, repairs, and service interruptions caused by animals and trees. He stated the circuits are not overloaded and can serve the area customers. DTE will be installing new circuitry in the fall (to be completed by November 30) to make circuitry more compatible with other circuits, ultimately reducing the probability of an outage occurring.

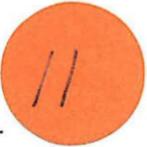
Mr. Cazeno concurred with Mr. Garken that the new circuitry will be an improvement, and that DTE will be in attendance to provide an update and supporting data to the Committee-of-the-Whole at the December 12, 2011, Meeting.

Questions from the audience were presented to, and answered by, DTE Representatives with additional follow-up to be provided in the near future.

Motion by Bryant, seconded by Sucher, that the meeting of the Committee-of-the-Whole be adjourned at 7:37 p.m. PASSED UNANIMOUSLY.

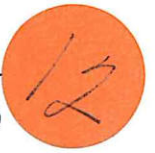
Respectfully submitted,

Lisa Kay Hathaway
City Clerk



COMMITTEE-OF-THE-WHOLE EXCERPT
08-06-12

Discussion then ensued regarding the **Social Media policy**, which discussion included concerns regarding dissemination of confidential information, overly restricting people, and that all policies needed to be included in the policy. There was a consensus of the Committee to send this item to the Public Relations Committee for review and a recommendation back to the Committee-of-the-Whole.



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

- Council Member Granger discussed the Historical Commission's proposed expenditures for renovations to the Cook School House and requested that this be placed on an upcoming Committee-of-the-Whole agenda.

Hearing no objections, the Chair directed the following subject be referred to the Committee-of-the-Whole: **Citizens' Recreation Commission** minutes of May 10, 2005, (iii) Authorizing administration to implement a review by Council of the following Ghesquiere Park regulations as follows:

- a. Review ordinance regulations regarding the enforcement of the "no dogs allowed in park;" and
- b. Review ordinance regulations regarding non-enforcement of checking park passes for admittance to Ghesquiere Park.

Meeting of the Citizens' Recreation Commission held on May 10, 2005 at 7:00 p.m.

PRESENT:

W. Babcock, Chairperson
M. Moore, Vice Chairperson
S. Morkut, Secretary/Treasurer
J. Dansbury
K. Gutow
B. Janutol
M. Miller

NOT PRESENT:

T. Champney, Unexcused
R. Hoover, Unexcused

ALSO PRESENT:

V. Granger, Council Representative
M. Sharp, Recreation Supervisor
C. Kummer, Recording Secretary

CALL TO ORDER:

The meeting was called to order at 7:00 p.m.

ACCEPTANCE OF MINUTES:

MOTION made by Dansbury, supported by Miller, to accept minutes of April 12 , 2005.

MOTION passed by the following vote:

Yes: Babcock, Danbury, Gutow, Janutol, Miller, Moore, Morkut
No: None
Absent: Champney, Hoover

COUNCIL MEETING REPORT:

None

BUSINESS AND REPORTS:

Boaters attended the meeting to hear proposed changes to Waterways Ordinances: The Boat Storage renters recommend that the issue of sleeping on boats be brought up at a future Recreation Commission meeting.

Other items discussed:

If there is no wait list, more than one application should be accepted per household.

Storage spaces are not transferable – other than to the spouse of the renter.

Measurement in LOA do not always include all appendages (including outboard engines).

Late fees should be assessed if there is no wait list.

Rules can be changed by council resolution.

MOTION by Dansbury, supported by Moore, to recommend to City Council, that boat storage lessees be allowed unlimited use of the boat launch.

MOTION passed by the following vote:

Yes: Babcock, Dansbury, Gutow, Janutol, Miller, Moore, Morkut
No: None
Absent: Champney, Hoover

MOTION by Babcock, supported by Janutol, to recommend to City Council that the administration fee remain at \$50 for canceled well reservations.

MOTION passed by the following vote:

Yes: Babcock, Dansbury, Gutow, Janutol, Miller, Moore, Morkut

No: None

Absent: Champney, Hoover

MOTION by Miller, supported by Gutow, to recommend that City Council review the City's enforcement of the 'No Dogs Allowed in Park' rule at Ghesquiere Park and that we take no action regarding checking park passes for admittance to Ghesquiere Park.

MOTION passed by the following vote:

Yes: Babcock, Dansbury, Gutow, Janutol, Miller, Moore, Morkut

No: None

Absent: Champney, Hoover

Perch Derby: Finalizing plans.

NEW BUSINESS:

ADJOURNMENT:

The next regularly scheduled meeting will be at 7:00 p.m. on June 14, 2005.

Cindy Kummer, Recording Secretary

313 343-2471 - 313 343-2600 fax

parks@gpwmn.us



The first item on the agenda was regarding the **State Revolving Fund (SRF) Sewer Project**. Treasurer/Comptroller Irby gave an overview of the project stating that Administration and the City Engineers worked to get the sewer repair project down to \$4.9 million, inclusive of fees and interest. By entering into a Bond agreement with the State, the City will receive funds at a 2.5% interest rate over the course of 20 years. The City would likely be subject to a rate of 3% or higher without using the Michigan Finance Authority SRF Program. It is necessary to enter into a sewer repair project to avoid having to pay back a \$1 million grant the City received in 2005 for televising the sewer system to determine needed repairs.

Pat McGow, Bond Council, stated that the next step is to recommend to City Council the Notice of Intent Resolution – Water Supply and Sewage Disposal System Revenue Bonds. If Council approves it, the Clerk will publish a notice giving a referendum right to electors if a petition of 10% of the population is submitted within 45 days of the publication. If petitions are not submitted, the City will go out for bid in July, anticipate MDEQ approval in August and the loan could close in September. Mr. McGow also noted that this bond amount is not to be exceed \$4.9 million, but can be reduced if necessary.

Motion by Bryant, seconded by Ketels, that the Committee of the Whole recommend the **Notice of Intent Resolution – Water Supply and Sewage Disposal System Revenue Bonds** to Council for consideration at their meeting on May 7, 2012.

Motion carried by the following vote:

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



COMMITTEE OF THE WHOLE EXCERPT
04-23-12

The next item discussed was the **Proposed Water/Sewer Budget**. Treasurer/Comptroller Irby stated that the budget includes the proposed SRF monies. There are some increases in concrete maintenance reflecting the sewer repair work that will be done under the proposed SRF Sewer Project. Water main and meter repairs through the DWRF will continue in this fiscal year. Backup diesel pumps for the Torrey Road Pump Station were also included in the proposed budget. The pumps are necessary to ensure uninterrupted service in the event of a power failure.

Jim Rabine, AEW, addressed the Committee explaining that the City needs to pay Detroit water increases and debt services, including the proposed SRF Bond. Rather than increase water bill rate all at once, AEW is proposing a gradual increase beginning with an estimated 2.01% in FY 2012/13. Mr. Rabine then explained how the water bill charges are divvied up, with funds going to Wayne County, Detroit, and fixed city debt services (including DWRF and proposed SRF).

Discussion then ensued regarding the timeline for the proposed budget. Mr. Rabine indicated that the rates presented in the budget are anticipated, however, actual numbers will not be available until Detroit adopts the rates, which could happen after the City is required to adopt its budget. Ms. Irby stated that the budget must be approved by the City Council, by the third Monday in May. If Detroit's rates are different than anticipated, Council will need to do a budget amendment in July.

Motion by Bryant, seconded by Shetler, that the Committee of the Whole recommend the **2012/13 Proposed Water/Sewer Budget** to Council for consideration.

Motion carried by the following vote:

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

COMMITTEE-OF-THE-WHOLE EXCERPT
04-30-12

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 online. 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.



Under New Business, the following items were discussed:

- The City Administrator stated the Department of Environmental Quality (DEQ) reported the Grosse Pointe Woods' SRF project has now been qualified as a project within the fundable range. The City's Engineers will need to resubmit a new plan by February that addresses only critical and high/important mains. The Engineers estimate cost at \$3.5 million. This item is to be placed on the Committee-of-the-Whole on January 23, 2012.

The first item discussed was the **State Revolving Fund (SRF) Project – Sewer Rehabilitation**. The City Engineer provided an overview and stated City Council will need to adopt a Resolution for Award sometime in July. The average increase in cost to a resident will be approximately \$24.00 per year for a \$5,000,000.00 project. The bond closing is slated for August 27th and construction will take about two years.

The City Engineer distributed a draft Resolution Authorizing the S2 Grant Agreement and provided an overview. He requested the Resolution be placed on the next Regular City Council agenda for adoption. Adopting the Resolution will result in the City receiving grant funding the amount of \$21,000.00 to apply toward project engineering fees. A 10% match is required from the City.



The next item discussed was regarding the **Grosse Pointe Woods Foundation project**. The City Administrator provided an overview of the project, which included an improved entrance to Lake Front Park and adds a fitness trail with twelve fitness stations. The proposal has been revised with respect to parking as the new plan will keep the current parking configuration and will be restriped so as not to lose parking spaces. The revised parking plan was recommended by the City Administrator and Director of Public Services.

The proposal includes sponsorships. Although a previous request for corporate sponsors in Gesquiere Park was denied, consideration will be given to this request for Lake Front Park but the Committee wants to see a rendition of the proposed plaque, determine whether a time limit should be placed on a sponsorship, determine cost to replace and maintain the plaques and equipment, and that no corporate logos be allowed on the plaques. There was a brief discussion regarding handicap accessibility and ADA compliance. The City Administrator agreed to take these comments to the Foundation. This item is to remain on the Committee-of-the-Whole.



COMMITTEE-OF-THE-WHOLE EXCERPT
07-02-12

The Committee then discussed **information for ballot proposals**. The Committee discussed methods in which to share factual information with the community in order to get information out and answer questions regarding the upcoming ballot proposals. Suggestions included the City's website, a PowerPoint presentation; holding a Town Hall Meeting, determine what is the best time to hold one, and whether to include administration and/or City Council; and publish information in the City's *Update*. Council Member Granger, Chair of the Public Relations Committee, suggested, and the Committee concurred, that the Public Relations Committee meet on July 16th to discuss. The Committee reviewed the draft informational sheet dated June 30, 2012.

The Chair declared a recess at 9:41 p.m., and reconvened at 9:47 p.m.

Discussion continued regarding SEV trends, taxable values, and history of fund balance. This item is to remain on the Committee-of-the-Whole agenda.



COMMITTEE-OF-THE-WHOLE EXCERPT
08-06-12

The next item discussed was regarding the **Cook Schoolhouse – Usage Proposal**. There was a consensus to approve the usage proposal. The Committee reviewed the proposal and asked Administration to:

- Add a reference for allowing alcohol;
- Discuss equipment rental with Information Technology such as a projector and laptop;
- Review the fee structure to ensure there is no monetary loss; that costs are being covered.

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



COMMITTEE-OF-THE-WHOLE EXCERPT
08-20-12

The first item discussed was regarding the **Assessing Department's Staffing**. The City Assessor provided an overview of her memo dated August 20, 2012, regarding her request to:

1. Begin the State of Michigan Audit of Minimum Assessing Requirement (AMAR) project by employing the services of WCA Assessing to perform field inspections, and to be completed over two years through December 31, 2014.
2. Fill one permanent part-time Level II Assessor (two were budgeted) with WCA to assist the Assessing Department to complete the building permit inspections for the 2013 Assessment Roll at a cost not to exceed \$10,500.00 with work to be performed from September 2012 through December 31, 2012.

The Treasurer/Comptroller stated the total project will cost approximately \$160,000.00, and will more than pay for itself ensuring that records are accurate and correct to pass the state's audit. The study will span three fiscal years. Since the two part-time positions were not filled, \$20,500.00 is left over in this fiscal year. Any additional funding needed would come from reserves (approx \$140,000.) After the project is complete, Assessing will be requesting one full-time Level II Assessor at a cost of \$40,000.00 plus benefits. The Treasurer/Comptroller and City Attorney recommended approval of this hire.

Motion by McConaghy, seconded by Granger, regarding Assessing Department Staffing, that the Committee-of-the-Whole recommend to City Council the employment of WCA Assessors to provide outside assessing services as recommended by the City Assessor, and to reduce from two part-time to one part-time employee in her department.

Motion carried by the following vote:

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

The Committee then discussed **Lake Front Park matters** including bathroom renovations, class fees, pickle ball, email blast/mail chimp, and the dog park. First, the City Administrator and Director of Public Services provided an update on the Bathroom renovations, which are currently under way. The Director anticipates project completion within four to six weeks.

Discussion then ensued regarding **class fees**.

Motion by Bryant, seconded by McConaghy, regarding **parks and recreation fee schedule**, that the Committee-of-the-Whole recommend that City Council set class fees as indicated in the Recreation Supervisor's memo dated November 4, 2011, effective for the 2012 summer season.

Motion carried by the following vote:

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

No: None

Absent: None

The next item discussed was regarding **Pickle Ball**. The Mayor stated the cost to renovate the tennis courts in Ghesquiere Park would be of no cost to the City, but would be the responsibility of individuals promoting a fundraising program. The Mayor suggested renovations that would incorporate a multifunction court use including both tennis and pickle ball, and the City Administrator stated it could be done. Discussion ensued regarding the City's resident's-only parks. The City Administrator will inquire whether multiuse will be acceptable. The Director of Public Services reported a cost of \$68,000 for two courts, and \$171,000 for four courts including engineering to replace the courts. He will also obtain repair costs. There was a consensus of the Committee that the courts be maintained for multi use (tennis and pickle ball), that the ability to fund be identified, and that the Director of Public Works provide costs for repairing the courts verses replacement. This item is to remain on the Committee-of-the-Whole.

The Chair declared a recess at 9:09 p.m., and reconvened at 9:20 p.m.

The next item discussed was **email blast/mail chimp** to be used for the purpose of advertising activities and lessons. The Park Supervisor stated mail chimp offers a free subscription for up to 2,000 subscribers and that it is currently used to disseminate information to the swim team. The established fee is subscriber based with no contractual obligations to the City. Discussion ensued regarding other providers and competitive pricing. There was a consensus of the Committee that email blast services are to be coordinated through one staff person, the Communications Coordinator, for all City departments. Administration was asked to obtain service provider cost comparables and cost for staff time. The additional information provided by administration and a plan of implementation is to be reviewed by the Public Relations Committee prior to returning to Committee-of-the-Whole.

Next, **dog park**. The City Administrator received an inquiry regarding the temporary fence surrounding the dog park and requested permanent replacement. The Director of Public Services stated grass and fence maintenance is difficult and cost prohibitive. The cost for a

permanent fence to be installed is \$6,700. There was a consensus of the Committee to keep the dog park in its current location. Administration was directed to provide additional information including costs, review/propose a license fee, plans and cost to install a permanent fence, address drainage issues/costs, and cost to install water service. This item is to remain on the Committee-of-the-Whole.

Motion by Bryant, seconded by Ketels, that the following items be removed from the Committee-of-the-Whole:

1. Bathroom updates;
2. Class fees.

Motion carried by the following vote:

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

No: None

Absent: None

Motion by McConaghy, seconded by Shetler, regarding **budget transfer: Lake Front Park Dog Park Fence**, that the City Council authorize the expenditure of \$5,554.00 for the purpose of replacing the dog park fence at Lake Front Park and also to transfer \$5,554.00 from the General Fund into an account established for the Lake Front Park dog park.

Motion carried by the following vote:

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



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 14, 2011, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Howle, Ketels, McConaghy,
Sucher

ABSENT: None

ALSO PRESENT: City Administrator Fincham
City Attorney Don Berschback
Treasurer/Comptroller Irby
City Clerk Hathaway
Director of Public Works Ahee

Also in attendance were Scott Lockwood and Jim Rabine, Anderson, Eckstein & Westrick.

Mayor Novitke called the meeting to order at 7:34 p.m.

Motion by Granger, seconded by Bryant, 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, Howle, Ketels, McConaghy, Novitke, Sucher

No: None

Absent: None

The only item for discussion on tonight's agenda was regarding **water/sewer rates**. The Committee wanted to know whether the methodology applied by Detroit for calculating the rate increase (18.9%) was fair, whether Mr. Rabine would recommend Council adopt a resolution or write a letter to Detroit Water/Sewer Department (DWSD) opposing the increase, whether Mr. Rabine would recommend Council adopt a Resolution in favor of regional control, and what the probability is that the proposed rates will change in July.

Jim Rabine distributed an informational sheet entitled, *FY 2011/12 Water & Sewer Rate Information*, and provided an overview. Addressing water first, Mr. Rabine stated that the same methodology was employed by Detroit that has been used for many years and that it is fair based on a number of factors as outlined. Mr. Rabine did not recommend adopting a Resolution challenging the water rate, but did offer to assist with composing a letter to DWSD. Mr. Rabine stated he is in favor of Council adopting a Resolution in favor of regional control.

Mr. Rabine stated that Public Hearings on rates will be held on February 23rd (DWSD) and March 10, 2011 (Detroit Council), and suggested Bill Westrick present the letter in opposition to the rate increase.

Discussion ensued regarding whether a second (sprinkler) meter is beneficial, and Mr. Rabine stated that it does not provide a savings. He also stated that return on investment fees are returned to suburban customers first at a rate of 6.4%, and then to Detroit residents.

The Chair declared a recess at 8:37 p.m., and reconvened at 8:48 p.m.

There was concurrence of the Committee to direct Administration to schedule a meeting with a DWSD Representative in March.

There was a consensus of the Committee that the City Administrator and Jim Rabine prepare a Resolution supporting regionalization of the Water Board.

There was a consensus of the Committee to prepare a letter for presentation to the DWSD at their public hearing on February 23, 2011, to be signed by Mayor and Council, opposing the 18.2-18.9% water rate increase, and that Bill Westrick present the letter to the Water Board on the City's behalf.

Discussion then ensued regarding the Treasurer/Comptroller – City Administrator's memo dated February 10, 2011, stating, "The increase from the current rate to the proposed rate 'without tank' would have been 62.5%", over the last year. Between 2009/10 and 2010/11 Detroit revenues were reduced by \$220,000, or 20%. The proposed rate is up 18.2% from 2010. The rate increase from \$10.21 last year to \$12.07 would have been increased to \$16.58 without the tank according to Mr. Rabine, Mr. Lockwood, and Ms. Irby.

The Committee then segued into discussing sewer rates. Mr. Rabine stated that Detroit has calculated revenue the same as in the past, with an approximate 11.5% increase. Mr. Rabine reviewed the sewer portion of the handout and estimates Grosse Pointe Woods' rate will be about the same as Wayne County (6.7%). Mr. Rabine will provide rates the end of March or beginning of April. This item is to remain on the Committee-of-the-Whole.

Motion by Bryant, seconded by Sucher, that the meeting of the Committee-of-the-Whole be adjourned at 9:33 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 14, 2011, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Howle, Ketels, McConaghy, Sucher
ABSENT: Granger
ALSO PRESENT: City Administrator Fincham
Director of Public Services Ahee
Treasurer/Comptroller Irby
Recording Secretary Ryska

Mayor Novitke called the meeting to order at 7:32 p.m.

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

Motion carried by the following vote:

Yes: Bryant, Howle, Ketels, McConaghy, Novitke, Sucher
No: None
Absent: Granger

Motion by Bryant, seconded by Howle, that all items on tonight's agenda be received and placed on file.

Motion carried by the following vote:

Yes: Bryant, Howle, Ketels, McConaghy, Novitke, Sucher
No: None
Absent: Granger

Hearing no objections, the Committee discussed **Potential Revenue and Cost Containment – Public Services**. As attachments to his memo dated March 9, 2011, Public Services Director Ahee submitted numerous recommendations for potential new revenue sources and fee increases. After lengthy discussion, the Committee agreed to the following:

1. Charge for the use of the activities building racquetball court – four members of the Committee agreed that it is worth while to pursue this recommendation to recoup some maintenance costs and asked Administration to also look into possibly charging for platform tennis.
2. Charge for the use of the activities building basketball court – four members of the Committee agreed that it is worth while to pursue this recommendation to recoup some maintenance costs and asked Administration to consider a group or league rate.

3. Charge for winter boat storage at Lake Front Park – upon consensus, the Committee advised Administration to pursue this recommendation and look into the City's insurance policy and possibly require renters to supply indemnity insurance on their own. The Committee was also in agreement to not allow storage of boat trailers.
4. License all landscape contractors for grass and snow – upon consensus, the Committee advised Administration to pursue this recommendation and develop language to ensure that students will not be subject to provisions of this new licensure.
5. Increase soundstage rental and set-up fees – upon consensus, the Committee advised Administration to pursue this recommendation and to report back to the Committee the initial cost, the life expectancy, and the depreciation value of the soundstage and to determine a competitive rate to charge.
6. Increase charge for rubbish bags – upon consensus, the Committee advised Administration to pursue this recommendation as long as the cost is competitive with like products.
7. Have contractors remove leaves, reducing city cost for hauling from yard – upon consensus, the Committee advised Administration to pursue this recommendation.
8. Charge a per guest fee for group permits at Lake Front Park – one member was in agreement due to the additional maintenance needs of having non-residents utilize the park. The other Committee members agreed that Administration might want to consider limiting the number of group permits issued.
9. Charge a fee per guest for all non-residents entering the Lake Front Park – one member was in agreement due to the additional maintenance needs of having non-residents utilize the park. Upon consensus, the Committee advised Administration to look into possibly just limiting the number of guests passes allowed per cardholder as opposed to charging a fee. Decreasing the number of allowed guests will decrease the added maintenance requirements. Based on the 2010 Lake Front Park Attendance chart submitted by Director of Public Services Ahee, guests account for 19% of park attendance.
10. Charge a fee to use the water slide at Lake Front Park – consensus of the Committee was to deny this recommendation.
11. Rent pool to Gators Swim Team – upon consensus, the Committee advised Administration to pursue this recommendation.

The Chair declared a recess at 8:40 p.m., and reconvened at 8:48 p.m.

Discussion continued regarding, potential revenue and cost containment items recommended by the Director of Public Services.

12. Eliminate bridge attendants – Lake Front Park budget – Director of Public Services Ahee withdrew his recommendation.
13. Eliminate bridge attendants – Boat Dock budget – Director of Public Services Ahee withdrew his recommendation.

14. Reduce seasonal office assistant by implementing online registration and credit card processing – Treasurer/Comptroller Irby informed the Committee that this is currently being pursued for the Community Center as well as the Finance department.
15. Eliminate contribution to Babe Ruth & Little League – since it has been a number of years since either organization has approached the City to make a donation, consensus of the Committees instructed Administration to eliminate this line item from the budget.
16. Keep water slide closed and one baby pool closed – consensus of the Committee was to deny this recommendation.
17. Close pool at 8:00 p.m. – upon consensus, the Committee advised Administration to provide usage numbers in two weeks.
18. Change pool hours to 12:00 p.m. – 8:00 p.m. after swim lessons end – upon consensus, the Committee advised Administration to provide usage numbers in two weeks.
19. Only distribute passes to children 8 years old and older – upon consensus, the Committee advised Administration to provide usage numbers in two weeks.
20. Eliminate bus services – upon consensus, the Committee advised Administration to provide usage numbers in two weeks.
21. Reduce bus service from 10 weeks to 6 weeks – upon consensus, the Committee advised Administration to provide usage numbers in two weeks.
22. Eliminate food at City Picnic – consensus of the Committee was to deny this recommendation.

The next item on the agenda was regarding **Court Collections**. City Administrator Fincham outlined the lack of success with Municipal Services Bureau (MSB) serving as a collection agent on behalf of the City. He requested approval to hire a Court Collections officer on a trial basis to serve on a warrant team and assist on court days, freeing up a Public Safety Officer to be on the road patrol. Consensus of the Committee was to allow the hiring of a 1099 Court Collections employee at a rate of no more than \$18.00 per hour, under the condition that the City be able to terminate after six months depending on performance. Additionally, the Committee agreed that the current contract with MSB be terminated.

The next item discussed was regarding a **Parking Enforcement Officer**. City Administrator Fincham requested approval to hire a part-time union Parking Enforcement Officer to work on the off days of the current officer, which would give the city at least 5 days of coverage. Consensus of the Committee was to allow the hiring of a part-time Parking Enforcement Officer.

The next item on the agenda was regarding **Parks & Recreation – Community Center Office Expansion**. Director of Public Services Ahee requested approval to expand the Community Center offices. With the park staff moving to the Community Center for winters, space is limited, causing safety hazards as well as limited space available to serve residents. Director of Public Services Ahee is recommending combining the existing offices with the lobby

by building a counter across the lobby area. Consensus of the Committee was to allow the expansion of the Community Center offices.

The next item discussed was the **Ad Hoc Public Safety Report**. City Administrator Fincham distributed the Grosse Pointes Dispatch/Lock-up Collaboration Effort report to the Committee. He discussed three options that the Ad Hoc Grosse Pointe Public Safety Committee addressed. The first option considered was for the cities to become a part of South East Regional Emergency Services Authority (SERESA), whereby each community would pay a formulated fee to essentially outsource their dispatching services. It was reported that this option is cost prohibitive. The second option considered was for a five city combined dispatch. This option is cost prohibitive due to the necessary capital outlay expenditures. The third option considered was smaller units of intergovernmental cooperation. This option will be pursued among the communities with the intention of moving toward a five city joint plan in the future.

The Committee agreed that the remaining agenda items will be addressed at a later date.

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

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 21, 2011, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Howle, Ketels, McConaghy, Sucher
ABSENT: Granger
ALSO PRESENT: City Administrator Fincham
City Attorney Don Berschback
City Clerk Hathaway

Mayor Novitke called the meeting to order at 8:14 p.m.

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

Motion carried by the following vote:

Yes: Bryant, Howle, Ketels, McConaghy, Novitke, Sucher
No: None
Absent: Granger

The Chair stated the next meeting of the Committee-of-the-Whole will be dedicated to discussing financial projections.

Motion by Ketels, seconded by Sucher, 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, Howle, Ketels, McConaghy, Novitke, Sucher
No: None
Absent: Granger

The Committee discussed **Cost Containment** matters, beginning with **Information Technology**. The City Administrator discussed the cost of leasing equipment versus purchasing, starting with the Finance Department's copier and Administration's existing color printer projected to save approximately \$6,000.00. There was a consensus of the Committee to authorize the Information Technology Manager to obtain bids for leasing equipment. This item is to remain on the Committee-of-the-Whole agenda.

Next, the City Administrator requested and recommended adoption of **ordinances** to recover costs from false alarms and non-resident traffic crashes, and stated that if the Committee so desired he would provide comparable costs and registration fee comparables. There was a consensus of the Committee to direct the City Attorney and Administration to draft an ordinance for Alarm System Regulations, Permits, and False Alarms that is not draconian, does not require de-activation, but adds a charge for false alarms and a registration fee, eliminate "fine" and replace with "cost recovery fee."

The City Administer then explained and recommended that an ordinance for cost recovery of traffic crashes caused by non-resident, at fault drivers. The person would be billed for costs. There was a consensus of the Committee to direct the City Attorney and Administration to draft an ordinance. The City Administrator will obtain information on collectability. The City Administrator was directed to provide additional information whether collections could be performed in-house.

Motion by McConaghy, seconded by Ketels, that the meeting of the Committee-of-the-Whole be adjourned at 9:50 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk



COUNCIL EXCERPT
02-28-11

Motion by Sucher, seconded by Bryant, regarding **2010 Planning Commission Annual Report**, that the City Council receive and place on file the 2010 Planning Commission Annual Report, and take under advisement.

The City Clerk was directed to place the 2010 Planning Commission Annual Report on a future Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

No: None

Absent: None



COMMITTEE-OF-THE-WHOLE
01-24-11 – 05

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JANUARY 24, 2011, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Howle, McConaghy, Sucher

ABSENT: None

ALSO PRESENT: City Administrator Fincham
Director of Public Services Ahee
Recreation Supervisor Sharp
City Attorney Don Berschback
Recording Secretary Ryska

Also in attendance: Kathy Ryan, Grosse Pointe News
Kevin Ketels, Resident
William Brey, Resident



Mayor Novitke called the meeting to order at 7:35 p.m.

The first item discussed was concerning **Restroom Renovations** at Lake Front Park. The proposal is to convert a portion of the restrooms in the bathhouse at Lake Front Park to family restrooms. Administration requested support of an expenditure not to exceed \$1,200.00 to have project plans drafted. Discussion ensued regarding ADA compliance of the renovations. City Administrator Fincham informed the Committee that he received, in writing, notification that only the restrooms being renovated would be subject to new ADA requirements if the restroom renovations were done, and not the entire building.

Consensus of the Committee was to support the expenditure not to exceed \$1,200.00 and to leave this item on the Committee-of-the-Whole agenda.

The next item on the agenda was regarding **Security Cameras** at Lake Front Park. The Committee discussed placement of the cameras at the bathhouse and gatehouse as well as costs, including installation. Director of Public Services Ahee requested the purchase and installation of seven (7) cameras at a cost not to exceed \$8,263.98, with the option of purchasing additional cameras at a cost of \$307.00/each.

The Committee asked Director of Public Services Ahee to look into the cost of a maintenance agreement as well as a possible extended warranty. The Committee then discussed installation costs. The Information Technology Department has agreed to perform some of the installation to reduce the \$2,190.00 proposed by Abel Electronics. In addition, the Committee asked Administration to look into the possibility and/or benefits of utilizing a wireless system and how it could enhance the connectability to the Activities Building in the Park.

Motion by McConaghy, seconded by Granger, that the Committee-of-the-Whole recommend that City Council approve Administration's proposal to purchase **Security Cameras for the Lake Front Park** for a cost not to exceed \$10,000.00, and instruct Administration to explore the following:

1. maintenance agreement and extended warranties
2. internal policy on monitoring the system
3. installation of two (2) cameras at the gate
4. merits of going to a wireless system

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

Motion by Howle, seconded by Bryant, to remove **Security Cameras** at Lake Front Park from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

The Chair declared a recess at 8:24 p.m., and reconvened at 8:28 p.m.

The next item on the agenda was concerning the **Purchase of Park Pass Scanners** at the Lake Front Park. This item was deferred to the Committee-of-the-Whole from Council. Director of Public Services Ahee and Parks Supervisor Sharp are recommending the purchase of two (2) scanners at a cost of \$285.00 each and \$500.00 for appropriate equipment; they are requesting support of an expenditure not to exceed \$1,200.00 for the project.

The Committee discussed the benefits of utilizing the barcode scanners and the procedure by which all park passes will be scanned. Regarding the gathering of statistical information, it was suggested that the gate attendants have a guest barcode to scan to track the number of non-residents. Also, Recreation Supervisor Sharp proposed raising the age that children are required to get a park pass to eight (8), especially since children under eight (8) cannot be left unattended at the Park. Park pass procedures will be slated for Committee-of-the-Whole review in the future.

Consensus of the Committee was to support the expenditure not to exceed \$1,200.00.

Motion by Granger, seconded by Bryant, to remove the **Purchase of Park Pass Scanners** at the Lake Front Park from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

The next item on the agenda was concerning the **List of Commission Vacancies/Oaths**. City Clerk Hathaway has informed the Committee that there are quite a few Commission, Committee, or Board members that have yet to take their oath of office. The Chair requested that each Commission Representative notify members of the need to take their oath.

A suggestion was made about the possibility of having a swearing in session at the Commission Appreciation Reception. The Chair requested the Clerk's office to cross reference the Reception RSVP's with the current list to determine how many Commission members will be in attendance at that function. Also suggested, was to have a swearing in session a regular Council meeting; this option may be considered in the future.

Motion by Bryant, seconded by Sucher, to remove the **List of Commission Vacancies/Oaths** from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

Motion by Bryant, seconded by Granger, that the meeting of the Committee-of-the-Whole be adjourned at 9:02 p.m. PASSED UNANIMOUSLY.



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, DECEMBER 20, 2010, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Howle, McConaghy, Sucher
ABSENT: None
ALSO PRESENT: City Administrator Fincham
City Attorney Chip Berschback
City Clerk Hathaway
Director of Public Works Ahee

Mayor Novitke called the meeting to order at 7:06 p.m.

Motion by Bryant, seconded by Granger, 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, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

The first item discussed was regarding **Park Pass Application Process**. The Committee reviewed a proposal to change the park pass procedure that would no longer require mailing out of park applications. The Chair stated he was concerned that people may be unable to come into City offices to get their applications for various reasons such as ill health or traveling out of state. The Chair asked for a clarification regarding mailing cost estimates and whether they were figured at bulk or first class rates; and whether the new process will create a need to increase the number of employees rather than reduce. The Director of Public Works stated the savings are estimated at \$7,000, and stated that if the application were inserted into a 16-page *Update* rather than mailing them, it would cost about \$850.00, and to add a sheet (4 pages) into the February issue the cost would increase \$55.00 taking it from a 12 page newsletter to 16 pages. The Director of Public Works recommended increasing the February issues of the *Update* in 2011 and 2012 at a cost of \$110, and adding the cost to the Dearborn Lithographics contract, for a total cost not to exceed \$20,000.00. Member Granger stated she would like a link provided in an email to those 2,000+ residents on file letting them know to watch for a Park Pass Application in the *Update* and that it be posted on the City's website.

There was a consensus of the Committee that the Public Relations Committee review and approve the language prior to distribution.

Motion by McConaghy, seconded by Sucher, regarding Park Pass Application Process, that the Committee-of-the-Whole recommend that City Council authorize park pass

application be included as an additional page in the *Update* versus mailing, and that the contract amount be increased to \$20,000.00.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

Motion by McConaghy, seconded by Howle, that the previous motion be immediately certified.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

Under New Business, and hearing no objections, the City Administrator spoke regarding Winterfest to be held on January 29, 2011, and suggested using the Activities Building gym versus using an outdoor tent, which will save \$4,000.00. This item is to remain on the Committee-of-the-Whole agenda, for a January 3, 2010, meeting.

Motion by Howle, seconded by Sucher, that the meeting of the Committee-of-the-Whole be adjourned at 7:34 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JANUARY 3, 2011, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Granger, Howle, McConaghy, Sucher
ABSENT: Bryant

ALSO PRESENT: City Administrator Fincham
City Attorney Chip Berschback
Treasurer/Comptroller Irby
City Clerk Hathaway
Director of Public Works Ahee
Park Supervisor Sharp

Mayor Novitke called the meeting to order at 7:05 p.m.

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

Motion carried by the following vote:

Yes: Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Bryant

Motion by Granger, seconded by Howle, 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, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Bryant

The first item discussed was regarding the **Winterfest venue**. The Director of Public Works stated that by eliminating tent rental services, the original cost savings proposed to hold Winterfest was estimated at \$4,000. The Park Supervisor was able to obtain a price of approximately \$1,800 to rent tents and accessories, and an extra discount of an additional 15%, for a total cost of \$1,708.50; which includes heaters, 3 tents, chairs, high-top tables, and tent sides/windows. The Director stated another alternative for additional savings would be to use a 20 x 40 tent, different heaters, and picnic tables at a cost of \$981.75. The Director recommended continuing to rent the equipment at the 15% discount for a cost of \$1,708.50. There was general discussion regarding temperatures and use of heaters. There was a consensus of the Committee to hold Winterfest in the same fashion as in the past, rent the tents and accessories, accept the 15% discount, and to re-evaluate the event well in advance of next year's Winterfest.

Motion by Granger, seconded by Howle, that Winterfest venue be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Bryant

Hearing no objections, the Mayor directed that the proposed **installation of a patio at Lake Front Park** be discussed at a future Committee-of-the-Whole.

Next, the City Administrator provided an overview regarding **Public Safety Patrol Vehicles Extended Service Plan**. Administration was asked to provide cost savings that would result from purchasing the extended warranties. There was a consensus of the Committee that this item to remain on the Committee-of-the-Whole agenda, and return to the Committee within 30 days.

Hearing no objections, the following items were discussed under new business:

- The City Clerk was asked to provide Council with information on candidates applying for the vacant Council seat, and then release information to the media;
- Medical Marijuana Moratorium Extension. There was a consensus of the Committee to extend the moratorium for one year. This item is to be placed on the Committee-of-the-Whole agenda at 7 p.m. and on the Council agenda at 7:30 p.m., both to be held on January 17, 2011. The City Attorney was directed to provide the revised moratorium language and any additional information to the Council in advance of the agenda.
- The Treasurer/Comptroller provided an update on the Assessor search stating a number of applications/resumes had been received and she is prepared to schedule interviews. There was a consensus of the Committee that the Treasurer/Comptroller provide Assessor candidate recommendations to the Committee-of-the-Whole on January 24, 2011.

Motion by McConaghy, seconded by Granger, that the meeting of the Committee-of-the-Whole be adjourned at 7:48 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk



COMMITTEE-OF-THE-WHOLE EXCERPT
06-14-10

The next item discussed was **Contract for Non-Union Employees**. A discussion ensued regarding whether there is a need for non-union employee contracts. Administration and the City Attorney were directed to identify every employee contract. Contracts will only be entered into if there is an exception or something additional being provided, other than salary and benefits, over and above what the rest of the employees are receiving. The City Attorney recommended no contract for non-appointed officials, effective July 1, 2010, but that an alternate document be provided. The City Administrator recommended no contracts for non-union employees. There was a consensus of the Committee-of-the-Whole that individual contracts or Memorandums of Understanding require the approval of Council, which may be approved in certain circumstances. The City Administrator stated the Employee Handbook will be updated following Council approval of the TPOAM contract. Individual Memorandums of Understanding may be approved in certain circumstances. There was a consensus of the Committee on the following:

- Administration and the City Attorney are to determine which employees have contracts;
- City Attorney is to prepare a sample Memorandum of Understanding;
- That neither administration nor non-union employees may enter into contracts with employees without approval of City Council.

The Employee Handbook and this item are to remain on the Committee-of-the-Whole to be readdressed on first free Monday after Labor Day (September 27, 2010.)



COMMITTEE-OF-THE-WHOLE EXCERPT
06-14-10

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- Administration and the City Attorney are to determine which employees have contracts;
- City Attorney is to prepare a sample Memorandum of Understanding;
- That neither administration nor non-union employees may enter into contracts with employees without approval of City Council.

The Employee Handbook and this item are to remain on the Committee-of-the-Whole to be readdressed on first free Monday after Labor Day (September 27, 2010.)



COMMITTEE-OF-THE-WHOLE EXCERPT
06-14-10

The next item concerned **Contracts for Appointed Officials**. Exceptions to compensation received by non-union employees may include items such as education, vehicle, and vehicle allowance. As recommended by the Compensation & Evaluation Committee and approved by Council, the City Clerk and Treasurer/Comptroller will receive a contract for 2010. The City Attorney stated the Assessor may require a contract due to reorganization of the Assessor's office, and will be a 1099 contractor. Following discussion, the City Attorney is to make a final recommendation whether appointed officials should receive a contract or a Memorandum of Understanding. This item is to remain on the Committee-of-the-Whole and return on September 27, 2010.



COUNCIL EXCERPT
05-17-10

Motion by Howle, seconded by Bryant, regarding **Ambulance (AccuMed) Fee Increase**, that the City Council approve an ambulance mileage fee increase from \$9.50 to \$11.00.

Motion carried by the following vote:

Yes: Boddy, Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None

Motion by Granger, seconded by Howle, regarding **ambulance billing/payment policy**, that the City Council refer this item to the Committee-of-the-Whole to discuss co-pays, deductibles, soft billing, and a credit card payment option.

Motion carried by the following vote:

Yes: Boddy, Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: None



15

Popular Annual Financial Report City of Grosse Pointe Woods, Michigan As of June 30, 2012

A Message to the City of Grosse Pointe Woods

Elected Officials

Robert E. Novitke, Mayor
Arthur W. Bryant
Victoria A. Granger
Kevin Ketels
Michael Koester
Todd A. McConaghy
Richard Shetler, Jr.

Administrative Staff

City Administrator
Alfred John Fincham, III
City Clerk
Lisa Hathaway
Treasurer/Comptroller
Dee Ann Irby

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On behalf of our City Council and Administration, I am pleased to present you with the City of Grosse Pointe Woods Popular Annual Financial Report (PAFR) for the year ended June 30, 2012. This report provides an analysis of how the City allocates its resources in order to deliver premier public services. Above all else, our goal is to increase public awareness of the City's financial activities in an easy to understand format.

The City received its 43rd consecutive Certificate of Achievement for Excellence in Financial Reporting, from the Government Finance Officers Association of the United States and Canada (GFOA), for fiscal year ended June 30, 2012. The Certificate of Achievement is considered the highest form of recognition in the area of governmental accounting and financial reporting. In addition, the City maintains a "AA" bond rating from Standard & Poor's. This bond rating confirms the stability of our Community.

It is important to remember what makes Grosse Pointe Woods one of the most desired areas to live in the State of Michigan. Today, with a population of 16,135, the City offers excellence in public safety, public works and recreational opportunities. We are proud of our Lake Front Park which provides the largest outdoor swimming complex in the Midwest. We consider these "core" services essential to maintain a stable and vibrant community for current and future generations.

We are proud to serve the citizens of Grosse Pointe Woods and to provide this report to our residents.

Sincerely,

Robert E. Novitke
Mayor

The City of Grosse Pointe Woods

Originally incorporated in 1927, Grosse Pointe Woods was known as the Village of Lochmoor. In 1939, the Village of Lochmoor became the Village of Grosse Pointe Woods and on December 11, 1950 it was incorporated as the City of Grosse Pointe Woods, a Home Rule City. The city covers an area of 3.28 square miles. The City is located approximately 10 miles northeast of downtown Detroit and is over 97 percent residential.

Grosse Pointe Woods operates under a Council-Manager form of government, established by the City Charter and adopted by voters in 1950. This efficient format divides government into policy-making and administrative functions, and has an organizational structure similar to a business.

The residents of the city are the highest government authority. They delegate this authority to representatives they elect every four years. Similar to a board of directors of a corporation, the City Council, composed of the mayor and six council members, is responsible for determining policies and adopting ordinances needed to maintain the health, safety, and welfare of the citizens.

Input provided by various advisory boards and commissions is a valuable resource. Citizens show interest in the community not only by voting, but also by taking an active part in the policy-making process. More than 100 volunteers dedicate their time and talents to the City's boards, commissions, and committees that support a true "sense of community."

City of Grosse Pointe Woods	
Numbers at a Glance	
Area:	3.28 Square Miles
Population:	16,135 (2010 Census)
Median Household Income:	\$ 85,986
Median Age:	45
Median Home Value:	\$236,600
Equalized Assessed Value:	2012
	\$603,930,131
Total Housing Units:	6,819
Total Full-Time Employees:	85
Sources: SEMCOG Community Profiles, 2012 CAFR	

Fiscal Policies and Major Initiatives

The City's long-term financial stability is the result of a strong and continuous commitment to fundamental principles of fiscal integrity. The City's current administration has taken many steps toward improved budgeting, cost containment, and improved efficiencies which have helped to address the current economic conditions. The City has developed a proactive economic strategy that consists of the following strategies:

- The City remains vigilant with property maintenance enforcement to ensure properties are maintained.
- The City will continue with cost containment initiatives as reflected in the current budget approved by City Council.
- Since 2007, the City has reduced its workforce by 19 full-time positions and six part-time positions. Currently, Grosse Pointe Woods employs 86 full-time employees, 14 part-time employees, and approximately 125 seasonal park employees. This is the lowest staffing level in the history of the City.
- The City has implemented significant labor concessions resulting in cost savings for health care and wages. Retiree healthcare benefits have also been reduced, thereby lowering our legacy costs.
- The City implemented a two-tier system of wages, benefits, and pension for new hires, which will result in future savings.
- The City has secured grants for public safety equipment and public works vehicles, which reduces the cost to the City taxpayers.
- The City continues to work with the surrounding communities on service sharing agreements.
- The City continues to comply with the requirements of the State of Michigan Economic Vitality Incentive Program (EVIP).
- The City has qualified for low-cost loans from the State of Michigan Drinking Water Revolving Fund (DWRf) and Sewer Revolving Fund (SRF). This loan program made it possible for the City to make significant repairs and replace sections of the City's water and sewer lines.

General Fund Revenue

The following chart shows the dollar amounts collected for each of the City of Grosse Pointe Woods sources of revenue. The table also gives 2011 data and displays the change in revenue from fiscal year 2011 to fiscal year 2012.

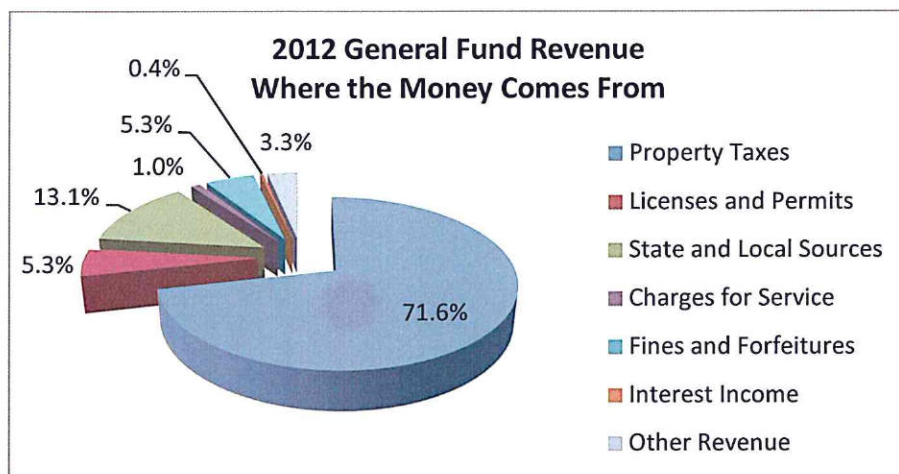
Total fiscal year 2011-2012 General Fund Revenue decreased by approximately \$280,000 from fiscal year 2010-2011 revenue. Property taxes are the City's largest source of revenue. Like most communities in Michigan, the taxable value has been declining since 2007.

State-shared revenue remains our second largest revenue source. During the City's 2011-2012 fiscal year state-shared revenue remained approximately the same from fiscal year 2010-2011.

Licenses/permits revenue increased \$38,000. This increase in permit revenue is attributable to the increase in building and home improvements.

Revenue from District Court fees and fines increased by \$123,000 as compared to fiscal year 2010-2011. This increase is related to the addition of a part-time employee to concentrate on collection of outstanding violations.

Revenue			
	2012	2011	Change
Property Taxes	\$ 8,708,877	\$ 9,288,899	\$ (580,022)
Licenses and Permits	647,537	609,115	38,422
State and Local Sources	1,589,634	1,590,974	(1,340)
Charges for Service	124,203	108,795	15,408
Fines and Forfeitures	650,493	527,534	122,959
Interest Income	47,608	51,558	(3,950)
Other Revenue	397,765	268,496	129,269
Total Revenue	\$ 12,166,117	\$ 12,445,371	\$ (279,254)

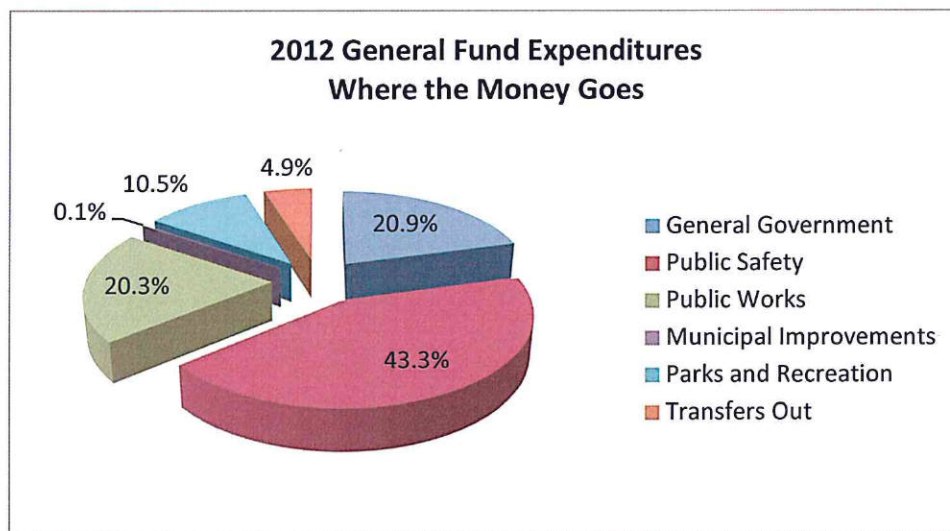


General Fund Expenditures

General Fund expenditures and transfers out for fiscal year 2011-2012 decreased approximately \$498,000 over the previous year. Approximately half of the savings was realized in the departments of public safety and parks and recreation. This decrease is attributable to employee concessions and a reduction in staffing. All departments contributed to the overall cost containment. In addition, the City's General Fund ended fiscal year 2011-2012 with concessions from all four labor unions and nonunion employees. Facing continued uncertainty in revenue, the City eliminated road construction and capital equipment purchases.

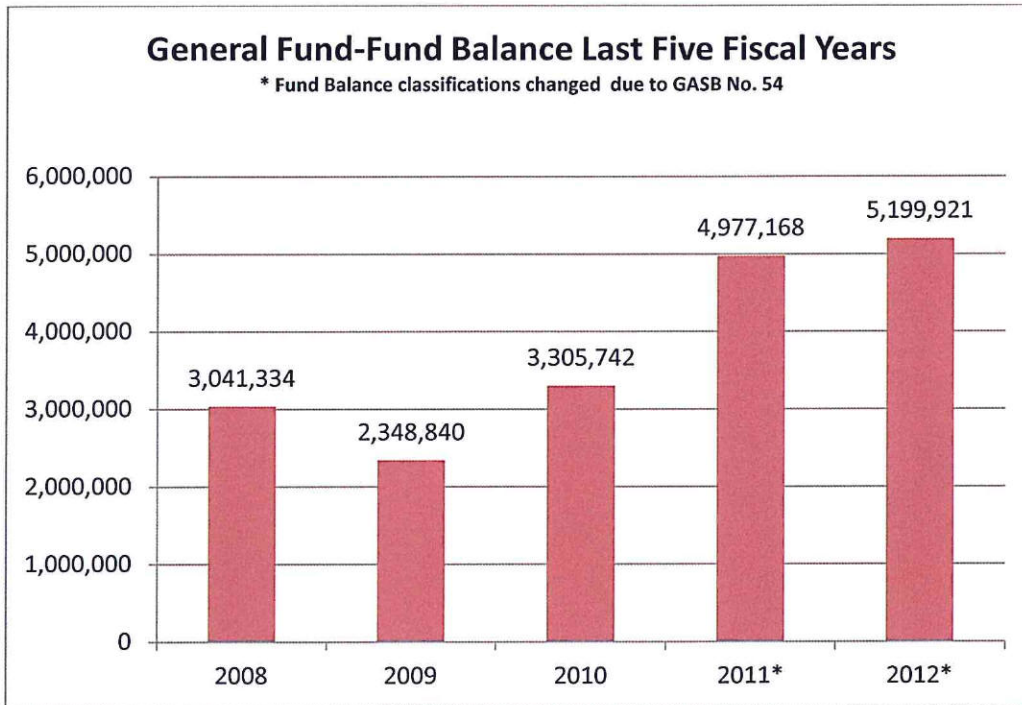
The planned reduction in expenditures, through cost containment, added an additional \$345,000 to the fund balance.

Expenditures	2012	2011	Change
General Government	\$ 2,559,531	\$ 2,561,987	\$ (2,456)
Public Safety	5,299,693	5,676,656	\$ (376,963)
Public Works	2,481,691	2,418,111	\$ 63,580
Municipal Improvements	17,610	116,709	\$ (99,099)
Parks and Recreation	1,288,489	1,509,629	\$ (221,140)
Transfers Out	604,326	466,779	\$ 137,547
Total Expenditures	\$ 12,251,340	\$ 12,749,871	\$ (498,531)



General Fund-Fund Balance

The City's General Fund's year end fund balance is approximately \$5.2 million; \$1.34 million is committed and assigned, leaving \$3.76 million unassigned. The unassigned amount represents approximately 33 percent of fiscal year 2011-2012 actual expenditures. This level of fund balance is above the recommended level of between 10 percent and 15 percent of annual expenditures.



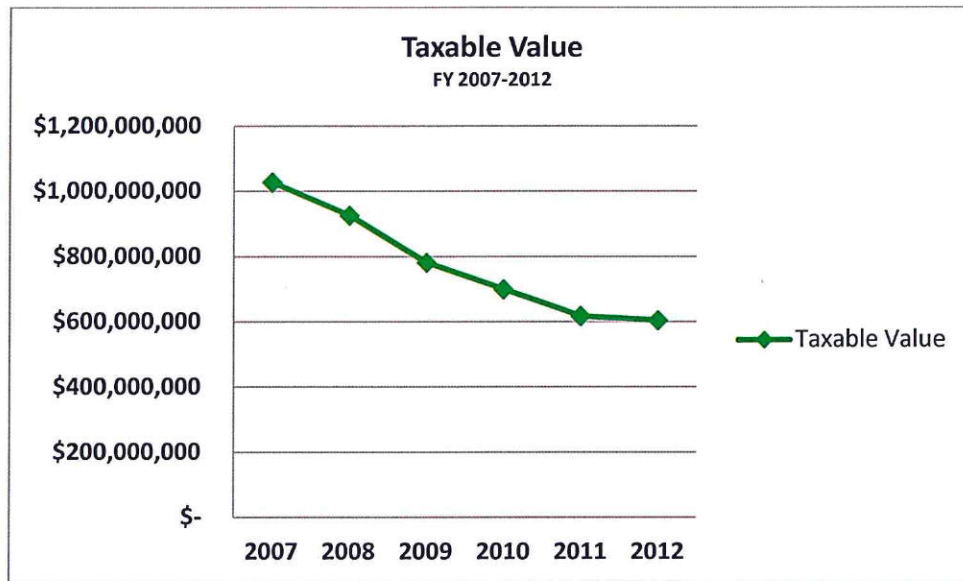
Statement of Net Assets

The statement of Net Assets reports information of the City's assets and liabilities, with the difference reported as nets assets.

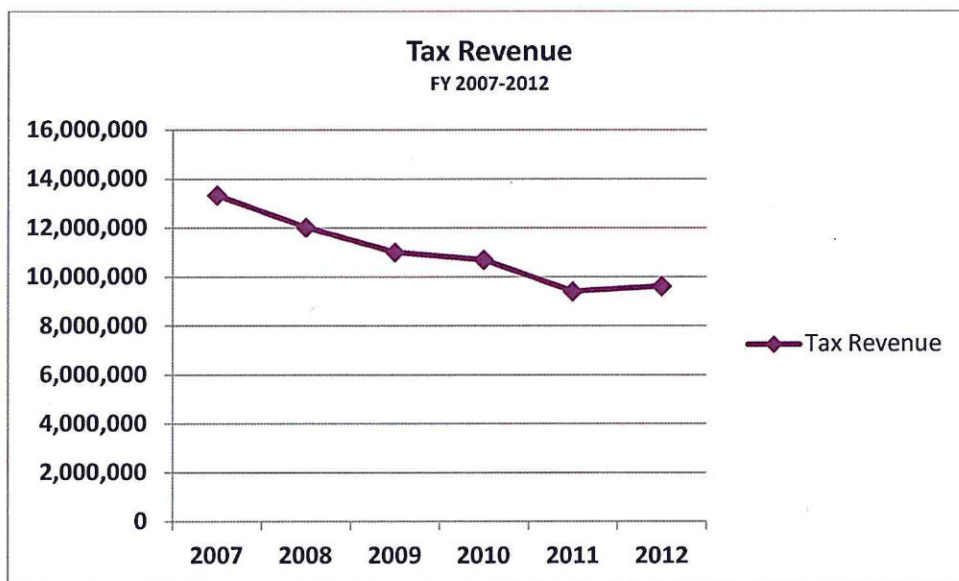
City of Grosse Pointe Woods			
Statement of Net Assets			
June 30, 2012			
	Governmental	Business-type	
	Activities	Activities	Total
Assets			
Cash and investments	\$ 8,819,214	\$ 3,971,569	\$ 12,790,783
Receivables	1,005,140	1,425,394	2,430,534
Prepaid expenses	117,230	9,635	126,865
Capital assets	28,130,103	26,755,440	54,885,543
Other assets	54,347	397,500	451,847
Total assets	38,126,034	32,559,538	70,685,572
Liabilities			
Accounts payable	478,181	934,277	1,412,458
Accrued and other liabilities	569,919	75,763	645,682
Non-current liabilities:			
Due within one year	1,987,984	543,363	2,531,347
Due in more than one year	11,816,908	8,810,289	20,627,197
Other liabilities	49,393	-	49,393
Total liabilities	14,902,385	10,363,692	25,266,077
Net Assets			
Invested in capital assets-net of related debt	26,908,007	18,585,076	45,493,083
Restricted for:			
Roads	262,189	-	262,189
Fireworks	74,256	-	74,256
Debt service	-	397,500	397,500
Police, fire and ambulance operations	216,730	-	216,730
Solid waste	370,317	-	370,317
Community development	152	-	152
Unrestricted	(4,608,002)	3,213,270	(1,394,732)
Total net assets	23,223,649	22,195,846	45,419,495

Taxable Value

The City's most pressing financial concern is the current condition of the residential housing market and its detrimental effect on property tax revenue. From fiscal year 2007-2012 the total taxable value has decreased from 1,027,291,170 in 2007 to 603,930,131 in 2012. This represents a total decrease of 41% in taxable value.

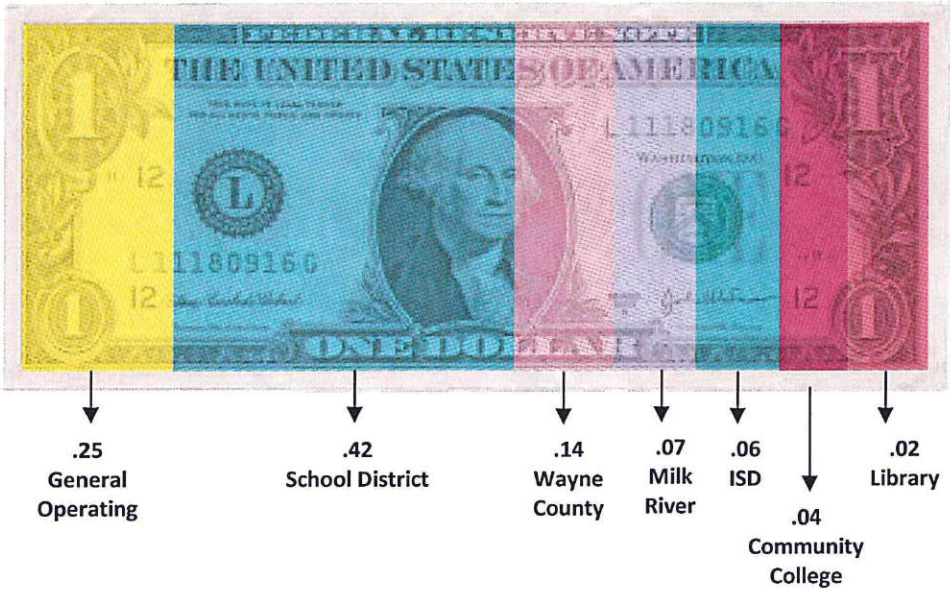


The decline in taxable value resulted in a decrease in tax revenue from 13,344,204 in 2007 to 9,618,252 in 2012. This represents a total decrease of 28% in tax revenue.



City of Grosse Pointe Woods Property Tax Revenue

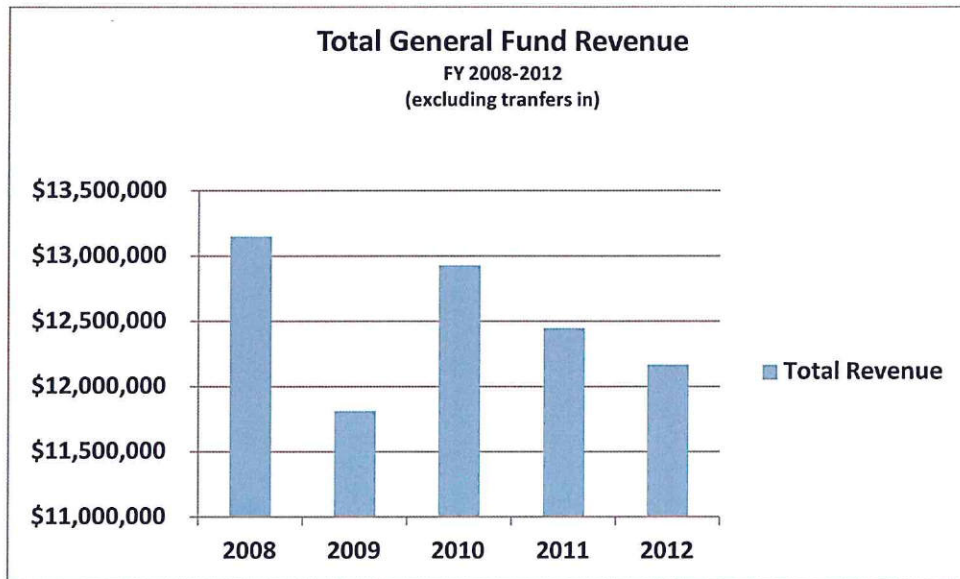
As indicated on the dollar bill below, the City of Grosse Pointe Woods only receives 25 cents for every dollar of property tax revenue collected. These taxes are used to support the general government administrative services, public safety, public works, recreation, and culture.



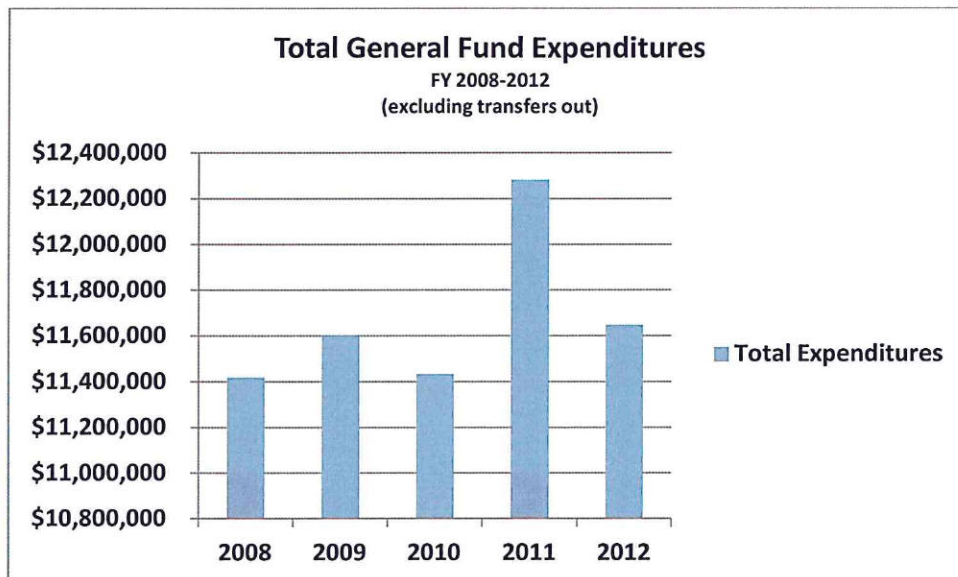
The remaining 75 cents for every dollar of property tax revenue collected is allocated to Milk River, Wayne County, Community College, Grosse Pointe Library, ISD, and the School District.

General Fund Revenue-Expenditure History

The decrease in total revenue for fiscal year 2008-2012 is a direct result of the decrease in property tax values, state revenue sharing and interest income.



The City continues to face uncertainty in property tax values and therefore has implemented cost cutting measures that include a hiring freeze, eliminating positions through attrition, labor concessions and elimination of capital purchases.



Boat Dock Fund-Change in Net Assets

The Boat Dock Fund is a Nonmajor Enterprise Fund. An Enterprise Fund is a fund that accounts for operations and services that is provided to residents and is financed primarily through user charges. Net assets are restricted for the use of maintenance and improvement of boat docks.

The following data shows revenue and expenses and the change in net assets for fiscal years 2008-2012. Net assets for the Boat Dock Fund have increased \$215,441 from fiscal year 2007-2012. City Council has authorized dredging for the spring of 2013.

City of Grosse Pointe Woods					
Statement of Revenue, Expenses, and Net Assets-Boat Dock Fund					
Fiscal Year 2008-2012					
	2008	2009	2010	2011	2012
Operating Revenue					
Dockings and launching fees	162,468	146,872	141,338	132,715	130,778
Total Operating Revenue	162,468	146,872	141,338	132,715	130,778
Operating Expenses					
Operation and maintenance	121,567	102,466	66,267	60,180	60,482
General and administrative	3,038	-	-	-	-
Depreciation	7,798	7,775	7,690	7,690	7,690
Charges from Internal Service Funds	14,000	11,300	11,300	6,000	6,000
Total Operating Expenses	146,403	121,541	85,257	73,870	74,172
Operating (Loss) Income	16,065	25,331	56,081	58,845	56,606
Non Operating Income-Interest Income	-	826	746	457	484
Change in Net Assets	16,065	26,157	56,827	59,302	57,090
Net Assets-Beginning of Year	185,975	202,040	228,197	285,024	344,326
Net Assets-End of Year	202,040	228,197	285,024	344,326	401,416

