



**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**

COMMISSIONS:	COMMITTEES:	BOARDS:
Beautification Advisory	Building Authority	Board of Canvassers
Citizens' Recreation	Cable TV Ad Hoc	Board of Review
Community Tree	Compensation & Evaluation	X Construction Board of Appeals
Historical	Construction	Community Enhancement Fund
Local Officers Compensation	Finance	Downspout Board of Appeals
Planning	Fireworks	Pension
Senior Citizens'	Judicial Liaison	
	Mack Ave Business Study	
	Public Relations	

PUBLIC INVITED: IN ACCORDANCE WITH PUBLIC ACT 267 OF 1976 (OPEN MEETINGS ACT), ALL MEMBERS OF THE GROUP SELECTED ABOVE, AS WELL AS THE GENERAL PUBLIC, ARE INVITED TO ATTEND THE FOLLOWING MEETING ON **MONDAY, MAY 4, 2009, AT 8:15 P.M. IN THE CONFERENCE ROOM AT CITY HALL, 20025 MACK, GROSSE POINTE WOODS.**

**AGENDA OF MEETING**

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Approval of Minutes 04/27/09
5. Interviews:
  - a. City Assessor
  - b. City Clerk
  - c. City Attorney
6. Adjournment

cc:

Waldmeir  
Novitke  
Sucher  
Berschback

Hathaway  
Irby  
Paul  
Wollenweber

File  
Post  
Granger-email

Submitted by: Pete Waldmeir

Office Held: Chair

Telephone: 313 343-2440

## **INSTRUCTIONS TO FULFILL POSTING REQUIREMENTS UNDER P.A. 267 OF 1976 (OPEN MEETINGS ACT):**

All public meetings must have public notice in accordance with the following instructions:

**REGULAR MEETING:** For regular meetings of the public body, there shall be posted within 10 days after the first meeting of said body in January a notice stating the dates, times and place of its regular meetings.

A copy of the Notice of Meeting and Agenda for each regular meeting is to be presented to the City Clerk's office at least two days before the scheduled regular meeting. Such is made available to the public and is also posted.

**CHANGE IN REGULAR MEETING DATE:** If the regular meeting dates are changed, there shall be posted within 3 days of the meeting (to be changed) a public Notice of Rescheduled Meeting and Agenda, stating the new dates, times and place of the rescheduled regular meeting.

Submit Notice of Rescheduled Meeting and Agenda within 3 days to the City Clerk's office for posting.

### **ALL MEETINGS OF A PUBLIC BODY SHALL BE OPEN TO THE PUBLIC AND SHALL BE HELD IN A PLACE AVAILABLE TO THE GENERAL PUBLIC.**

All decisions of a public body shall be made at a meeting open to the public.

No decisions may be made prior to a public meeting.

A person shall not be required, as a condition to attend a meeting of a public body, to register or otherwise provide a name or other information.

All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public.

### **RESPONSIBILITY OF COMMISSION/BOARD/COMMITTEE TO DO THE FOLLOWING:**

**NOTICE OF MEETING & AGENDA:** Submit a prepared Notice of Meeting and Agenda to the City Clerk, along with envelopes addressed to Commission/Board/Committee members. The City Clerk will mail out the Notice of Meeting & Agenda.

**MINUTES:** Submit a copy of the approved (or "immediately certified") minutes of the meeting to the City Clerk who will submit same to the City Council of Grosse Pointe Woods at the next regular meeting.

**RECORD KEEPING:** The City Clerk's office will retain at City Hall copies of the following for each Commission:

- Notice of Meetings & Agenda
- Minutes – Permanent Records
- General Correspondence

**POSTING REQUIREMENTS:** The City Clerk's office will fulfill posting requirements in accordance with the law as follows:

Distribute 11 copies:

- 1c - City Administrator – internal mail box
- 2c - City Hall internal public bulletin boards – City Clerk ofc to post
- 6c - Exterior bulletin boards – DPS fulfills posting (use Cert. of Posting)
- 1c - Original to Agenda folder in File Dr. #22
- 1c - City Website – give to IT dept for posting to website

Individuals with disabilities requiring auxiliary aids or services should contacting the City Clerk's office at 20025 Mack Plaza, Grosse Pointe Woods, MI 48236, or (313) 343-2440, Telecommunications Device for the Deaf (TDD) (313) 343-9249, or e-mail the City Clerk at [cityclk@gpwmi.us](mailto:cityclk@gpwmi.us)

COMPENSATION AND EVALUATION COMMITTEE

4-27-09

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE  
OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 27, 2009, IN THE  
CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE  
POINTE WOODS, MICHIGAN

The meeting was called to order by Chair Waldmeir at 10:50 p.m.

ROLL CALL:

PRESENT: Chair: Council Member Peter Waldmeir  
Members: Mayor Robert E. Novitke, Council Member Joseph E. Sucher  
ABSENT: None

ALSO IN ATTENDANCE:

Dee Ann Irby entered at 10:55 p.m., left at 11:35 p.m.,  
Mark Wollenweber entered at 11:40 p.m., left at 12:15 p.m..

Motion by Novitke, seconded by Sucher, that all items on tonight's agenda be received, placed on file and taken in order of their appearance.

Motion carried by the following vote:

Yes: Novitke, Sucher, Waldmeir  
No: None  
Absent: None

Motion by Novitke, seconded by Sucher, to approve the minutes of the April 13, 2009 meeting.

Motion carried by the following vote:

Yes: Novitke, Sucher, Waldmeir  
No: None  
Absent: None

The first part of the meeting involved an interview with Dee Ann Irby. Ms. Irby requested the interview and related discussions on evaluation topics be held in closed session.

Motion by Sucher, seconded by Novitke to go into closed session to discuss matters relating to the scheduled evaluation of the Treasurer/Comptroller, Dee Ann Irby.

Motion carried by the following vote:

Yes: Novitke, Sucher, Waldmeir  
No: None  
Absent: None

The Committee went into closed session at 10:56 p.m.

The Committee reconvened in open session at 11:35 p.m.

## COMPENSATION AND EVALUATION COMMITTEE

4-27-09

The Committee then discussed with City Administrator Mark Wollenweber the materials he provided to the Committee by Mr. Wollenweber. Discussion included the following topics:

- Role of the City Administrator and relationships to other appointed officials,
- Staff/organization of the Administrators office,
- Present compensation and fringe benefits,
- Requested adjustments to current compensation and fringe benefits,
- Goals and objectives for 2010-11

The Committee agreed to continue discussion of matters relating to D Irby and M Wollenweber at the Compensation & Evaluation Committee meeting scheduled for May 4<sup>th</sup>.

Motion by Sucher, seconded by Novitke, that the meeting of the Compensation and Evaluation Committee be adjourned at 12:17 p.m. Passed unanimously,

Respectfully submitted by Joseph E. Sucher