



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

**NOTICE OF MEETING AND AGENDA**

**Finance Committee Meeting**  
**Monday, October 10, 2016**  
**8:30 p.m.**  
**City Hall Conference Room**

1. Call to Order/Roll Call
2. Acceptance of Agenda
3. Finance Committee Minutes 05/09/16
4. Finance Department Review
  - a. Deputy Treasurer
    - a. Email 10/03/16 – Deputy Treasurer
  - b. Deputy Comptroller
5. New Business/Public Comment
6. Immediate Certification of Minutes
7. Adjournment

PUBLIC INVITED: IN ACCORDANCE WITH PUBLIC ACT 267 OF 1976 (OPEN MEETINGS ACT), ALL MEMBERS OF THE GROUP SELECTED, AS WELL AS THE GENERAL PUBLIC, ARE INVITED TO ATTEND THE FOLLOWING MEETING.

cc:  
McConaghy  
Novitke

Koester  
Hathaway

File  
Smith

Submitted by: Todd McConaghy

Office Held: Chair

Telephone: 313 343-2440

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MAY 9, 2016, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 9:38 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy  
Members: Koester, Novitke

Absent: None

Also present: City Administrator/Assessor Colombo  
City Treasurer/Comptroller Irby  
City Clerk Hathaway  
Director of Public Safety Smith  
Director of Public Services Ahee  
Recreation Supervisor Byron

Also in attendance was Margaret Potter.

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

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke  
No: None  
Absent: None

Motion by Novitke, seconded by Koester, that the meeting minutes dated April 18, 2016, be approved as amended.

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke  
No: None  
Absent: None

The first item pertained to **ongoing budget discussions**. Discussion ensued regarding reducing park hours saving \$7,120 from January 1<sup>st</sup> through March 31<sup>st</sup>.

Motion by Novitke, seconded by Koester, that the Finance Committee recommend that City Council consider reducing Lake Front Park winter hours January 1 to March 31, Sunday through Saturday to 12 noon to 9 p.m. on a trial basis.



Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke  
No: None  
Absent: None

Next, various options for heating the pool was discussed. The Director of Public Services stated using solar panels is a possibility, and 13,000 sq. ft. (150 x 150 sq. ft. of area) would be needed. The panels would have to face south otherwise additional panels would be needed. The Director is awaiting pricing. He explained that with the solar panels, water will pipe through the panels in combination with using the boilers; 50-60% would be attainable with the panels. Cloudy days would cause heat loss. The Mayor requested additional information and suggestions from administration for other alternative heat sources such as wind turbines or solar covers. Administration was asked to continue searching and bring back any additional suggestions.

The next item discussed was regarding park bus hours. The Recreation Supervisor provided an overview suggesting an increase in event fees, rather than eliminating park buses, to absorb the cost of bus services.

Motion by Koester, seconded by Novitke, that the Finance Committee recommend that City Council consider increasing swim fees and continue to maintain the park buses.

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke  
No: None  
Absent: None

#### New Business:

- Tree Commission Budget is maintaining a \$12,000 balance, and the Mayor asked for consideration to take some portion of that balance to replace trees. Funds would need to be transferred into the municipal improvement fund.

Motion by Koester, seconded by Novitke, that the Finance Committee recommend that City Council consider increasing the tree purchase program using funds from Tree Commission reserves.

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke  
No: None  
Absent: None

Motion by Koester, seconded by Novitke, that tonight's meeting be adjourned at 10:08 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
City Clerk

## **Lisa Hathaway**

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**From:** Bruce Smith  
**Sent:** Wednesday, October 05, 2016 10:18 AM  
**To:** Lisa Hathaway  
**Subject:** FW: Duties added due to Treasurer Vacancy

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**From:** Bruce Smith  
**Sent:** Monday, October 03, 2016 4:00 PM  
**To:** Betty Meli  
**Subject:** RE: Duties added due to Treasurer Vacancy

Thanks Betty

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**From:** Betty Meli  
**Sent:** Monday, October 03, 2016 3:21 PM  
**To:** Bruce Smith  
**Subject:** Duties added due to Treasurer Vacancy

Good Afternoon Bruce,

I wanted to expand on some of the duties that I took over temporarily from the Treasurer.

Setting up the tax roll and mailing tax bills for the winter roll does take considerable time. Items include making sure the tax roll balances with the Assessment roll, input and balancing the millage rates in the software system, verifying tax roll before it is sent to printer and bills are printing correctly before mailing. Also, correcting Board of Review changes and Michigan Tax Tribunal changes, before the bills are printed. Making corrections after bills are printed, if any are required. Verifying tax payments are receipted in correctly thru mail and counter traffic, but also processing tax payment thru electronic transfer for the large mortgage companies.

Responding to resident questions and/or complaints can take up a significant amount of time, from explanations to corrections if applicable.

Tax Disbursement is done every 15 days, but it is very time consuming and needs to be very accurate. Monies are wired to Wayne county, school district, and library.

While the Auditors are here, both Shawn and I answer questions or pull paper work as needed.

The other items on the list are additional to my normal duties, they are not as time consuming as the ones above, but need to be done on a daily basis.

Hopefully this will help.  
Betty

*Betty Meli, MAAO  
GPW Deputy Treasurer  
GPW Water Billing Manager  
313-343-2430*