

**CITY OF GROSSE POINTE WOODS**  
**Electronic Special City Council Meeting Agenda**  
**Monday, August 31, 2020**  
**7:00 p.m.**

**The City Council will be conducting a meeting of the Grosse Pointe Woods City Council by video (Zoom) and telephone conference in accordance with the City of Grosse Pointe Woods City Council resolution adopted May 4, 2020. This notice is being provided to ensure that those wishing to participate in the meeting have an opportunity to do so. Additional instructions are listed below.**

Join Zoom Meeting

<https://zoom.us/j/99124347530?pwd=NmF6L29kQWNrdmJUK11ZTUrTnJDUT09>

Meeting ID: 991 2434 7530

Passcode: 740904

Join by Phone:

Dial by your location

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 991 2434 7530

Passcode: 740904

Facilitator's Statement

1. CALL TO ORDER
2. ROLL CALL
3. ACCEPTANCE OF AGENDA
4. MINUTES
  - A. Election Commission 08/26/20, w/recommendations:
    1. Polling Locations
      - a. Memo 08/20/20 – City Clerk
    2. Pre-Paid Postage for Absent Voter Ballot Return Envelopes/Budget Amendment
      - a. Memo 08/26/20 – City Clerk
5. NEW BUSINESS/PUBLIC COMMENT
6. ADJOURNMENT

**Lisa Kay Hathaway, MiPMC3/MMC**  
**City Clerk**

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 to individuals with disabilities. Closed captioning and audio will be provided for all electronic meetings. All additional requests must be made in advance of a meeting.

### Instructions for meeting participation

1. To join through Zoom: The meeting may be joined by clicking on the link provided on the agenda at the start time posted on the agenda, enter the meeting identification number, and password. Zoom may provide a couple of additional instructions for first time use. As an alternative to using the link, accessibility to the meeting may be obtained by using the browser at [join.zoom.us](https://join.zoom.us). If having trouble logging in, try a different browser e.g. Chrome.

Join Zoom Meeting

<https://zoom.us/j/99124347530?pwd=NmF6L29kQWNrdmJUK11ZTUrTnJDUT09>

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2. Join by telephone: Dial the toll-free conferencing number provided and enter the meeting identification number, and password. Dial \*9 to be heard under Public Comment.

Dial by your location

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 991 2434 7530

Passcode: 740904

In an effort to alleviate feedback and disruption of the meeting, choose one of the media options, either phone or Zoom, not both.

Meeting notices are posted on the City of Grosse Pointe Woods website home page at [www.gpwmi.us](http://www.gpwmi.us) and the on-line calendar, both containing a link to the agenda. The agenda contains all pertinent information including business to be conducted at the meeting, a hyperlink to participate using Zoom, and call-in telephone number with necessary meeting identification, and a password. Agendas will also be posted on six (6) City bulletin boards along Mack Avenue.

The following are procedures by which persons may contact members of the public body to provide input or ask questions:

1. To assist with meeting flow and organization, all public comment will be taken at the end of the meeting unless it is moved to a different location on the agenda upon a consensus of the City Council;
2. The phone-in audience, when making public comment please state your name (optional) when called upon;
3. Audience participants will be muted upon entry and will have a chance to speak during the public comment portion of the meeting at the end of the agenda, at which time the microphones will be unmuted.
4. Those joining by Zoom will also be muted and may use the virtual raised “hand” to request to be heard under Public Comment.
5. Those joining by telephone need to dial in using the phone number provided on the agenda. When prompted, enter the meeting number and the password also located on the agenda. Dial \*9 to be heard under Public Comment.

6. The published agenda invites participants from the community to provide written questions, comments, and concerns in advance of the meeting to any Elected Official or the City Clerk regarding relevant City business and may be read under Public Comment. Emails may be sent to:

Mayor Robert E. Novitke	<a href="mailto:mayornovitke@comcast.net">mayornovitke@comcast.net</a>	586 899-2082
Art Bryant, Council Member	<a href="mailto:arthurwbryant@gmail.com">arthurwbryant@gmail.com</a>	313 885-2174
Ken Gafa, Council Member	<a href="mailto:kgafa@comcast.net">kgafa@comcast.net</a>	313 580-0027
Vicki Granger, Council Member	<a href="mailto:grangergpw@aol.com">grangergpw@aol.com</a>	313 882-9878
Mike Koester, Council Member	<a href="mailto:koester.gpw@gmail.com">koester.gpw@gmail.com</a>	313 655-4190
Todd McConaghy, Council Member	<a href="mailto:todd.mcconaghygpw@yahoo.com">todd.mcconaghygpw@yahoo.com</a>	248 765-0628
Lisa Hathaway, City Clerk	<a href="mailto:lhathaway@gpwmi.us">lhathaway@gpwmi.us</a>	313 343-2447

You may contact Lisa Hathaway, City Clerk, at [lhathaway@gpwmi.us](mailto:lhathaway@gpwmi.us) should you have any questions prior to the meeting starting.

**NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST**



MINUTES OF THE ELECTION COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD BY ZOOM ON WEDNESDAY, AUGUST 26, 2020.

The Chair called the meeting to order at 10:00 a.m.

Roll Call: Chair/City Clerk Lisa Hathaway  
Council Representative Kenn Gafa  
City Attorney Chip Berschback  
Absent: None  
Also Present: Deputy City Clerk Paul Antolin

The Facilitator’s Statement was not read as there were no Guests present.

Motion by Berschback, seconded by Gafa, that all items on the agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:  
Yes: Berschback, Gafa, Hathaway  
No: None  
Absent: None

Motion by Gafa, seconded by Berschback, that the Election Commission Minutes of August 12, 2020, be approved as presented.

Motion carried by the following vote:  
Yes: Berschback, Gafa, Hathaway  
No: None  
Absent: None

Discussion ensued regarding **polling locations**. The City Clerk recommended retaining the polling locations for November the same as they were temporarily approved for the August election as outlined in her memo dated August 20, 2020. Members Gafa and Berschback concurred with the recommendation stating reasons such as avoiding voter confusion by not changing polling locations and the ability to administer elections in fewer polling locations (with the same number of precincts) due to the rise in absentee voting.

Motion by Gafa, seconded by Berschback, regarding **polling locations**, that the Election Commission recommend the City Council approve permanently establishing the city’s precincts as approved for the August 2020 election, as follows:

- Precinct 1 Mason School – 1640 Vernier Road (Formerly Ferry School)
- Precinct 2 Mason School – 1640 Vernier Road
- Precinct 3 Community Center – 20025 Mack Plaza (Formerly Parcels School)
- Precinct 4 Community Center – 20025 Mack Plaza
- Precinct 5 Barnes School – 20090 Morningside Dr. (Formerly Monteith School)
- Precinct 6 Barnes School – 20090 Morningside Dr.

Motion carried by the following vote:

Yes: Berschback, Gafa, Hathaway  
No: None  
Absent: None

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

- Reimbursement for the March 2020 election was reported by the State to be direct deposited into the City's account by September 8, 2020, in the amount of \$30,000.00;
- The state is offering reimbursement for pre-stamping absent voter ballot return envelopes and related costs for the November 2020 election. The Clerk stated figuring an approximate cost for stamps at 65% of the registered voters (14,227) the estimated cost for stamps is \$4,700.00; this is not a budgeted item.

Motion by Gafa, seconded by Berschback, that the Election Commission recommend City Council approve pre-stamping absent voter ballot return envelopes for the November 2020 election, related costs to be reimbursed by the State of Michigan.

Motion carried by the following vote:

Yes: Berschback, Gafa, Hathaway  
No: None  
Absent: None

- The Chair attended an Elections Homeland Security Webinar and provided a brief overview of information gleaned from the discussions.

Nobody wished to be heard under Public Comment.

Motion by Berschback, seconded by Gafa, to approve today's meeting minutes.

Motion carried by the following vote:

Yes: Berschback, Gafa, Hathaway  
No: None  
Absent: None

Motion by Berschback, seconded by Gafa, that the meeting be adjourned at 10:16 a.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
Chair/City Clerk

# CITY OF GROSSE POINTE WOODS

## Office of the City Clerk

### Memorandum

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**DATE:** August 20, 2020  
**TO:** Election Commission  
**FROM:** Lisa Hathaway, City Clerk  
**SUBJECT:** Polling Locations

In recent communications with Gary Neihaus, Superintendent of the Grosse Pointe Public Schools, he has agreed to continue providing Mason and Barnes school gyms as polling locations for four of the City's precincts. Due to construction in four of the precinct gyms, Council approved consolidating two precincts into three polling locations at the Community Center, Mason, and Barnes for the August 2020 election.

I recommend making these polling locations and precincts permanent for the following reasons:

1. No complaints were received from voters;
2. It takes less DPW man-hours to set-up and break down the precincts at three locations versus six;
3. It takes less time for Clerk's staff to set-up, and to perform rounds and troubleshoot at the precincts on Election Day by utilizing three locations versus six;
4. Due to the rise in absentee voting and decline in in-person voting, managing voter numbers in two precincts within one polling location is controllable from both health (COVID-19) and election administration perspectives. (Note: As reported by the precincts during the August election, the maximum number of voters in line were two.)

I recommend permanently establishing the city's precincts and polling locations as follows:

- Precinct 1 Mason School – 1640 Vernier Road (Formerly Ferry School)
- Precinct 2 Mason School – 1640 Vernier Road
- Precinct 3 Community Center – 20025 Mack Plaza (Formerly Parcels School)
- Precinct 4 Community Center – 20025 Mack Plaza
- Precinct 5 Barnes School – 20090 Morningside Dr. (Formerly Monteith School)
- Precinct 6 Barnes School – 20090 Morningside Dr.

# CITY OF GROSSE POINTE WOODS

## Office of the City Clerk

### Memorandum

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**DATE:** 08/26/20  
**TO:** Mayor and City Council  
**FROM:** Lisa Hathaway, City Clerk  
**SUBJECT:** Prepaid Postage for AV Ballot Returns/Budget Amendment

The State of Michigan is providing reimbursement for Municipal Clerks to provide prepaid postage on return absent voter envelopes, and related costs, when issuing an absentee ballot to voters for the November election. There is a sufficient supply of return envelopes on hand to run through the postage machine, a State approved process. The Election Commission, at their meeting held August 26, 2020, made a recommendation to the City Council to approve prepaid postage on absent voter ballot return envelopes. The cost for the postage, anticipating 65% (9,248) of total registered voters (14,227) voting by absentee, at .50 each, is estimated at \$4,624.00. Additional reimbursement-qualified costs will include postage meter ink and wear and tear on the equipment. This is not a budgeted item and will require a budget amendment.

I request the City Council concur with the recommendation of the Election Commission at their meeting held August 26, 2020, and approve a budget amendment to cover the cost of pre-paid postage on absent voter ballot return envelopes in the amount of \$5,000.00 from the prior year Fund Balance Account No. 101-000-699.000, into the City Clerk's Election Account No. 101-215-731.000, funds to be reimbursed by the State of Michigan.