

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MAY 8, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Koester, Shetler
ABSENT: Ketels (arrived at 6:10 p.m.), McConaghy (arrived at 6:06 p.m.)

ALSO PRESENT: City Administrator Smith
Treasurer/Comptroller Behrens
City Attorney Chip Berschback
City Clerk Hathaway
Director of Public Services Schulte
City Engineer Lockwood

Also in attendance were Bill Brickey and Kari Shea from Plante Moran, PLLC.

Mayor Novitke called the meeting to order at 6:05 p.m.

Motion by Bryant, seconded by Shetler, that Council Members Ketels and McConaghy be excused from tonight's meeting.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

Council Member McConaghy was now in attendance.

The first item discussed was regarding **Plante Moran Audit Contract**. Mr. Brickey distributed a proposal letter dated May 8, 2017, offering to continue as the City's auditors and to freeze Plante Moran's audit fee for the fiscal year 2017 at the same level as 2016 with a 2% increase for fiscal years 2018, 2019, 2020, and 2021. The Mayor stated Plante Moran would be able to terminate with cause, and has agreed to permit the City of Grosse Pointe Woods to terminate with or without cause.

The Treasurer/Comptroller recommended approval of the contract extension because Plante Moran has held their rate for 2017, a 2% increase is reasonable, and they have agreed to audit the Municipal Court at an added cost of \$5,000.00. The City Administrator concurred with her

recommendation. There was a consensus of the Committee to renew the Plante Moran Auditing Services Agreement as presented, and to include the Municipal Court in the audit.

Council Member Ketels was now in attendance.

Motion by Granger, seconded by Shetler, regarding auditing services – Plante Moran, that the Committee-of-the-Whole recommend that City Council approve a contract with Plante Moran to prepare the City's Comprehensive Annual Financial Reports and related Federal Awards Programs for fiscal years ended June 30, 2017, through June 30, 2019, a three-year extension, with an option for two additional years, as presented, and to include the Municipal Court audit at the rates presented; and that an Agreement include clauses permitting Plante Moran to terminate the Agreement with cause and the City to terminate the Agreement with or without cause, and that the Agreement is subject to review and approval by the City Attorney.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Koester, to remove Plante Moran Audit Contract from the Committee-of-the-Whole.

Motion carried by the following vote:

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

Next, the Committee discussed a **rate review for Keller Thoma**, Labor Attorneys. The Chair distributed an email from Richard W. Fanning dated May 8, 2017, stating that Keller Thoma is requesting a \$10.00 per hour rate increase for each partner, associate, and paralegal. There was a consensus of the Committee to increase Keller Thoma's rates by \$10.00 per hour effective May 1, 2017, as follows:

1. Partner - \$175.00;
2. Associate - \$160.00;
3. Paralegal - \$110.00.

Motion by Granger, seconded by Bryant, to remove rate review for Keller Thoma from the Committee-of-the-Whole.

Motion carried by the following vote:

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

The next item discussed was regarding **Milk River Intercounty Drain Drainage District**. The City Engineer, Director of Public Services, and City Attorney provided overviews. The Chair also provided an overview regarding temporary and permanent easement Agreements, and voiced his concern regarding land-owner (the City) being required to make representation and warranties regarding title, and that the Drain Authority (Spicer Group) should instead be responsible to perform a title search. He stated paragraph two needs to identify standards for a timely schedule, and that the City be held harmless regarding any liability especially concerning environmental issues. Material clean up also needs to be addressed in addition to setting penalty fees. Another concern raised was whether the project will interfere with Public Works operations and upcoming projects, which the Director stated Public Works will manage and work with the contractor. An allowable timeframe needs to be established for storing excavated materials. The penalty clause was again briefly discussed. The Drain Authority needs be required to report information to the public including all standards. The work would be performed ~~from-after~~ Labor Day ~~through-to~~ Memorial Day at Lake Front Park, and not during busy park summer hours.

Corrected per Council 05/15/17.

The Director stated he is comfortable working with the contractor, Spicer Brothers, they are under a contractual time frame and will want to move the project along. He has no concerns with the operation or the temporary easement. Discussion ensued regarding damage to the new parking lot caused by construction equipment, and the Director stated that Spicer would be responsible for any damages.

The City Attorney stated Wayne County needs to clean up the exhibits and he will be working with Wayne County to make amendments to the easement.

The Chair stated Spicer should be responsible for title work.

This item is to remain on the Committee-of-the-Whole, and return after administration has met with Wayne County within approximately 30 days. The City Attorney will return with amended easements.

Discussion then ensued regarding a possible **lot split** for City Hall/Ghesquiere Park property. The Chair provided an overview, and the Committee reviewed and discussed the aerial map identifying a proposed boundary line. The City Administrator also distributed a Boundary Split Survey from Kem-Tec & Associates dated April 24, 2017. The Chair stated the intent is to contain sidewalks within the Ghesquiere Park property line.

Motion by Granger, seconded by Shetler, regarding a lot split for City Hall and Ghesquiere Park, that the Committee-of-the-Whole recommend to City Council approval of the lot split as presented.

The City Attorney was asked to obtain information regarding Little League's receipt of a \$20,000.00 grant to determine whether the funds may be applied toward improvements to resident-only, City property.

Motion by Granger, seconded by Shetler, to amend the previous motion by adding, ". . . by Kem-Tec & Associates in the Boundary Split Survey dated April 24, 2017."

Motion carried by the following vote:

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

Motion by Granger, seconded by Koester, that lot split for City Hall/Ghesquiere Park be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

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

The Treasurer/Comptroller then provided an update regarding **payroll withholding**. She stated an additional \$600.00 has been reimbursed to employees for amended tax filings since last week's meeting. She has received return receipt cards for notices sent to current/past employees identifying them as undeliverable. The City has received 2013 and 2014 FICA reimbursements and she is expecting to receive 2015 within the next week. She has seven checks left to distribute to prior employees but has not received release forms, therefore she cannot distribute the checks and will forward them to the State of Michigan; which action will not effect the City's ability to receive its portion of FICA reimbursements.

New Business:

- Council Member Ketels received a request from the Grosse Pointe Rotary through a resident for the City's support of a new playground at Parcell's Middle School for special needs children. Member Ketels agreed to gather additional information.
- The Mayor discussed the recent 6 p.m. meeting start time. Due to members scheduling discrepancies causing them an inability to be present for the 6 p.m. start time, Committee-of-the-Whole meetings will be scheduled for 7 p.m. or later except for when an earlier time is needed, and for May 15, 2017.

Motion by Bryant, seconded by Granger, that the meeting of the Committee-of-the-Whole be adjourned at 7:29 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor