

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, SEPTEMBER 12, 2016, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Ketels, McConaghy, Shetler
ABSENT: Koester (arrived at 6:35 p.m.), Shetler

ALSO PRESENT: City Administrator Smith
City Attorney Don Berschback
City Clerk Hathaway

Also in attendance were Plante Moran representatives Bill Brickey and Brian Camiller.

Mayor Novitke called the meeting to order at 6:31 p.m.

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

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, 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, Koester, McConaghy, Novitke
No: None
Absent: Koester, Shetler

The first item discussed was regarding **Plante Moran Services**. The Mayor stated that Plante Moran could provide services for two days a week at a cost of \$110 per hour. Mr. Brickey provided an overview stating Plante Moran staff are Finance Directors who can provide support on an interim basis to ensure required Treasurer/Comptroller work gets completed, can answer questions of City staff, and ensure that the void is filled until someone is appointed to fill the vacancy. This engagement does not interfere with their ability to provide auditing services because all of the interim work performed is reviewed and approved by someone else.

Member Koester arrived at 6:35 p.m.

Mr. Camiller stated the audit is about to take place and Mr. Brickey and staff will be asking questions of City staff, however Plante Moran can assist to locate answers, locate documents, provide analysis, and complete and file reports with the State of Michigan.

The Mayor stated one concern is meeting reporting dates. The Mayor also briefly discussed possible reorganization or work assignments. The proposed agreement would be for approximately ten weeks in an amount not to exceed \$16,500.00, and could be extended if necessary. The Deputy Treasurer and Deputy Comptroller currently report to the City Administrator. Plante Moran's Misty Abbott should be able to begin working one day this week, and start working two days per week next week. There was a consensus of the Committee to engage Plante Moran Services, which will be discussed at the Council meeting this evening.

The next item discussed was regarding **non-union compensation**. The City Administrator discussed his memo dated September 12, 2016, which indicated the non-union compensation proposal does not include appointed officials, department heads that have initiated employment agreements in 2016 (John Kosanke, Frank Schulte, and vacant Court Clerk), nor those positions that are vacant or will be vacant in the near future. He also noted that there are two vacancies in Assessing and the Treasurer/Comptroller's position.

The Committee reviewed a document entitled, *City of Grosse Pointe Woods Non-Union Employees & Department Heads; September 12, 2016 – June 30, 2019*, prepared by the previous Treasurer/Comptroller, which provided proposed changes to the Employee Handbook dated August 2, 2012.

There was a consensus of the Committee to approve the non-union compensation with the following amendments:

- No. 1 - Make effective August 24, 2016, for one year only; delete, *July 1, 2017 and July 1, 2018*;
- No. 2 – Delete, *September 12* and insert, *August 24*; delete references to 2017 and 2018;
- No. 3 – delete references to 2017-2018 and 2018-2019; delete, *see page 3* and insert *see page 4*;
- Correct all paragraph numbering to paragraphs one through eleven.
- No. 11, delete, *2017-2018 and 2018-2019*.

Next, the **Court Administrator (Clerk) vacancy** was discussed. The City Clerk distributed the draft Employment Agreement and a signed Opt-Out. Following discussion, there was Committee consensus to approve the Employment Agreement with Susan Tobin, as amended, to serve as the City's Municipal Court Clerk and to accept her letter irrevocably opting out of the retirement system. This item is listed on the City Council agenda for later this evening.

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

- The Mayor discussed the pension ordinance, and suggested an amendment was needed. Currently, the only way one can opt out of a Pension is if the City gives

another pension benefit. There was a consensus of the committee that the City Attorney and Pension Attorney prepare an amendment to the ordinance.

- The Mayor discussed the upcoming City Assessor vacancy expected the end of October, as well as the Deputy Assessor vacancy that will be effective the end of this month, who will be leaving this month. The City Administrator provided an overview of three options as solutions to fill the vacancies in the Assessing Department:
 1. The Deputy Treasurer and one outside candidate have shown interest in doing the work, however it would cost an additional \$70,000.00 above the \$100,000 already being spent, totaling \$170,000;
 2. Hire a new part-time, Level 3 applicant and an undetermined second part-timer similar to the current arrangement;
 3. Contract with WCA Services. WCA has worked for the City in the past and it worked out well.

The City Administrator stated reference checks were performed on WCA, and positive recommendations were received from other Grosse Pointes, Harper Woods, as well as other client cities. Their original quote was received in the amount of \$110,000 per year for two days per week. The City Administrator spoke with Harper Woods and Grosse Pointe Park Managers, who stated they only had a WCA person one day per week. Quotes are driven by the number of days an Assessor is on-site. Currently \$101,000.00 in salaries are being paid. Using WCA, the City will always have coverage, and the City Administrator recommended contracting with WCA. There was a consensus of the Committee to move forward with WCA. The City Attorney was asked to provide an Agreement effective after October 27, 2017. This item is to be placed on the September 19, 2016, Council agenda. The City Administrator will check with the City Assessor to confirm an effective date.

Under public comment:

- Rich Levin spoke regarding Riverview Health (a/k/a The Rivers.) He discussed property assessment appeals and stated it will be before the MTT next week for 2014 and 2015. The Committee took no action.

Motion by Granger, seconded by Ketels, that the meeting of the Committee-of-the-Whole be adjourned at 7:33 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor