



**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  
 AND  
 AGENDA**

**COMMITTEE-OF-THE-WHOLE**

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, January 11, 2016, at 7:30 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Discussion: Local Officers Compensation Commission
  - A. Biographical Sketch – John McAlpine
5. Gas Renewal Informational Update
  - A. 2016 Gas Renewal Program – Project Presentation
  - B. Gas Renewal Program – Rec’d 01/06/16
6. Fiscal Forecasting
  - A. Finance Committee Minutes 01/04/16
7. New Business/Public Comment
8. Adjournment

Alfred Fincham  
 City Administrator

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, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at cityclk@gpwmi.us.

cc: Council – 7  
 Berschback  
 Fincham  
 Hathaway  
 Rec. Secretary  
 Email Group  
 Media - Email  
 Post -8  
 File

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# CITY OF GROSSE POINTE WOODS

20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

## BIOGRAPHICAL SKETCH

I am interested in making application to serve as a member on the following Board/Commission:

|                                     |   |                          |                                      |
|-------------------------------------|---|--------------------------|--------------------------------------|
| <input type="checkbox"/>            | Beautification Commission               | <input type="checkbox"/> | Building Authority                   |
| <input type="checkbox"/>            | Board of Review                         | <input type="checkbox"/> | Community Tree Commission            |
| <input type="checkbox"/>            | Citizens' Recreation Commission         | <input type="checkbox"/> | Downspout Board of Appeals           |
| <input type="checkbox"/>            | Construction Board of Appeals           | <input type="checkbox"/> | Historical Commission                |
| <input type="checkbox"/>            | Fireworks Committee                     | <input type="checkbox"/> | Mack Avenue Business Study Committee |
| <input checked="" type="checkbox"/> | Local Officers' Compensation Commission | <input type="checkbox"/> | Planning Commission                  |
| <input type="checkbox"/>            | Pension Board                           | <input type="checkbox"/> | Other:                               |
| <input type="checkbox"/>            | Senior Citizens' Commission             |                          |                                      |

NAME: John McAlpine

ADDRESS: 515 Coventry Lane; Grosse Pointe Woods, MI

TELEPHONE: Home: 313-881-6342 Office: 313-408-1961

E-Mail: johnmcalpine33@gmail.com

OCCUPATION: CFO, Avanti Press, Inc. a greeting card company based in downtown Detroit

# OF YEARS RESIDENT OF GROSSE POINTE WOODS: over 30 Years

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

Financial executive (CFO) for over 20 years

EDUCATION: MBA; University of Michigan; BS in Computer Science; Michigan State University

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: Member of Our Lady Star of the Sea Parish for over 30 years

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD:

I possess sound financial analytical skills and have experience in several industries. Also, I have years of experience employing mid/senior level managers/executives.

Signature of sponsor

John McAlpine  
Signature of applicant

Date: 12/17/15

Return to Clerk's Office

NOTE: Biographical sketches will be retained on file for one year. Please resubmit a new form after that time.



# DTE Energy<sup>®</sup>

## 2016 Gas Renewal Program

Project Presentation



- Gas Renewal Program (GRP) Overview
  - Construction Area Maps
- Benefits
- Communications
- Restoration
- Photos
  - Construction
  - Restoration
- Contact Escalation
- Q & A

## Gas Renewal Program (GRP) Overview

- DTE Energy has undertaken an initiative as part of a general rate order (U-15985) directed by the Michigan Public Service Commission (MPSC). The initiative is the Gas Renewal Program (GRP). This program is not voluntary, there is not opt-out your assistance is required.
- The program consists of the replacement of aging natural gas infrastructure as it currently consists mainly of cast iron or unprotected steel mains and steel or copper service lines, some of which may be 100 years old and the installation and relocation of new natural gas advance meters from inside to outside locations including renewing service lines that will offer customers safer and more convenient service.
- DTE is currently replacing approximately 76 miles of gas main a year and planning to increase to 160 miles per year starting in 2016. 50 – 60 miles in Dearborn and 60 miles in the Grosse Pointes.
- Gas Renewal Program Process (overview)
  - 1) DTE Energy contractors will install the Gas Main.
  - 2) DTE Energy employees/crews will install/upgrade services.
  - 3) DTE Energy contractors will complete restorations.



## Gas Renewal Program (GRP) Benefits

### The key benefits to your community are:

- Older main and service lines are being replaced with new and improved materials reducing gas leaks.
- Improve response time to a gas system outage by turning the meter off from the outside.
- Minimize estimated reads.
- Minimize customer inconvenience by not needing to enter the home for maintenance.
- Improve customer satisfaction by facilitating more frequent and comprehensive inspections and maintenance work on a meter that has been placed outside.
- Existing outside meters are being scraped and painted.
- The work will be done at absolutely no additional cost to customers.

- DTE utilizes 3 methods of communication.
  - Letter
    - Program (30 days prior to construction to Site & Landlord)
    - Restoration Season (Jan. & Mar.)
    - 10-day Notice to Terminate Service (if access is not granted)
  - Door Hanger
    - Sorry We Missed You
    - Appliance Relight
    - Restoration Care/Season
  - Postcard (Pilot)
    - Thank you
    - Survey



## Gas Renewal Program (GRP) Restoration

### Restoration Season is as follows:

- April through October – Repairs will be scheduled throughout restoration season, weather permitting.
- November through March – Restoration will be scheduled starting the following spring for completion by June 30, weather permitting.

❖ ***All soft surface restoration will be completed using SOD.***



# Construction Photos

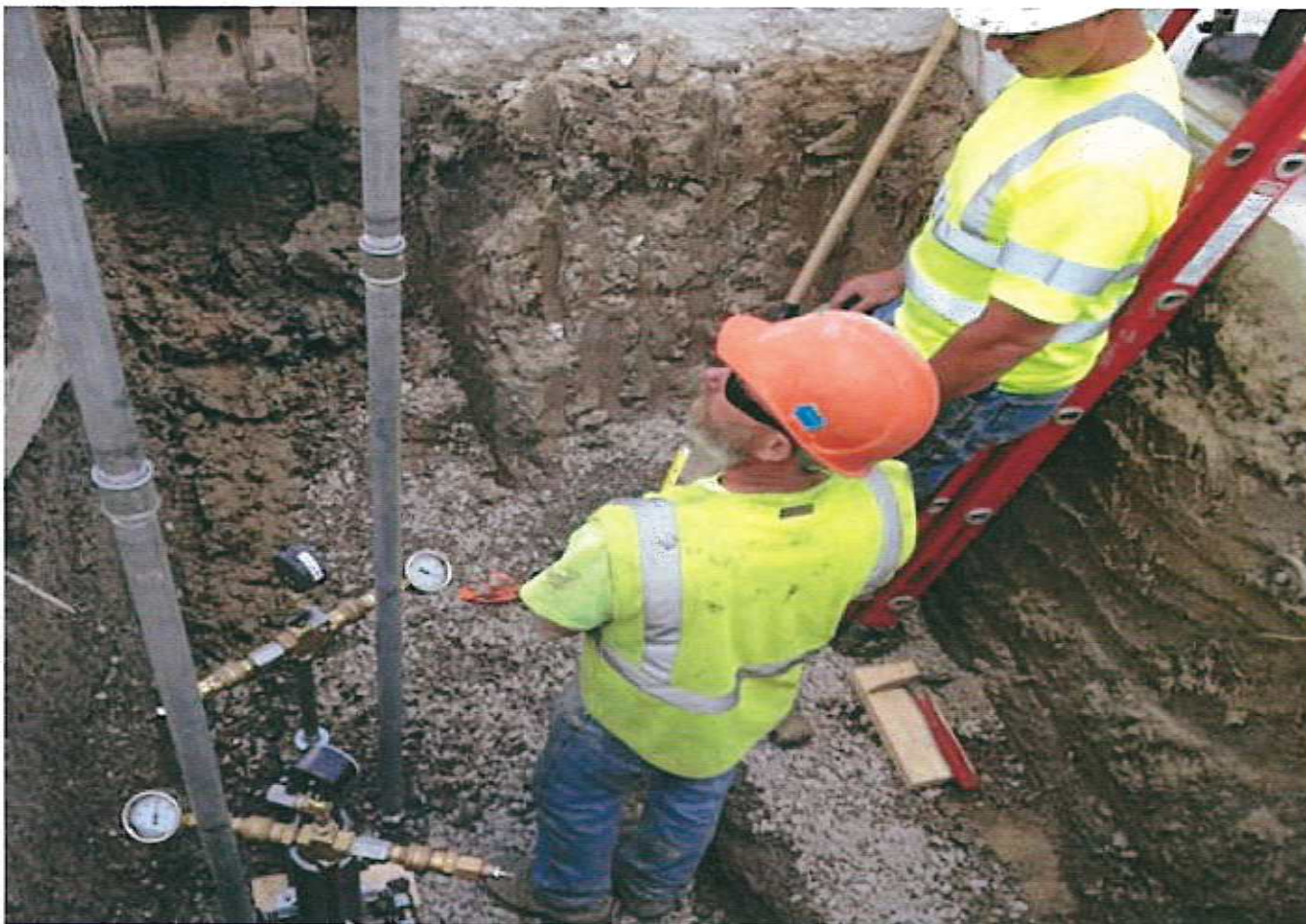




# Construction Photos



# Construction Photos





# Construction Photos



# Restoration Before/After (SOD)



# Restoration Before/After (Concrete)





## Contact Escalation

- **1<sup>st</sup> Point of Contact : Project Station**
  - Coolidge Service Station | 313.256.6227
- **2<sup>nd</sup> Point of Contact : Project Construction Supervisors**
  - Ryan Scratch | [scratchrc@dteenergy.com](mailto:scratchrc@dteenergy.com) | 586.651.5692
  - Ed Jones | [jonese@dteenergy.com](mailto:jonese@dteenergy.com) | 313.212.6394
- **3<sup>rd</sup> Point of Contact : Construction Manager**
  - Tyrome Turner | [turnerth@dteenergy.com](mailto:turnerth@dteenergy.com) | 313.310.3108

# Q & A



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CITY OF GROSSE PTE. WOODS

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### GAS RENEWAL PROGRAM

In the coming weeks, DTE Energy will begin working in your community to renew the natural gas main and service line at this address. The purpose of this upgrade is to offer customers safer, more convenient service. If your gas meter is located inside we will also relocate it to an outside location and install a natural gas advanced meter. This work will be done at absolutely no cost to you.

The new gas meter will be installed in close proximity of the previous meter. However, if you prefer an alternate location please be aware that DTE Energy will charge you a fee (including costs for permits required by your local municipality) for this alternate location.

**Note:** If you no longer live at this address, please disregard this letter. If you are renting at this address, please contact your landlord immediately regarding this Gas Renewal Program.

#### What you will need to do:

- Ensure that someone 18 years or older is available to provide inside access to the premises (the work takes approximately 2-3 hours to complete).
- Provide an accessible path to the meter that is clear and free of debris.
- Keep animals in a secure area, away from employees and work areas.

#### What the crew will do: (Monday through Friday, between 8:00 a.m. to 4:00 p.m.)

- Dig a hole approximately 3' x 3' at the location where the gas service enters your home and another hole at the street.
- Drill a 1½" hole through the basement wall where the new gas pipe will enter your home.
- Remove existing inside meter and place the new meter on the outside where the gas service enters your home.
- Caulk or cement the 1½" hole, clean up, and restore the area.
- Relight all working appliances previously verified by you and the company.
- DTE Energy will fully repair any damage that may occur while moving the meter outside of the home. Any interior fixtures, landscaping, or concrete that is disturbed during the meter move out work will be restored or replaced at no cost to the customer. Restoration work is performed from April through November, weather permitting. If work is completed after November, DTE Energy will return starting the following April to restore your property.

**CAUTION:** DTE Energy employees and contractors working for DTE Energy will carry proper identification and you will see DTE Energy trucks on your street during this program. We encourage you to ask to see their identification before allowing entry to your home. If you wish to verify the person requesting access to your home works for DTE Energy, please call 313.256.6227.

If you are concerned about an unpaid balance on your account and you currently have gas service, please be assured that DTE Energy will, regardless of your account status, restore service once the work is completed. Though your service will be restored during this Gas Renewal Program, you are still responsible for the status of your account. DTE Energy customer service representatives are available to assist customers who are having trouble paying their bills or have a current balance due. You can talk with a representative by calling 1.800.477.4747.

Please note that this is not a voluntary program and that your assistance is required. If we are unable to gain inside access to complete the upgrade – DTE Energy will terminate your gas service.

Please call 313.256.6227 if you have questions regarding this program between 8:00 AM and 4:00 PM, Monday through Friday only. If after business hours, please leave a message including name, address, and phone number and your call will be returned within 2 business days.

**DTE Energy**  
**2016 Gas Renewal Program**  
**Frequently Asked Questions (FAQ)**

**Gas Renewal Program Description:** The purpose of the program is to reduce the amount of unprotected main in our system and upgrade natural gas equipment. This will improve safety and reliability while enhancing customer service by minimizing the need to enter your home or business to read meters, provide maintenance, conduct inspections or make repairs.

**BEFORE INSTALLATION**

» **What if my meter is currently located outside?**

Maintenance may need to be performed on your outside meter and/or your gas service line.

» **What do I need to do before DTE Energy crews enter my home to relocate the meter?**

Please make sure that you provide an accessible path to the meter that is clear and free of debris and restrain animals. If DTE Energy crews determine that existing conditions are unsafe to perform the necessary work, you will be notified and your meter will be interrupted until conditions are made safe.

» **When DTE Energy moves the meter outside of my house, where will it be located?**

The meter will be located on the outside of the house as close as possible to the existing natural gas service line.

» **Do I need to call in and schedule an appointment to have the meter moved outside?**

No, DTE Energy crew leaders will go door to door once they are in the working neighborhoods to schedule appointments.

**INSTALLATION**

» **Can I have someone else other than myself grant DTE Energy access inside my home so that my meter can be relocated outside?**

Yes, you can arrange to have an adult (18 years or older) present to grant access to a DTE Energy crew member to have the meter moved out of your house. All DTE Energy employees carry company ID. You should ask to see ID before allowing anyone claiming to be a DTE Energy employee access to your home.

» **How can I verify that the DTE Energy employees coming to my home are actual employees of the company?**

DTE Energy employees and anyone working for DTE Energy will carry proper identification and you will see DTE Energy trucks on your street during this program. We encourage you to ask to see their identification before allowing entry to your home. If you wish to verify the person requesting access to your home works for DTE Energy, please call 313.256.6227.

» **What type of meter will be installed?**

DTE Energy will install a natural gas advanced meter at your home or business. More than one million households in Michigan are now served by advanced meters. Get more information on DTE Energy advanced metering program. ([dteenergy.com/advancedmeter](http://dteenergy.com/advancedmeter))

» **Does DTE Energy own the meter in the house and if so, do they have the right to come into my house and remove the meter?**

Yes, all natural gas and electric meters are DTE Energy's property. The Michigan Public Service Commission has given DTE Energy permission to install, inspect, test, repair, turn off, relocate or remove meters and other property of the Company which is located on our customers' property.

- » **Will my gas service be interrupted and for how long?**

Yes, the work takes approximately 2-3 hours to complete.

- » **What if I prefer to have my meter inside?**

This is a Michigan Public Service Commission (MPSC) mandated program. This is not a voluntary program. Meters are being moved outside to improve the safety and reliability of our gas service to your home.

- » **What happens if I refuse DTE Energy access to my home to move the meter out?**

If a customer refuses DTE Energy access to their home to move the meter outside, DTE Energy will terminate the gas service to the home. If the gas service is terminated, there will be a fee of at least \$300.00 to connect your service which will need to be paid before the gas service can be connected. In order to have gas service connected, you will need to either call 1.800.477.4747 or visit a customer service center to pay the Connection Fee. Once the Connection Fee is paid, account is in good status, and the customer allows DTE Energy access to the inside meter, DTE will then move the meter outside and connect gas service. If the customer refuses to pay the Connection Fee and wants to escalate, they are to be referred to GAS STREET & RECONNECT TEAM – 1.855.838.7258 – Option #4.

- » **What happens if I refuse to respond to the Final Notice of Gas Service Termination?**

If a customer refuses to respond to the Final Notice of Gas Shut-Off, DTE Energy will terminate the gas service to the home. If the gas service is terminated, there will be a Connection Fee of at least \$300.00 which will need to be paid before the gas service can be connected. In order to have gas service connected, you will need to either call 1.800.477.4747 or visit a customer service center to pay the Connection Fee. Once the Connection Fee is paid, account is in good status, and the customer allows DTE Energy access to the inside meter, DTE will then move the meter outside and connect gas service. If the customer refuses to pay the Connection Fee and wants to escalate, they are to be referred to GAS STREET & RECONNECT TEAM – 1.855.838.7258 – Option #4.

#### **SAFETY**

- » **What should I do if I smell gas after the meter is relocated outside of my house?**

In the unlikely event that you smell gas and a DTE Energy crew member is still in the vicinity, immediately contact the crew member and tell them that you smell gas. Otherwise, please leave the area and call 1.800.947.5000 from a neighbor's house. (Note: This number is designated for gas leak reporting only).

#### **REPAIRS AND PROPERTY RESTORATION**

- » **Will DTE Energy repair any related damage to my residence that may occur during the construction?**

DTE Energy will fully repair and /or restore any related damage inside or outside the home that may occur while moving the meter outside of your house at no cost to you.

- » **When will these repairs occur?**

DTE Energy's restoration season runs April through October of every year.

- » **If DTE Energy performs work on my property after restoration season, when will my repairs be complete?**

If DTE Energy does work on your property after October, our crews will return the following season, beginning in April, to complete restoration work.

## **COST AND BILLING**

- » **Under the Gas Renewal Program, how much will it cost me to have DTE Energy renew the main and/or move their meter outside?**

For customers who are part of the Gas Renewal Program, DTE Energy will renew the main and move the meter outside at no cost.

- » **How much will it cost if I want the outside meter installed in another location that is not nearby the existing natural gas service line?**

DTE Energy may charge you a fee for a location that is not over the existing gas service line. This location will need to be agreed upon by the customer and the company. The fee will be determined by DTE Energy and must be approved and signed by the homeowner prior to any construction. If you desire to change the location, contact a DTE Energy crew member in the vicinity of the area during the move and they will arrange to have a DTE planner come out to communicate this fee.

- » **If I am behind on paying my gas or electric bill will DTE Energy still turn my gas service back on after the meter has been moved to the outside?**

If you currently have gas service to your house, DTE Energy will regardless, of your account status turn your gas service back on after the meter has been moved to the outside. However, you are still responsible for the status of your account. DTE case managers are available to assist customers who are having trouble paying their bills or have a current balance due.

- » **If I am behind on paying my gas or electric bill who can I contact for bill payment assistance?**

Please call 1.800.477.4747 for assistance regarding your gas or electric bill.

## **QUESTIONS**

- » **If I have questions and/or concerns about the Gas Renewal Program, who can I contact.**

Please call 313.256.6227 to speak with someone directly involved in the Gas Renewal Program. This number will be answered by a DTE Energy representative from 8 a.m. to 4 p.m. Monday through Friday. Otherwise, please leave a message and someone will return your call within 48 hours.



**DTE Energy**

One Energy Plaza, Detroit, MI 48226-1279

Dear Customer,

DTE Energy is committed to delivering reliable energy that you can depend on.

Recently, our crews completed some work on your property. The purpose of this work was to provide you with the safest, most reliable service possible. In the process, our crews disturbed a portion of your lawn, landscaping or concrete.

Be assured that DTE Energy will fully repair and replace any property that has been impacted as soon as possible.

We want to inform you that our repair season and schedule runs as follows:

- **November through March – Restoration will be scheduled in the spring for completion by June 30, as weather permits**
- **April through October – Repairs will be scheduled throughout restoration season, as weather permits**

If you have any questions or concerns about your specific restoration schedule, please contact us at 313.256.6227.

Please note our business hours are from 8:00 a.m. – 4:00 p.m., Monday through Friday. All calls will be returned no later than the next business day.

Thank you

DTE Energy





**DTE Energy**

One Energy Plaza  
Detroit, MI 48226-1221

## **FINAL NOTICE OF GAS SERVICE TERMINATION**

DTE Energy needs to access our equipment that is currently inside your residence. Because you have not made arrangements to allow us access to our equipment - either by not contacting us or by direct refusal - DTE Energy will terminate your gas service **ON OR AFTER 10 CALENDAR DAYS** of the posted date of this notice.

If DTE Energy terminates your gas service, there is a required Connection Fee of at least \$300.00. To prevent termination of your gas service and paying fees, call 313.256.6227 to schedule an appointment, Monday through Friday, from 8:00 am to 4:00 pm.

Understand that DTE Energy will only disconnect and connect your gas service during the normal business hours of 8:00 am and 4:00 pm, Monday through Friday. Your DTE account will be flagged in our system with direction to adhere to the instructions on this notice.

### **THIS IS YOUR FINAL NOTICE**

This is not a voluntary program and your assistance is required.

**Note:** If you are renting at this address, please contact your landlord immediately regarding the Gas Renewal Program.

If you are concerned about an unpaid balance on your account and you currently have gas service, be assured that DTE Energy will, regardless of your account status, restore service once the meter relocation is completed.

DTE Case Managers are available to assist customers who are having trouble paying their bills or have a current balance due. You can talk with a case representative by calling 1.800.477.4747.

**ADDRESS:**

**POSTING DATE:**

#### **State of Michigan requirements**

In order to cure the basis for shut-off, the customer must grant reasonable access to the utilities facilities consistent with Michigan Public Service Commission regulations. In addition, the Michigan Public Service Commission requires that the following information is provided along with shut-off notices, based on the reason for the shut-off some or all of these provisions may not be applicable to your situation: If applicable, the customer has the right to enter into a settlement agreement with the utility if the claim is for an amount that is not in dispute and the customer is presently unable to pay in full. The customer has the right to file a complaint disputing the claim of the utility before the proposed date of the shut-off of service. The customer has the right to request a hearing before a utility hearing officer if the complaint cannot be otherwise resolved and that the customer must pay to the utility that portion of the bill that is not in dispute within 3 days of the date that the customer requested a hearing. The customer has the right to represent himself or herself, to be represented by counsel, or to be assisted by other persons of his or her choice in the complaint process. The utility will not shut off service pending the resolution of a complaint that is filed with the utility in accordance with these rules. To make an inquiry, discuss payment options or a potential complaint or enter a settlement agreement, please contact the utility at (800) 477-4747. If the customer believes he or she might be eligible for emergency economic assistance the customer should contact a social services agency immediately. The utility will postpone the shut-off of service if a medical emergency exists at the customer's residence. The utility may require a deposit and restoration charge if the utility shuts off service for nonpayment of a delinquent account. The customer should contact the utility for information about the winter protection plan if the date on or after which shut-off of service may occur is between November 1 and March 31.



- 
- We have completed work on your gas service line. Your appliances need to be relit. Please call 1-800-477-4747 to restore your service.

When you call, please tell our representative that you received this card.

Thank You.





**DTE Energy**

## **SORRY WE MISSED YOU!**

Date: \_\_\_\_\_

Service Address: \_\_\_\_\_

1st Attempt    2nd Attempt    3rd Attempt

**Valued Customer:**

A DTE Energy Gas employee was at your home today to schedule a mandatory upgrade of your existing gas meter and service line. This may include relocating your existing gas meter from inside your home to outside or work on your existing outside meter. The upgrade is necessary to continue to provide a safe environment and a more convenient, reliable natural gas service. Once completed, temporary repair or restoration will be made. We will return within 3 weeks to complete repairs or hard/soft restoration. *\*Delays due to weather may occur.*

To complete the work required, we must gain access. The work involved and the selected outside meter location will be discussed with you in detail during this inspection.

The completion of the work requires that you provide safe access to the gas meter free of debris. Also, at least one gas appliance in good working condition must be connected to your existing fuel line before we can return to complete the job.

**Someone at least 18 years or older must be present to provide access.**

**TO SCHEDULE AN APPOINTMENT TO HAVE THE WORK COMPLETED,  
PLEASE CALL THE NAME AND TELEPHONE PROVIDED BELOW.**

**NOTE:** If you are renting at this address, please contact your landlord immediately regarding this notice.

**We apologize for this inconvenience. Thank you for your patience and understanding. Our goal is to provide quality customer service.**

If you have questions or concerns, please contact us at 313-256-6227 between 8:00 AM AND 4:00 PM, **MONDAY THROUGH FRIDAY ONLY**. If after business hours, please leave a detailed message including name, address, and phone number.

**Thank you,**

**DTE Energy**

# CEMENT REPAIR NOTICE

Service Address: \_\_\_\_\_

Date/Time of installation: \_\_\_\_\_

Recently, DTE Energy has completed repairs on your property. Because you are a valued customer, we want to make sure you are satisfied with the work.

If you have any questions or concerns, please feel free to contact DTE Gas Renewal Program at 313.256.6227.

The following tips will help preserve and protect your new cement

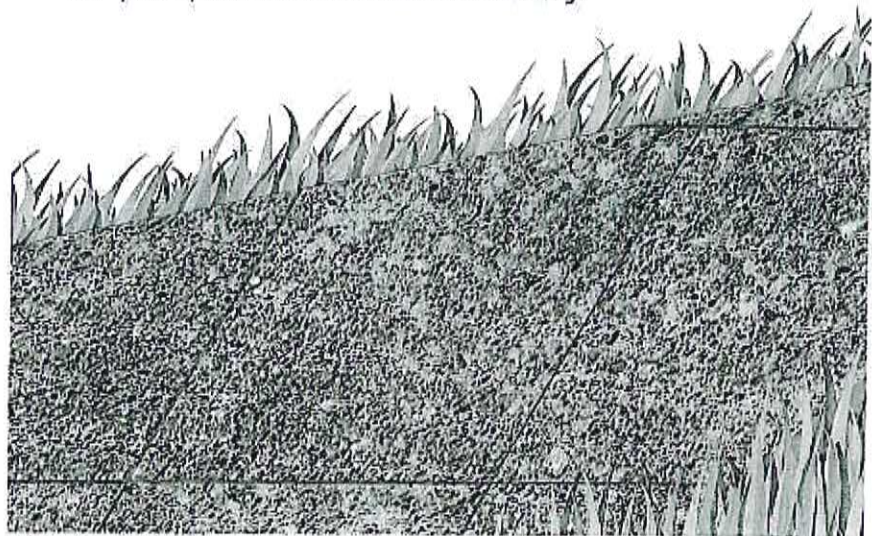
**48 hours**  
**No pedestrian**  
**traffic**



**7 days**  
**No vehicles on**  
**new cement**



We apologize for the inconvenience and thank you for your patience and understanding.





# LAWN REPAIR NOTICE

Service Address: \_\_\_\_\_

Date/Time of installation: \_\_\_\_\_

DTE Energy has completed repairs on your property. Because you are a valued customer, we want to make sure you are satisfied with the work.

If you have any questions or concerns, please feel free to contact DTE Gas Renewal Program at 313.256.6227.

## LAWN MAINTENANCE TIPS

For the first three weeks:

### GRADE and SEED

- Grade and Seed is grass seeds and black dirt with straw on top. The straw protects the seeds from being eaten by animals.
- Water twice each day.
- Do not cut the grass until it is four inches high
- Please try not to step on or drive on the grass

### SOD

- Water twice each day. Saturate when watering.
- Less watering is needed once the sod has rooted.
- Mow only after the sod has rooted. Keep mower blades sharp.
- Mow to a height of 2 - 3 inches

We apologize for the inconvenience and thank you for your patience and understanding.



**DTE Energy**



MINUTES OF THE FINANCE COMMITTEE MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JANUARY 4, 2016, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 8:34 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy  
Members: Koester, Novitke

Absent: None

Also present: City Treasurer/Comptroller Irby  
City Clerk Hathaway  
City Assessor Colombo  
Director of Public Safety Smith

Also in attendance: Council Member Richard Shetler

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

The purpose of tonight's meeting was to discuss **fiscal forecasting**. The Treasurer/Comptroller provided an overview and distributed a Budget Projections worksheet revised December 28, 2015. Mr. Colombo was asked to provide comparables for information technology.

Discussion ensued regarding Headlee. Mr. Colombo suggested considering a Headlee proposal, which is currently at 14 mills, and can be increased to 20 mills. He suggested 3 mills valued at \$1.85 million. The Treasurer/Comptroller was asked to provide additional information on the number of other communities that have passed Headlee proposals since 2012. There was a consensus of the Committee to direct Mr. Colombo and Ms. Irby to return to the Committee with a proposal.

The Chair requested a schedule of meeting dates, which the Treasurer/Comptroller provided. There was consensus of the Committee to address this item at a Committee-of-the-Whole meeting on January 11, 2016.

Motion by Novitke, seconded by Koester, that the Finance Committee recommend to the Committee-of-the-Whole that a presentation be made by administration as to a need for a Headlee override.

Motion passed by the following vote:

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

Motion by Koester, seconded by Novitke, that tonight's meeting minutes be immediately certified.

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 9:44 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
City Clerk