

**MINUTES OF THE GROSSE POINTE CITY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS,
17145 MAUMEE AVENUE, GROSSE POINTE, MICHIGAN ON
MONDAY, NOVEMBER 16, 2015.**

The meeting was called to order at 7:00 p.m.

OATH OF OFFICE

City Clerk Julie Arthurs administered the oath of office to Municipal Judge Russell F. Ethridge. Judge Ethridge administered the oath of office to Mayor Dale N. Scrace and Council Members Donald Parthum Jr., John Stempfle and Andrew Turnbull.

ROLL CALL

Present: Mayor Scrace, Council Members Boettcher, Parthum, Stempfle, Turnbull, and Walsh

In Attendance: City Manager Dame, Attorneys Fildew and Kennedy, City Clerk Arthurs, Finance Director Kleinow, Public Safety Director Poloni, Becca Jenzen, Parks and Rec Coordinator and City Planner Jackson.

Motion by Council Member Parthum second by Council Member Stempfle to excuse Council Member Weipert from the meeting for personal reasons.

UNANIMOUSLY ADOPTED.

CONSENT AGENDA

Motion by Council Member Stempfle second by Council Member Parthum to approve the Consent Agenda consisting of the following:

1. Minutes from the regular Council Meeting held on October 19, 2015.
2. Invoices
 - a) Michigan Municipal League - Workers Compensation Insurance, Installment #3, \$21,711
 - b) Plante & Moran, PLLC - Annual Financial Statement Audit, Payment #2, \$11,925
 - c) Arbor Pro - Tree Work, October 2015, \$10,980
 - d) Varsity Ford - Dump Truck, October 2015, \$34,792
 - e) Anderson, Eckstein and Westrick, Inc. - 2016 Resurfacing, 9.21.15 – 10.18.15, \$15,223.95
 - f) City of Detroit - Sewage Disposal, September 2015, \$70,700
 - g) Service Electric Supply, Inc.
 - Street Lights Replaced from Accident, October 2015, \$10,000
 - h) Red Holman Buick - Parks & Recreation Truck, October 2015, \$21,842
 - i) Oakland County - Clemis, 7/1/15 – 9/30/15, \$5,226.25
3. Approval of appointment of Daniel Aitken to the Downtown Development Authority Board of Trustees for a four year term expiring September 8, 2019.
4. Approval of parking lot license agreement between the City of Grosse Pointe and the Neighborhood Club.
5. Approval of the waiver of parking fees for The Village off-street parking lots on the four weekends (all day Saturday and Sunday) between Thanksgiving and Christmas.

CONSENT AGENDA UNANIMOUSLY ADOPTED.

PRESENTATION OF 2014-2015 FISCAL YEAR AUDIT

Pam Hill, Partner at Plante Moran, presented the 2014-15 audit report. Plante Moran has given the City an unqualified favorable opinion as to the City's financial accounting.

Daniel Block, CPA at Plante Moran highlighted revenue and expense trends over a three year period. There was a discussion of the balances in various dedicated reserve and capital funds. Water, sewer and auto parking operations were reviewed. Plante Moran discussed new rules governing management of federal

programs and new pension standards and financial reporting. Plante Moran commented that new reporting standards will take effect in the next several years for postemployment benefits other than pensions.

RECEIVE AND FILE.

SITE PLAN REVIEW – MASTER SIGN PLAN AMENDMENT – KERCHEVAL PLACE – 17000 KERCHEVAL AVENUE

Mayor Scrace recused himself from the agenda item. Council Member Stempfle called on City Planner Jackson who made the following report.

The owners of Kercheval Place have submitted a request to revise their master sign plan. The proposal includes three proposed multi-tenant signs. Planning Commission approved a revision to the master sign plan in June which included two new second floor projecting signs on Kercheval, denied the request for second floor wall signs, and encouraged the applicant to explore alternatives to the proposed ground signs. The current owner is proposing to amend the master sign plan to allow the following:

1. New multi-tenant wall sign on St. Clair (under existing Trader Joe’s wall sign)
2. New multi-tenant projecting sign on Notre Dame
3. A multi-tenant directory sign adjacent to the Notre Dame entrance

The standard practice for multi-tenant office buildings is to create a building identity that can be used to direct people. In most cases it reflects the main tenant of the building – the Sears Tower, the Comerica Bank building, “17000” etc. We strongly encourage the owners of Kercheval Place to consider this approach to branding the building and looking at the overall master sign plan to reinforce the brand of the building with unified signage.

The proposed multi-tenant wall sign on St. Clair is 4’-9” tall and 5’-0” wide with space for seven tenants. The sign is proposed to be externally illuminated with gooseneck fixtures. The sign is located below the Trader Joe wall sign and is strategically located for people approaching the rear entrance to the building.

The proposed multi-tenant projecting sign is 2’6” wide and 4’-9” tall with space for seven tenant signs. The proposed sign is the same design as the other multiple tenant signs on the building. The proposed sign will provide visibility for the second floor tenants by pedestrians and vehicles on Notre Dame.

The applicant has also proposed to place a tenant directory sign to the left of the entrance doors on Notre Dame. This directory sign is similar in scale to other directory signs throughout the Village.

The City Planner recommended approval of the amendment to the Master Sign Plan for 17000 Kercheval as submitted.

UNANIMOUSLY ADOPTED.

REPLACEMENT OF PUBLIC SAFETY BUILDING BOILER

The boiler system in the Public Safety building was damaged by a water main break in May 2015. The basement flooded and the water heater and sump pump needed replacement at that time. Recently when the boiler was started, it was realized that the water had damaged the boiler, requiring replacement. Bids were received and due to the cold weather, the lowest bidder was contracted to do the work. The boiler has been installed and inspected by the City’s insurance company. The three bids were as follows:

Mechanical Design & Installation	\$24,235
Flame Furnace	\$25,315
Supreme Heating and Cooling	\$24,365

The boiler was set for replacement to occur in two years in the Capital Improvement Plan. The City’s liability insurance will reimburse the City for its expenditures related to all of the equipment replacement and installation except for the \$250 deductible.

Motion by Council Member Turnbull second by Council Member Parthum to authorize expenditures for the contract for replacement of the Public Safety building boiler to Mechanical Design & Installation, LLC in the amount of \$24,235.

UNANIMOUSLY ADOPTED.

PERSONNEL MANUAL JOB CLASSIFICATION CHANGE

City Manager Dame made the following report:

As part of a reorganization of the Public Service Department, two additional job classifications are proposed to be added to Grade 4: Code Technician and Foreman. These classifications would not be new employees but would be added specialty duties for individuals who are currently employed as Public Service Workers. Specifics of the new classifications were discussed. It was noted that the Code Technician pay is the same as the Water Technician and Mechanic. The Foreman would be paid an additional dollar per hour above those rates.

Motion by Council Member Stempfle second by Council Member Walsh to approve the job classification change and amend the City's Personnel Manual.

UNANIMOUSLY ADOPTED.

BUILDING PERMIT AND INSPECTION SOFTWARE

City Manager Dame made the following report:

As part of a reorganization of the Public Services Department, the work processes software utilized by the building and code functions is proposed to be upgraded. Currently, the City utilizes BS&A building permit software which is no longer supported. By updating the BS&A building permit software and purchasing the inspection module, the City's code and building inspectors will be able to streamline the system for issuing Certificates of Occupancy, track code issues, and conduct building inspections. The inspectors will be issued tablets, purchased separately, on which they can perform inspections, record results instantly and electronically disseminate the results. This eliminates the double entry, paper based system utilized now.

The cost of the software with installation configured to the City's processes including training is \$15,475. The cost of this will be covered by the surplus in building permit fees in the current year budget. By law, building permit revenue is reserved for related uses and this purchase meets that requirement. Discussion took place regarding the software and tablets.

Motion by Council Member Parthum second by Council Member Stempfle to authorize the execution of an agreement with BS&A Software for building permit and inspections software and services.

UNANIMOUSLY ADOPTED.

PUBLIC COMMENT

Elizabeth Jeffries, 377 Fisher Road, expressed concern regarding the City Council's decision and vote regarding the Fisher Road Streetscape Special Assessment District. Ms. Jeffries stated the streetscape plan takes two parking spaces from her property, she is losing part of her property to be used for cosmetic purposes and it is diminishing her property value. She asked the Council to reconsider and redesign the streetscape plan to return the two parking spaces to her property.

STAFF REPORTS

Parks and Recreation Coordinator Jenzen reported on platform tennis memberships, building winterization, work on the ice rink, and preparation for The Village tree lighting ceremony set for November 20.

City Manager Dame updated Council on the customer service application from GovQA, he reported that it should be operational within the next month.

COUNCIL COMMENT

The City Council commented on the following topics:

- Mayor Scrace requested that Council review suggested committee assignments prior to the next meeting so that appointments can be made for 2016.

On Motion, the meeting was adjourned at 8:00 p.m.

Julie E. Arthurs, City Clerk
City of Grosse Pointe