

**CITY OF KEEGO HARBOR
STUDY SESSION
MEETING MINUTES
TUESDAY, SEPTEMBER 17, 2019**

CALL THE MEETING TO ORDER: Mayor John Fletcher, called the meeting to order at 7:00 PM.

ROLL CALL:

Present: Mayor John Fletcher, Mayor Pro Tem Rob Kalman, Council Member Brian Lampl, Council Member Karen Meabrod, and Council Member Theresa Shimansky.

STAFF PRESENT: City Manager Jered Ottenwess, Chief John Fitzgerald and City Clerk Tammy Neeb.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT NON AGENDA ITEMS:

No public comment

City Council discussed the Consent Agenda Items for Thursday, September 19, 2019.

City Council Chamber Video Monitor Improvements- Advanced Lighting & Sound

The Greater West Bloomfield Cable Communications Commission (GWBCCC) administers a fund on behalf of the City of Keego Harbor that may be used for public, educational, or governmental (PEG) cable broadcast purposes. The City Council Chamber becomes, in effect, a television broadcast studio for regular City Council meetings. Therefore, the PEG fund may be used by the GWBCCC to make improvements to the City Council Chamber.

Manager Ottenwess coordinated with GWBCCC Executive Director, Dave Alberry, to procure a quote from a firm that specializes in equipment specific to their cable broadcast operations. The proposed project includes the installation of two 55" flat screen monitors on each side of the City Council Chambers, one each on the north and south walls. The project also includes associated wiring and equipment upgrades that are necessary to utilize the monitors as part of the cable broadcast.

At the August 13 study session, the City Council discussed the possibility of including a document camera and video conferencing capabilities into the project. City Council thus tabled the item at the August 15 regular meeting

Advanced Lighting and Sound works with GWBCC , they installed the original equipment the City currently has. The easiest way to do presentation without tying into the City's system is installing 2 Dongles. A document camera has been included in a revised quote provided to the City. Video conferencing is a complex system to utilize and almost doubles the cost of the bid.

The proposed project cost is \$6,962 and would be paid from the GWBCCC PEG Fund administered on behalf of the City. The current balance in the fund is \$27,880.

Manager Ottenwess recommends waiving any competitive bidding requirements because Advanced Lighting and Sound is a sole-source provider for the GWBCCC's cable communications equipment.

City Council would like pricing for a 32"TV monitor and 2 speakers for the lobby. This would accommodate large meetings that overflow into the lobby are so residences could see and hear what is going on. City Council would like to have a wireless mic, full tilt mount TV brackets for Council chambers
Shawn Watts will get new pricing for Thursday night Council Meeting.

Treasurer Consulting Services Agreement - Woodhill Group

Approved 10/17/19

Woodhill Group, is a consulting firm that specializes in municipal finance consulting. Their website describes the firm as “formed to address the accounting needs of Michigan cities, townships and villages. Our resources include principals and professionals with over 100 years of combined experience managing accounting systems, financial reporting, budgeting, grant tracking, utility rate studies, as well as conducting labor negotiations, pension, payroll and other financial analyses.

The Woodhill Group provides a service for which the City of Keego Harbor has a clear need. Ottenwess solicited a service agreement from the Woodhill Group.

The primary service that the City needs currently is training for our new Deputy Treasurer. A secondary service is for assistance with bank reconciliations. City Council discussed the City’s need for such services.

Keego Car Wash – Right of Way Vacation

Nemo Yaldo, dba Keego Car Wash, contacted the City Manager Ottenwess and Planner Smith in April. He expressed interest in redeveloping the property located at 2801 Orchard Lake Road and invited staff to the property to explain his concept, which included renovating the property and converting the use to a fitness/martial arts facility. Ottenwess and Smith suggested to Nemo that he apply to vacate a portion of the Maddy Lane right of way.

The right of way adjacent to the car wash property is approximately 90 feet wide before it narrows down south of the property to a more standard 50 feet. The right of way in question appears to have been developed as part of the car wash property. City Council expressed their support in concept of a possible vacation.

Administrative and police department fees

The City Council most recently adopted a fee structure for various administrative and Police Department fees in May 18, 2017. City Manager Ottenwess presented a revised fee schedule. City Council briefly discussed and indicated their support.

Keego Harbor Zoning Ordinance – Section 15.26 Site Grading – Slope Away from Buildings and Finished Floor Elevation

The ZBA has had four hearing in the past two years because of the topography issue.


City Manager Ottenwess recommends forwarding this issue to the Planning Commission for their review and recommendation.

Mailbox Discussion

The Planning Commission discussed at their September 3 meeting to forward this item to City Council, as the appropriate body to consider changes to the ordinance regulating mailboxes in the City of Keego Harbor. The Planning Commission was interested in the concept of clustering mailboxes as they do in the City of Sylvan Lake, which is thought to improve the aesthetic impact of mailboxes. The Planning Commission was also interested in creating more specific maintenance requirements, to deter property owners from allowing their mailboxes to fall into disrepair. The Planning Commission would like the City Council to consider whether to amend the ordinance to require clustering and/or specify maintenance standards. Council is not for clustering mailboxes, the maintenance standards in the ordinance are what should be enforced.

Meeting adjourned 9:20 PM.


John Fletcher
City of Keego Harbor, its Mayor


Tammy Neeb
City of Keego Harbor, its City Clerk