

Approved 12/14/2015

**CITY OF KEEGO HARBOR  
ORGANIZATION MEETING and STUDY SESSION  
7:00 p.m. Tuesday, November 17, 2015  
2025 Beechmont, Keego Harbor**

**CALL THE MEETING TO ORDER** - Clerk Linda Voll called the meeting to order at 7:00 p.m.

**Administer Oaths of Office**

**Swear-in John Newberry City Council Member**

Charter section 3.10 Oath of Office and Bond requires every elected officer to take an oath of office before entering upon the duties of the office. For this reason the City Clerk will swear-in Council Member-elect John Newberry before calling the meeting to order.

Clerk Voll administered the Oath of Office to re-elect Council Member Newberry

**Swear-in Joel Yoder as City Council Member**

Charter section 3.10 Oath of Office and Bond requires every elected officer to take an oath of office before entering upon the duties of the office. For this reason the City Clerk will swear-in Council Member-elect Joel Yoder before calling the meeting to order.

Clerk Voll administered the Oath of Office to re- elect Council Member Yoder

**CALL TO ORDER**

At the Organization meeting only the City Clerk calls the meeting to order and presides over it until the mayor is chosen.

Clerk Voll called the meeting to order at 7:35 p.m.

**ROLL CALL**     Council Member Tom Berman     Council Member Robert Kalman     Council Member Sidney Rubin     Council Member John Newberry     Council Member Joel Yoder

**SELECTION OF MAYOR**

Charter section 4.1 Organization Meeting; Selection of Mayor requires that council select a mayor to serve for the ensuing year. The Mayor serves in that capacity until their successors have been chosen and have qualified as the charter specifies. The organization meeting in 2016 falls on November 15th. Attached is a proposed resolution to fill in the blanks. The City Clerk swears in the new mayor and turns control over to the mayor.

Resolution by Council Member Rubin, seconded by Council Member Yoder to nominate Council Member Newberry as Mayor of Keego Harbor.

Ayes: 3

Nays: 2  
Berman & Kalman

**Motion Carried**

Clerk Voll administered the Oath of Office as Mayor to John Newberry.

**SELECTION OF MAYOR PRO TEM**

Charter section 4.1 Organization Meeting; Selection of Mayor Pro Tem requires that council select a Mayor Pro Tem to serve for the ensuing year. The Mayor Pro Tem serves in that capacity until their successors have been chosen and have qualified as the charter specifies. The organization meeting in 2016 falls on November 15th. Attached is a proposed resolution to fill in the blanks. The City Clerk swears in the new mayor pro tem.

Resolution by Council Member Yoder, seconded by Council Member Rubin to nominate Council Member Rubin as Mayor Pro Tem of Keego Harbor.

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Ayes: Unanimous

Motion Carried

Clerk Voll administered the Oath of Office as Mayor Pro Tem to Sidney Rubin.

**Adjournment of Organizational Meeting at 7:20 p.m.**

**CALL TO ORDER:** Mayor Newberry called the Study Session Meeting to order at 7:28 p.m.

**ROLL CALL:** PRESENT

Mayor John Newberry, Mayor Pro Tem Sidney Rubin, Council Members Tom Berman, Robert Kalman and Joel Yoder

**STAFF PRESENT:** Interim City Manager Linda Voll, DPW Foreman Doug Waldon and Chief Kenneth Hurst

**PLEDGE OF ALLEGIANCE**

**Public Comment:**

Karen Meabrod – 2255 Maddy Lane, expressed her gratitude to all the council members and their comments made today.

**Study Session Tuesday Topics:**

**Greater West Bloomfield Cable Communication Commission 2016 Budget presented by Dave Albery;**

Council members asked numerous questions about the cost of specific line items and asked for explanation on the increases. Council Members asked about General Fund Revenue and the new radio station that was approved previously.

Mr. Albery indicated that the monies the city receives from the cable fees will cover all the costs of this budget and some savings. The Cable Communication Commission has not gone over their budget and do not plan on starting and yes there is opportunity for general fund revenue, which is being worked on and should have something in place in 2017. The new radio station is 89.3 F.M. "New Lakes".

Open to the public for comment: No one addressed Council – Closed to the public

**Veterans Day, Veterans Memorial Park, Park & Rec Subcommittee;**

Karen Meabrod – 2255 Maddy Lane expressed her concerns about the Veterans Memorial Plaza and the condition of the area on Veterans Day. She would like to form a subcommittee to do some sprucing up of the area and having the city taking responsibility of the area in regards to maintenance. Collecting donations and having fund raisers would be ways to enhance this area.

Laura Jacob – 2439 Kliest Court also would like to be part of the subcommittee and work along with Ms. Meabrod to spruce up this area especially on Veterans Day.

Council discussed the issues and asked that a plan be presented to the City Council for review, discussion and action.

Open to the public or comment:

Leslie Clark, Moss, indicated that a flag normally lasts one year with the weather conditions in Michigan.

Closed to the public

**City Administration Organization discussion;**

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Council discussed reorganizing the administration area and getting a temporary worker to help with the gap. Council would like to form a subcommittee to help select and interview the applicants for the temporary position and move forward with a meeting regarding re-organization of the administrative staff.

Chief Hurst indicated he would like to have two more positions for full time officers that would really cut back on trying to find coverage from the part time officers. Scheduling is an issue currently and once the part time officers are trained they find a full time job with a different municipality. A public safety millage might be needed then the city would have a fully staffed Police Department and the scheduling deficiencies would disappear.

Council to meet and discuss all the items regarding each department, reviewing and reorganizing making and changing the process for a productive and responsive staff towards residents and customers.

Zoning Ordinance Text Amendment Office Use in the C-2 General Business Zone District recommendations by the Planning Commission

Council Member Yoder indicated the Planning Commission had extensive discussion regarding the C-2 General Business Zone District and giving some relief so new businesses can move into the city. Changing the zoning classification would be accumulative and would permit Office in the C-2 District, with no special land use being implemented. Currently there is no Office allowed in the C-2 District.

Planning Commissioner Meabrod mentioned anything under C-1 District would be allowed in the C-2 District.

Opened to the public for comment; no one addressed Council, Closed to the public

New Construction Checklist for New homes and major remodel/grade permit

Planning Commission reviewed the New Construction Checklist draft and would like council to move quickly with reviewing and suggesting more information and finalize, then make sure the process is being utilized once the process has been approved.

Council Members discussed the Checklist being a rough draft and more information would need to be added, including the information from the New Home informational packet given to the applicants. There should be a flow chart to follow and two signatures would be needed to double check that there is nothing missing regarding paperwork or information that is necessary for the applicant to receive a certificate of occupancy approval.

Opened to the public for comment; no one addressed Council; Closed to the public

BSA software upgrade

Council would like to see the BSA software upgraded since the current system will no longer be supported by BSA due to the software being outdated. The total cost would be approximately \$10,000, which would include all the programs that the city has with BSA. This would help administration staff saves time with new programs.

Opened to the public for comment; no one addressed Council; Closed to the public

Community Development Block grant (CDBG) 2016 Contract

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Interim Manager Voll indicated the annual CDBG Contract deadline is December 18<sup>th</sup> to qualify the city to receive funding. The city would receive approximately \$8,691.00 for parks and \$3,000 for Youth Assistance, Home Chore Program or Haven. Youth Assistance notified the city that they would accept a 1 year contract instead of a 2 year contract. Council will need to decide on Thursday at the regular meeting on either Project 2; Youth Assistance, Project 3; OLSHA – Home Chore or Project 4; Haven, Domestic Violence & Sexual Assault Prevention Treatment Programs.

Opened to the public for comment;

Leslie Clark – Moss Street indicated the Master Plan for Parks and Recreation will be a guideline for the CDBG Funds and plan.

Karen Meabrod, Maddy Lane indicated she is passionate about the Youth Assistance and the support to the Keego Harbor Summer Camp.

Closed to the public

#### Scheduled Meeting dates for Study Session and Council Meetings in 2016

Council discussed the annual meeting dates and by consensus the meeting for December 15<sup>th</sup> Study Session and December 17<sup>th</sup>, 2015 will be consolidated to one meeting on December 14<sup>th</sup>. Changing March 15<sup>th</sup> to March 14<sup>th</sup> and will bring back the other dates every quarter to meet all the busy schedules in regards to Study Sessions.

Opened to the public for comment; no one addressed Council; Closed to the public

#### Street Sign Update

Council requested sample format of all the street names and how they would be place on the sign and reviewed the sheets. Council has indicated they want 12 inch signs for Orchard Lake and Cass Lake Roads due to the traffic moving faster. Then 9 inch signs for the highly used inner roads and around City Hall and DPW corners since this is a high traffic area. Council would like to see sample of a 9 inch sign so they can view it at night to see how it reflects. The signs should have about 2 inches on each side before lettering starts and ends, so the blue will show up and make the wording more visible.

Interim Manager Voll indicated the city has a small square of the lettering that a sample could be used for and she would contact Oakland County to see if they may have a piece the city could have so we can create a sign for council to view.

Foreman Waldon indicated he will contact the sign designer and have a sample made for council to view at night so on Thursday they can decide on the sizes and length of the signs.

Opened to the Public for comment;

Bill Bertakis, Park Circle indicated he would like better lettering on the street signs.

Closed to the public

#### Website Discussion and Outlook

Council mentioned that "IT Right" is working with the city to put more information on the website but it is a time consuming project and with not enough staff to spend the time to get the information to IT Right. Council would like to have online payment, fillable forms online, which can be emailed back to the city, making the website easier to read. Council Member Berman indicated he would contact IT Right to see what can be done and how much it would cost to improve our website with IT Right doing most of the work.

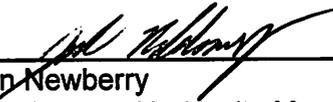
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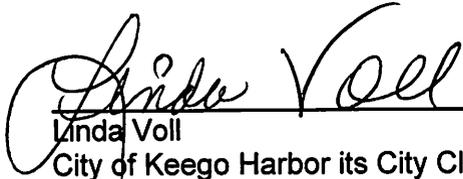
Council Liaison appointments

Council discussed the Liaison appointments and would like to keep the Boards and Commissions they are on. This can be discussed on Thursday night having Attorney Ryan giving input on Mayor Newberry keeping the Boards and Commissions he is currently appointed.

ADJOURNMENT

Being no further business Mayor Newberry adjourned the meeting at 10:25 p.m.

  
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John Newberry  
City of Keego Harbor its Mayor

  
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Linda Voll  
City of Keego Harbor its City Clerk