



Rochester Hills DRAFT Minutes

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Administration and Information Services Committee

*Emily Burwinkle, John L. Dalton, Abigail Gowman, Bob Grace, Melinda Hill, Barbara Holder,
Stephen Kirksey, Pam Lee, Jane Leslie, Camille Smith-Winberry, Gerard Verschueren*

Tuesday, November 1, 2005

4:00 PM

1000 Rochester Hills Drive

DRAFT

CALL TO ORDER

Chairperson Holder called the Administration & Information Services (AIS) Committee meeting to order at 4:10 PM.

ROLL CALL

Present: Melinda Hill, Barbara Holder, Gerard Verschueren and Stephen Kirksey

Absent: John Dalton

Non-Voting Members Present: Bob Grace, Jane Leslie, Emily Burwinkle, Abigail Gowman.

Non-Voting Members Absent: Pam Lee, and Camille Smith-Winberry

Others Present: None

Committee Member Lee provided previous notice she would be unable to attend and asked to be excused.

APPROVAL OF MINUTES

2005-0558 Regular Meeting - June 7, 2005

Attachments: 060705 AIS Draft Minutes.pdf; Resolution.pdf

A motion was made by Verschueren, seconded by Hill, that this matter be Approved.

Resolved that the Administration & Information Services (AIS) Committee hereby approves the Minutes of the Regular Meeting of June 7, 2005 as presented.

The motion carried by the following vote:

Aye: Hill, Holder, Verschueren and Kirksey

Absent: Dalton

COMMUNICATIONS

None Presented

UNFINISHED BUSINESS

2004-0604

Class C Liquor License Transfer - Papa Joe's

Attachments: Agenda Summary.pdf; 102705 AIS Agenda summary.pdf; 2005 New app & supp doc.pdf; 2004 Floor Plan.pdf; 2004 AIS Agenda Summary.pdf; 2004 Old Application.pdf; 090204 Memo Strate.pdf; 071304 AIS Agenda Summary.pdf; 071304 AIS Draft Minutes Excerpt.pdf; 2005 A

Ms. Jane Leslie, City Clerk, updated the Committee and noted the following as the Committee reviewed the floor plans:

** Papa Joe's is requesting to transfer a Class C License from Palm Beach Recreation, Inc., 23050 W. Eight Mile, Southfield, MI 48304 to Papa Joe's Oakland, LLC to be located at 6900 N. Rochester Road on the lower level of the new building at Tienken and Rochester Roads.*

** Papa Joe's has gone through the application process with Liquor Control Commission (LCC) and is requesting approval of the transfer at this time.*

The representatives for Papa Joe's Gourmet Market Place were introduced to the Committee. The discussion included the following points:

** The current request is for the approval of a transfer license which is contingent upon State approval prior to December 15th. Papa Joe's will make another request for approval of a new license from the City's quota for a new restaurant which has a target opening date for end of March or early April 2006.*

** There will be six (6) bars: four (4) located in the banquet facility on the second floor; one (1) in the mezzanine with the cheese bar; and one (1) in the market cafe.*

** The new restaurant will not part of the current request for a license transfer.*

** Papa Joe's will have responsibility over the service of alcohol as required by the LCC. All personnel that handles alcoholic beverages will be properly trained and qualified.*

** Papa Joe's will come back to the Committee with a name and entity for the second request which will be for a new license from the City's quota.*

A motion was made by Hill, seconded by Verschueren, that this matter be Recommended for Approval to the City Council Regular Meeting.

Resolved, that the Administration & Information Services (AIS) Committee recommends that the Rochester Hills City Council approve the request from Papa Joe's Oakland, LLC to transfer ownership of 2005 Class C licensed business (in escrow) with Sunday Sales from Palm Beach Recreation, Inc.; transfer location (Governmental Unit)(MCL436.1531 (1) from 23050 W. Eight Mile, Southfield, MI 48034, Oakland County; Cancel existing Dance permit, A-Concourse Permit, and Official Permit (Bowling) and request a new SDM license to be held in conjunction, new Official Permit (Food), 5 new additional bar permits (for a total of 6 bars) and One (1) direct connection to 6900 N. Rochester Rd. Rochester Hills, Oakland County, Michigan 48306.

The motion carried by the following vote:

Aye: Hill, Holder, Verschueren and Kirksey

Absent: Dalton

2004-0667

Discussion Regarding Creation of a Proposed Committee to Promote Communication with Local Businesses

Attachments: Referral Notice.pdf; Min CC Draft 080404.pdf; AIS Resolution dtd 3-07-06.pdf

Chairperson Holder presented background information for creating a committee to promote communication with local businesses and noted the following:

** The Rochester Chamber of Commerce has created an Economic Development Committee which Ed Anzek, Director of Planning and Development and Dan Casey, Manager of Economic Development; both attend.*

** The goal of establishing this additional committee is to give local businesses and municipalities an opportunity to discuss issues that have a universal effect and brainstorm solutions from different perspectives.*

The consensus was to review this idea at a future AIS meeting.

Discussed

2005-0462

Discuss Asset Management System

Attachments: Asset Mgmt CIP Info.pdf; 020706 Supplemental Info - list of users.pdf

Mr. Bob Grace, Director of MIS, updated the Committee and noted the following:

** The software will assist DPS Engineering in maintaing infrastructure projects by tracking current and future maintenance performed.*

** It can also be used for tracking the City's street trees that are planted and maintained.*

** The Request for Proposal (RFP) is in the process of being written.*

Discussed

2005-0593

Discuss JD Edwards / Oracle Software Upgrade

Attachments: Agenda Summary.pdf; Proposal Tabulation.pdf; 092705 AIS Update.pdf; 080205 AIS Update.pdf; 0593 Resolution.pdf

Mr. Bob Grace, Director of MIS, asked the Committee if there were any questions regarding this item since it will be presented to Council at tomorrow night's meeting (November 2, 2006). He explained that the upgrade will also include hardware in 2006. The current hardware is five (5) years old and will not handle the processing capacity. The specifications are being researched and costs may be available for the December 14th Council meeting.

Discussed

YOUTH COMMENTS

None presented

ANY OTHER BUSINESS

None presented

NEXT MEETING DATE

Due to the upcoming National League of Cities Conference in December and the term limitation of Ms. Hill and Mr. Dalton, the consensus was to cancel the December 6, 2005 AIS Committee meeting.

The next AIS Committee meeting will be determined in January 2006.

ADJOURNMENT

There being no further business to discuss, Chairperson Holder adjourned the meeting at 5:43 PM.

Minutes prepared by Denise Mertz.

Minutes were approved as presented/amended at the _____, 2006 Regular Administration & Information Services Committee Meeting.