

**MINUTES OF THE
REGULAR MEETING OF THE HIGHLAND PARK CITY COUNCIL**

JULY 20, 2015

Council convened at 7:05 p.m. with Council President Christopher Woodard presiding.

Present: Council Pro-Tem Lewis, Councilmember Moore, Councilmember Patrick and Councilmember McClary (5)

Absent: None (0).

A quorum being present, Council was declared in session.

- Councilmember Moore entered the meeting at 7:20 p.m.**

APPROVAL OF AGENDA

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

To approve the agenda with the following additions.

- 1. A resolution authorizing the Professional Services agreement between Detroit Wayne Mental Health Authority and the City of Highland Park (Revenue Contract)**
- 2. A resolution authorizing the services of Belfor, Inc. to provide construction repair work for damage caused by the August 2014 flood to the lower level of City Hall and the Recreation Center.**

Yeas (5), Nays (0), Absent (0).

APPROVAL OF MINUTES

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

**To approve the corrected minutes from the Regular Meeting held June 15, 2015.
Yeas (5), Nays (0), Absent (0).**

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**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

**To approve the minutes from the Special Meeting held June 29, 2015. Yeas (5), Nays
(0), Absent (0).**

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**Moved by Councilmember McClary
Supported Council Pro Tem Lewis**

**To approve the minutes from the Special Meeting held July 14, 2015. Yeas (5), Nays
(0), Absent (0).**

BID OPENING:

The Clerk stated this was the place and time to open bids for.

**Proposals to complete interior repairs to the Police Department located on the lower
level of City Hall and the Recreation Center.**

Two (2) bid were received

**Brown Schroeder & Company
815 E. 4th St.
Royal Oak, Mi. 48067**

**Belfor-Troy
1282 Kirts Blvd.
Troy, MI 48084**

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

**To refer the bids to administration for a report and recommendation. Yeas (5), Nays
(0), Absent (0).**

ORDINANCE:

The following ordinance amendment was submitted.

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

PROPOSED ORDINANCE TO AMEND ORDINANCE 1040.18 (a) AND 1040.18 (b), 1042.03, and 1040.20 (e) OF THE CITY OF HIGHLAND PARK MUNICIPAL CODE TO AMEND THE TIMEFRAME OF WHEN WATER METERS WILL BE READ AND WHEN PAYMENTS WILL BE DUE AND TO ESTABLISH A SHUT OFF POLICY FOR NONPAYMENT OF WATER BILLS.

SUMMARY

An Ordinance to amend Chapter 1040 and 1042 of the City Code by amending the timeframe by when water meters in the City of Highland Park will be read and by amending the time frame for when water bills will be due and to establish a shut off policy for nonpayment of water/sewer bills.

SECTION 1. The city of Highland Park does hereby ordain as follows: it is hereby ordained by the People of the City of Highland Park that it amends Ordinance 1040.18 (a) to reflect that water bills will be sent monthly to all customers, repeals Ordinance 1042.18 (b), amending section 1042.03 to reflect that sewer bills will be sent monthly to all customers, and amending section 1040.20 € to establish a shut off policy for nonpayment of water/sewer bills.

1040.18 METER READING AND CHARGES.

(a) All meters shall be read monthly prior to the 10th day of each month and charges for water consumed as shown by such readings shall be due and payable within fifteen (15) days after receipt of water bill.

(b) Repealed.

1040.20 (e) SHUT OFF POLICY FOR NONPAYMENT OF WATER BILLS

In the event that a customer shall fail to pay the charges for such water or sewerage services furnished to any premises within forty-one (41) days of receipt of the bill, then water service shall be shut off to such premises. Services to shut off shall not be reinstated until the delinquent charges shall have been paid, including any and all penalties. Nothing contained in this section shall prevent the City from bringing any action in any proper court for a judgment in the amount of any such delinquent charges, and the commencement of any such action shall not in any way be deemed to invalidate or waive any water lien upon the premises. The following shut-off policy shall be established in the City of Highland Park for nonpayment of water bills:

1. **The City of Highland Park shall send a customer utility bill to the customer pursuant to 1040.18 (a)**
2. **Customer has 15 days to pay the utility bill whether by walk up payment, mailed in or payment via online.**
3. **At day 20 customer will be sent a reminder payment letter.**
4. **At day 30 customer will be sent a new bill with the previous month's usage and current month's usage. Customer will be given 10 days to pay last month's usage in full.**
5. **At day 40 customer will be issued a red 24hr shut-off notice that shall be hung on the front door of the residence or business. The red notice will inform the customer the water will be discontinued in 24 hours unless the utility bills previous month has been paid full or a payment plan has been established. The Water Department office phone number will be noted on the red door hanger notice informing the customer of daily office hours.**
6. **At day 41 if a payment has not been received a shut-off work order will be issued and customer's water service will be discontinued.**
7. **Customer must pay a minimum of \$60.00 to reinstate the water service. If water reinstatement service is requested during the hours of 3:30 p.m. and 7:00 a.m. or during the weekend, the reinstatement fee will be \$90.00.**

1042.03 METER READINGS.

All meters shall be read monthly as immediately prior to the 10th day of each month as possible, and charges for sewage disposal service based on the water consumed as shown by such readings shall be due and payable on or before the last day of every month. If a meter is not read until after the time specified in this section, such reading may be extended by the City so as to give a reasonable time for the payment of the same. The failure to receive a bill shall not be an excuse for the nonpayment of such charges.

Yeas (5), Nays (0), Absent (0).

ADMINISTRATION:

The following resolution was submitted.

RESOLUTION

BE IT RESOLVED that the Highland Park City Council hereby confirms the appointment of Mr. Samuel Berry to the Highland Park Police and Fire Commission.

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

To confirm the appointment of Mr. Samuel Berry to the Highland Park Police and Fire Commission. Yeas (5), Nays (0), Absent (0).

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The following resolution was submitted for approval.

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

**RESOLUTION AUTHORIZING THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN DETROIT WAYNE MENTAL HEALTH AUTHORITY AND THE CITY OF
HIGHLAND PARK (REVENUE CONTRACT)**

BE IT RESOLVED, that the Highland Park City Council hereby approves the agreement between Detroit Wayne Mental Health Authority and the City of Highland Park wherein Detroit Wayne Mental Health Authority agrees to pay the City of Highland Park up to Forty Five Thousand One Hundred Seventy Dollars and 00/100 in order to pay for part-time employment services and associated administrative costs for fifteen (15) youth summer employment in the City of Highland Park through September 30, 2015. Yeas (5), Nays (0), Absent (0).

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The following resolution was submitted for approval.

**RESOLUTION AUTHORIZING THE ENGAGEMENT OF MORGANROTH AND
MORGANROTH PLLC TO REPRESENT THE CITY OF HIGHLAND PARK IN THE
MATTER OF HIGHLAND PARK V. MDOT AND WAYNE COUNTY**

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

BE IT RESOLVED, that the Highland Park City Council hereby approves the engagement of Morganroth & Morganroth, PLLC located at 344 N. Old Woodward Ave., Ste. 200, Birmingham, Michigan 48009 to represent the City of Highland Park in the matters of Highland Park v. MDOT and Highland Park v. Wayne County in an amount not to exceed \$100,000.00. Yeas (5), Nays (0), Absent (0).

CITY CLERK

The Clerk submitted a revised copy of the Park Rental guidelines.

FINANCE:

The following request was submitted for approval.

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

**To approve an agreement between the City of Highland Park
And People's Community Services of Metropolitan Detroit to arrange for non-emergency
transportation to and from designated destinations to the residents of the City of Highland
Park. Yeas (5), Nays (0), Absent (0).**

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**The Finance Director submitted the Monthly Financial Statement for the month of
May 31, 2015.**

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

**To receive and file the monthly financial statement for the month of May 31, 2015.
Yeas (5), Nays (0), Absent (0).**

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COMMUNITY DEVELOPMENT:

**RESOLUTION AUTHORIZING EXECUTION OF AMENDMENTS TO RESIDENTIAL
OFFER TO PURCHASE OF RESIDENTIAL LAND/OR PROPERTY**

**WHEREAS, the City Council of the City of Highland Park desires to Amend the
Residential Offer to Purchase of Residential land/or Property Policy and Instructions; and**

**WHEREAS, the residential Offer to Purchase of Residential land/or Property Policy
and Instructions has been amended to provide greater protections to the City of Highland
Park; and**

**NOW THEREFORE, BE IT RESOLVED by the City Council of the City of
Highland Park that:**

**The City Council authorizes the execution of Amendments to the Residential Offer
to Purchase of Residential Land/or Property Policy and Instructions. Yeas (5), Nays (0),
Absent (0).**

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The following resolution was submitted for approval.

**RESOLUTION AUTHORIZING THE SERVICES OF BELFOR, INC. TO PROVIDE
CONSTRUCTION REPAIR WORK FOR DAMAGE CAUSED BY THE AUGUST 2014
FLOOD TO THE LOWER LEVEL OF CITY HALL AND THE RECREATION
CENTER**

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

BE IT RESOLVED that the Highland Park City Council hereby authorizes the services of Belfor Inc. to provide the construction repair services to the lower level of City Hall and the Recreation Center as outlined in the attached scope of repair that has been previously approved by the City's insurance carrier. The amount of the repairs shall not exceed One Hundred Eighty Six and Six Hundred Forty Seven Dollars and 42/100 (\$186,647.42) to be paid from insurance proceeds under the City's current liability insurance policy. Yeas (5), Nays (0), Absent (0).

CITY COUNCIL AFFAIRS:

**Moved by Council Pro Tem Lewis
Supported by Councilmember Moore**

To change the structure of appointment's to the Compensation Commission to City Council appointing four (4) members and the Mayor appointing three (3) members to the commission. Yeas (5), Nays (0), Absent (0).

ADJOURNMENT:

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

To adjourn the meeting; motion carried meeting adjourned at 8:55 p.m.