

**PROPOSED MINUTES OF THE VIRTUAL & IN-PERSON
REGULAR MEETING OF THE HIGHLAND PARK CITY COUNCIL**

July 21, 2025

Council convened at 7:04 p.m. with Council President Thomas presiding.

Present: Councilman Ash-Shafii, Councilwoman Martin, Councilwoman Manica, Council Pro Tem Robinson and Council President Thomas (5).

Absent: None

A quorum being present, the Council was declared in session.

APPROVAL OF AGENDA

Moved by Councilwoman Manica
Supported by Councilwoman Martin

To approve the agenda with the addition of a resolution from the police department re: to approve and disburse the FY 2023 COPS Technology and Equipment Program Invitational Solicitation Grant. Yes (5), Nays (0), Absent (0).

APPROVAL OF MINUTES

Moved by Councilwoman Manica
Support by Councilman Ash Shafii

To approve the minutes of the In-Person and Virtual Workshop meeting held July 7, 2025. Yeas (4), Nays (1), Council Pro Tem Robinson, Absent (0).

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Moved by Councilwoman Manica
Supported by Council President Thomas

To approve the minutes of the In-Person and Virtual Regular meeting held July 7, 2025. Yeas (4), Nays (1) Councilman Ash Shafii, Absent (0).

ADMINISTRATION:

V. 7-21-25

Moved by Councilwoman Manica
Supported by Council President Thomas

That the resolution regarding city procedures for collection of credit/debit card payments be removed from the table. Yeas (4), Nays (1) Council Pro Tem Robinson, Absent (0).

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Moved by Councilwoman Manica
Supported by Council President Thomas

To approve the following resolution as recommended by the City Auditor's.

RESOLUTION REGARDING CITY CREDIT CARD POLICY AND PROCEDURES FOR COLLECTION OF CREDIT/DEBIT CARD PAYMENTS

WHEREAS, in the last independent audit the City of Highland Park was advised by the auditor to consider implementing a policy and procedures for credit card use; and

WHEREAS acceptance of payment by financial transaction device is hereby authorized; and

WHEREAS, pursuant to MCL 129.223 (1) the Finance Director and Treasurer will be jointly responsible for determining the types of financial transaction devices that may be accepted.

NOW, THEREFORE, BE IT RESOLVED that the attached Credit Card Policy and Procedures for Collection of Credit/Debit Card Payments is hereby adopted. Yeas (3), Nays (2) Councilman Ash Shafii Council Pro Tem Robinson, Absent (0).

CITY OF HIGHLAND PARK

Procedures for Collection of Credit/Debit Card Payments

Introduction and Purpose:

The City of Highland Park, County of Wayne, State of Michigan (the "City") has adopted the guidelines set forth in this document titled "Procedures for Collection of Credit/Debit Card Payments" (the "Procedures"). The purpose of creating for the collection of payments via credit cards and debit cards. These procedures are made pursuant to the recommendation of the City of Highland Park auditors and in compliance with Michigan law.

Collection of Credit/Debit card payments:

- 1) Confirm the payment amount with the customer and inform them of any applicable convenience fees prior to processing the transaction.
- 2) Verify that the name on the credit/debit card matches the name on the customer's driver's license number or state ID.
- 3) Process the credit/debit card payment using the terminal and return the card promptly after approval.
- 4) Change is not allowed for credit/debit card payment.
- 5) For every transaction a receipt will be issued (BS&A receipt or a pre-numbered handwritten receipt) and presented to the customer.
- 6) Do not accept telephone payments directly.

DEPARTMENT OF PUBLIC WORKS:

VI- 7-21-25

Moved by Councilwoman Manica
Supported by Council Pro Tem Robinson

RESOLUTION TO ISSUE RFP FOR STORM DRAIN AND CURB INLET CLEANING

WHEREAS storm drains and curb inlets perform a vital role in maintaining the safety and health of Highland Park citizens; and

WHEREAS storm drains and curb inlets collect storm water, provide basic physical filtration and release the effluent into the sewer systems; and

WHEREAS, when storm drains and curb inlets are not properly cleaned, it results in flooding of streets and properties, deterioration of roads from standing water, hazardous conditions for drivers/pedestrians and contamination of waterways; and

WHEREAS the City has approved sending RFPs for street sweeping for the past two years and has received no bids, resulting in excess debris clogging the storm drains and curb inlets causing standing water on the streets; and

Whereas, the City has continued to solicit bids from other street sweeping contractors but have found that contractors are already over capacity due to highway construction projects throughout Michigan; and

WHEREAS the cost of catch basin and curb inlet cleaning will be covered with Act 51 funds; and

NOW, THEREFORE, BE IT RESOLVED that City approves issuing an RFP for storm drain and curb inlet cleaning. Yeas (5), Nays (0), Absent (0).

POLICE DEPARTMENT:

VII – 7-21-25

Moved by Councilwoman Manica
Supported by Council President Thomas

RESOLUTION TO APPROVE AND DISBURSE THE FY 2023 COPS TECHNOLOGY AND EQUIPMENT PROGRAM INVITATIONAL SOLICITATION GRANT

WHEREAS, the City of Highland Park Police Department submitted a Scope Modification for the COPS Funded Mental Health Grant award 15JCOPS-23-GG-01825-TECP, to be better suited for the needs of the Highland Park Community pertaining to mental health support and awareness.

WHEREAS, the City of Highland Park Police Department submitted a Budget for the COPS Funded Mental Health Grant award 15JCOPS-23-GG-01825-TECP, to be supportive of the scope modification, both approved by the Community Oriented Policing Services (COPS) office.

WHEREAS, the City of Highland Park Police Department has begun to provide training for both members and Highland Park citizens to be able to support the programs and projected outcome that have been shared by both the Highland Park Police Department and the Detroit Wayne Integrated Health Network to be funded by the award.

WHEREAS, the City of Highland Park Police Department looks to use award funding to have in-house license mental health clinicians and provide regularly scheduled programs for those with mental health challenges as well as those affected by individuals with mental health challenges.

WHEREAS, the City of Highland Park Police Department looks to use award funding to purchase equipment used for programming as well as tools needed to attend to the needs of the Mental Health Community while minimizing city liability, danger to citizens, and increasing the safety of those involved.

WHEREAS, the City of Highland Park Police Department looks to use award funding to attend events and conferences that allow our department to stay abreast of trends and other variables that would directly affect the City of Highland Park and the Crisis Intervention Program.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the city approves the acceptance of the FY 2023 COPS Technology and Equipment Program invitational Solicitation Grant totaling \$500,000.00 as well as the disbursement of funding according to the established and COPS office approved budget for said grant. Yeas (5), Nays (0), Absent (0).

COUNCIL AFFAIRS:

* Council Pro Tem Robinson stated that Council President Thomas calls Workshop Meetings when he wants.

Moved by Councilman Ash Shafii

Supported by Council Pro Tem Robinson

To terminate the McKenna contract immediately. Yeas (3) Councilman Ash Shafii, Council Pro Tem Robinson and Councilwoman Martin Nays (2) Councilwoman Manica and Council President Thomas, Absent (0).

ADJOURNMENT:

Moved by Councilman Ash Shafii

Supported by Councilwoman Manica

To adjourn the meeting; motion carried, meeting adjourn at 8:40 p.m.