

MINUTES OF THE REGULAR MEETING OF THE HIGHLAND PARK CITY COUNCIL

JUNE 20, 2016

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

Present: Council Pro Tem McDonald, Councilmember Woodard, Councilmember Lewis, Councilmember McClary and Council President Patrick. (5).

Absent: (0)

A quorum being present, Council was declared in session.

APPROVAL OF AGENDA

Moved by Councilmember Lewis

Supported by Council Pro Tem McDonald

To approve the agenda as submitted. Yeas (5), Nays (0), Absent (0).

APPROVAL OF MINUTES

Moved by Councilmember McClary

Supported by Councilmember Lewis

To approve the minutes from the Workshop meeting held May 16, 2016. Yeas (5), Nays (0), Absent (0).

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Moved by Councilmember Lewis

Supported by Councilmember Woodard

To approve the minutes from the Regular Meeting held May 16, 2016. Yeas (5), Nays (0), Absent (0).

PUBLIC HEARING:

06-20-V

The Clerk stated this is the place and time to hold a public hearing on the proposed establishment of Code Enforcement as CDBG activity for the 2014/16 program years and reallocation of portions of FY 2014 & 2016 CDBG Demolition funds to Code Enforcement.

Moved by Councilmember Woodard

Supported by Councilmember Lewis

To open the public hearing.

Citizen Dianne Minor and Sidney Speight expressed concerns regarding the moving of demo funds asking what effect it will have on future demolition in the city. CED, Director Robinson explained it would only effect about six houses that could be demolished.

Moved by Council Pro Tem McDonald
Supported by Councilmember Woodard

To close the public hearing. Yeas (5), Nays (0), Absent (0). The hearing closed at 7:45 p.m.

ORDINANCE:
06-20-VI

Resolution approving the final reading and adoption of Storm Water Manual and Ordinance.

WHEREAS, the City of Highland Park is committed to protecting, conserving, and managing its water and sewer system for all to enjoy; and

WHEREAS, in an effort to adopt best practices to improve storm water drainage and reduce storm water charges, a Storm Water Manuel and Ordinance was created for current property owners contributing to storm water runoff which addresses several best management practices to control the storm water-related impacts of public right-of-ways and parcels in the City of Highland Park; and

WHEREAS, the goal of the Manual and the accompanying ordinance is to: (1) allow the City's Water Department to be a technical resource and provide tools and guidelines; (2) provide residents, business owners, property owners and governmental agencies who contribute to the combined sewer system, a rate structure consistent with the methodology used by the City of Detroit to assess fees to the City of Highland Park; and (3) provide several options for property owners to reduce impervious areas on the property, reducing overall storm water runoff to the combined sewer system, and reducing overall monthly drainage or storm water charges, and

NOW THEREFORE BE IT RESOLVED that City Council adopts the Storm water Manual and Ordinances as guides to best management practices to control the storm water-related effects of development.

Moved by Councilmember McClary
Supported by Councilmember Woodard

To table this item until a revised copy of the ordinance and requested corrections to the Manual are made and received by council. Yeas (5), Nays (0), Absent (0).

ADMINISTRATION

06-20-VII-a

The following resolution was submitted for approval.

RESOLUTION APPROVING RENEWAL OF CONTRACT WITH SMART TRANSPORTATION

Moved by Councilmember McClary

Supported by Councilmember Woodard

Whereas, SMART Transportation has provided transportation to and from designated destination for Highland Park seniors and the disabled; and

WHEREAS, the City of Highland Park desires to continue non-emergency transportation services for its senior and disabled residents; and

WHEREAS, as with the current and prior contracts, the City will use municipal and community credit funds made available to it by the Michigan Legislature, pursuant to Michigan Public Acts 51 of 1951, to cover the \$35,914 cost for this service; and

WHEREAS, the current Transportation Service Agreement and Municipal Credit and Community Credit contracts expire on June 30, 2016.

NOW THEREFORE BE IT RESOLVED that the City Council approves the renewal of the Transportation Service Agreement and Municipal Credit and Community Credit contracts to continue SMART Transportation's services to the City's senior and disabled residents through June 30, 2017. Yeas (5), Nays (0), Absent (0).

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06-20-VII-b

The following resolution was submitted for approval.

Moved by Councilmember Lewis

Supported by Councilmember Woodard

RESOLUTION SETTING PUBLIC HEARING ON CITY OF HIGHLAND PARK WATER AND SEWER RATES

Moved by Councilmember Lewis

Supported by Councilmember Woodard

WHEREAS, the City of Highland Park is seeking to establish new water and sewer rates; and

WHEREAS, before City Council may establish new water rates it must hold a Public Hearing to give citizens a reasonable opportunity to express their input;

NOW THEREFORE BE IT RESOLVED that the Highland Park City Council sets Tuesday, July 5, 2016 at 7:00 p.m. for a Public Hearing regarding establishing new water and sewer rates. Yeas (5), Nays (0), Absent (0).

06-20-VII-c

The following resolution was submitted for approval.

Moved by Councilmember Lewis

Supported by Councilmember Woodard

RESOLUTION TO APPROVE THE PROFESSIONAL SERVICES ENGAGEMENT LETTER FOR THE WOODHILL GROUP, LLC

WHEREAS, the Wood Hill Group, LLC (WHG) provides professional accounting and financial services by working with staff, and elected and appointed officials to help improve the design and implementation of accounting systems and internal controls of municipalities similar to Highland Park; and

WHEREAS, the City of Highland Park seeks to acquire the services of WHG in an effort to improve its overall financial conditions; and

WHEREAS, WHG will act as an independent contractor-not as employees or agents of the City; and

WHEREAS, WHG will charge the City an hourly rate of \$125 for principals of WHG and an hourly rate of \$85 for all other WHG employees, provided the fees shall not exceed \$10,000 per month;

NOW THEREFORE BE IT RESOLVED that the City Council approves WHG's Professional Services Engagement letter to retain WHG as the City of Highland Park's accounting and financial consultants. Yeas (5), Nays (0), Absent (0).

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06-20-VII-d

The following resolution was submitted for approval.

RESOLUTION APPROVING SETTLEMENT AND RELEASE AGREEMENT BETWEEN CITY OF HIGHLAND PARK AND LEXINGTON INSURANCE COMPANY

Moved by Councilmember McClary

Supported by Council Pro Tem McDonald

BE IT RESOLVED that the City Council approves the Settlement and Release Agreement to settle the insurance claim for the loss and/or damage sustained at 12050 Woodward Avenue, 12244 Woodward Avenue, 10 Pitkin and 25 Gerald Street as the result of flood damage. Yeas (5), Nays (0), Absent (0).

06-20-VII-e

The following resolution was submitted for approval.

A RESOLUTION TO ADOPT THE FISCAL YEAR (FY) 2017-2022 WATER AND SEWER CAPITAL IMPROVEMENT PLAN

Moved by Councilmember McClary

Supported by Councilmember Lewis

WHEREAS, pursuant to Chapter 1220 of the City Code of Ordinance, it is the responsibility of the City of Highland Park to approve and control and the City's improvement plans; and

WHEREAS, the City Council has received and reviewed the Water Department Directors recommended Water and Sewer Capital Improvement Plan (CIP) for FY 2017-FY 2022;

WHEREAS, the Highland Park City Council has received comments on the recommended CIP from citizens at a duly advertised public hearing; and

WHEREAS, it is the intent of the Water Department Director that projects shall adhere to the budgeted funds in accordance with projected budgets presented by CIP; and

RESOLVED, that the following six-year capital plan is, and is hereby, approved effective June 20th, 2016, as set forth below:

FY 2017- FY 2022 CAPITAL IMPROVEMENT PLAN

1. Capital Improvement Plan for FY 2017-FY 2022 in the following amounts:
 - a. Hydrant Repair/Replacements \$864,000
 - b. Valve Replacements \$1,580,000
 - c. Water NW Corner \$3,294,660
 - d. Water Main Gerald St. \$472,140
 - e. Water Main Glendale \$528,900
 - f. Water Main Candler \$340,560
 - g. Water Main Oakman \$753,360
 - h. Water Main John Glen \$178,020
 - i. Water Main Oakland \$20,640
 - j. Water Main SE Corner \$162,540
 - k. Water Main Cottage Grove \$100,620
 - l. Cross Connection Program \$140,000
 - m. Locate & Repair System Leaks \$240,000
 - n. New Water \$2,300,000
 - o. DWSD Meter Vault \$800,000
 - p. Replace All 6" Main with 8" \$19,000,000
 - q. PRV at North End of City \$500,000
 - r. Permanent DWSD Water Meters \$2,400,000
 - s. New Water Treatment Plan \$15,000,000

RESOLVED FURTHER, that the Water Department Director is authorized to take all necessary actions to give this resolution effect. Yeas (5), Nays (0), Absent (0).

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06-20-VII-f

The following resolution was received for approval.

RESOLUTION APPROVING RETENTION OF POP UP EVENTS AS PRESS SECRETARY CONTRACTOR FOR THE CITY OF HIGHLAND PARK

Moved by Council Pro Tem McDonald

Supported by Councilmember Lewis

Whereas, THE City of Highland Park is in need of the professional expertise of a Press Secretary, who would write press releases, conduct press conferences, ensure communication strategy that reflects the City and the Mayor's strategic vision, implement social and media strategies, manage media relationships, and grow community support; and

WHEREAS, Pop Up Events is a public relations, marketing, and production agency that is well qualified to strengthen the City's image, address concerns, and communicate with the media in a consistent, yet meaningful way to bring fresh, new, innovative strategies, including PR development; and

WHEREAS, Pop Up Events will be retained as a 1099 contractor, on a month to month basis, at a rate of \$1,200 per month; and

WHEREAS, retainer fees are due in full initially before any work is rendered, thereafter fees are dues the 25th of each month;

NOW THEREFORE BE IT RESOLVED that the City Council approves the retention of Pop Up Events as a Press Secretary Contractor for the City of Highland Park;

BE IT FURTHER RESOLVED that the City Council approves the payment of the initial retainer fee in the amount of \$1,200 in order for Pop Up Events to commence work. Yeas (3), Nays (2) Councilmember Woodard and Council President Patrick, Absent (0).

CITY COUNCIL

06-20-VIII

The following resolution was submitted for approval.

RESOLUTION AUTHORIZING THE PURCHASE OF LAPTOPS FOR HIGHLAND PARK CITY COUNCIL

Moved by Council Pro Tem McDonald

Supported by Councilmember McClary

BE IT RESOLVED that the Highland Park City Council hereby approves the purchase of 5 laptop computers for the Highland Park City Council in the amount of Five Thousand Two Hundred Sixty Dollars and sixty five cents (\$5,260.65).

FURTHER BE IT RESOLVED that two (2) additional laptops and an independent scanner be included in the purchase for the clerk's office. Yeas (5), Nays (0), Absent (0).

CITY CLERK

06-20-IX-a

The Clerk submitted the following Park Rental application for approval.

The Clerk submitted a Park Rental application from Highland Park Alumni Group to use Storen Park on August 6, 2016 for a picnic from 9 a.m. until 9 p.m.

Moved by Councilmember McClary

Supported by Council Pro Tem McDonald

To approve Highland Park Alumni Group park rental application to use Storen Park on August 6, 2016 from 9 a.m. to 9 p.m. Yeas (5), Nays (0), Absent (0).

COMMUNITY DEVELOPMENT

06-20-X

The following resolution was submitted for approval.

RESOLUTION TO APPROVE PURCHASE OF RESIDENTIAL VACANT LOT LOCATED AT 218 MONTEREY

Moved by Councilmember McClary

Supported by Councilmember Woodard

WHEREAS, in accordance with Section 3-1 of the Charter of the City of Highland Park, "the City shall have power to manage and control the finances, rights, interests, buildings, and property: of the City; and

WHEREAS, the City of Highland Park holds in its inventory a surplus of City owned parcels that are not producing a taxable, habitable and general benefit to the City and its residents; and

WHEREAS, it is the goal of the City to decrease the number of City owned parcels and return them to productive use; and

WHEREAS, the City of Highland Park is the owner of the property located at 218 Monterey, parcel ID number 43 017 01 0200 002; and

WHEREAS, the City received an offer to purchase 218 Monterey from Glenn and Chinenye Brye of Highland Park, MI; and

WHEREAS, Glenn and Chinenye Brye meets the criteria approved by the City Council for the offer to Purchase program and agrees to comply with the provisions of the City's Policy & Procedure regarding such purchases;

NOW HEREBY BE IT RESOLVED that the Highland Park City Council approve the sale of the vacant lot located at 218 Monterey, Highland Park, MI at the cost of \$250.00 to Glenn and Chinenye Brye. Yeas (5), Nays (0), Absent (0).

FINANCE

06-20-XI-a

The following resolution was submitted for approval.

TO AMEND THE GENERAL FUND ACTIVITY BUDGET AND SPECIAL REVENUE FUNDS AS PRESENTED BY THE FINANCE DEPARTMENT AND MAYOR HUBERT YOPP AS OF JUNE 20, 2016 FOR THE FISCAL YEAR 2015-2016

**Moved by Councilmember Woodard
Supported by Councilmember Lewis**

WHEREAS, the City of Highland Park is required by the State of Michigan to periodically amend the annual operating budget to accurately reflect current operations; and

WHEREAS, members of the Highland Park City Council held a meeting on June 20, 2016 to review General Fund and special revenue budget amendments for the year ending June 30, 2016;

WHEREAS, the Finance Department has reviewed the current general fund expenditures for the year ending June 30, 2016 and would like to submit to the Highland Park City Council proposed budget amendments; (on file in clerk's office)

NOW THEREFORE BE IT RESOLVED that the Highland Park City Council adopts the amended General Fund activity budget and Special Revenue Funds as presented by the finance department and Mayor Hubert Yopp.

BE IT FINALLY RESOLVED that a copy of this resolution becomes a part of the official records of the city of Highland Park. Yeas (4), Nays (1) Councilmember McClary, Absent (0).

06-20-XI-b

The month ending April 30 2016 financial statement was submitted by the Finance Director.

The month ending April 30, 2016 financial statement was ordered received and file.

FIRE DEPARTMENT

06-20-XII-a

The following request was submitted from Chief Coney.

The Highland Park Fire department has received a grant for physical fitness equipment and wishes the Highland Park government body to accept the grant on the fire department behalf.

Moved by Councilmember McClary

Supported by Councilmember Lewis

To accept 555 Fire Department Fitness grant on behalf of the fire department. Yeas (5), Nays (0), Absent (0).

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06-20-XII-b

The following request was submitted by Chief Coney.

Re: Old Fire Engine Disposal

The City of Highland Park Fire Department has in its surplus a 1990 E-One Fire engine that need to be dispose. The truck has 206,000 mile and 6,700 pump hours.

The apparatus is not reparable given the age and wear on the vehicle; refurbishing the vehicle would be too costly. The truck will be sold to the public at auction. Yeas (5), Nays (0), Absent (0).

OUTSIDE COMMUNICATION

06-20-XIII

The following communication was received from Next Generation Community Organizers.

Re: One day usage of the Park located between Massachusetts, California off Woodward and attached to City Hall's parking lot.

Again it's neighborhood day in the park! NGCO is hosting neighborhood day along with ARISE Detroit, and Woodward Ave Antiques Market in neighborhoods all over Wayne County.

Highland Park community will be sharing gardening tips, healthy eating tips networking with our neighbors, providing vintage items, lots of fun, kids back to school backpacks, school supplies, haircuts, healthy snacks, etc. and there will be a DJ for music on this fun neighborhood day. We need this location as our hub for activities, communication and gathering. Please except this request for location approval on:

Saturday, August 6, 2016 10 a.m. – 4 p.m.

Insurance coverage is completed; however, payment is pending approval of lot.

The above communication was ordered received and file.

ADJOURNMENT:

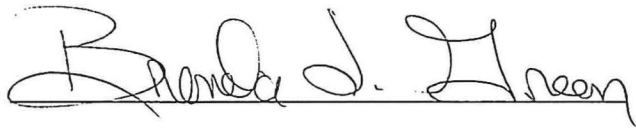
Moved by Councilmember McClary

Supported by Councilmember Woodard

To adjourn this meeting; motion carried; meeting adjourned at 10:45 p.m.

CERTIFICATE

I, hereby certify that the attached is a copy of the proposed minutes of a Regular Meeting held on the 20th day of June 2016 and that said proposed minutes are available for public inspection at the address designated on the posted public notice.

A handwritten signature in black ink, reading "Brenda J. Green". The signature is written in a cursive style with a horizontal line underneath the name.

Brenda J. Green, City Clerk

