

Regular Meeting of the City Commission  
Tuesday, August 16, 2022  
7:30 p.m.  
Huntington Woods City Hall  
Agenda

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF CONSENT AGENDA**

All items listed under the Consent Agenda are considered routine by the City Commission and will be enacted in one motion. There will be no separate discussion on these items unless a Commission member so requests, in which event the item(s) will be removed from the Consent Agenda and added to the Regular Agenda at the end of the items of business.

1. Regular Meeting Minutes of July 5, 2022
2. Approval of Warrant 391
3. Civic Event Permit - Detroit Zoological Society Run Wild 5k
4. Civic Event Permit – Don't Engage in Road Rage 5k.
5. Reports and Minutes
  - a. Senior Advisory Committee – May 19, 2022
  - b. Arts and Garden Board – May 26, 2022
  - c. Parks and Recreation Advisory Board – May 31, 2022
  - d. Arts and Garden Board – June 15, 2022
  - e. Library Advisory Board – June 20, 2022
  - f. Planning Commission – June 27, 2022
  - g. Parks and Recreation Advisory Board – June 29, 2022
  - h. Zoning Board of Appeals – July 11, 2022
  - i. Treasurer's Report May 2022

**COMMUNICATIONS**

1. Letter of resignation from Elizabeth Zerwekh from the Anti-Racism Advisory Committee.
2. State Tax Commission Audit of Minimum Assessing Requirements – Huntington Woods
3. Official Federal Service Mark Registration – City of Huntington

**COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS**

**PUBLIC PARTICIPATION**

**ITEMS OF BUSINESS**

1. Award Presentation: Citizen of the Year – Jim Speir
2. Resolution R- 2022: Matter of consideration to approve the 2022 Master Plan Update.
3. Resolution R- 2022: Matter of consideration to approve the appointment of Ethan Haan to the ICCA Board.
4. Receive and File: Insurance Services Office (ISO) Report on Public Protection Classification (PPC) Rating.
5. Discussion/Update: Initiation of Petition for Recreational Marihuana.
6. Boards, Commissions and Committee Appointments: Matter of new appointments of residents to various Boards, Commissions and Committees.

## **CITY MANAGER'S REPORT ADJOURNMENT OF REGULAR CITY COMMISSION MEETING**

Public Expression is encouraged. Comments are invited on each Agenda item when that item comes up for consideration. Matters not listed on the Agenda may be addressed under "Public Participation". Please be advised that the Commission Meetings are usually attended by the media and cablecast live, in addition to being re-cablecast following the meeting. The City of Huntington Woods will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed material being considered at the meeting, to individuals with disabilities attending the meeting upon three working days' notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Tim Rowland, ADA Coordinator, Huntington Woods City Hall, 26815 Scotia, Huntington Woods, MI 48070, (248 581-2640). Deaf-Tel (1-248-541-1180).

# Consent Agenda #1

CITY OF HUNTINGTON WOODS  
REGULAR MEETING OF THE CITY COMMISSION  
MINUTES  
**July 5, 2022**  
7:30 p.m.  
City Hall  
**DRAFT**

Mayor Paul called the Meeting to order at 7:30 p.m.

**PRESENT:** Mayor Bob Paul, Mayor Pro Tem Elder, Commissioner Olsman  
Commissioner Rozell, and Commissioner Jenks

**ABSENT:** None

City Staff Present: City Manager Wilson,  
Finance Director/Treasurer Haan, City Clerk Barckholtz, and City  
Attorney Zalewski

## **APPROVAL OF AGENDA**

Moved by Commissioner Jenks and seconded by Mayor Pro Tem Elder  
to approve the July 5, 2022 agenda as presented.

Ayes: Paul, Elder, Rozell, Jenks, Olsman

Nays: None

Absent: None

**The Motion Carried.**

## **APPROVAL OF CONSENT AGENDA**

Moved by Commissioner Rozell and seconded by Commissioner Olsman  
to approve the July 5, 2022 Consent Agenda as presented.

Ayes: Paul, Elder, Jenks, Rozell, Olsman

Nays: None

Absent: None

**The Motion Carried.**

## **COMMUNICATIONS**

1. Letter to the City of Berkley regarding the proposed Butter Provisioning Center.

**Commissioner Comments:**

Commissioner Jenks noted that the letter is strongly worded and covers all the issues.

**COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS**

None

**PUBLIC PARTICIPATION:**

**Harold Stack – Huntington Woods resident:**

Asked that the minutes from May 17, 2022 better reflect his comments made at that meeting regarding the policy for City vehicle usage.

**RESOLUTION R-32-2022:**

Matter of consideration to approve the City Manager to execute Quote VC3Q22459 from IT Right in an amount not to exceed \$14,383.28 for server upgrades and installation.

Moved by Commissioner Olsman and seconded by Commissioner Jenks to approve the City Manager to execute Quote VC3Q22459 from IT Right in an amount not to exceed \$14,383.28 for server upgrades and installation.

**Public Comment:**

**Jay Schwartz – Huntington Woods resident:**

Questioned whether Cyber Security is called out in the contract with IT Right.

Ayes: Paul. Elder, Jenks, Olsman, Rozell

Nays: None

Absent: None

**The Motion Carried.**

**RESOLUTION R-33-2022:**

Matter of consideration to receive and file the MERS Annual Actuarial Valuation as of 12/31/2022.

Moved by Commissioner Rozell and seconded by Mayor Pro Tem Elder to receive and file the MERS Annual Actuarial Valuation as of 12/31/2022.

**Commissioner Comments:**

Commissioner Rozell noted that this is the best level of funding this pension plan has been on since starting his term on the City Commission. The City should be proud of the improvement.

Ayes: Paul, Elder, Jenks, Rozell, Olsman

Nays: None

Absent: None

**The Motion Carried.**

**RESOLUTION R-34-2022:**

Matter of consideration to approve the WideOpenWest Michigan, LLC Active Uniform Video Service Local Franchise Agreement Renewal (Video Franchise Agreement”).

Moved by Commissioner Olsman and seconded by Commissioner Jenks to approve the WideOpenWest Michigan, LLC Active Uniform Video Service Local Franchise Agreement Renewal (Video Franchise Agreement”).

**Commissioner Comments:**

Commissioner Jenks noted he would like to see an updated WOW video service footprint.

Ayes: Paul, Elder, Olsman Jenks, Rozell

Nays: None

Absent: None

**The Motion Carried.**

**ORDINANCE NO. \_\_\_\_\_ :**

Matter of consideration of the Adopting of an Ordinance to amend the Chapter 40, Zoning, Article 9, Sustainable Design and Environmental Standards, to Replace in its entirety section 9.03, Solar Structures and Easements; and to Provide Penalties for Violations thereof. (Second Reading)

Moved by Commissioner Jenks and seconded by Commissioner Olsman to approve an adoption of an Ordinance to amend the Chapter 40, Zoning, Article 9, Sustainable Design and Environmental Standards, to Replace in its entirety section 9.03, Solar Structures and Easements; and to Provide Penalties for Violations thereof.

**Public Comments**

**Jay Schwartz – Huntington Woods Resident**

Noted multiple objections to the proposed ordinance.

Ayes: Paul, Elder, Jenks, Olsman, Rozell  
Nays: None  
Absent: None  
**The Motion Carried.**

### **CITY MANAGER'S REPORT**

- The Juneteenth event was a success and well attended. Thanked the Anti-Racism Advisory Committee for their hard work in preparation.
- The 4<sup>th</sup> of July Fireworks display went well.
- Ethan Haan has accepted the position as Finance Director/Treasurer.
- Will be working on the City's photo policy after some concerns were noted at the Recreation Center.
- There was a pre-construction meeting with contractors for water main and road work starting in July.
- This Friday at 1:00 p.m., a group of residents and City staff will be trimming the plants at Scotia Park returning it closer, back to the original design.
  - Commissioner Rozell requested that the car usage policy be done in writing and suggested that if that information is requested, the person completes a FOIA.
  - Commissioner Olsman suggested a log be implemented for City car usage.
- Manager Wilson noted he will implement these suggestions.
  - Commissioner Elder noted that concerned residents regarding the car usage policy contact the City Manager versus attending these meetings.

### **ADJOURNMENT:**

Moved by Commissioner Rozell and seconded by Commissioner Olsman to adjourn the regular City Commission meeting.

Ayes: Paul, Olsman, Elder, Rozell, Jenks  
Nays: None  
Absent: None  
**The Motion Carried, meeting adjourned at 8:07 p.m.**

Heidi Barckholtz, City Clerk

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Robert F. Paul, III, Mayor

DRAFT

## **Consent Agenda #2**

### **AGENDA ITEM WARRANT #391**

## **RESOLUTION**

Moved by Commissioner \_\_\_\_\_ Supported by Commissioner \_\_\_\_\_ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by August 10th, 2022 and paid between July 1st and August 10th, 2022 on pages 1 through 11 in the amount of \$859,973.33 to be approved and paid, subject to full audit.



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 6 FLAGSTAR BANK - AP ACCT						
07/01/2022	6	43832	08584	KING PANCAKE CO	PANCAKE BREAKFAST	360.00
07/01/2022	6	43833	MISC	KNOLL, DAVID B	BD Bond Refund	275.00
07/07/2022	6	43834	11049	11 MILE TRUCK FRAME & AXLE	WINDOW ENVELOPES	22.99 V
07/07/2022	6	43835	03659	AFLAC	PAYROLL DEDUCTION	356.64
07/07/2022	6	43836	09977	JOSEPH AJLOUNY	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43837	11452	ALLISON KROFF BENGHIAT	STEMENGINEERING CAMP INSTRUCTOR PAYMENT	980.00
07/07/2022	6	43838	10951	AMAZON CAPITAL SERVICES INC	JANITORIAL SUPPLIES	89.72
					PLASTIC TABLE COVERING	53.54
					JUNETEENTH ART TABLE SUPPLIES	107.45
					TABLE CLIPS FOR TABLE CLOTHS	155.88
					REC SUPPLIES RETURN	(22.99)
						383.60
07/07/2022	6	43839	00017	BAKER & TAYLOR BOOKS	BOOKS	76.47
07/07/2022	6	43840	04552	MARK BELL	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43841	11333	AMY BERRY	MEETING MINUTE RECORDING	90.00
07/07/2022	6	43842	09650	BLUE BIRD LANDSCAPING LLC	LAWN CUTTING	145.00
07/07/2022	6	43843	09978	JASON BROCKDORFF	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43844	11229	CENGAGE LEARNING INC	BOOKS	30.39
07/07/2022	6	43845	08558	CREATIVE ARTS STUDIO OF ROYAL OAK	CAMP FIELD TRIP	240.00 V
07/07/2022	6	43846	06182	WILLIAM CUDNEY	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43847	MISC	DARE, CONOR J	BD Bond Refund	75.00
07/07/2022	6	43848	00045	DEMCO	CIRC. MATERIALS	121.08
07/07/2022	6	43849	10172	JOHN DIJANNI	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43850	00047	DTE ENERGY-STREETLIGHTING	STREETLIGHTING	5,870.55
07/07/2022	6	43851	05347	DUNBAR CONSTRUCTION	BOND REFUND - 13163 WINCHESTER	120.00
07/07/2022	6	43852	00056	DURST	BUILDING SUPPLIES	309.45
07/07/2022	6	43853	02358	FIRE DEFENSE EQUIPMENT CO	FIRE ALARM SERVICE CALL	431.25
07/07/2022	6	43854	05194	GORDON FOOD SERVICE	4TH OF JULY WEEKEND EVENT SUPPLIES	272.95
07/07/2022	6	43855	03798	GRAINGER	RATCHETING WRENCH	317.40
07/07/2022	6	43856	11454	HALE OAL	HURRICANE COACHING PAY	333.33
07/07/2022	6	43857	MISC	HAMTOWN HOLDINGS	BD Bond Refund	500.00
07/07/2022	6	43858	10910	HART INTERCIVIC, INC	ANNUAL TABULATOR SERVICE AGREEMENT	4,523.33
07/07/2022	6	43859	11451	HELEN ROSS	SENIOR PROGRAM REFUND	25.00
					SENIOR PROGRAM REFUND	30.00
						55.00
07/07/2022	6	43860	11450	JANE FAIRFIELD	SENIOR PROGRAM REFUND	25.00
07/07/2022	6	43861	11304	JCR SUPPLY INC	TRASH CAN LINERS	246.90
07/07/2022	6	43862	11448	JENNIFER FURLONG	REIMBURSEMENT FOR PATRIOTIC BALLOONS	15.90
					4TH OF JULY SUPPLIES	15.53
						31.43
07/07/2022	6	43863	11449	JESSICA KESSLER	CAMP REFUND	290.00
07/07/2022	6	43864	11453	JOAN LEE	SENIOR PROGRAM REFUND	25.00
07/07/2022	6	43865	04943	JOE'S AUTO PARTS	AUTO PARTS	111.72
07/07/2022	6	43866	05223	JASON JORDAN	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43867	MISC	KHURALLAH, MICHAEL	UB refund for account: 2002970	426.59
07/07/2022	6	43868	07579	LANDSCAPE FORMS INC	MARY KAY DAVIS PARK BENCH	3,280.70
07/07/2022	6	43869	05374	LB OFFICE PRODUCTS	OFFICE SUPPLIES	141.89
07/07/2022	6	43870	10171	JON LENCES	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43871	10764	LEXISNEXIS RISK SOLUTIONS	MONTHLY SUBSCRIPTION FEE	50.00
07/07/2022	6	43872	00543	THE LIBRARY NETWORK	SHARED FIBER COST	38.95
07/07/2022	6	43873	11003	LINGO COMMUNICATIONS	ALARM LINES	139.73

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/07/2022	6	43874	00946	LITTLE CREATURES CO	FISH TANK CLEANING	75.00
07/07/2022	6	43875	11119	BRIAN LUTHER	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43876	11140	METRO WIRELESS	PHONE AND INTERNET AUGUST 2022	495.33
07/07/2022	6	43877	01959	MICHIGAN ASSOC. OF MAYORS	MEMBERSHIP DUES	85.00 V
					MEMBERSHIP DUES	85.00 V
						<u>170.00</u>
07/07/2022	6	43878	11455	MICHIGAN WEBS	LIBRARY PROGRAM PRESENTER PAYMENT	300.00
07/07/2022	6	43879	06373	MIDWEST TAPE, LLC	MEDIA	93.71
					MEDIA	103.45
						<u>197.16</u>
07/07/2022	6	43880	10808	MPARKS	MEMBERSHIP DUES	750.00
07/07/2022	6	43881	10971	NATURAL COMMUNITY SERVICES	TRIM/WEED SCOTIA PARK	425.00
					STATUE PARK WEEDING	150.00
						<u>575.00</u>
07/07/2022	6	43882	05522	MICHAEL NIELSEN	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43883	00331	NOWAK & FRAUS	MENS CLUB FIELD IMPROVEMENTS	2,070.00
07/07/2022	6	43884	10550	MELISSA PURDY	CAMP REFUND	69.00
07/07/2022	6	43885	11456	OVERDRIVE, INC	EBOOKS AND AUDIOBOOKS	432.66
07/07/2022	6	43886	06488	POOLS & SPAS A GO GO, INC.	POOL CHEMICALS	159.80 V
07/07/2022	6	43887	05018	PREMIER BUSINESS PRODUCTS INC.	COPIER METER	90.00
					COPIER METER	90.00
					COPIER METER	174.39
						<u>354.39</u>
07/07/2022	6	43888	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT	1,349.40
					YORK STREET ISLAND BED CLEANUP	1,905.00
						<u>3,254.40</u>
07/07/2022	6	43889	11390	PYROTECNICO FIREWORKS, INC	FIREWORKS DISPLAY 2ND PAYMENT	15,000.00
07/07/2022	6	43890	00108	RKA PETROLEUM COMPANIES, INC.	REGULAR FUEL	2,898.86
07/07/2022	6	43891	00407	ROAD COMMISSION FOR OAKLAND COUNTY	TRAFFIC SIGNAL MAINTENANCE	151.24
07/07/2022	6	43892	MISC	SAYLERS, CRAIG	BD Bond Refund	150.00
07/07/2022	6	43893	07311	TRACY SHANLEY	REIMBURSEMENTS FOR CIVIC AWARD AND TEEN	88.86
07/07/2022	6	43894	11143	SHARE CORPORATION	BOOTS FOR MIKE FLEVARIS	189.13
07/07/2022	6	43895	10038	JACLYN SIEKTERKA	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43896	MISC	SILVA CUSTOM DESIGN LLC	BD Bond Refund	500.00
07/07/2022	6	43897	00210	SOC WATER AUTHORITY	WATER PURCHASES	44,124.16
07/07/2022	6	43898	04087	BILLY SPENCER	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43899	05759	DAN STEEBY	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43900	11323	STEVEN H. SCHWARTZ & ASSOCIATES	LABOR ATTORNEY WORK	43.75
07/07/2022	6	43901	11457	TIYA PATEL	FIRST AID CERTIFICATION REIMBURSEMENT	85.00
					BACKGROUND CHECK	64.25
						<u>149.25</u>
07/07/2022	6	43902	MISC	TRESNAK CONSTRUCTION INC	BD Bond Refund	117.00
07/07/2022	6	43903	11287	TRUE CUT TREE SERVICE	TREE CUTTING AND REMOVAL	66,100.00
07/07/2022	6	43904	11299	VHM ENTERPRISES, INC	JANITORIAL SERVICES JULY 2022	3,455.00
07/07/2022	6	43905	MISC	WALLSIDE WINDOWS	BD Bond Refund	180.00
07/07/2022	6	43906	07343	BENJAMIN ZAWACKI	UNIFORM ALLOWANCE	900.00
07/07/2022	6	43907	11311	JASON ZIMMERMAN	UNIFORM ALLOWANCE	900.00

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS  
CHECK DATE FROM 07/01/2022 - 08/10/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/08/2022	6	43908	05802	CLARENCE BENNETT	UNIFORM ALLOWANCE	900.00
07/14/2022	6	43909	07860	21ST CENTURY NEWSPAPERS	ADVERTISEMENTS	149.75
07/14/2022	6	43910	10833	ABSOPURE WATER COMPANY	PUBLIC SAFETY WATER	71.30
					WATER FOR PUBLIC SAFETY	55.90
					WATER COOLER FOR PUBLIC SAFETY	12.00
						139.20
07/14/2022	6	43911	00641	ADVANCED LIGHTING AND SOUND INC.	PEG ENCODER REPAIR	2,185.00
07/14/2022	6	43912	03659	AFLAC	DISABILITY INSURANCE	356.64
07/14/2022	6	43913	00004	MICHIGAN AFSCME COUNCIL 25	UNION DUES	166.00
07/14/2022	6	43914	10951	AMAZON CAPITAL SERVICES INC	TIE DYE CAMP SUPPLIES	118.28
					CAMP SUPPLIES	31.98
					CAMP SUPPLIES	84.16
					CAMP SUPPLIES	28.99
					CAMP SUPPLIES	4.99
					OFFICE SUPPLIES	167.19
					CAMP SUPPLIES	97.35
					NOTEBOOKS	14.99
					4TH OF JULY CAMP SUPPLIES	37.51
					CAMP SUPPLIES	29.95
					4TH OF JULY SUPPLIES	29.98
					ENVELOPES	22.99
					DISCS FOR VIDEO PLAYBACK	24.48
						692.84
07/14/2022	6	43915	MISC	AMERICAN MODERN ROOFING	BD Bond Refund	140.00
07/14/2022	6	43916	00011	APOLLO FIRE EQUIPMENT CO	PUMP TEST	891.57
					VEHICLE REPAIR	937.77
					MSA G1 HARD CARRY CASE	242.03
						2,071.37
07/14/2022	6	43917	09447	APPLIED IMAGING	COPIER METER	144.53
07/14/2022	6	43918	MISC	AT-LESS DRAIN CLEANING	BD Bond Refund	1,000.00
07/14/2022	6	43919	10924	AXON ENTERPRISES, INC	TASER INSTRUCTOR PAYMENT	375.00
07/14/2022	6	43920	MISC	BEN-ZE'EV, ABRAHAM	BD Bond Refund	1,000.00
07/14/2022	6	43921	00410	CITY OF BERKLEY	ANIMAL CONTROL/DISPATCH SERVICES	23,000.00
07/14/2022	6	43922	00023	BIG D LOCK CITY	LOCKOUT SERVICE CALL	98.00
07/14/2022	6	43923	04117	BOB'S SANITATION SERVICE	PORTA POTTY	90.00
07/14/2022	6	43924	11386	BRAD ANDERSON	CAMP REFUND	78.00
07/14/2022	6	43925	08834	BROWN EQUIPMENT CO INC	EQUIPMENT MAINTENANCE	3,776.32
07/14/2022	6	43926	10705	CANFIELD EQUIPMENT SERVICE, INC	CODE ENFORCEMENT VEHICLE DECALS	533.82
07/14/2022	6	43927	MISC	CAVEYS CUSTOM DECKS	BD Bond Refund	200.00
07/14/2022	6	43928	07736	CINTAS CORPORATION #31	MAT CLEANING	12.14
					MAT CLEANING	14.76
					BUILDING SUPPLIES	67.60
					MAT CLEANING	22.26
						116.76
07/14/2022	6	43929	10586	CMP DISTRIBUTORS INC	NEW DEPARTMENT GUN	1,124.00
07/14/2022	6	43930	00040	CONSUMERS ENERGY	NATURAL GAS	343.18
					NATURAL GAS	99.21
					NATURAL GAS	2,732.88
					NATURAL GAS	15.00
						3,190.27

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/14/2022	6	43931	10989	CONTRACTORS FENCE	GATE INSTALLATION	2,195.90
07/14/2022	6	43932	07501	CRANDALL-WORTHINGTON INC	DISINFECTANT RECREATION SUPPLIES RECREATION SUPPLIES	133.05 584.95 187.59
						905.59
07/14/2022	6	43933	06403	EAGLE LANDSCAPING & SUPPLY CO.	CEDAR MULCH MASON SAND	138.00 96.00
						234.00
07/14/2022	6	43934	10120	EHIM	MEDICAL WRAP FEE CLAIMS FUNDING CLAIMS FUNDING	616.00 9,457.29 10,052.78
						20,126.07
07/14/2022	6	43935	10130	ELECTION SOURCE	METAL ELECTION SIGNS	312.20
07/14/2022	6	43936	04729	ANDY FAIRMAN	BASEBALL CAMP	1,980.00
07/14/2022	6	43937	07934	FEDEX KINKO'S	PRINTING	59.19
07/14/2022	6	43938	MISC	GARDNER BUILDERS INC	BD Bond Refund	235.00
07/14/2022	6	43939	05194	GORDON FOOD SERVICE	4TH OF JULY CAMP SUPPLIES 4TH OF JULY SUPPLIES	43.96 1,339.76
						1,383.72
07/14/2022	6	43940	11458	GREG GLICKFIELD	POOL REFUND	290.00
07/14/2022	6	43941	02161	GUNNERS METER & PARTS	METER SUPPLIES	2,190.00
07/14/2022	6	43942	10744	TARA HAYES	JULY 2022 FILM DISCUSSION	200.00
07/14/2022	6	43943	09374	HELPERNET	EMPLOYEE ASSISTANCE PROGRAM	382.05
07/14/2022	6	43944	10624	HURRICANE SWIM TEAM	TEAM FEES	4,700.00
07/14/2022	6	43945	09586	ITEDIUM, INC.	COBRA	25.00
07/14/2022	6	43946	11459	JANESSA THOMAS	POOL REFUND	236.00
07/14/2022	6	43947	10788	JAY'S SEPTIC TANK SERVICE	PORTA POTTY PORTA POTTY	270.00 140.00
						410.00
07/14/2022	6	43948	11242	KCI	BALLOT TRACKING	597.14
07/14/2022	6	43949	10057	KIESLER'S POLICE SUPPLY INC	AMMUNITION	1,166.35
07/14/2022	6	43950	MISC	KOPASETIC DECKS	BD Bond Refund	75.00
07/14/2022	6	43951	05374	LB OFFICE PRODUCTS	OFFICE SUPPLIES OFFICE SUPPLIES	85.48 48.10
						133.58
07/14/2022	6	43952	10171	JON LENCES	REIMBURSEMENT FOR MEN'S UNIFORM PANT	76.59
07/14/2022	6	43953	00110	LIGHTING SUPPLY CO	LIGHTBULBS LIGHTBULB RETURN	94.05 (47.25)
						46.80
07/14/2022	6	43954	MISC	MATRIX BASEMENT SYSTEMS INC	BD Bond Refund	862.00
07/14/2022	6	43955	09565	METAL MART U.S.A.	DPW SUPPLIES	50.06
07/14/2022	6	43956	11460	MICHAEL BORKIN	CAMP REFUND	360.00
07/14/2022	6	43957	01959	MICHIGAN ASSOC. OF MAYORS	2022 MEMBERSHIP DUES	85.00
07/14/2022	6	43958	05346	MICHIGAN GRAPHICS & AWARDS	CIVIC AWARD PLAQUES	224.80

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/14/2022	6	43959	01805	MICHIGAN MUNICIPAL LEAGUE	FINANCE DIRECTOR JOB POSTING	43.68
07/14/2022	6	43960	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS POOL CHEMICALS	1,771.80 681.50 2,453.30
07/14/2022	6	43961	07200	NYE UNIFORM	UNIFORMS FOR PSO LOWERY UNIFORMS FOR PSO LOWERY	1,302.60 1,281.65 2,584.25
07/14/2022	6	43962	00166	OAKLAND COUNTY	CLEMIS USAGE FEES SEWAGE DISPOSAL SERVICES	3,132.00 98,984.32 102,116.32
07/14/2022	6	43963	09472	OAKLAND SCHOOLS	PRINTING WATER BILLS	273.40
07/14/2022	6	43964	00181	POLICE OFFICERS ASS'N OF MICH	UNION DUES	398.64
07/14/2022	6	43965	10630	POLICE OFFICERS LABOR COUNCIL	UNION DUES	452.25
07/14/2022	6	43966	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT	1,349.40
07/14/2022	6	43967	11066	RED GUARD FIRE & SECURITY	FIRE SYSTEM MONITORING	309.00
07/14/2022	6	43968	09718	REVIZE LLC	WEBSITE TECH SUPPORT ANNUAL FEES	2,575.00
07/14/2022	6	43969	00108	RKA PETROLEUM COMPANIES, INC.	REGULAR FUEL	2,475.58
07/14/2022	6	43970	MISC	ROOF ONE	BD Bond Refund	214.00
07/14/2022	6	43971	07311	TRACY SHANLEY	REIMBURSEMENT - HOT DOG SUPPLIES REIMBURSEMENT - PANCAKE BREAKFAST SUPPLI REIMBURSEMENT - PET SHOW SUPPLIES	44.72 15.90 19.46 80.08
07/14/2022	6	43972	06187	SIGNATURE FORD	2022 FORD F-250	31,041.00
07/14/2022	6	43973	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	18,164.00
07/14/2022	6	43974	11400	TASTE: A COOK'S PLACE	INSTRUCTOR PAYMENT - JUNE 16TH PROGRAM	300.00
07/14/2022	6	43975	05639	TERMINAL SUPPLY CO.	DPW SUPPLIES	192.56
07/14/2022	6	43976	08166	TRUCK & TRAILER SPECIALTIES INC	EQUIPMENT SUPPLIES	15,655.50
07/14/2022	6	43977	09912	KRIS TRUZZI	CONCERT IN THE PARK JULY 2022	700.00
07/14/2022	6	43978	11269	VIRTUAL ACADEMY	VIRTUAL ACADEMY TRAINING	945.00
07/14/2022	6	43979	MISC	WALLSIDE WINDOWS	BD Bond Refund	75.00
07/14/2022	6	43980	00594	WONSEY TREE SERVICE INC.	SPOIL DIRT	3,360.00
07/14/2022	6	43981	07255	WOW INTERNET AND CABLE	CABLE CABLE	575.96 (50.33) 525.63
07/14/2022	6	43982	00249	ZIP PRINTING	BUSINESS CARDS FOR SGT DIJANNI	60.00
07/21/2022	6	43983	11464	RELE SAFE WARREN	GUN SAFE	799.00
07/21/2022	6	43984	10951	AMAZON CAPITAL SERVICES INC	UNDER BED GUN SAFE POLICE LINE BARRICADE TAPE CAMP SUPPLIES CAMP SUPPLIES CAMP SUPPLIES	499.99 77.34 39.98 28.93 32.47 678.71
07/21/2022	6	43985	09447	APPLIED IMAGING	COPPER METER	30.90
07/21/2022	6	43986	11316	AVENTRIC TECHNOLOGIES	AED MACHINES	2,390.00
07/21/2022	6	43987	00017	BAKER & TAYLOR BOOKS	BOOKS	111.20

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/21/2022	6	43988	00023	BIG D LOCK CITY	BOOKS	7.42
07/21/2022	6	43989	11284	BLACKSTONE PUBLISHING	BOOKS	12.04
					BOOKS	162.15
						292.81
07/21/2022	6	43990	07754	BLUE CROSS BLUE SHIELD OF MICH	NEW KEY	4.00
					AUDIO BOOKS	201.20
07/21/2022	6	43991	00027	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE - ACTIVE	108,026.31
07/21/2022	6	43992	11463	BLUE SHEEPDOG TACTICAL	INSURANCE UNDER 65	20,646.76
07/21/2022	6	43993	08779	BS & A SOFTWARE	LIFE INSURANCE OVER 65	4,546.52
07/21/2022	6	43994	07736	CINTAS CORPORATION #31		133,219.59
07/21/2022	6	43995	00040	CONSUMERS ENERGY	MEDICARE ADVANTAGE	22,525.14
07/21/2022	6	43996	09945	CONTI CORPORATION	PATROL RIFLE EQUIPMENT	22,525.14
					PERMIT APPLICATION SUBMISSION	467.00
					BUILDING SUPPLIES	134.00
					NATURAL GAS	58.89
						23.23
07/21/2022	6	43997	10542	COOL THREADS EMBROIDERY	EXHAUST FAN WORK AT LIBRARY	3,268.93
07/21/2022	6	43998	00045	DEMCO	POOL HEATER REPAIRS	3,028.00
					POOL BOILER REPAIRS	2,276.68
					POOL BOILER REPAIRS	3,195.98
					POOL HEATER REPAIRS	2,412.35
						14,181.94
07/21/2022	6	43997	10542	COOL THREADS EMBROIDERY	PUBLIC SAFETY SHIRTS	80.94
07/21/2022	6	43998	00045	DEMCO	CIRC. MATERIALS	225.39
					CIRC. MATERIALS	139.98
					CIRC. MATERIALS	82.78
						448.15
07/21/2022	6	43999	03909	DISCOUNT SCHOOL SUPPLY	PRESCHOOL TABLES	1,217.03
07/21/2022	6	44000	00048	DTE ENERGY	ELECTRIC	1,986.90
					ELECTRIC	15.15
					ELECTRIC	31.60
					ELECTRIC	18.20
					ELECTRIC	48.19
					ELECTRIC	16.19
					ELECTRIC	25.11
					ELECTRIC	14.76
					ELECTRIC	513.22
					ELECTRIC	52.85
						2,722.17
07/21/2022	6	44001	06403	EAGLE LANDSCAPING & SUPPLY CO.	RESTORATIONS	125.00
07/21/2022	6	44002	11134	EASTON TELECOM SERVICES, LLC	ALARM LINES	77.39
07/21/2022	6	44003	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
07/21/2022	6	44004	11307	SCOTT GLOWINSKI	PLUMBING AND MECHANICAL INSPECTIONS	3,030.00
07/21/2022	6	44005	10754	GREAT LAKES WATER AUTHORITY	IWC CHARGES	284.97
07/21/2022	6	44006	11408	HUTSON, INC.	TRACTOR MOWER PARTS	347.80
07/21/2022	6	44007	00300	KRISTINE HYRE	BI-ANNUAL HEALTH INSURANCE WAIVER	600.00
07/21/2022	6	44008	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
07/21/2022	6	44009	07237	INTERNAL REVENUE SERVICE	PCORI FEE PAYMENT WITH FORM 720 RETURN	140.20
07/21/2022	6	44010	11434	JEN GURZICK	GIRLS VOLLEYBALL INSTRUCTOR PAYMENT	1,596.00
07/21/2022	6	44011	05477	MARY ANN KASHEF	TAI CHI INSTRUCTOR	672.00
07/21/2022	6	44012	11242	KCI	BALLOT TRACKING PRIMARY ELECTION	70.66

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07/21/2022	6	44013	05374	LB OFFICE PRODUCTS	OFFICE SUPPLIES	40.26
07/21/2022	6	44014	00543	THE LIBRARY NETWORK	BASIC FEE SUBSCRIPTIONS SUBSCRIPTIONS	6,864.58 503.09 2,704.00 10,071.67
07/21/2022	6	44015	00049	MATHESON TRI-GAS INC	HAZARDOUS MATERIALS	258.82
07/21/2022	6	44016	04331	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYMENT CONTRIBUTION Q2 2022	71.74
07/21/2022	6	44017	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS	285.00
07/21/2022	6	44018	00429	OLSEN, RUTH	BI-ANNUAL HEALTH INSURANCE WAIVER	600.00
07/21/2022	6	44019	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT	1,349.40
07/21/2022	6	44020	04616	RADIANT ASPHALT, INC.	ROAD PATCHING	37,467.36
07/21/2022	6	44021	00407	ROAD COMMISSION FOR OAKLAND COUNTY	TRAFFIC SIGNAL MAINTENANCE	92.59
07/21/2022	6	44022	09914	ROSATI SCHULTZ JOPPICH AMTSBUECHLER	CITY ATTORNEY RETAINER ORDINANCE VIOLATION PROSECUTIONS	4,500.00 1,828.50 6,328.50
07/21/2022	6	44023	04745	KATHLEEN SEIDL	INSURANCE OPT OUT	1,500.00
07/21/2022	6	44024	02506	SIGNS-N-DESIGNS	MASTER PLAN ADOPTION SIGNS	350.00
07/21/2022	6	44025	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE BASIC REFUSE, RECYCLABLES, & YARD WASTE	472.79 17,835.00 18,307.79
07/21/2022	6	44026	04095	SONITROL TRI-COUNTY	PUBLIC SAFETY CAMERAS REC CENTER ALARM	155.42 541.95 697.37
07/21/2022	6	44027	01983	ERICK STINER	HEALTH INSURANCE WAIVER	1,500.00
07/21/2022	6	44028	11462	TARGET SPORTS	PATROL RIFLE EQUIPMENT	237.95
07/21/2022	6	44029	00428	VETRAINO, SHIRLEY	BI-ANNUAL HEALTH INSURANCE WAIVER	600.00
07/21/2022	6	44030	05758	WILCOX BROS.	SPRINKLER SERVICE SPRINKLER SERVICE FOR LIBRARY SPRINKLER SERVICE FOR CITY HALL	375.00 185.00 567.00 1,127.00
07/21/2022	6	44031	07255	WOW INTERNET AND CABLE	CABLE FOR PUBLIC SAFETY	64.42
07/28/2022	6	44032	MISC	2ND GEN PLUMBING	BD Bond Refund	1,000.00
07/28/2022	6	44033	10951	AMAZON CAPITAL SERVICES INC	PROJECTOR REMOTE CAMP SUPPLIES ETHERNET CORD	49.56 48.76 6.59 104.91
07/28/2022	6	44034	09447	APPLIED IMAGING	COPIER METER COPIER METER	269.60 2,584.80 2,854.40
07/28/2022	6	44035	MISC	AVEDIAN, JOHN	BD Bond Refund	270.00
07/28/2022	6	44036	11465	BEN BANCROFT	GIRLS BASKETBALL CAMP INSTRUCTOR PAYMENT	369.65
07/28/2022	6	44037	11333	AMY BERRY	MEETING MINUTE RECORDING	180.00
07/28/2022	6	44038	00023	BIG D LOCK CITY	NEW KEYS FOR PUBLIC SAFETY	4.00
07/28/2022	6	44039	00024	BILLINGS LAWN EQUIPMENT	EQUIPMENT MAINTENANCE PARTS	65.03

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07/28/2022	6	44040	09650	BLUE BIRD LANDSCAPING LLC	LAWN CUTTING	1,675.00
07/28/2022	6	44041	MISC	CAPARAOITIA, MARISSA	Bd Bond Refund	125.00
07/28/2022	6	44042	07736	CINTAS CORPORATION #31	BUILDING SUPPLIES	73.65
07/28/2022	6	44043	11398	CIVICPLUS	CODE HOSTING	950.00
07/28/2022	6	44044	07834	MIKE DEVLIN	REC STAFF TRAINING SESSION	500.00
07/28/2022	6	44045	06403	EAGLE LANDSCAPING & SUPPLY CO.	TOP SOIL	150.00
					TOP SOIL	250.00
						400.00
07/28/2022	6	44046	07934	FEDEX KINKO'S	MASTER PLAN PRINTING	1,181.47
07/28/2022	6	44047	02358	FIRE DEFENSE EQUIPMENT CO	BUS FIRE ALARM INSPECTIONS	1,640.00
07/28/2022	6	44048	MISC	FORTIFIED CONSTRUCTION LLC	Bd Bond Refund	222.00
07/28/2022	6	44049	10950	DURANE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
07/28/2022	6	44050	05194	GORDON FOOD SERVICE	SUMMER STAFF APPRECIATION BREAKFAST	67.44
07/28/2022	6	44051	05509	HERSCH'S, INC.	DPW PARTS AND SUPPLIES	437.00
07/28/2022	6	44052	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
07/28/2022	6	44053	10788	JAY'S SEPTIC TANK SERVICE	PORTA POTTY	140.00
					PORTA POTTY	140.00
					PORTA POTTY	270.00
						550.00
07/28/2022	6	44054	11304	JCR SUPPLY INC	TRASH CAN LINERS	160.34
07/28/2022	6	44055	07747	JIM PETERSON PLUMBING	PLUMBING DRAIN WORK	150.00
07/28/2022	6	44056	04943	JOE'S AUTO PARTS	AUTO PARTS	12.99
					AUTO PARTS	26.09
					AUTO PARTS	41.40
						80.48
07/28/2022	6	44057	11466	JUDY DAIGLE	FOLK MUSIC CONCERT AUGUST 4, 2022	350.00
07/28/2022	6	44058	11443	KATIE BLAKE	CAMP REFUND	340.00
07/28/2022	6	44059	11242	KCI	BALLOT TRACKING FOR AUGUST PRIMARY ELECT	80.42
07/28/2022	6	44060	05374	LB OFFICE PRODUCTS	OFFICE SUPPLIES	3.69
07/28/2022	6	44061	00110	LIGHTING SUPPLY CO	LIGHT BULBS FOR LIBRARY	27.94
07/28/2022	6	44062	00112	MADISON NATIONAL LIFE INS CO.	LIFE INSURANCE	2,118.56
07/28/2022	6	44063	06373	MIDWEST TAPE, LLC	HOOPLA MARCH 2022	1,461.48
					MEDIA	196.41
					MEDIA	48.73
						1,706.62
07/28/2022	6	44064	00142	MOTOR CITY FASTENER, LLC	DPW PARTS AND SUPPLIES	492.75
					DPW PARTS AND SUPPLIES	16.23
					DPW PARTS AND SUPPLIES	2.35
						511.33
07/28/2022	6	44065	MISC	MYERS INNOVATIONS	Bd Bond Refund	125.00
07/28/2022	6	44066	10971	NATURAL COMMUNITY SERVICES	EDGE AND SPRAY GARDEN BEDS	350.00
					SCOTIA PARK MAINTENANCE	300.00
						650.00
07/28/2022	6	44067	MISC	PELLA WINDOWS & DOORS INC	Bd Bond Refund	75.00
07/28/2022	6	44068	MISC	PERSPECTIVES CUSTOM CABINETRY	Bd Bond Refund	290.00
07/28/2022	6	44069	09663	POSTMASTER	FALL NEWSLETTER POSTAGE PERMIT #393	500.00
07/28/2022	6	44070	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT	1,349.40



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07/28/2022	6	44071	MISC	PREMIER PLBG INC	BD Bond Refund	1,000.00
07/28/2022	6	44072	05052	PRINT STOP INC.	PUBLIC SAFETY ENVELOPES	90.00
07/28/2022	6	44073	MISC	RABBIT RENOVATIONS	BD Bond Refund	75.00
07/28/2022	6	44074	MISC	RAMTRA REMODELING	BD Bond Refund	423.00
07/28/2022	6	44075	00108	RKA PETROLEUM COMPANIES, INC.	REGULAR FUEL	1,948.44
07/28/2022	6	44076	00407	ROAD COMMISSION FOR OAKLAND COUNTY	COLD PATCH	1,339.50
07/28/2022	6	44077	11143	SHAE CORPORATION	RAIN GEAR FOR MIKE FLEVARIS	92.32
07/28/2022	6	44078	MISC	STEWART & SONS CONCRETE	BD Bond Refund	3,200.00
07/28/2022	6	44079	05054	SUPERFLEET MASTERCARD	FUEL CARDS	118.68
07/28/2022	6	44080	05639	TERMINAL SUPPLY CO.	DPW PARTS AND SUPPLIES	207.35
					DPW PARTS AND SUPPLIES	197.36
						404.71
07/28/2022	6	44081	11287	TRUE CUT TREE SERVICE	TREE TRIMMING AND REMOVAL	65,650.00
07/28/2022	6	44082	00041	VERSANT HEALTH	INSURANCE	413.16
					VISION INSURANCE	440.38
						853.54
07/28/2022	6	44083	05758	WILCOX BROS.	SPRINKLER REPAIR	380.00
					SPRINKLER SYSTEM REPAIR - SCOTIA PARK	655.00
					SPRINKLER REPAIR SIGN SYSTEM	115.00
					SCOTIA PARK SPRINKLER REPAIR	115.00
						1,265.00
07/28/2022	6	44084	11297	WINNING IMPRINTS AND CUSTOM TROP.	CAMP T-SHIRTS	4,920.38
07/28/2022	6	44085	00594	WONSEY TREE SERVICE INC.	SPOIL DIRT	1,555.00
08/02/2022	6	44086	09977	JOSEPH AJLOUNY	CLEANING ALLOWANCE	200.00
08/02/2022	6	44087	10660	RYAN BALLARD	UNIFORM ALLOWANCE	425.00
08/02/2022	6	44088	04552	MARK BELL	CLEANING ALLOWANCE	200.00
08/02/2022	6	44089	05802	CLARENCE BENNETT	CLEANING ALLOWANCE	200.00
08/02/2022	6	44090	09978	JASON BROCKDORFF	CLEANING ALLOWANCE	200.00
08/02/2022	6	44091	11293	DOUG CHMIEL	UNIFORM ALLOWANCE	425.00
08/02/2022	6	44092	06182	WILLIAM CUDNEY	CLEANING ALLOWANCE	200.00
					DETECTIVE UNIFORM	900.00
						1,100.00
08/02/2022	6	44093	10172	JOHN DIJANNI	CLEANING ALLOWANCE	200.00
08/02/2022	6	44094	05584	ELAINE EGDELSTON	UNIFORM ALLOWANCE	425.00
08/02/2022	6	44095	11467	ELIJAH LOWERY	CLEANING ALLOWANCE	200.00
08/02/2022	6	44096	10968	ROCCO FORTURA	UNIFORM ALLOWANCE	200.00
08/02/2022	6	44097	05223	JASON JORDAN	CLEANING ALLOWANCE	200.00
08/02/2022	6	44098	10171	JON LENCES	CLEANING ALLOWANCE	200.00
08/02/2022	6	44099	11119	BRIAN LUTHER	CLEANING ALLOWANCE	200.00
08/02/2022	6	44100	11468	MIKE FLEVARIS	UNIFORM ALLOWANCE	425.00
08/02/2022	6	44101	04577	DANIEL MONACO	UNIFORM ALLOWANCE	425.00
08/02/2022	6	44102	05522	MICHAEL NIELSEN	CLEANING ALLOWANCE	200.00
08/02/2022	6	44103	10038	JACLYN SIEKTERKA	CLEANING ALLOWANCE	200.00
08/02/2022	6	44104	04087	BILLY SPENCER	CLEANING ALLOWANCE	200.00
08/02/2022	6	44105	05759	DAN STEEBY	CLEANING ALLOWANCE	200.00
08/02/2022	6	44106	10887	DANIEL VITALI	UNIFORM ALLOWANCE	425.00
08/02/2022	6	44107	06475	BRIAN VOIGHT	UNIFORM ALLOWANCE	425.00
08/02/2022	6	44108	05585	STEVEN WASINSKI	UNIFORM ALLOWANCE	425.00
08/02/2022	6	44109	06168	KEVIN WAYNE	UNIFORM ALLOWANCE	425.00
08/02/2022	6	44110	01680	DOUG WOZNIAK	UNIFORM ALLOWANCE	475.00
08/02/2022	6	44111	07343	BENJAMIN ZAWACKI	CLEANING ALLOWANCE	200.00

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08/02/2022	6	44112	11311	JASON ZIMMERMAN	CLEANING ALLOWANCE	200.00
08/04/2022	6	44113	10951	AMAZON CAPITAL SERVICES INC	ELECTION PRECINCT SUPPLIES LIBRARY ACTIVITY SUPPLIES CHEMICAL TESTING REAGENT	164.83 404.71 9.49
08/04/2022	6	44114	MISC	AMERICAN STANDARD ROOFING	BD Bond Refund	579.03
08/04/2022	6	44115	11011	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE	77.00
08/04/2022	6	44116	09447	APPLIED IMAGING	COPIER METER	566.58
08/04/2022	6	44117	08683	AQUATIC SOURCE	POOL LIGHT REPAIR	30.90
08/04/2022	6	44118	MISC	BCM HOME IMPROVEMENT	BD Bond Refund	369.87
08/04/2022	6	44119	06165	CALEA	NAMPLATES FOR SGT JORDAN	118.00
08/04/2022	6	44120	09370	CASCADE ENGINEERING	DPW TRASH CARTS	31.00
08/04/2022	6	44121	07736	CINTAS CORPORATION #31	BUILDING SUPPLIES BUILDING SUPPLIES MAT CLEANING MAT CLEANING MAT CLEANING MAT CLEANING MAT CLEANING BUILDING SUPPLIES MAT CLEANING MAT CLEANING MAT CLEANING MAT CLEANING BUILDING SUPPLIES MAT CLEANING MAT CLEANING MAT CLEANING BUILDING SUPPLIES MAT CLEANING MAT CLEANING MAT CLEANING MAT CLEANING BUILDING SUPPLIES	73.65 67.60 14.76 12.14 8.27 12.14 14.76 67.60 22.26 22.26 67.60 12.14 14.76 67.60 22.26 22.26 67.60 12.14 14.76 67.60 12.14 594.30
08/04/2022	6	44122	00040	CONSUMERS ENERGY	NATURAL GAS	219.57
08/04/2022	6	44123	08558	CREATIVE ARTS STUDIO OF ROYAL OAK	CAMP FIELD TRIP AND REFER TO MAKER CHARG	301.00
08/04/2022	6	44124	03648	CREATIVE AWARDS	TEEBALL MEDALS	150.50
08/04/2022	6	44125	11317	FIRE CATT, LLC	FIRE HOSE AND LADDER TESTING	2,594.25
08/04/2022	6	44126	MISC	FOUNDATIONS SOLUTIONS 360	BD Bond Refund	75.00
08/04/2022	6	44127	04280	GALE GROUP	BOOKS	30.39
08/04/2022	6	44128	MISC	HOME DEPOT USA, INC.	BD Bond Refund	75.00
08/04/2022	6	44129	06651	IAN KINDER LLC	LIVE SAFE SELF DEFENSE INSTRUCTOR PAYMEN	766.50
08/04/2022	6	44130	00095	JACK DOHENY SUPPLIES, INC.	EQUIPMENT REPAIR	194.46
08/04/2022	6	44131	04943	JOE'S AUTO PARTS	AUTO PARTS AUTO PARTS AUTO PARTS AUTO PARTS AUTO PARTS AUTO PARTS	199.95 299.00 157.99 164.28 13.29 35.99
08/04/2022	6	44132	11459	JUDY SCHRAM	FOOD FOR ANNE HAGE RETIREMENT PARTY	870.50
08/04/2022	6	44133	11242	KCI	BALLOT TRACKING	275.60
08/04/2022	6	44134	06293	KEL GRAPHICS SPORTSWEAR	CAMP T-SHIRTS	78.69
08/04/2022	6	44135	10764	LEXISNEXIS RISK SOLUTIONS	MONTHLY SUBSCRIPTION FEE	247.91
08/04/2022	6	44136	00543	THE LIBRARY NETWORK	SUBSCRIPTIONS	50.00
08/04/2022	6	44136	00543	THE LIBRARY NETWORK	SUBSCRIPTIONS	191.96





## Consent Agenda #3

### A D M I N I S T R A T I V E    O F F I C E S

Mayor Bob Paul  
City Manager Amy Sullivan  
Commissioner Jeff Jenks

Commissioner Jules B. Olsman  
Commissioner Michelle Elder  
Commissioner Joe Rozell

### CIVIC EVENT PERMIT

APPLICANT Detroit Zoological Society

APPLICANT PHONE 248-336-5805

EVENT DATE September 11, 2022

#### EVENT TIME

SET UP BEGINS AT 5:30am

EVENT TIME 8:00am - 9:00am

CLEAN UP ENDS AT 12:00pm

#### DESCRIPTION OF EVENT AND RELATIONSHIP TO THE CITY

Run wild features a 5k on the streets  
surrounding the zoo, and a fun walk  
on Zoo Grounds.

CONTACT PERSON DATE OF EVENT Megan Gregg

CONTACT CELL PHONE DATE OF EVENT 248-336-5805

TEMPORARY SIGNS NEEDED

YES

X

NO

\_\_\_\_\_

\* Race management company will place directional signs along the route.

SIGN INSTALLATION DATE AND TIME

6:00am on 9/11/22

SIGN REMOVAL DATE AND TIME

10:00pm on 9/11/22

LOCATION OF EVENT (ATTACH MAP FOR RUN/WALK EVENTS)

See attached.

PARKING PLAN WHERE PARTICIPANTS WILL PARK

The DZS parking lots will be available for participants.

ARE YOU REQUIRING ANY STREET CLOSURE? (ATTACH MAP SHOWING PROPOSED ROAD CLOSURE)

YES

X

NO

\_\_\_\_\_

In consideration for this permit, the applicant agrees, to the fullest extent possible by law, to release, indemnify, defend and hold harmless the City of Huntington Woods, its elected and appointed officials, boards, councils, commissions, employees and volunteers from any liabilities, damages, losses, suits, claims, expenses, attorney fees and costs that arise from any injury or property damage relating to use of City property by the Applicant or Applicant's employees, members, volunteer, contractors, agents, invitees, licensees, guests, attendees or participants. It is further agreed that the Applicant shall supply the City of Huntington Woods with a certificate of insurance evidencing commercial general liability insurance, with an insurance carrier licensed and admitted to do business in Michigan, naming the City, its elected and appointed officials, boards, councils, commissions, employees, volunteers as

additional insured in a form and with coverage and coverage limits acceptable to the City.

Applicant further agrees to reimburse the City of Huntington Woods for costs incurred associated with the Civic Event Permit unless otherwise waived by the City Commission.

Because civic events/runs take place in residential neighborhoods, no excessive noise is permitted and activities on private property are prohibited without prior consent.

AUTHORIZED SIGNATURE

DATE

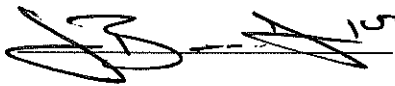
5/11/22

APPROVED BY:

CITY COMMISSION

PUBLIC SAFETY DEPARTMENT

COPY OF INSURANCE ATTACHED

  
\_\_\_\_\_



FOR THE DETROIT ZOO

# Run Wild for the Detroit Zoo

## Sunday, September 11, 2022

ELEVEN MILE ROAD

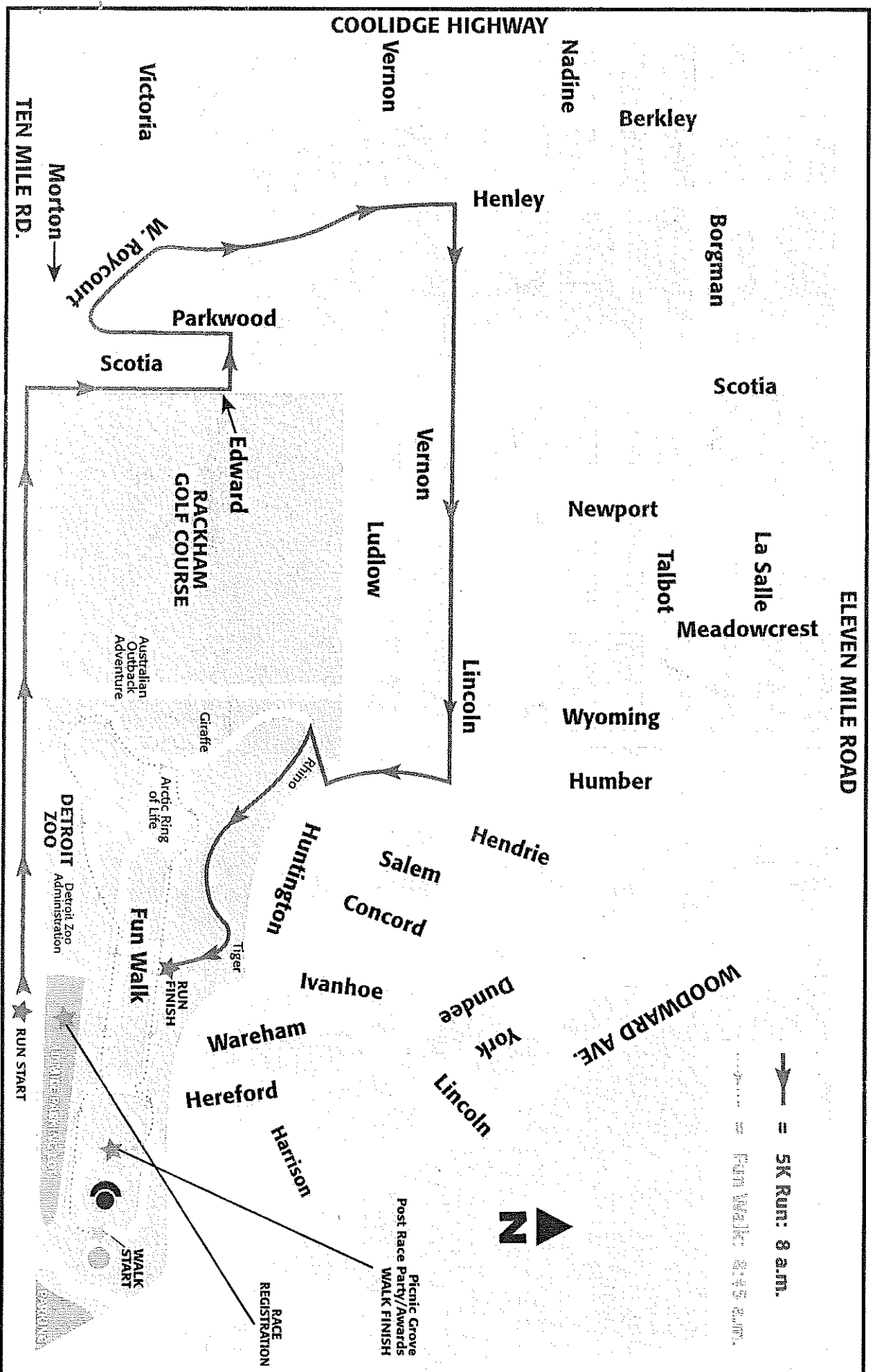
WOODWARD AVE.



→ = 5K Run: 8 a.m.

--- = Fun Walk: 8:45 a.m.

DETROIT ZOOLOGICAL SOCIETY  
 DETROIT ZOO • BELLE ISLE NATURE CENTER  
 Ford Motor Company





Sidewalk only  
No Street  
per Mr. Sykes

## Consent Agenda #4

### A D M I N I S T R A T I V E

Mayor **Bob Paul**  
City Manager **Amy Sullivan**  
Commissioner **Jeff Jenks**

(  
Commissioner **Michelle Elder**  
Commissioner **Joe Rozell**

### CIVIC EVENT PERMIT

APPLICANT Rick Sykes

APPLICANT PHONE (248) 747-2104

EVENT DATE August 27, 2022

#### EVENT TIME

SET UP BEGINS AT 8:00am

EVENT TIME 9:00am

CLEAN UP ENDS AT 11:00am

DESCRIPTION OF EVENT AND RELATIONSHIP TO THE CITY  
Don't Engage N Road Rage is a Michigan based organization committed to promoting Road Rage Awareness across the country. It is our desire to

CONTACT PERSON DATE OF EVENT Rick Sykes

CONTACT CELL PHONE DATE OF EVENT (248) 747-2104



additional insured in a form and with coverage and coverage limits acceptable to the City.

Applicant further agrees to reimburse the City of Huntington Woods for costs incurred associated with the Civic Event Permit unless otherwise waived by the City Commission.

Because civic events/runs take place in residential neighborhoods, no excessive noise is permitted and activities on private property are prohibited without prior consent.

AUTHORIZED SIGNATURE Ricky V. Sykes, Sr.

DATE 7/29/2022

APPROVED BY:

CITY COMMISSION

PUBLIC SAFETY DEPARTMENT

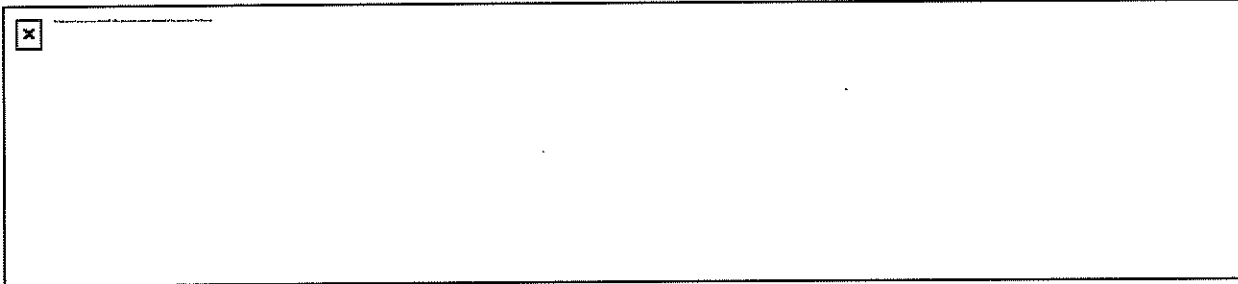
COPY OF INSURANCE ATTACHED

[Signature] 107 (CALL ZOO  
SIDEWALK ONLY)

## Heidi Brown-Barckholtz

---

**From:** rick sykes <rvsykessr@gmail.com>  
**Sent:** Monday, August 1, 2022 11:04 AM  
**To:** swansonl@michigan.gov  
**Cc:** Rob Ried; City clerk; Platt, Christopher  
**Subject:** Road Rage Awareness 5K (Saturday, August 27, 2022)



**<https://www.dontengage.org/>**

Good Morning To Each of You,

I am truly thankful and grateful for the response that I've received from each of you. Your service, kindness and feedback is greatly appreciated.

As you already know road rage has increased incidents by a whopping 500%? In fact, road rage is not even a race, sex, religion, color or status issue. Road Rage is an everybody issue.

On **Saturday, August 27, 2022**, our great state can make history and difference by becoming the first state to host a Road Rage Awareness 5K run and walk. Together we can make a difference in the lives of people.

This morning I spoke with Ms. Lori Swanson of MDOT/Oakland County. She is very much interested in partnering with Don't Engage N Road Rage regarding this wonderful and historical event.

Ms. Swanson is requesting confirmation that the Huntington Woods, Royal Oak and Pleasant Ridge Police Department will be involved for guidance, presence and support on 8/27/2022. Therefore, is there any way you can send her official email correspondence and confirmation of receipt and involvement?

I would greatly appreciate it

In Summary The 5K Walk or Run Will Be As Follows:

**Official Meeting/Parking/Registration Location 8:15am:**

- Huntington Woods Lutheran Church ((Approved))

**Official Run or Walk Start Time 9:00am**

- Run or walk from 11 Mile W. to Woodward Ave (South)
- Woodward Ave (South) Huntington Woods to Pleasant Ridge
- U Turn and headed back to Huntington Woods Lutheran Church

In all we're talking about a 5 mile run to and from the Huntington Woods Lutheran Church . The goal is to capture the essence of 696 as many road rage shootings/incidents have occurred on freeways, including 696.

Thanks again for your support, consideration and response.

Sincerely,

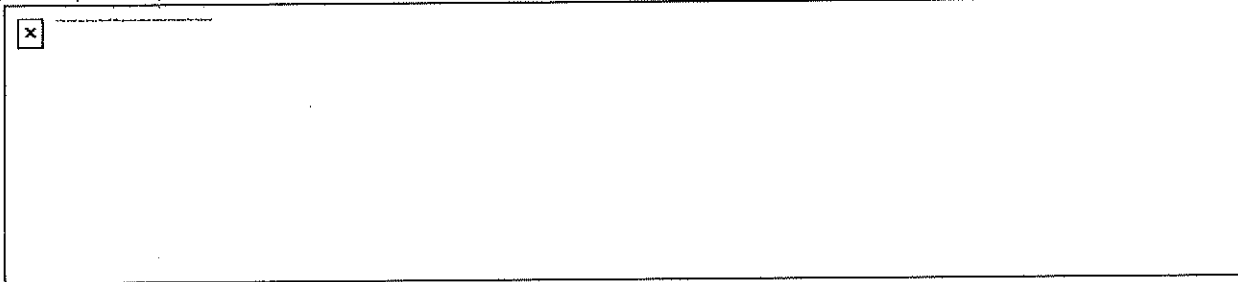
Rick Sykes  
Founder/CEO  
Don't Engage N Road Rage, Inc.  
(248) 747-2104

## Billy Spencer

---

**From:** rick sykes <rvsykessr@gmail.com>  
**Sent:** Wednesday, July 27, 2022 3:14 PM  
**To:** bledsoes989@detroitmi.gov; Billy Spencer; Dennis Emmi  
**Subject:** Re: Huntington Woods to Detroit /Road Rage Awareness 5K In Person Walk & Run

On Tue, Jul 26, 2022 at 2:26 PM rick sykes <rvsykessr@gmail.com> wrote:



<https://www.dontengage.org/>

Good Afternoon Officers

As you already know road rage is an epidemic. Over the past 10 years, Road Rage has increased incidents by a whopping 500%? Road Rage is now the fastest growing epidemic in the country, and since post Covid-19 has gotten even worse. <https://youtu.be/WtO5ajTes6w>

**Don't Engage N Road Rage, Inc** is a Michigan based organization committed to promoting Road Rage Education, Awareness, Resources & Safety across the country. We have 3 primary goals:

1. Strategically Maximize Road Rage Awareness through partnership, projects, programs and other platforms
2. **Educate & Challenge Millennials and Gen Z's** to be Respectful, Responsible & Reasonable while driving (**Millennials Represent 51% of Road Rage Incidents**)
3. Reduce Aggressive Driving & Road Rage Incidents & fatalities both NOW and in the FUTURE

**Don't Engage N Road Rage, Inc.** is hosting a 5K In-Person & Virtual Walk/Run on **Saturday, August 27, 2022**. We would love to host our 5K in-person walk and run down WOODWARD AVE from Huntington Woods and ending at 8 Mile.

Start Time: 9am  
End time: 11:00

We are expecting a minimum of 200 participants (in-person) to be a part of this wonderful event as we continue to further advance our mission and message of Road Rage Awareness.

Please know that your involvement will ensure that the message of Road Rage Awareness is validated and supported. You can be assured that we will have that proper staff and volunteers to ensure order, professionalism and integrity.

Should you have any questions, please feel free to contact us at (248) 747-2104. I look forward to hearing from you...

Sincerely,  
Pastor Rick Sykes  
Founder/CEO  
Don't Engage N Road Rage

Sent from my iPhone

**Registration Time & Road Rage Awareness Rally**

8:15-9:00am

**Expected Participates:**

300+

**Walk/or Run Time Start Time**

9:00am

**Walk and Run Restriction:**

Side-walk ONLY

**Route (sidewalk only)**

- 12935 W. Eleven Mile Road (east) to Woodward Ave (turn right)
- Woodward Ave (south) to W. 10 Mile Road (turn right)
- W. 10 Mile Road (west) to Scotia Road (turn right)
- Scotia Rd (north) to 12935 W. Eleven Mile Road (Church)

**Approximate Total Miles:**

4.5

**Police Presence:**

Yes...

**Special Request:**

Photo opportunity with police officers from Huntington Woods, Royal Oak, Pleasant Ridge, Ferndale, etc.

Together we can make history and difference by becoming the first state to host a Road Rage Awareness 5K run and walk.

Thanks again for your support, consideration and response.

Sincerely,

Rick Sykes

Founder/CEO

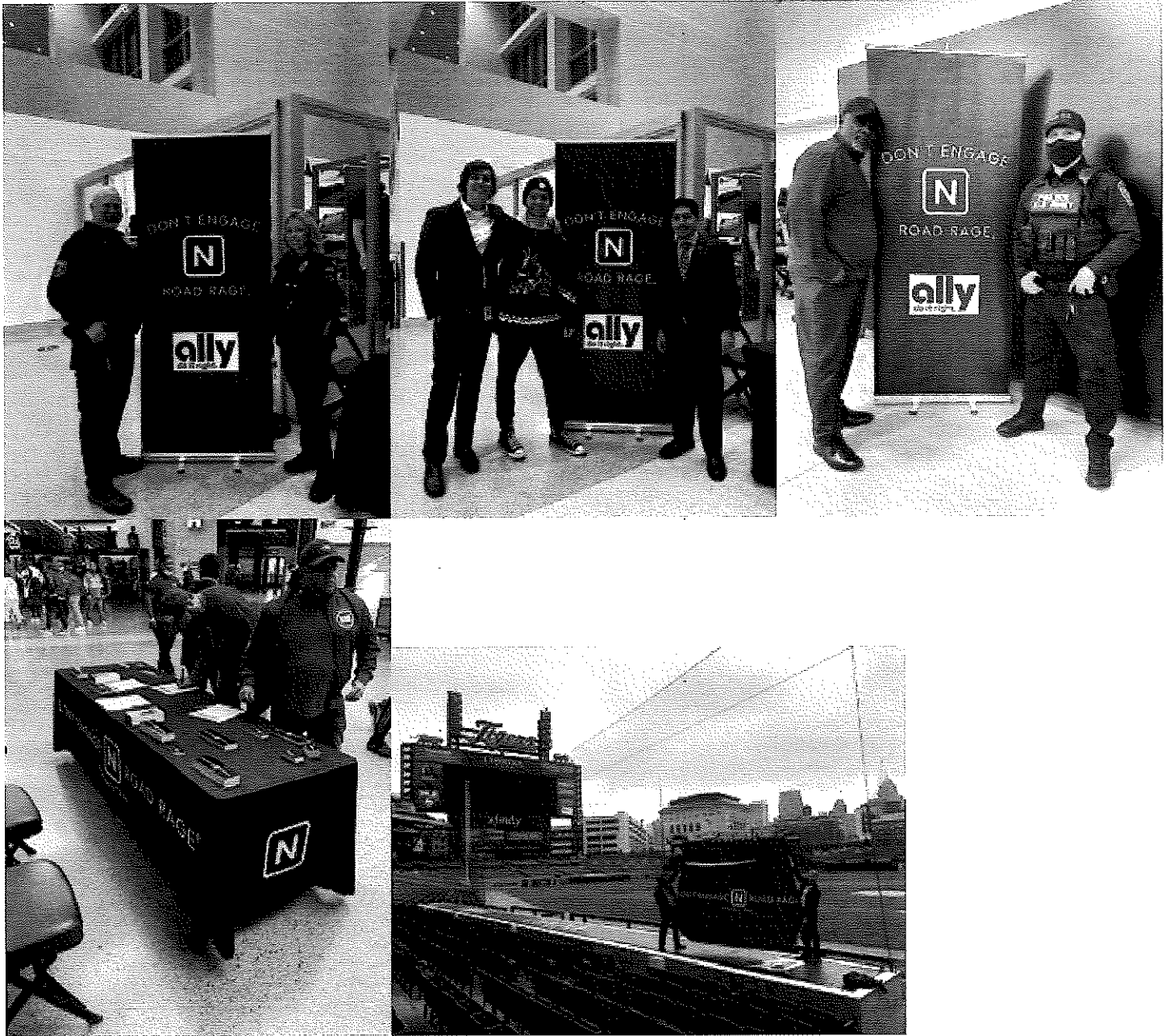
Don't Engage N Road Rage, Inc.

(248) 747-2104









## Heidi Brown-Barckholtz

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**From:** Swanson, Lori (MDOT) <SwansonL@michigan.gov>  
**Sent:** Monday, August 1, 2022 2:59 PM  
**To:** rick sykes; Platt, Christopher; Rob Ried  
**Cc:** City clerk; hbarckhotz@hwmi.org  
**Subject:** RE: Alternative Route-Side Walk-Involvement

Thank you for the update.

Lori Swanson  
Oakland TSC Manager  
248-361-0234

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**From:** rick sykes <rvsykessr@gmail.com>  
**Sent:** Monday, August 1, 2022 1:42 PM  
**To:** Platt, Christopher <Chrisp@romi.gov>; Rob Ried <sgt@cityofpleasantridge.org>  
**Cc:** cityclerk@hwmi.org; hbarckhotz@hwmi.org; Swanson, Lori (MDOT) <SwansonL@michigan.gov>  
**Subject:** Alternative Route-Side Walk-Involvement

---

**CAUTION: This is an External email. Please send suspicious emails to [abuse@michigan.gov](mailto:abuse@michigan.gov)**

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Good Afternoon To Each You

Once again, I am truly thankful and grateful for the response that I've received from each of you. Your service, kindness and feedback is greatly appreciated.

In consideration our wonderful men and women in blue, and other upcoming events such as the Woodward Dream Cruise, we decided that it would be better for us not to put extra administrative and physical stress on you.

We decided to make our Road Rage Awareness known via the sidewalk rather than shutting down a major street such as Woodward Ave. And so, the event and alternate route is as follows:

**Event:**  
Road Rage Awareness 5K Run or Walk

**Date:**  
Saturday, August 27, 2022

**Official Gathering/Registration/Parking Location:**  
Huntington Woods Lutheran Church (**Approved**)  
12935 W. Eleven Mile Road, Huntington Woods



CM Select Insurance Company  
3000 Schuster Lane, P.O. Box 377  
Merrill, WI 54452  
Sign in at [www.cmselect.com](http://www.cmselect.com)

## BUSINESSOWNERS POLICY DECLARATIONS

**Policy Number:** SEL-BOP-0004277

**Policy Type:** Nonprofit & Human Services

**Business Description:** Student Services

**Policy Effective From:** 08/02/2022 at 12:01 AM Standard Time at the mailing address shown.  
**To:** 08/02/2023 at 12:01 AM Standard Time at the mailing address shown.

**Named Insured Mailing Address:**  
DON'T ENGAGE N ROAD RAGE INC  
6102 Silverbrook W  
West Bloomfield Township, MI 48322  
(248) 747-2014

**Agent Information:**  
Matthew Tucker  
(800) 554-2642 x6108

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

Annual Premium For This Policy	
	\$929.00

**Discounts you qualify for:**

☒ Advance Quote Discount      ☒ Claim Free Discount      ☒ Non Profit Discount

Premises Information	
<b>Premises 1</b>	6102 Silverbrook W West Bloomfield Township, MI 48322
<b>Bldg/Item 1</b>	Business Personal Property Only; Year Built: 0; 0 Square Feet

### SECTION I – PROPERTY

Limits					
Premises Number	Bldg/Item Number	Building - Automatic Increase	Business Personal Property - Seasonal Increase	Building Limit	Business Personal Property Limit
1	1	5%		\$0	\$1,000

Deductibles (Apply Per Premises, Per Occurrence)	
Premises Number	Property Deductible      Windstorm or Hail Percentage Deductible
1	\$500

POLICY NUMBER: SEL-BOP-0004277

Additional Coverages – Optional Higher Limits (Per Policy)	
Coverage	Limit of Insurance
Forgery Or Alteration	\$25,000

Additional Coverages – Optional Higher Limits (Per Premises)	
Coverage	Limit of Insurance
Fire Department Service Charge	\$5,000

Optional Coverages (Per Occurrence)		
Coverage	Limit of Insurance	Deductible
Money And Securities	\$1,000 Inside the Premises	\$250
	\$1,000 Outside the Premises	
Employee Dishonesty	\$25,000	\$250
Key Person Replacement Expense	\$20,000	None

Water Backup and Sump Overflow BP 04 53		
Premises Number	Covered Property Annual Aggregate Limit Of Insurance	Business Income and Extra Expense Annual Aggregate Limit of Insurance
1	\$5,000	\$5,000

Section I - Property Endorsements Applicable Per Policy	
Endorsement Number	Endorsement Title
CMBP 04 03	Key Person Replacement Expense
CMBP 04 06	Identify Recovery
CMBP 04 07	Equipment Breakdown

## SECTION II – LIABILITY

Each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to SECTION II – LIABILITY in the Businessowners Coverage Form and any attached endorsements.

Limits	
Coverage	Limit of Insurance
Liability And Medical Expenses (Not Applicable For Abuse or Molestation)	\$1,000,000 Per Occurrence
	\$2,000,000 Aggregate
Medical Expenses	\$5,000 Per Person
Damage To Premises Rented To You	\$50,000 Any One Premises



POLICY NUMBER: SEL-BOP-0004277

**Other Liability Coverages**

Each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual period.

Limits	
Coverage	Limit of Insurance
Legal Defense	\$5,000 Each Defensible Incident
	\$10,000 Aggregate
Catastrophic Violence Response	\$50,000 Per Person
	\$300,000 Each Violent Incident
	\$300,000 Aggregate
Directors and Officers Liability	\$1,000,000 Aggregate
	\$1,000 Deductible

POLICY NUMBER: SEL-BOP-0004277

Cyber Liability and Data Breach Response	
<b>Policy Aggregate Limit of Liability</b>	
Aggregate for all loss, including "claims expenses", subject to the following:	\$50,000
Information Security and Privacy Liability Aggregate Limit:	\$50,000
Regulatory Defense and Penalties Aggregate Sublimit:	\$10,000
Website Media and Content Liability Aggregate Limit:	\$50,000
PCI Fines, Expenses and Costs Aggregate Sublimit:	\$5,000
Cyber Extortion Aggregate Sublimit:	\$10,000
First Party Data Protection Aggregate Sublimit:	\$10,000
First Party Network Business Interruption Aggregate Sublimit:	\$10,000
<b>Retention Per "Claim" or Incident</b>	
Information Security and Privacy Liability Retention:	\$0
Regulatory Defense and Penalties Retention:	\$0
Website Media and Content Liability Retention:	\$0
PCI Fines, Expenses and Costs Retention:	\$0
Cyber Extortion Retention:	\$2,500
First Party Data Protection Retention:	\$2,500
First Party Network Business Interruption Retention:	the greater of \$2,500 or income loss during 12 hour waiting period
<b>Privacy Breach Response Services Limit of Coverage</b>	
The Privacy Breach Response Services Limit of Coverage is separate from and in addition to the Policy Aggregate Limit of Liability.	
"Computer Expert Services", "Legal Services" and "Public Relations and Crisis Management Expenses" Aggregate Limit:	\$25,000
Notified Individuals - "Notification Services", "Call Center Services" and "Breach Resolution and Mitigation Services" Limit	5000 Notified Individuals
<b>Privacy Breach Response Services Retention Per Incident</b>	
"Computer Expert Services", "Legal Services" and "Public Relations and Crisis Management Expenses":	\$0
Notified Individuals Threshold:	0 Notified Individuals
<b>Retroactive Date</b>	None
<b>Optional Extension Period Length</b>	1 year
<b>Optional Extension Period Premium</b>	100% of annual premium
<b>Premium</b>	\$24

POLICY NUMBER: SEL-BOP-0004277

Section II - Liability Endorsements Applicable Per Policy	
Endorsement Number	Endorsement Title
BP 04 17	Employment-related Practices Exclusion
CMBP 04 05	Cyber Liability And Data Breach Response Endorsement
CMBP 21 01	Lead Liability Exclusion
CMBP 26 04	Catastrophic Violence Response Coverage
CMBP 26 06	Legal Defense Coverage
CMBP 26 16	Directors and Officers Liability Coverage - Occurrence - Defense Inside

Summary of Additional Charges Included in Annual Premium	
Disclosure Pursuant To Terrorism Risk Insurance Act	
BP 05 15	
Schedule - Part I	
Terrorism Premium (Certified Acts)	\$1
Schedule - Part II	
Federal share of terrorism losses	80%

POLICY NUMBER: SEL-BOP-0004277

**THIS POLICY IS EXEMPT FROM THE FILING REQUIREMENTS OF SECTION 2236 OF THE INSURANCE CODE OF 1956, 1956 PA 218, MCL 500.2236.**

Forms Included With This Packet	
Form Number	Form Name
Jacket	Policy Jacket
CMBP N 01	Electronic Document Delivery Policyholder Notice
GR03	Privacy Practices Disclosure Notice
CMBP N 05	Important Claims Procedure Notice
CMBP DS 01	Businessowners Policy Declarations
BP 00 03	Businessowners Coverage Form
CMBP 04 11	Nonprofit + Human Services Endorsement
BP 05 15 12 20	Disclosure Pursuant To Terrorism Risk Insurance Act
BP 01 36 04 21	Michigan Changes
BP 12 13	Michigan Effective Time Changes - Replacement Of 12 Noon
BP 05 01	Calculation Of Premium
BP 14 86	Communicable Disease Exclusion
BP 05 23	Cap On Losses From Certified Acts Of Terrorism
BP 04 39	Abuse Or Molestation Exclusion
BP 04 53	Water Back-up And Sump Overflow
CMBP 04 03	Key Person Replacement Expense
CMBP 04 06	Identity Recovery
CMBP 04 07	Equipment Breakdown
BP 04 17	Employment-related Practices Exclusion
CMBP 04 05	Cyber Liability And Data Breach Response Endorsement
CMBP 21 01	Lead Liability Exclusion
CMBP 26 04	Catastrophic Violence Response Coverage
CMBP 26 06	Legal Defense Coverage
CMBP 26 16	Directors and Officers Liability Coverage - Occurrence - Defense Inside



## Heidi Brown-Barckholtz

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**From:** Jason Brockdorff  
**Sent:** Thursday, August 11, 2022 6:52 AM  
**To:** Platt, Christopher; rick sykes; John Dijanni  
**Cc:** City clerk  
**Subject:** RE: Don't Engage N Road Rage 5K (Saturday, August 27, 2022)

Good Morning,

I have signed off on my end of the race and forwarded it to my city commission for a vote. All new races have to be approved by our commission prior to full approval.

However, the shift of the day will be aware of the race and will assist in anyway we can. As we spoke about keeping to the sidewalks on Woodward and 10 Mile will be necessary to ensure the runners safety. I also suggest reaching out to the Detroit Zoo Security to advise them of the situation as Saturday mornings are busy for them with vehicles entering and exiting the parking lot.

I have attached our special events coordinator to this email Sgt. Dijanni. I have handled this race so far as he has been on vacation but any further communication should be routed through him.

Respectfully,

Jason Brockdorff  
Sergeant  
Huntington Woods Department of Public Safety  
12755 W. Eleven Mile Rd.  
Huntington Woods, MI 48070  
248.541.1180 (Main), 248.541.3837 (Fax)

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**From:** Platt, Christopher  
**Sent:** Wednesday, August 10, 2022 1:46 PM  
**To:** rick sykes; Jason Brockdorff  
**Cc:** City clerk  
**Subject:** RE: Don't Engage N Road Rage 5K (Saturday, August 27, 2022)

Our affected shift has been advised of the event. We will have an officer or two, depending on availability and need, assist with the intersection at Woodward and Lincoln.

Sgt. Platt

---

**From:** rick sykes <rvsykessr@gmail.com>  
**Sent:** Wednesday, August 10, 2022 11:11 AM  
**To:** jbrockdorff@hwmi.org  
**Cc:** Platt, Christopher <Chrisp@romi.gov>; cityclerk@hwmi.org  
**Subject:** Don't Engage N Road Rage 5K (Saturday, August 27, 2022)

**WARNING:** This email originated from **outside** The City of Royal Oak. Do not click on any links or open any attachments unless you recognize the sender and are expecting the message.

Good Morning Sergeant Brockdorff and Sergeant Platt

Thanks Sergeant Brockdorff for signing off on this event. Much appreciated!

As I stated, it was Sergeant Platt who suggested that we keep it simple and utilize the sidewalks. I totally agreed with him. Also, my desire is not to put any undue stress and difficulties on the police departments, especially coming off the heels of Woodward Dream Cruise and then Arts Beats and Eats.

We will keep it simple, and organized.

Therefore, this is to confirm that we will ONLY utilize the sidewalk. This will be communicated by me, volunteers, and is already being communicated on the signup website.

We will have volunteers to assist with walkers and runners at various checkpoints such as stop lights, main entrances, etc.

If you both can provide me with some feedback regarding your approval and presence, that would be great.

Thanks again for all that you do.

-Rick

## **Consent Agenda #5a**

CITY OF HUNTINGTON WOODS  
REGULAR MEETING OF THE SENIOR ADVISORY COMMITTEE  
MINUTES  
**May 19, 2022**  
3:30 p.m.  
In-Person Meeting – City Hall

M. Peters called the Meeting to order at 3:34 p.m.

**PRESENT:** Natalie Baum, Fun Ng, Marcy Peters, Jeff Jenks, Tracy Shanley (City representative), Jen Furlong (city representative)

**ABSENT:** Greg Gmerek, Melissa Gadd, Lenny Newman

Meeting was canceled due to lack of quorum.

## **Consent Agenda #5b**

CITY OF HUNTINGTON WOODS  
REGULAR MEETING OF THE ARTS & GARDEN BOARD  
MINUTES  
**May 26, 2022**  
7:00 p.m.  
In-Person Meeting – City Hall

Amy Hood called the Meeting to order at 7:03 p.m.

**PRESENT:** Elaine Horowitz, Marci Bykat, Pam Haxton, Deborah Hecht, Susan Warrow, Robert Smeltekop

City Staff Present: Amy Hood (DPW)

### **APPROVAL OF AGENDA**

Approved unanimously

### **APPROVAL OF MARCH 2022 MINUTES**

Approved unanimously

### **PUBLIC PARTICPATION:**

None

### **ITEMS OF BUSINESS:**

- a. Adopt-a-Garden.
  - 1. Changing name of program – unanimous Nay votes, downvoted
  - 2. Community garden, what are standards? Arts & Garden Board has no jurisdiction for the community garden
  - 3. Robert will consider a gathering of Adopt-A-Garden personnel, for information, appreciation, and perhaps an educational presentation. Potential speakers were discussed.

- b. Public Spaces

Amy described the city's increased commitment, through the 2022 city budget, to professionally care for the most visible public spaces that require landscaping.

- c. Arbor Day celebration

Amy described the tree planting with the Burton students on April 29.

d. Public Art project –

Amy has found Home Depot as a reasonable source for Art Pillar supplies. She would charge a nominal fee to enter (~\$20) , to cover some of the costs and to encourage entrants to complete their project. We will roll out the community art project in the next month or so, and advertise. An initial supply of wood pillars has been obtained. We will state in rules that alpha numeric symbols are not permitted, but other materials may be added to the wood pillars. The bottom two feet of the 8-foot wood should not be decorated. And the completed works will be installed at one or more parks (depending on completed entries). A poster needs to be designed, rules written, and date for completion will be determined.

**OTHER BUSINESS**

- a. July 4<sup>th</sup> parade – Marci has ideas for a float, and Amy will check availability of a vehicle from the DPW for her and team to use.

**ADJOURNMENT:**

The meeting was adjourned at 8:23 pm.

The next meeting is June 15, 2022 at 7:00 pm

## Consent Agenda #5c

### HUNTINGTON WOODS PARKS AND RECREATION ADVISORY BOARD AGENDA

TUESDAY, May 31, 2022

7:30 pm Gillham Recreation Center – Multi-purpose Room

**Members Present-** S. Potter, J. Steinhart, A. Philko, K. Tarnopol, J. Aisen, K. Vanraaphorst, R. Serman

**Staff Present –** T. Shanley

#### **Masks strongly encouraged**

- I. Call to Order by K. Tarnopol- 7:36 PM
- II. Approval of Agenda for May 31, 2022- Motion- J. Aisen Second- R. Serman
- III. Approval of Minutes from April 26, 2022- Motion- J. Aisen Second- R. Serman
- IV. Correspondence- None
- V. Items of Business
  - a. **Review of Parks Use Policy-** Brought up at the city meeting and it was tabled until the next meeting (June 7th). Questions of concern before further discussion regarding who is allowed at city parks due to recent incidents. Inconsistent rules across the board and looking for consensus on what the policy should be. Add hours of operations and specific details regarding Burton to the policy.

- Claire explains that the city is referring to another document and we need to make sure it is an open discussion.
  - b. **Reynold's Park Ribbon-cutting-** Thursday, June 2nd at 7 PM is the ceremony for the new workout equipment. The construction company, Men's Club, and city officials will be there. Lauren Brooks is going to demonstrate how to safely use the machines.

- c. **Burton Track Update-** No information to be further discussed. An emergency fix has to be done due to safety hazards including the removal of specific trees.
- d. **Public Communication/Social Media-** Better way of communicating more widely to the public. Recommendation to call the Rec Center to ensure that information is correct. Discussion about how to filter the negativity. The new communications position will begin starting July 1st. A conversation regarding photos taken at the pool and if those pictures should be posted to the main Facebook page.
- e. **4<sup>th</sup> of July Hot Dog Roast-** The parade is ending at Burton and the Hot Dog Roast is run by the Parks and Recreation Advisory Board. Looking to do a signup genius to get an estimate of people.

VI. Department Update- Lauren opened the pool this last weekend! 1706 check-in at the pool this weekend. Hired a parks assistant and looking for 2-3 more people and just had the new resident reception which was very successful. Booked a plane to fly over for the parade at 10:15.

VII. Public Participation- Jeremy Wolfe (Borgman)- Looking to open up the gate at Monarch Cafe on 11 Mile. More information for him

David Sloane (Lincoln)- Concern regarding parking and safety on Prom night at Mary Kay Davis Park. There should be Police to direct traffic to help safety.

VIII. Plan of Action for Next Meeting- Topic to discuss the pictures and proposal for more sand toys at Alligator Park from the Men's Club.

IX. Board Member Comments- Request for the drinking fountains to be turned on and questions on if alerts are going to be sent out. Food trucks will be on Tuesday nights. Interest in doing a 3 generation event for people in Huntington Woods. The Skate park closing at 8 PM now.

X. Adjournment- 9:12 PM

## Consent Agenda #5d

CITY OF HUNTINGTON WOODS  
REGULAR MEETING OF THE ARTS & GARDEN BOARD  
MINUTES  
**June 15, 2022**  
7:00 p.m.  
In-Person Meeting – City Hall

Amy Hood called the Meeting to order at 7:06 p.m.

**PRESENT:** Elaine Horowitz, Pam Haxton, Deborah Hecht, Robert Smeltekop

City Staff Present: Amy Hood (DPW)

**APPROVAL OF AGENDA**

Approved unanimously

**APPROVAL OF MAY 2022 MINUTES**

Approved unanimously

**PUBLIC PARTICIPATION:**

None

**ITEMS OF BUSINESS:**

a. Adopt-a-Garden

Robert has two gardens in particular which need caretakers: Flo's Garden in the Hendrie/Wareham intersection, and one corner of Triangle Park in the Pembroke/Concord/Lincoln intersection. Amy will put an item in the weekly e-blast seeking adopters

As for a gathering of AAG volunteers, a speaker has not been found for an event, and Robert does not have email info for many of the adopters. Elaine suggested that he have a quick meeting to provide the written rules and get signed agreements, then hold a gathering later for appreciation and information.

b. Public Art project

Amy has purchased an initial supply of 15 pillars. The board agreed on the following broad timelines:



- Applications and pillar available at the DPW By July 1
- Poster designed by Deborah will be sent to Amy, with a couple of larger prints for display in city buildings.
- Amy will write rules and create an application form.
- Amy will advertise in weekly e-blast and try to get space on city sign boards.
- Completed projects must be brought to a city building (DPW or City Hall, to be determined) by September 1, for installation after Labor Day.

**ADJOURNMENT:**

The meeting was adjourned at 7:47 pm.

The next meeting is July 20, 2022 at 7:00 pm

## Consent Agenda #5e

### MINUTES

Huntington Woods Library Advisory Board

Meeting Date: Monday, June 20, 2022

Meeting called to Order at 7:01 pm.

Present: Deb Hemmye, Steve Pollack, Marty Ferman, Beth Applebaum, Mia Ceaser, Stacey Stutcher, Mary Foreman, Judy Schram, Manjula Kaza-Egan, Bridget McKinley

- I. Agenda for meeting approved.
- II. The minutes of the meeting held on May 16, 2022 were approved.
- III. Friends of the Library liaison report: Judy Schram and Marty Ferman
  - a. Mia Ceaser was congratulated on the award of the Friends Scholarship.
  - b. Friends will host a party for Anne Hage at the home of Annmarie Sanderson on August 1.
  - c. 12 Complimentary Friends memberships were given to new HW residents for this year, bringing total membership to 112.
- IV. Librarian's report
  - a. The Library was part of the Huntington Woods Juneteenth celebration on June 18. It was well attended and successful.
  - b. Calla Sundin (Children's' Librarian) will be leaving at the end of June for a full time job in Illinois. Deb Hemmye is working with city officials to try and make the position of Children's' Librarian full time, as opposed to part time. The LAB members agreed that making Children's Librarian a full time position would be beneficial on many levels. During the vacancy, Tuesday Summer Sensory Times and Oceans of Possibilities events will be led by Donna Bednarczek.
  - c. Deb Hemmye gave a summary of plans for a "meet and greet" for all staff, volunteers, Library Advisory Board members and Friends members to take place on August 4<sup>th</sup>.
  - d. Library Calendar -Deb Hemmye provided an update on her research into various calendars of different departments in Huntington Woods. There was a brief discussion and there will be further information at the next meeting.
  - e. Study Room Updates-Deb Hemmye provided an update on the changes and improvements.

V. Old Business

- a. The proposed Internet Use Policy was approved.
- b. Library Holiday Closings (See above)

VI New Business

- a. Add more members/Operating procedures- tabled
- b. Meeting Room Policy

There was a discussion regarding the issues connected with developing a meeting room policy; Deb Hemmye provided a list of topics and questions to consider. There will be further discussion at the next meeting.

- c. Dates for LAB meetings in July and August were agreed upon. Deb Hemmye will distribute a list of all meeting dates for 2022.

VII. Public Participation-none

VIII. Comments-none

Summer meetings: July 18, 2022, 7:00 pm

August 15, 2022, 7:00 pm

Adjournment at 8:15 pm

Minutes prepared by Beth Applebaum

## **Consent Agenda #5f**

CITY OF HUNTINGTON WOODS  
REGULAR MEETING OF THE PLANNING COMMISSION  
MINUTES

**June 27, 2022**

7:00 p.m.

In Person Meeting – Huntington Woods Commission Room

Chairman Michael Wright called the Meeting to order at 7:02 p.m

**PRESENT:** Bob Paul, Todd Sperl, Chris Golembiewski, Blake Moore, Gail Linden, Rick Polan, Michael Wright

**ABSENT:** Jill Ingber, Sheldon Kohn

City Staff Present: Zoning Administrator, Hank Berry.

### **APPROVAL OF AGENDA**

Moved by Bob Paul and seconded by Gail Linden to approve the June 27, 2022, agenda.

Ayes: Paul, Sperl, Wright, Golembiewski, Moore, Linden, Polan

Nays: None

Absent: Kohn, Ingber

**The Motion Carried.**

### **APPROVAL OF MINUTES**

Moved by Todd Sperl and seconded by Blake Moore to approve the May 23, 2022 minutes as amended.

### **AGENDA ITEMS:**

*Matter of Site Plan Review for an addition to the Lopatin Residence at 13345 Victoria.*

**Zach Ostroff, on behalf of the Lopatin project:** We changed the plan to eliminate the entire need for the variance for the front yard setback. We have reduced the maximum house size by about 100 sq. ft. and also reduced the lot coverage. The floor plan is coming out flush with the existing west side of the house. The roof lines and windows arrangements stayed the same as the previous plans that have been presented to the commission. There is a covered porch that's open, it's not enclosed. It is a basic reduction of just over 100 sq. ft.

**Berry:** There were three main variances that were needed to move this project forward. The front yard variance, which was probably the most egregious of the bunch, was eliminated. Then we had the maximum house size. Mr. Ostroff is starting off with a house that is at 2600 sq. ft. as of right now so it is already over. They are asking to go to 2872 sq. ft., where before it was 2935 sq. ft. There is a reduction in the square footage of what he's asking for. Also the lot coverage, which has proposed previously of 35.8% which is now 35.3%. The variance required for that was 480 sq. ft. and is not 417 sq. ft. He's just pushed the front of the house back. I put the diagram up on the board so you can see how the walls line up now, whereas before the left side (as you're facing it) was popping forward.

*The meeting was then opened and closed to public participation as there was no public in attendance.*

**Paul:** I am happy with the revised plans. I do not have any questions.

**Sperl:** Same, no questions.

**Polan:** No questions.

**Golembiewski:** No questions.

**Moore:** No questions, but on the record and say that this house is still massive. You've essentially eliminated 100 sq. ft. It's still a big rig.

**Linden:** I don't have questions. It's already over the 2535 allowed for the lot at 2600 sq. ft. the way it exists.

**Wright:** What is the finished square foot size?

**Ostroff:** 2872

**Wright:** I don't have any other questions.

Chris Golembiewski motioned to approve the plans as designed subject to the approval of the Zoning Board of Appeals, Bob Paul seconded the motion.

Ayes: Paul, Sperl, Wright, Golembiewski, Polan

Nays: Moore, Linden

Absent: Kohn, Ingber

**The Motion Carried.**

***Matter of a discussion of the planning commission priority list***

**Berry:** I would suggest adopting it as you have it. You can always change it, you can always add things up to it. Rather than spending time in future meetings, going over it again and again and changing one thing or another. My suggestion is, let's go ahead and approve it as we have it. We know what we're already looking at and I would like to give you an update on that so far. Once we get done with that, I'd like to at least have this in place.

Bob Paul motioned to adopt the priority list as presented, with the ability to go back and change priorities as needed. Chris Golembiewski seconded the motion.

Ayes: Paul, Sperl, Polan, Wright, Golembiewski, Moore, Linden

Nays: None

Absent: Ingber, Kohn

**The Motion Carried.**

***Master Plan Update:***

**Berry:** We have started looking at the safe routes to school. We have had contact with the Berkley School Board. We are wading into discussions with Berkley and Oak Park. I have had a meeting with the Oak Park Traffic Control Committee. We're also looking at funding for the 11 Mile Rd. study. We applied for one grant which had a limited amount of funds that they were giving out this year. We did not receive that grant. We have to look for other ways to fund this, which may include going to the city commission and asking them for funding for this study.

**Wright:** Is this specific to Scotia? Or where are we looking at putting crosswalks?

**Berry:** Basically we're looking at the crosswalks and the safe routes to school, which is a combination of complete streets and safe routes to school. That applies to both Coolidge and 11 Mile Rd. As we go through and we do this, we have crossings where Huntington Woods students cross twice a day, with no crossing except for at Coolidge/11 Mile or Woodward/11 Mile. They were looking at two main cross streets. One would be right out here off of Scotia, and the other

would be possibly at Meadowcrest. They may also recommend a lane reduction, a left turn lane, an island in the middle. We won't know that until we get there but those things kind of make sense, and they are typical with what has been done. Those are things that have already been in, and in the works. We have talked to our consultants who did our masterplan, MKSK, about possibly being interested in continuing on to do that kind of work, and we have received the price from them. Other than that, that is all the updates I have at this point.

**Berry:** What we are looking at in terms of the Master Plan Update - our review periods have come to a close. We had some very nice supportive letters from Pleasant Ridge and Berkley. We also had a letter from Oakland County based on the meeting, which I was able to attend with our consultants from MKSK. They typically write something stating the fact that it is not in conflict with any of the master plans. We would like a motion this evening to set the public hearing for July 25th. At that point in time, once we have the motion, I will be able to publicize it. Once I publicize it, at that meeting that will be the final time when the Planning Commission takes public comments or anything like that. At that point in time, the document that we come to you with, we would be asking for approval. There are a couple things that we've incorporated based on a couple things that Oakland County said that has become available, that we would like to include in it. There's no changes, just more resources listed. Pending approval, I would then schedule it for the August City Commission meeting for final adoption.

Gail Linden motioned to set the date for the Master Plan Adoption Hearing for July 25, 2022. Chris Golembiewski seconded the motion.

Ayes: Paul, Sperl, Polan, Wright, Golembiewski, Moore, Linden

Nays: None

Absent: Ingber, Kohn

**The Motion Carried.**

### **ADJOURNMENT:**

Moved by Todd Sperl and seconded by Chris Golembiewski to adjourn the Planning Commission meeting.

Ayes: Paul, Sperl, Polan, Wright, Golembiewski, Moore, Linden

Nays: None

Absent: Ingber, Kohn

**The Motion Carried, meeting adjourned at 7:21pm.**

Submitted

Amy Berry - Recorder

## **Consent Agenda #5g**

**HUNTINGTON WOODS PARKS A.  
ADVISORY BOARD MINUTES - DRAFT  
Wednesday, June 29, 2022  
7:00 pm Gillham Recreation Center – Multi-purpose Room**

**Members Present-** J. Steinhart, A. Philko, J. Aisen, J. Egan, R. Serman, S. Potter

**Staff Present –** T. Shanley, J. Rozell

### **Masks strongly encouraged**

- I. Call to Order by J. Steinhart- 7:03 PM
- II. Approval of Agenda for June 29, 2022- Motion- J. Aisen; Second- J. Egan
- III. Approval of Minutes from May 31, 2022- Motion- J. Aisen; Second- R. Serman
- IV. Correspondence- Related to photos at the pool
- V. Items of Business

**Parks Use Policy-** The city voted on a Park Reservation/Use Policy document. Questions and edits were made regarding language and clarification. Board requested documentation of old documents to cross reference.

#### **Continued discussion - Photos at Pool-**

Marie DeFur from public participation submits feelings regarding the photography policy and her wishes to revisit and discontinue the policy immediately.

R. Serman explains comments from a post and the feedback from the community. Explained concerns about consent required with memberships at the pool and photos of minors in bathing suits on city social media platforms.

J. Egan motions for the following: Postponing any posting of pictures on Huntington Woods social media pages taken at the Huntington Woods pool during open swim until the city attorney has formulated a consent policy. Motion- J.Egan; Second- R. Serman  
Motion passed- 5:1

Naomi Loebl (Sherwood)- Concerned about the lack of active consent from minors who are having their photos posted to social media.

Kristy Conti- Explains that it's a public place and she loves the photos taken. Hurricanes parents have mentioned they want photos to continue. She thinks there is no expectation of privacy at the pool because residents take their own photos.

Claire Galed- Consider having a meeting regarding this topic.



**Continued discussion – Public Communication/Social Media-** Discussion about making a QR code/ survey in order to gather positive and negative feedback from the public. This will help direct the board.

**K. Foster-** looking to create a form to check in with the public over the summer and get feedback on the likes/dislikes about the parks (a survey).

**4<sup>th</sup> of July Hot Dog Roast-** Sign up for the hotdog roast and details discussing the logistics for after the parade. There will be veggie hot dogs upon request!

**11 Mile Tennis Courts-** Lights get turned off at 10 PM and Steve reset it to ensure the timer has been set accordingly. The resident that lived near said it has become noisier and they asked if the lights could be turned off earlier. The Advisory Board determined that 10pm was a reasonable time during the summer months.

- VI. **Department Update-** Mia and Alexa's last meeting was tonight. They were honored for their hard work. Alexa was one of the recipients of the Virginia Jones Spirit Award. The fireworks are at 10 PM and there are exciting 4th of July events coming up! The pool is closed due to maintenance on July 14th. Latchkey is looking for staff for the fall, 17 and older. The Juneteenth event was a success. DPW did a temporary fix to the track and removal of tree problems. The track redo will be done in the fall. Parks staff are working hard at all the events this month.
- VII. **Public Participation-**  
Claire Galed- Recommendation to do workshops for floats for the 4th of July in January so there is greater participation from the community.
- VIII. **Plan of Action for Next Meeting-** September 20th is the next meeting. City attorney feedback on pool photos. Parks and Rec master plan and goals for 2022-2023. Continued discussion on community feedback via QR code.
- IX. **Board Member Comments-** J. Egan brought an idea for proactive fundraising on items throughout the community, for example a park bench with a plaque. Added to plan of action.
- X. **Adjournment-** 8:35 PM

## Consent Agenda #5h

CITY OF HUNTINGTON WOODS  
REGULAR MEETING OF THE ZONING BOARD OF APPEALS  
MINUTES

**July 11, 2022**

7:30 p.m.

In Person Meeting – Huntington Woods Commission Room – City Hall

Chairman Adam Wallace called the meeting to order at 7:30 p.m.

**PRESENT:** Ben Falik, Adam Wallace, Bree Stocker Smart, James Park, Andy Doctoroff

**CITY STAFF PRESENT:** Hank Berry

**ABSENT:** Michael Wright, Michael Brooks

### **APPROVAL OF AGENDA**

**Andy Doctoroff** motioned to approve the agenda.

The motion was seconded by **James Park**.

**Ayes:** Andy Doctoroff, Adam Wallace, David Hesano, Ben Falik

**Nays:** None

**Absent:** Michael Wright, Michael Brooks, Bree Stocker Smart (Tardy after voting)

The motion carried.

### **APPROVAL OF MINUTES**

**Chairman Adam Wallace** asked for a motion to approve the June 13, 2022 meeting minutes.

**Andy Doctoroff** motioned to approve minutes as presented. **Bree Stocker Smart** seconded the motion.

**Ayes:** Andy Doctoroff, Adam Wallace, Bree Stocker Smart, David Hesano, Ben Falik

**Nays:** None

**Absent:** Michael Wright, Michael Brooks

The motion carried.

**AGENDA ITEMS:**

***Principal Order of Business:*** Matter of an appeal from Erica Tank, Green Gardens Day Care for a Permanent Ground Sign to Green Gardens Day Care at 10495 W 11 Mile Contrary to Section 40-10.11(signs).

**Berry:** The applicant has asked for an opportunity to be tabled until the next meeting. Apparently, she has taken ill and was unable to prepare properly for the meeting. She has asked for a courtesy table until the August regular meeting.

**Andy Doctoroff** motioned for the appeal from Erica Tank of Green Gardens Day Care to be tabled until the August regular meeting. **Bree Stocker Smart** seconded the motion.

**Ayes:** Andy Doctoroff, Ben Falik, Adam Wallace, Bree Stocker Smart, David Hesano

**Nays:** None

**Absent:** Michael Wright, James Park

The motion carried.

***Matter of an appeal from Michael Ostrowski, on behalf of the Shore Family at 26398 Hendrie for a variance to encroach into the required setback and for an accessory structure in the front yard.***

**Michael Ostrowski:** I am here on behalf of the Ostrowski Design Group, LLC. I am here tonight with my associate, and my brother, Peter. We are the firm representing David and Helen Shore, the owners of the residence located at 26398 Hendrie Blvd. The Shore's are requesting two variances. One for the encroachment into the required front setback for a total of 20 ft. where 40 ft. is required, and two to have an accessory structure in the front yard. Mr. Ostrowski then showed the original structure, the HDC approved addition to the site, floor plan, and elevations. Our addition addressed and satisfied four major directives from the Shore's. These include: a. Create a new rear entrance to incorporate and attach to the existing garage and produce a secure, all-year covered pedestrian traffic corridor from the garage, into the existing residence, and to

include orientation to the existing residence and rear entrance foyer, direct powder room accessibility with new mudroom, access to the basement, access to kitchen, and eating areas, and direct access to the rear yard cascading water feature areas, gardens, and flowered walkways. The existing elevation challenge from grade to first floor, has a solution integrated into the design and to disguise the stairs, landings, rampings, etc. in a unified manner. B. enlarge and renovate the existing kitchen to incorporate a kosher kitchen with an organizational layout integrating owners preparation patterns and appliance specifications. C. Create a new first floor master bedroom suite to be located toward the rear of the property in consideration to the existing cascading water feature in the lavishly landscaped and flowered rear yard. Our approved site plan shows the addition located directly between the main residence and the garage. The lot coverage footprint of the residential addition is 1,116 sq. ft. and the garage is 215.1 sq. ft. for a total additional lot coverage of 1331.1 sq. ft. This amount adding to the existing lot coverage of 2046 sq. ft. equates to a proposed total of 3,341 sq. ft. Which is a total lot coverage of 19.1%, the allowable lot coverage is 25%. We are installing new walkways on the Dundee side of the road of the property to the entrance of the addition and the existing residence in two locations. The first, so as to keep safe pedestrian passage from the public sidewalk to the residence will be placed adjacent to the driveway. The second to allow pedestrian traffic from the front entrance of the house to the Dundee road side of their property in a safe and secure manner, and to allow the Shore's and any visitors to safely travel to their front door in a reliable and convenient manner, instead of walking up across and over 70 feet of lawn. We are building a replacement retaining wall which will surround the proposed covered side entrance porch. This 30 inch high wall also on the Dundee road side is to be constructed of brick with a limestone cap, which is designed to protect the existing 50 foot tall pine tree as well as other mature landscaping, and create a walkout, or small courtyard, up for the porch, and we feel enhancing the existing streetscape. We are also placing a concrete patio area approximately 325 sq. ft. placed immediately adjacent to the rear yard of the proposed addition to allow for dry egress from the renovated garage and basement egress areas into the backyard. Finally, we are proposing a 664 sq. ft. elevated deck or terrace on the Hendrie side of the property which will attach to the existing residence and the approved addition. This deck will replace the existing, structurally failing and rotting deck and will allow for family gatherings, scenic viewing of the existing cascading water feature in the pond, and is the only direct egress access from the first floor to the lower grade by way of an outside stair on the southwest side of the residence. All required setbacks of the historically approved addition are within allowable parameters. Perimeters meeting all of the HWHDC guidelines for additions and the secretary of the interior's 10 standards for a certificate of appropriateness, except for the proposed deck and accessory structure due to it's location in the "front"

of the property and its encroachment into the front setback. Therefore, the approval of two variances is requested due to the following unique conditions. Typically, the residential layout of dwellings in Huntington Woods is Orthogonal, and setback from the road anywhere from 20-40 feet and where the corner of any property boundary is approximately at angles of 90 degrees. When examining 26398 Hendrie, an anomalous situation is apparent. The front elevation is oriented to the apex of the two converging streets, Hendrie Blvd. and Dundee Rd. and where the property boundary is at an angle of 45 degrees to the front. This resident's address could have easily been assigned to either street, thus this unique geometric configuration poses a unique opportunity for creative, non-standard solutions to the HW building ordinances. The obvious front of the house is setback 88 feet from the pre-mentioned apex. If this were a typical front, the west (Hendrie) side would have a 33 foot setback, or the east (Dundee) side would have below the 25 foot setback and there would be no need for the requested variances. If the Shore's home was rotated to a relative parallel orientation of which over 99% of all HW homes are, that would place the front elevation unambiguously on either side and again, this variance would not be needed or sought. Over 2,364 homes in HW, there are approximately 6 residences with these site conditions, and there are even fewer that have this atypical site to residence orientation anomaly, which represents less than .0025% of the existing residential properties. The original house is built with an existing 12.5 ft encroachment into the front setback on Hendrie Blvd. The neighboring house to the south, along Hendrie Blvd also encroaches into the front setback for over 9 inches. The original architecture was built with two existing encroachments into the front setback. In essence, we are in reality seeking a 7.5 ft consideration, which is mostly an important egress stairway. The most defining topical irregularity to the original build of the home, is that the main floor of the residence is over 6 ft. above the grade. Concurrently, the designed addition as presented and approved by the HWHDC addressed and created a unique solution to this hardship. Included in the approved design solution is the proposed addition of an elevated deck terrace which upgrades an existing rotting, and structurally failing deck and stair. This replacement deck, and graduated stair provides the only means of degree of direct egress, fire hazard protection from the southwest, Hendrie side of the house to the existing grade below. In addition, it also allows the residences the only access to a graded ambulatory to the back of the property, where there exists extensive gardens, flowered walkways, a cascading water feature, and direct outside access entrance to their basement and garage. Because of the orientation of the house on the property, the accessory structure is perceived as being in the front, this is not the case. When viewed in its totality, and taking into account the existing landscaping in actuality, and counter-intuitively it is in the back.

**Berry:** The way that this house is oriented, is facing the apex as Mike stated. There is already a deck in the "front" of the house, this is just replacing that one as it is deteriorating. The fact that it is already approved through the HDC, which is not easy to do, is something that you may want to consider. This does not have an adverse effect on the neighbors or the neighborhood. None of what the applicants are asking for is a direct result of their actions. The issues they are trying to fix predate the Shore's ownership.

Hank Berry then used the blueprints to explain why the design is the way it is and why things are oriented the way that they are.

Pictures of the house were then shown and explained to help give the board a better view of the situation and what is being asked.

**The meeting was opened for public participation. Seeing none, it was closed.**

**Doctoroff:** Hank, could you please describe to the extent that there was any, and taking into account the email correspondence received today, what the comments were about the issue that is before us tonight at the HDC meeting.

**Berry:** At that meeting, there were both positive and negative comments. A neighbor on Dundee was extremely supportive of the project. There were a couple of people that were on the other side of Dundee that felt the project was a little bit much to look at. The correspondence that you got in front of you today was from someone who cannot see the house from their home. The deck that is there right now is being swallowed up by the addition, and they still need some form of egress, this is shifting the deck a little bit.

**Doctoroff:** Could the deck have been designed in a way that minimized or eliminated the encroachment or was that not realistically possible?

**Ostrowski, Mike:** It was not realistically possible.

**Doctoroff:** Has anyone objected either publicly, or in writing, at any meeting, to the deck?

**Berry:** Not that I'm aware of.

**Doctoroff:** (to the Shore's) Have you talked to any of your neighbors about this, and what is their feeling on it?

**Mr. Shore:** We have shared it with about 4 neighbors on Dundee and they share our enthusiasm for the project. There is one neighbor as mentioned who is not a fan.

**Hesano:** I appreciate the landscaping but you can't use landscaping as an excuse, it doesn't give you a buffer or a reason to violate an ordinance because everybody could do it. My issue with this is that nobody else has this. The deck is huge, it is not a modest size deck, it's huge. I think you're coming in asking for a little too much.

**Berry:** I believe the point that Mr. Hesano is making is that realistically, those trees can be cut down tomorrow and then it can be seen.

**Doctoroff:** My question is, could you redesign the deck without the portion in blue to match the 30 ft setback, and still have it functional in a reasonable way, if not everything that the homeowner wants in a reasonable way?

**Ostrowski:** I'm not going to say no, but if it gets us where we need to be, yes of course.

**Berry:** There is a dramatic grade change, so because of that there needs to be a certain amount of square footage that needs to be devoted from getting you from point a to point b. As a result, what you're seeing is if this was a normal circumstance and that deck was 18 inches above the ground, would he need that? Absolutely not, he'd need one stair.

**Hesano:** I want to approve this but we have a job and that is to uphold code as best we can. If you could take it back a little bit, and remove most of the blue section (as noted in the blueprints and plans), I would be comfortable with that.

**Ostrowski:** We'll take this blue part off here

**Adam Wallace** called a two minute recess so that Hank Berry could grab a scale to help measure the new parameters being set for the deck.

**Hesano** made a motion to approve the accessory structure in the front yard setback with maximum setback from the property line along Hendrie being 21 feet 6 inches as annotated on the site plan. **Ben Falik** seconded the motion.

**Ayes:** Andy Doctoroff, Ben Falik, Adam Wallace, Bree Stocker Smart, David Hesano

**Nays:** None

**Absent:** Michael Wright, James Park

The motion carried.

The meeting was opened for public participation. Seeing and hearing none, public participation was then closed.

**ADJOURNMENT:**

**Bree Stocker Smart** motioned for adjournment. **Ben Falik** seconded the motion.

**Ayes:** Andy Doctoroff, Ben Falik, Adam Wallace, Bree Stocker Smart, David Hesano

**Nays:** None

**Absent:** Michael Wright, James Park

The motion carried.

**The Motion Carried, meeting adjourned at 8:47 pm.**

Submitted

Amy Berry - Recorder





## Consent Agenda #5i

### Finance Department Memo

To: Mayor and City Commission

From: Ethan Haan, Finance Director

Date: August 11, 2022

Subject: May 2022 Treasurer's Report

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The May 2022 financial reports are enclosed for your review. Our investment income is lower due to current market trends, but since we hold these investments to maturity, these investments will not be cashed out at these losses. Interest rates are rising so I am expecting our investment income to look more favorable as we invest at higher interest rates than in the past.

It has been a very busy summer between taxes and onboarding as the new Finance Director. Thank you for your patience as we navigate this transition. Administration is wrapping up interviews for the vacant Deputy Treasurer position and will be making a hiring decision in the next few weeks.

Summer tax bills were mailed to homeowners on June 30<sup>th</sup> and were due August 10<sup>th</sup>. If you paid half by August 10<sup>th</sup>, you can pay the remaining half by October 31<sup>st</sup> without penalty.

# FINANCE REPORT - CASH POSITIONS

FUND	FUND #	CURRENT INVESTMENTS	CURRENT CASH	TOTAL AVAILABLE
GENERAL FUND	101	2,631,042	513,129	3,144,171
MAJOR STREET FUND	202	612,687	56,712	669,399
LOCAL STREET FUND	203	140,014	31,425	171,439
ACT 345 PENSION FUND	205	3,144	166	3,310
RECREATION FUND	208	1,070,546	215,516	1,286,062
GWK DRAIN FUND	225	184,429.94	376	184,806
RACKHAM DEFENSE FUND	250	34,166.72	285	34,452
BUDGET STABILIZATION FUND	257	1,205,801.78	7,891	1,213,693
ARPA GRANT FUND	285	290,971.83	29,694	320,666
ELEVEN MILE - DEBT FUND	303	27,633.98	(3,266)	24,368
2010 UTGO DEBT	304	224,019.51	119	224,138
2012 UTGO DEBT	305	89,095.88	216	89,312
2014 UTGO DEBT	306	216,833.91	(48)	216,786
2017 UTGO DEBT	307	81,388.71	(16)	81,373
2019 UTGO DEBT	308	106,209.64	(2)	106,208
2020 CAPITAL IMP. BONDS	309	472,523.85	(21,882)	450,642
CAPITAL PLANNING FUND	402	869,535.36	28,046	897,581
SEWER CONSTRUCTION FUND	492	5,575,696.73	3,287	5,578,984
ROAD & SEWER CONSTRUCTION FUND	493	6,562,055.74	13,821	6,575,877
ROAD MAINTENANCE FUND	494	118,892.44	2,453	121,346
SANITATION FUND	515	106,649.36	64,896	171,545
WATER FUND	592	1,588,139.02	170,655	1,758,794
EQUIPMENT FUND	661	697,643.74	38,123	735,767
TRUST & AGENCY FUND	701	275,800.00	6,468	282,268
POST RETIREMENT FUND	734	784,044.44	(2,165)	781,879
TOTAL ASSETS - INVESTMENTS/CASH		23,968,965	1,155,899	25,124,865

FIDUCIARY (TRUSTEE)	TYPE	AMOUNT INVESTED	PERCENT INVESTED	YIELD
MICHIGAN CLASS	Interlocal	9,313	0.04%	0.44%
OAKLAND COUNTY POOL- OPER	Pool	225,276	0.95%	0.84%
FIFTH THIRD SECURITIES	Agency	1,380,895	5.81%	0.89%
COMMERICA - J FUND - 4438	Pool	108,983	0.46%	0.22%
COMERICA SECURITIES - 2362	Agency	4,124,870	17.35%	2.50%
HUNTINGTON BANK	Agency	1,252,054	5.27%	1.80%
MULTIBANK SECURITIES	Agency	4,229,652	17.79%	2.15%
FLAGSTAR INVESTMENT ACCOUNT	Savings	505,094	2.13%	0.25%
FLAGSTAR BOND ACCOUNT	Savings	263,612	1.11%	0.25%
OAKLAND COUNTY BOND ACCOUNT	Pool	11,670,075	49.10%	0.84%
TOTAL INVESTMENTS		23,769,825	100.00%	
WEIGHTED AVERAGE YIELD				1.39%
OPERATING CASH ACCOUNT				1,155,899
INVESTMENT ACCOUNT				23,968,965
TOTAL DOLLARS AVAILABLE				25,124,865

## **Heidi Brown-Barckholtz**

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## **Communications #1**

**From:** Chris Wilson  
**Sent:** Wednesday, July 13, 2022 11:39 AM  
**To:** Heidi Brown-Barckholtz  
**Subject:** FW: Event Recording and Elizabeth

Heidi, see below, Elizabeth is getting off the ARAC.

**Chris Wilson**  
City Manager  
City of Huntington Woods  
248.581.2632

---

**From:** Katie Krajny Beaulieu <katie.krajny@gmail.com>  
**Sent:** Wednesday, July 13, 2022 10:38 AM  
**To:** Chris Wilson <cwilson@hwmi.org>  
**Subject:** Event Recording and Elizabeth

Hi Chris,

Hope all is well!

Any word on the plans for the event recording? Reginald is asking for a copy and also what our plans are for sharing.

Also, please see the message below. Elizabeth has withdrawn from the committee. Are we able to look for a new member?

Katie

----- Forwarded message -----

**From:** Elizabeth Zerwekh <elizwz1@aol.com>  
**Date:** Fri, Jul 8, 2022 at 2:42 PM  
**Subject:** Anti-racism committee  
**To:** Katie Krajny Beaulieu <katie.krajny@gmail.com>

Hi Katie-

I'm sorry to tell you that I'm unable to serve on the committee.

I have too much on my plate right now and won't be able to be a fully engaged member.

I don't like to be someone who is not fully participating. It's not fair to others in the committee.

Let me know if there's anything else I need to do besides inform you.

Thank you,

Elizabeth

Elizabeth Zerwekh  
Private Librarian/Archivist  
[Elizwz1@aol.com](mailto:Elizwz1@aol.com)

## Communications #2

5102 (Rev. 01-19)



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

July 14, 2022

Chris Wilson, City Manager  
Huntington Woods City, Oakland County  
26815 Scotia Road  
Huntington Woods, MI 48070

## Communications

Dear Chris Wilson,

As you are aware, Tax Management Associates recently conducted an Audit of Minimum Assessing Requirements (AMAR) on behalf of the State Tax Commission. The audit indicated that Huntington Woods City met all of the minimum requirements. We wish to congratulate the unit on receiving a perfect score on the review and thank you for your cooperation throughout this process.

An electronic version of your AMAR review with detailed comments regarding each item is available through your local MiSuite portal at <https://amar.misuite.app>.

Sincerely,

A handwritten signature in black ink, appearing to read "William Gast".

William Gast  
Michigan Department of Treasury

## Communications #3

LEY  
com

27555 Executive Drive, Suite 250  
Farmington Hills, Michigan 48331  
P 248.489.4100 | F 248.489.1726  
rsjalaw.com



ROSATI | SCHULTZ  
JOPPICH | AMTSBUECHLER

August 5, 2022

Mayor Bob Paul and City Commission  
City of Huntington Woods  
26815 Scotia  
Huntington Woods, Michigan 48070

### **RE: Federal Service Mark Registration**

Dear Mayor and City Commission:

Congratulations. The City of Huntington Woods has an officially registered federal service mark. A copy of the registration is enclosed. The official registration certificate will be provided to the City Clerk.

To provide some background, a trademark is a word, phrase, symbol or design, or combination thereof that identifies and distinguishes the source of the goods of one party from those of others. A service mark is the same as a trademark, except that it identifies and distinguishes the source of the service rather than the goods. As a governmental entity, the City provides services rather than goods; therefore, the City has a service mark. If someone without authority uses the service mark to falsely claim that a service is performed by the City, their action will likely be considered as trademark infringement. Having a federally registered mark provides greater protection against trademark infringement. For example, if the City service mark is used on a credible website without City authority, the website should remove the infringing mark once it receives proof of the City's federal registration. Providing the federal registration number is generally sufficient proof of ownership of a service mark. Not all uses of a mark are infringing. For example, use of marks in news stories is considered permissible or "fair use", because the use is intended to identify the City, not create the impression that the City sponsors the news source.

I recommend that you start inserting the registration symbol ® in the upper right corner of the mark whenever it is used, including on the City website. This symbol puts the public on notice that the City has a federal registration. Having a federal registration also means that the City should protect its rights by granting permission to those it allows to use its mark and by trying to stop use that is not permitted. It is advisable to establish a policy when the mark may be used by the City and by other entities. Please be aware that you need to use the mark in with the same colors and proportion that appears on the registration.

To maintain the registration, the U.S. Patent & Trademark Office requires that an attestation of use of the mark be filed between the 5<sup>th</sup> and 6<sup>th</sup> year after the mark is published, this currently costs \$425. Another fee is required at the tenth year (2032), and every ten years thereafter to keep the registration active. We will keep track of this in our system, so you will not need to worry about that. If the City stops using the mark, it will not be able to renew the registration because use of the mark is required to keep an active registration with the Trademark Office.

# United States of America

United States Patent and Trademark Office



**Reg. No. 6,772,619**

**Registered Jun. 28, 2022**

**Int. Cl.: 35**

**Service Mark**

**Principal Register**

**Presentation Copy**

The City of Huntington Woods

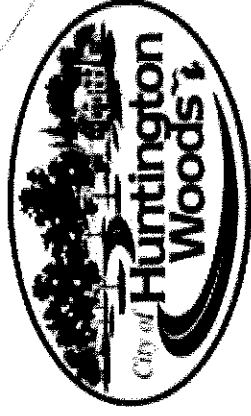
26815 Scotia Rd.

Huntington Woods, MICHIGAN 48070



*Katherine Kelly Vidal*

Director of the United States  
Patent and Trademark Office



**Bob & Char Nutton**  
**Citizen of the Year Award**

**2022**

**JIM SPEIR**

*For his longstanding  
and dedicated volunteerism  
with the Boy Scouts  
& the Huntington Woods  
Men's Club.*



## Agenda #2

### A D M I N I S T R A T I V E      O F F I C E S

*Mayor Robert F. Paul*  
*Mayor Pro-Tem Michelle Elder*  
*City Manager Chris Wilson*

*Commissioner Joe Rozell*  
*Commissioner Jeff Jenks*  
*Commissioner Jules B. Olsman*

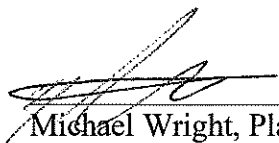
August 8, 2022

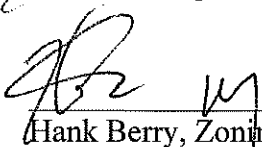
Honorable Robert F. Paul III Mayor  
Mayor Pro-Tem Michelle Elder  
Commissioner Joe Rozell  
Commissioner Jules B. Olsman  
Commissioner Jeff Jenks

Dear Honorable Mayor and City Commission,

Over the course of the last 18 months the Planning Commission has worked diligently on the assembly of this Master Plan. The time was comprised of many public meetings, engagement sessions and several work sessions as well as a public survey with over 500 responses. The plan has received favorable reviews from our neighboring cities as well as the county zoning commission which approved it in a unanimous vote. The Planning Commission adopted this plan July 25 and it is presented to you at this time for final adoption.

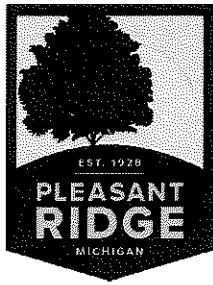
We believe this plan includes the desires of our residents and allows for future development in our community. Our consultant MKSK will have a presentation for you at the meeting on the 16<sup>th</sup>. Attached please find letters of support from surrounding communities.

 8/8/22  
Michael Wright, Planning Commission Chair

  
Hank Berry, Zoning Administrator

cc. Chris Wilson  
Carol Rosati





# City of Pleasant Ridge

23925 Woodward Avenue, Pleasant Ridge, Michigan 48069  
Phone: 248-541-2901 • Web: [www.cityofpleasantridge.org](http://www.cityofpleasantridge.org)

## City Commission

Bret Scott, Mayor  
Chris Budnik  
Alex Lenko  
Ann Perry  
Katy Schmier

## City Manager

James Breuckman

May 17, 2022

Hank Berry  
Zoning Administrator  
City of Huntington Woods  
26815 Scotia Road  
Huntington Woods, MI 48070

### **Re: Huntington Woods Draft Master Plan Review**

Hank,

The Pleasant Ridge Planning Commission reviewed the proposed Huntington Woods Master Plan at our April 25 meeting. The Planning Commission found the proposed plan to be a thoughtful document that should serve the City of Huntington Woods well in the coming years and decades. The recommendations of the plan are consistent with Pleasant Ridge's planning for our common boundary, and therefore we do not have any specific comments or recommendations for changes to the plan.

Best,

Jim Breuckman  
City Manager



## **CITY OF BERKLEY COMMUNITY DEVELOPMENT**

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

### **MEMORANDUM**

**To:** Hank Berry, Zoning Administrator, City of Huntington Woods

**From:** Megan A. Masson-Minock, Interim Community Development Director

**Subject:** **Response to Draft Master Plan for Huntington Woods**

**Date:** June 15, 2022

---

We have reviewed February 2022 draft report for the Huntington Wood Master Plan Update. The following items in the report would impact the City of Berkley and generally agree with Berkley's recently adopted Master Plan:

#### Eleven Mile

- On the Future Land Use Map, the Eleven Mile Corridor is noted as "Enhance Corridor."
  - Most of the Eleven Mile properties are designated "Preserve" on the Future Land Use map, with the retail area on the corner of Eleven Mile and Coolidge Highway designated as "Enhance."
  - The existing parks and open space along Eleven Mile are planned as "Park and Open Space"
  - The City Campus area on the southwest corner of Eleven Mile and Scotia Road is shown on the Future Land Use Map as "Invest." The recommendations for this area include focusing on rehabbing and upgrading the Public Safety Building and considering issuing a Request for Proposal to gauge developer interest in the Public Safety Building. The Berkley properties on the north side of Eleven Mile opposite this site are planned for Gateway Corridor, which would be compatible with a variety of uses.
  - The Complete Streets Plan includes the following recommendations for Eleven Mile, all of which should be in cooperation with the City of Berkley:
    - New pedestrian mid-block crossings near Scotia and Meadowcrest.
    - A Safe Routes to School Study should be completed for the pedestrian crossings along Eleven Mile.
    - The lane reconfiguration along Eleven Mile to three-lane configuration. We appreciate that the draft report notes that coordination with the City of Berkley would be critical to successful implementation.
-

#### Woodward

- Woodward is also noted on the Future Land Use Map as an "Enhance Corridor."
- The Complete Streets Plan proposes pedestrian crossing improvements at Eleven Mile and Woodward and a dedicated bike lane or off-road bike facility along Woodward, continuing into City of Berkley.
- The report supports the station area/mobility hub at Eleven Mile and Woodward proposed in the Regional Transit Authority Mobility-Oriented Development Study of the Woodward. The City of Berkley's Master Plan references that report as well and supports its implementation.
- Streetscape improvements, façade improvements and infill development are recommendations in the Woodward Avenue Corridor Plan proposed in the report. These recommendations are compatible with Berkley's vision for its portion of the Woodward Corridor.

#### Coolidge Highway

- On the Future Land Use Map, the Coolidge Highway Corridor is also noted as "Enhance Corridor."
- The Coolidge Highway Corridor Plan in the report proposes streetscape improvements and access management that fit with Berkley's vision for Coolidge within its boundaries. The infill development opportunities noted in the report are south of the border with Berkley.

Thank you.

Cc: Berkley Planning Commission  
Berkley City Council  
Matt Baumgarten, City Manager  
John Staran, City Attorney



## BOARD OF COMMISSIONERS

---

1200 N. Telegraph Road  
Pontiac, MI 48341-0475  
Phone: (248) 858-0100  
Fax: (248) 858-1572

June 8, 2022

Hank Berry, Zoning Administrator  
City of Huntington Woods  
26815 Scotia  
Huntington Woods, MI 48070

Dear Mr. Berry:

On Tuesday, June 7, 2022, the Oakland County Coordinating Zoning Committee (CZC) held a meeting and considered the following Master Plan Update:

**City of Huntington Woods Master Plan Update  
(County Code Master Plan No. 22-04)**

The CZC, by a 3-0 vote, endorses the Oakland County Economic Development Department, Planning & Local Business Development's staff review of the City of Huntington Woods Draft Master Plan Update. The staff review finds the proposed Master Plan changes to be **not inconsistent** with the Master Plans of any of the adjacent communities that received notification of the proposed update. A copy of the staff review is enclosed.

A copy of the proposed draft Master Plan for the City of Huntington Woods was reviewed as currently posted at the following web link: [https://Huntington\\_Woods\\_Master\\_Plan](https://Huntington_Woods_Master_Plan). Adjacent communities and other reviewing jurisdictions are asked to contact the City of Huntington Woods regarding the final adoption process for the proposed Master Plan, if of interest.

If further documentation is necessary regarding the CZC meeting, the official minutes of the June 7, 2022, meeting will be available following the next CZC meeting. If you have any questions regarding the review, please do not hesitate to contact me at (248)858-0389 or email me at [krees@oakgov.com](mailto:krees@oakgov.com).

Sincerely,

  
Scott E. Kree  
Senior Planner

CC: Gwen Markham, O.C. Commissioner for District 9, CZC Board Chair  
Gary R. McGillivray, O.C. Commissioner for District 20, CZC Board Vice-Chair  
Phil Weipert, O.C. Commissioner for District 8, CZC Board Member  
Yolanda Charles, Oakland County Commissioner for District 17  
Charlie Cavell, Oakland County Commissioner for District 18  
Dave Woodward, Oakland County Commissioner for District 19  
Oakland County Board of Commissioners/CZC Staff  
Ann Marie Kerby, Planning Consultant at MKSK  
Justin Sprague, Planning Consultant at CIB Planning  
Matthew Baumgarten, City of Berkeley City Manager  
James Breuckman, City of Pleasant Ridge City Manager  
Kimberly Marrone, City of Oak Park Economic Development & Planning Dir.  
Todd Fenton, City of Royal Oak Economic Development Manager

Brad Knight, Road Commission for Oakland County Director of Planning Environmental Concerns  
Lori Swanson, Oakland TSC-MDOT Manager  
Jennifer Whitteaker, DTE Regional Manager  
Brandon Hofmeister, Consumers Energy Senior VP of Government Affairs

May 20, 2022

Commissioner Gwen Markham, Chairperson  
Oakland County Coordinating Zoning Committee  
1200 North Telegraph Road  
Pontiac, MI 48341

SUBJECT: County Code No. MP 22-04, Oakland County Department of Economic Development (OCED), Planning & Local Business Development (PLBD) Division's review of the draft City of Huntington Woods Master Plan Update.

Dear Chairperson Markham and Committee Members:

On April 22, 2022, Oakland County received a mailed letter that was dated April 14, 2022, informing our office of the proposed **City of Huntington Woods Draft Master Plan Update, (County Code Master Plan No. 22-04)**. The Huntington Woods Draft Master Plan can be found at: [Huntington Woods Master Plan](#). Under the Michigan Planning Enabling Act, Oakland County, adjacent municipalities, and other jurisdictional authorities have 63 days to review the draft document and submit comments on the proposed Master Plan updates directly to the City of Huntington Woods. The review period for this document expires on June 16, 2022.

This review of the draft Master Plan will go before the Oakland County Coordinating Zoning Committee (CZC) on June 7. This date falls within the 63-day review and comment period. It is assumed the surrounding communities of Berkley, Oak Park, Pleasant Ridge, and Royal Oak were notified about the proposed draft Master Plan and review period by the City of Huntington Woods.

### **Staff Recommendation**

Based on the review of the surrounding community's Master Plans, the City of Huntington Woods Draft Master Plan proposed update is **not inconsistent** with the plan of any city, village, or township that received notice of the draft plan. Oakland County has not prepared a countywide development plan, therefore, there is no countywide plan with which to compare the proposed draft plan.

### **Summary Analysis of Content**

The focus of this report is to present a clear understanding of the proposed document and describe changes in border land use through an analysis of the proposed plan. Recommendations that may help make the document stronger are offered as a result of the analysis. The following is a summary of the City of Huntington Woods Draft Master Plan. The City of Huntington Woods last submitted a Master Plan for review in November of 2014, which was later adopted in January of 2015. The proposed 2022 Master Plan is broken down in the table of contents into 25 sections. This review will focus on relevant sections of the proposed draft Master Plan.

### **Public Engagement**

The Planning Commission held many virtual and in-person "working-sessions" that included the gathering of feedback from the community between February of 2021 and December of 2021. Within that timeframe, in June of 2021, a "Community Visioning Workshop" was held attracting over 100 participants which was followed by the release of an online and hardcopy survey that produced a return feedback from 560 residents and stakeholders. A summary of the engagement process and its findings is included in the plan and was utilized to guide and structure topics within the draft Master Plan document.

## Vision & Goals

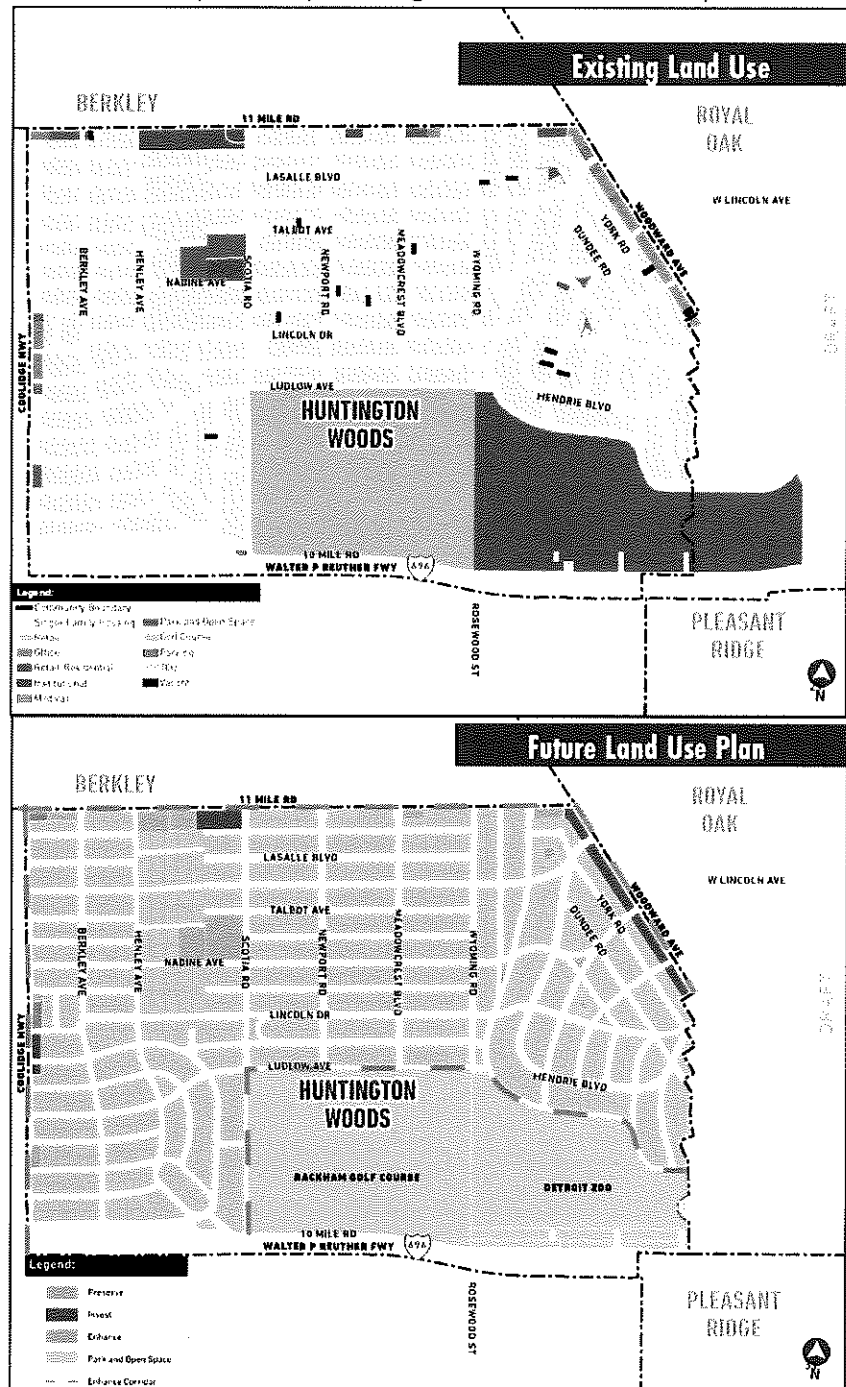
Guided by highlighted topics from the community engagement, a total of 10 goals were formulated. These goals are listed in the image below. Elements of preservation, infill development, diversified housing, mobility enhancements, mixed use developments, and inclusion/diversity are listed as goals for the city under this plan.

- » Goal 1: Maintain the excellent quality of City services while avoiding tax increases.
- » Goal 2: Promote the long-term stability of the City's residential neighborhoods.
- » Goal 3: Encourage quality infill development and residential additions that reflect the character of existing homes.
- » Goal 4: Promote a diversified housing stock, focusing on targeted commercial corridors, that accommodates residents of all ages.
- » Goal 5: In planned locations at the City's perimeter, encourage mixed-use development with high quality retail and restaurant uses.
- » Goal 6: Maintain and improve the City's park system and recreational facilities and programs. Continue to use the parks and recreational uses as buffers along the community's borders.
- » Goal 7: Promote the preservation and enhancement of trees, urban forest, and natural resources and features. Use sustainable best practices to protect and preserve the City of Huntington Woods.
- » Goal 8: Promote continued walkability within Huntington Woods and strengthen pedestrian connections to neighboring communities.
- » Goal 9: Maintain, improve, and beautify the City's road network.
- » Goal 10: Create a more welcoming environment that promotes diversity and inclusion in the City.

The City of Huntington Woods's Future Land Use (FLU) plan puts less focus on use types or density but rather shifts actions to *Preserve*, *Invest*, and *Enhance* with others noted as *Enhanced Corridor* and *Park & Open Space*. The *Park & Open Space* designation is the only land use present in the FLU plan. All other existing land uses from the 2014-2015 Master Plan align with a proposed action designation. All residential properties are under the *Preserve* classification with the exception of a few "institutional" uses consisting of the Huntington Woods Lutheran Church property, the Gillham Recreation

## Existing Conditions Update & Recommendations

In the 2015 adopted Master Plan, an existing land use map was not included in the document due to their being no significant changes since the 2006 Master Plan. An existing land use plan has been provided but the city's single-family residential land use appears to have remained just above 50% while parks/open space (including Rackham Golf Course), institutional (including a significant portion of the Detroit Zoo) and road right-of-way's (including Interstate 696 at the southern border) make up the largest land uses in the City.



Center, Huntington Woods Library & Cultural Center, and Burton Elementary School. These properties are viewed as "stable" and make up the majority of the City's properties. All *Mixed-Use* designations align with the proposed *Invest* classification along the Woodward Avenue corridor and a few properties that exist as *Neighborhood Commercial* that are seen as potential redevelopment sites. It is implied that these properties' zoning would not change under this designation. *Enhance* areas are identified for sites that can benefit from low-cost improvements. There are two (2) properties along the Coolidge Highway corridor labeled "*Enhance*". All other enhancements are directed to the physical border corridors of Coolidge Highway, 11 Mile Road, Woodward Avenue, and Scotia Road/Ludlow Avenue at the Zoo perimeter.

There are no FLU changes proposed along the boundaries of the neighboring cities of Berkley, Oak Park, Pleasant Ridge, and Royal Oak. **All borders remain compatible.**

### **Existing Zoning**

The zoning map for Huntington Woods was last updated in April of 2018. Efforts were made at that time to widen the range of uses permitted in certain districts, most notably, along major corridors. Related to coordination with the past and proposed FLU plan, the properties along the west side of the Woodward Avenue corridor are designated as a "Transitional District" allowing mixed uses that range from retail, office, and multifamily dwelling units. The zoning map allows for the potential to achieve some of the goals set forth in this document that relate to diversification of housing types for all ages.

### **Other Plan Highlights**

The updated Master Plan includes the most current census data from the U.S. Census Bureau and SEMCOG; corridor plans for Woodward Avenue and Coolidge Highway; expanded transportation and preservation sections; and the creation of the *Sustainability: Focus on Green Infrastructure* section.

### **Recommendations**

The following are staff recommendations for the Draft Master Plan:

1. Include Hazard Mitigation Planning in the draft Master Plan. The Oakland County Department of Economic Development, Planning and Local Business Development Division has been making a deliberate effort to encourage communities to integrate their hazard mitigation priorities and strategies into their comprehensive Master Plans, when applicable. This is particularly relevant for hazard mitigation related to infrastructure, utilities, natural features, major assets and historic districts/structures. The topic of controlling rain events, stormwater/rainwater, and the acknowledgment that the city "...has experienced multiple flood events in recent years..." is prevalent throughout the plan, notable in the corridor plans and *Action Plan* section of the document. Planning for such could be expanded upon in the *Sustainability: Focus on Green Infrastructure* section and the *Action Plan* section as it relates to other hazards and disasters that threaten our communities not listed in the document (fire, high/severe winds, winter storms, etc.). Some of these topics align with projects identified in the Capital Improvement Plan (CIP) that are eligible for Federal Emergency Management Agency (FEMA) funding. Through FEMA, communities are eligible for nationally competitive, annually awarded Pre-Disaster Mitigation (PDM) Grants for planning and project work. Communities responding to and recovering from major disasters or emergencies declared by the President are also eligible for Public Assistance (PA) Funds for emergency work and permanent infrastructure projects. The 2017 [Oakland County Hazard Mitigation Plan](#) is available online on the County's Homeland Security webpage.
2. Oakland County's Neighborhood & Housing Development Division has created tools that could strengthen the City of Huntington Woods' goals for a "diversified housing stock" and to "promote diversity and inclusion in the City" in its housing efforts. Please go to Oakland County's [Neighborhood & Housing Development](#) website for more information.

### **Oakland County Technical Assistance**

A summary of programs offered by the PLBD Division within the OCED Department that are relevant to City of Huntington Woods have been included following the end of this review.



### **Oakland County Technical Resources**

The OCED compiles existing and future land use statistics for Oakland County as a whole and for each community using generalized land use definitions. These documents are on our website and can be referenced as they provide a snapshot of the City's existing land use and development patterns.

### **Conclusion Summary**

The City of Huntington Woods Draft Master Plan Update has strong goals led by the information captured during the public input session process. The plan is well written, and the strategy and goals provided should be achievable in the future. It is promising that Huntington Woods is setting forth the tools to promote diversity and growth for housing types while preserving the City's sense of place. The draft Plan is adapting to reflect strategies to combat forecasted population loss as well as introducing new trends. The plan remains sound and the information provided has quantifiable goals and implementation strategies "Action plan" that should prove effective as tools for opportunity and growth for the City of Huntington Woods.

While our review has suggested a couple items that we hope will strengthen the overall plan and help to implement the plan, at no point are our recommendations required. Oakland County does not have a Planning Commission or County Master/Master Plan to do a full comparison and contrast of the information submitted or review by the City. **Our staff review of the proposed draft Master Plan and a cursory review of adjacent communities' Master/Master Plans have found that the City of Huntington Woods Draft Master Plan Update is not inconsistent with the adjacent community.**

The City of Huntington Woods has received a copy of this review. There will be a motion made on the recommendations of this review by the CZC after which a copy of this review will be made available to the adjacent communities and any other surrounding jurisdictions that were sent the notification of the proposed plan by the City of Huntington Woods. If there are any questions or comments about this review and analysis, please do hesitate to contact me at (248)858-0389 or email me at [krees@oakgov.com](mailto:krees@oakgov.com).

Respectfully,



Scott E. Kree  
Senior Planner

CC:

Hank Berry, Zoning Administrator & Ordinance Enforcement Officer  
Ann Marie Kerby, Planning Consultant at MKSK  
Justin Sprague, Planning Consultant at CIB Planning  
Gary McGillivray, Oakland County Commissioner, CZC Vice-Chair  
Phil Weipert, Oakland County Commissioner, CZC Member

## Oakland County Planning Resources

The Oakland County Department of Economic Development (OCED), Division of Planning & Local Business Development (PLBD) offers a variety of programs to support Oakland County communities with innovative programming and assistance to create attractive destinations in which to live, work and raise a family. The chart below details those programs offered by the PLBD (a division of the OCED). Current participation in these programs and opportunities for future involvement are noted on the right of the chart. Additional information on all OCED programs can be found at [www.oakgov.com/advantageoakland](http://www.oakgov.com/advantageoakland).

Program	Mission	Huntington Woods Opportunities and Current Participation
Environmental Stewardship	Provide information, plans and options to promote conservation of the natural environment while supporting sustainable economic growth, development and redevelopment.	Huntington Woods can support development that is cognizant of natural resource protection and management. County staff members are able to act in a supporting capacity with grant application identification, open space protection, and sustainable development practices.
Historic Preservation Assistance	Support local efforts to maintain and enhance architectural and heritage resources through sustainable practices to enrich the quality of life for all.	County staff is able to assist with potential design concepts for adaptive reuse of any historic structures within the community.
Land Use & Zoning Services	Prepare and provide land use, zoning and Master Plan reviews for communities to enhance coordination of land use decision-making.	Huntington Woods continues to send Master Plan Updates and Amendments to the County for review fulfilling the legislative requirements. Other coordination services are available upon request.
Trail, Water & Land Alliance (TWLA)	Become an informed, coordinated, collaborative body that supports initiatives related to the County's Green Infrastructure Network	The County fully supports the expansion of non-motorized facilities and can aid the community in non-motorized planning efforts through education and the identification of potential funding sources.
Brownfield Redevelopment Authority (OCBRA)	Provide assistance in the County's Brownfield initiative to clean-up and redevelop contaminated properties	The OCBRA can assist and coordinate with the State of Michigan Department of Environment, Great Lakes and Energy (EGLE, formally MDEQ) along with the Michigan Economic Development Corporation (MEDC), as needed, in an effort to prepare designated brownfields for redevelopment with the County's BRA. Additionally, Huntington Woods can utilize Oakland County's USEPA Grant of \$600,000 for site assessment activities through September of 2023.

**CITY OF HUNTINGTON WOODS**  
**OAKLAND COUNTY, MICHIGAN**  
**RESOLUTION R-**  
**RESOLUTION APPROVING MASTER PLAN UPDATE**

At a regular meeting of the City Commission of the City of Huntington Woods, Oakland County, Michigan, held in the Commission Offices located at 26815 Scotia Road, Huntington Woods, Michigan 48070-1199 at 7:30 P.M. prevailing local time, on the 16<sup>th</sup> day of August, 2022.

The meeting was called to order by:

Present:

Absent:

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**WHEREAS**, the City of Huntington Woods Planning Commission, at its July 25, 2022 meeting, approved by an affirmative vote of more than two-thirds of its membership, a Master Plan Update for the City of Huntington Woods; and

**WHEREAS**, pursuant to the Michigan Planning Act PA of 2008, as amended, approval of the plan by Planning Commission is the final step, unless the City Commission has asserted the right to approve or reject the Plan, in which case the Plan must be approved or rejected by the City Commission following approval of the Plan by the Planning Commission; and

**WHEREAS**, the City Commission has previously asserted the right to approve or reject the Master Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Huntington Woods as follows:

1. The City Commission hereby approves the Master Plan Update for the City of Huntington Woods, in form approved on July 25, 2022 by the City of Huntington Woods Planning Commission.
2. All resolutions inconsistent with this resolution be and hereby are rescinded to the extent of such inconsistency.

Ayes:

Nays:

Absent:

**Resolution Declared Adopted.**

I, \_\_\_\_\_, the duly appointed and qualified City Clerk for the City of Huntington Woods, Oakland County, Michigan do hereby certify that the foregoing resolution was adopted by the City Commission at a regular meeting held on August 16, 2022 and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976

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Heidi Barckholtz , City Clerk

**A RESOLUTION OF  
THE PLANNING COMMISSION  
OF THE CITY OF HUNTINGTON WOODS, MICHIGAN**

**TO APPROVE THE 2022 HUNTINGTON WOODS MASTER PLAN UPDATE**

**WHEREAS**, the City of Huntington Woods Planning Commission has the responsibility and is empowered by the Michigan Planning Act PA of 2008, as amended, to update its Master Plan for the physical development of the City and to amend the Plan as needed; and

**WHEREAS**, the City Commission established a Planning Commission to prepare plans and for the purposes as stated in the Michigan Planning Act PA of 2008, amended; and

**WHEREAS**, The City of Huntington Woods has retained a professional planning consultant to assist the Planning Commission with preparing the Master Plan Update; and

**WHEREAS**, that draft has been reviewed at a Public Hearing on July 25, 2022 to gather public comments from residents and surrounding jurisdictions following notice as required by the Michigan Planning Enabling Act PA 33 of 2008; and

**WHEREAS**, the Planning Commission has determined that the plan is appropriate for the future development of the City of Huntington Woods,

**NOW, THEREFORE, BE IT RESOLVED**, the City Planning Commission does hereby approve the City of Huntington Woods Master Plan Update including all maps and documents, and

**BE IT FURTHER ORDERED**, that an approved copy of the Master Plan shall be submitted to the Huntington Woods City Commission, the Oakland Planning Commission, the Southeast Michigan Council of Governments (SEMCOG), and the planning commissions of the cities of Berkley, Oak Park, Pleasant Ridge, and Royal Oak.

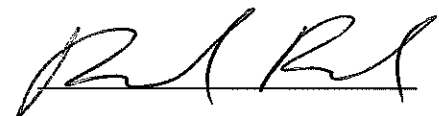
**Motion by Jill Ingber, supported by Blake Moore**

**YEAS: Golembiewski, Ingber, Kohn, Linden, Moore, Paul, Polan**

**NAYS: None**

**ABSENT: Sperl, Wright**

**RESOLUTION DECLARED ADOPTED THIS 25th DAY OF July, 2022.**



Rick Polan, Commission Vice-Chair  
Presiding Officer

City of Huntington Woods Planning Commission



## Agenda #3

### Finance Department Memo

To: Mayor and City Commission  
From: Ethan Haan, Finance Director  
Date: August 11, 2022  
Subject: ICCA Board Appointment

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The City of Huntington Woods is a member of the ICCA (Intergovernmental Cable Communications Authority). It is consortium of Huntington Woods and the surrounding communities that holds a franchise with Comcast and WOW. Much of the role of the ICCA is administering the public access television channels.

Tim Rowland represented the City before his departure. In conversations with the ICCA President and the City Manager, it was thought that the Finance Director for Huntington Woods should still be the representative of this organization.

#### Suggested motion:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the City of Huntington Woods hereby appoint Ethan Haan as the City representative to the Intergovernmental Cable Communications Authority Board effective August 16th, 2022.



## Agenda #4

### MANAGER'S MEMO

To: Honorable Mayor Paul, City Commission; Andrew Pazuchowski,  
Public Safety Director

From: Chris D. Wilson, City Manager

Date: August 11, 2022

Subject: Insurance Services Office (ISO) Rating

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The City of Huntington Woods Public Safety Department was evaluated and rated this year to receive our Public Protection Classification rating from Insurance Services Offices (ISO). This rating is commonly referred to as an ISO rating. This rating is used by providers of homeowner's insurance to determine fire risk and establish homeowner's insurance rates. Ratings are provided on a scale of 1-10, with 1 being the best and 10 being the worst. These ratings evaluations are typically done every three years.

The City of Huntington Woods received an ISO rating of 3 in our latest evaluation. This matches our previous rating and is the highest rating that the City has ever received. The new rating will be effective on November 1<sup>st</sup> of this year.

Congratulations to Director Pazuchowski and the entire Public Safety Department for this rating. A rating of 3 puts the Huntington Woods Public Safety Department in the top 15% of all departments nationwide and is a rare accomplishment for a Public Safety Department. All Huntington Woods residents should be pleased with this rating as it illustrates a high level of fire protection in the city and will result in savings on homeowner's insurance premiums.



1000 Bishops Gate Blv. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

July 25, 2022

Mr. Chris Wilson, City Manager  
Huntington Woods  
26815 Scotia  
Huntington Woods, Michigan, 48070

RE: Huntington Woods, Oakland County, Michigan  
Public Protection Classification: 03  
Effective Date: November 01, 2022

Dear Mr. Chris Wilson,

We wish to thank you and Mr. Mark Bell for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert  
Manager -National Processing Center

cc: Mr. Bob Paul, Mayor, HUNTINGTON WOODS, OAKLAND  
Mr. Mark Bell, Lieutenant, Huntington Woods Fire Department  
Mr. Matt Koehn, Director, Berkley Department of Public Safety  
Mr. Rocco Fortura, Manager, Huntington Woods Water Department  
Mr. Andrew Pazuchowski, Public Safety Director, Huntington Woods Fire Department



**Public Protection Classification  
(PPC®)  
Summary Report**

**Huntington Woods**

**MICHIGAN**

**Prepared by**

**Insurance Services Office, Inc.  
1000 Bishops Gate Blvd., Ste. 300  
P.O. Box 5404  
Mt. Laurel, New Jersey 08054-5404  
1-800-444-4554**

**Report Created July 2022  
Effective November 1, 2022**

## Background Information

### Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

## **Data Collection and Analysis**

ISO has evaluated and classified over 39,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

### **PPC Grade**

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

<b>PPC</b>	<b>Points</b>
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

## **New PPC program changes effective July 1, 2014**

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

### **New classifications**

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

### **Split classifications**

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

### **What's changed with the new classifications?**

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

<b>Prior Classification</b>	<b>New Classification</b>
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

<b>Prior Classification</b>	<b>New Classification</b>
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

**What's changed?**

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

**Benefits of the revised split class designations**

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

**New water class**

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

**What's changed with Class 10W?**

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

**What's the benefit of Class 10W?**

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

**What does the fire chief have to do?**

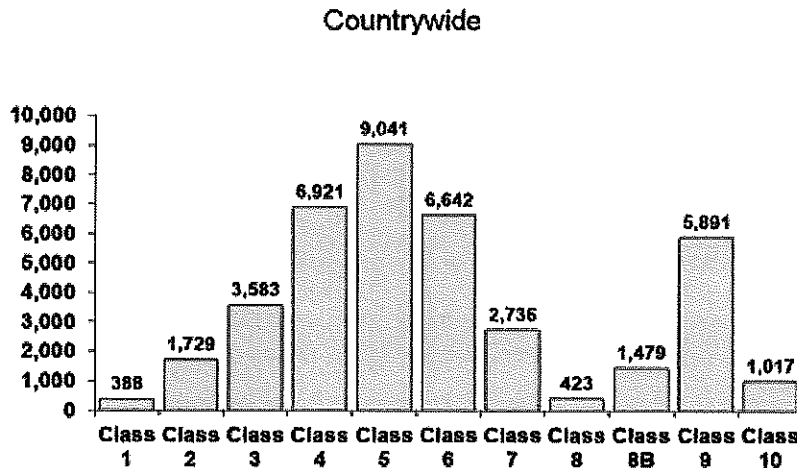
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

**What if I have additional questions?**

Feel free to contact ISO at 800.444.4554 or email us at [PPC-Cust-Serv@iso.com](mailto:PPC-Cust-Serv@iso.com).

## Distribution of PPC Grades

The 2020 published countrywide distribution of communities by the PPC grade is as follows:



## Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at [www.isomitigation.com/talk/](http://www.isomitigation.com/talk/).

We also have a website dedicated to our Community Hazard Mitigation Classification programs at [www.isomitigation.com](http://www.isomitigation.com). Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at [www.isomitigation.com](http://www.isomitigation.com).

## PPC Review

ISO concluded its review of the fire suppression features being provided for Huntington Woods. The resulting community classification is **Class 03**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

<b>FSRS Feature</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.40	3
422. Credit for Telecommunicators	3.17	4
432. Credit for Dispatch Circuits	1.95	3
<b>440. Credit for Emergency Communications</b>	<b>7.52</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.00	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	0.93	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	6.73	10
571. Credit for Company Personnel	7.07	15
581. Credit for Training	4.94	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>30.67</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	28.13	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	4.20	7
<b>640. Credit for Water Supply</b>	<b>35.33</b>	<b>40</b>
<b>Divergence</b>	<b>-5.40</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>3.61</b>	<b>5.50</b>
<b>Total Credit</b>	<b>71.73</b>	<b>105.50</b>



### **Emergency Communications**

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	<b>Earned Credit</b>	<b>Credit Available</b>
414. Credit Emergency Reporting	<b>2.40</b>	3
422. Credit for Telecommunicators	<b>3.17</b>	4
432. Credit for Dispatch Circuits	<b>1.95</b>	3
<b>Item 440. Credit for Emergency Communications:</b>	<b>7.52</b>	<b>10</b>

#### **Item 414 - Credit for Emergency Reporting (3 points)**

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

<b>Item 410. Emergency Reporting (CER)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</b> For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	<b>20.00</b>	<b>20</b>
<b>1. E9-1-1 Wireless</b> Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	<b>25.00</b>	<b>25</b>
<b>2. E9-1-1 Voice over Internet Protocol (VoIP)</b> Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	<b>10.00</b>	<b>25</b>
<b>3. Computer Aided Dispatch</b> Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	<b>10.00</b>	<b>15</b>
<b>4. Geographic Information System (GIS/AVL)</b> <u>The PSAP uses</u> a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.  The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.	<b>15.00</b>	<b>15</b>
<b>Review of Emergency Reporting total:</b>	<b>80.00</b>	<b>100</b>

#### **Item 422- Credit for Telecommunicators (4 points)**

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

<b>Item 420. Telecommunicators (CTC)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A1. Alarm Receipt (AR)</b> Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	<b>19.19</b>	<b>20</b>
<b>A2. Alarm Processing (AP)</b> Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	<b>20.00</b>	<b>20</b>
<b>B. Emergency Dispatch Protocols (EDP)</b> Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	<b>0.00</b>	<b>20</b>
<b>C. Telecommunicator Training and Certification (TTC)</b> Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i> , and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i> . Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	<b>20.00</b>	<b>20</b>
<b>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</b> Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	<b>20.00</b>	<b>20</b>
<b>Review of Telecommunicators total:</b>	<b>79.19</b>	<b>100</b>

**Item 432 - Credit for Dispatch Circuits (3 points)**

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

**Item 432 "Credit for Dispatch Circuits (CDC)" = 1.95 points**

### **Fire Department**

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	<b>Earned Credit</b>	<b>Credit Available</b>
513. Credit for Engine Companies	<b>6.00</b>	6
523. Credit for Reserve Pumpers	<b>0.00</b>	0.5
532. Credit for Pumper Capacity	<b>3.00</b>	3
549. Credit for Ladder Service	<b>0.93</b>	4
553. Credit for Reserve Ladder and Service Trucks	<b>0.00</b>	0.5
561. Credit for Deployment Analysis	<b>6.73</b>	10
571. Credit for Company Personnel	<b>7.07</b>	15
581. Credit for Training	<b>4.94</b>	9
730. Credit for Operational Considerations	<b>2.00</b>	2
<b>Item 590. Credit for Fire Department:</b>	<b>30.67</b>	<b>50</b>

### **Basic Fire Flow**

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 1750 gpm.

### **Item 513 - Credit for Engine Companies (6 points)**

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **2 engine companies**

- a) **1 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **2 engine companies** to support a Basic Fire Flow of 1750 gpm.
- c) **2 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **2 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

**Item 513 "Credit for Engine Companies (CEC)" = 6.00 points**

**Item 523 - Credit for Reserve Pumpers (0.50 points)**

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

**Item 523 "Credit for Reserve Pumpers (CRP)" = 0.00 points**

**Item 532 – Credit for Pumper Capacity (3 points)**

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 1750 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

**Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points**

**Item 549 – Credit for Ladder Service (4 points)**

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRs equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRs recognizes that there are **0 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRs recognizes that there are **1 service companies** in service.

**Item 549 "Credit for Ladder Service (CLS)" = 0.93 points**

**Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)**

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

**Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points**

**Item 561 – Deployment Analysis (10 points)**

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

**Item 561 “Credit Deployment Analysis (DA)” = 6.73 points**



#### **Item 571 – Credit for Company Personnel (15 points)**

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **2.65 on-duty personnel** and an average of **0.00 on-call personnel** responding on first alarm structure fires.

**Item 571 “Credit for Company Personnel (CCP)” = 7.07 points**

**Item 581 – Credit for Training (9 points)**

<b>Training</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A. Facilities, and Use</b> For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.	<b>8.37</b>	<b>35</b>
<b>B. Company Training</b> For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	<b>10.04</b>	<b>25</b>
<b>C. Classes for Officers</b> For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	<b>12.00</b>	<b>12</b>
<b>D. New Driver and Operator Training</b> For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	<b>4.25</b>	<b>5</b>
<b>E. Existing Driver and Operator Training</b> For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	<b>3.75</b>	<b>5</b>
<b>F. Training on Hazardous Materials</b> For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	<b>0.88</b>	<b>1</b>
<b>G. Recruit Training</b> For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	<b>5.00</b>	<b>5</b>
<b>H. Pre-Fire Planning Inspections</b> For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	<b>10.51</b>	<b>12</b>

**Item 580 “Credit for Training (CT)” = 4.94 points**

**Item 730 – Operational Considerations (2 points)**

Item 730 "Credit for Operational Considerations (COC)" evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

<b>Operational Considerations</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Standard Operating Procedures</b> The department should have established SOPs for fire department general emergency operations	<b>50</b>	<b>50</b>
<b>Incident Management Systems</b> The department should use an established incident management system (IMS)	<b>50</b>	<b>50</b>
<b>Operational Considerations total:</b>	<b>100</b>	<b>100</b>

**Item 730 "Credit for Operational Considerations (COC)" = 2.00 points**

**Water Supply**

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	<b>Earned Credit</b>	<b>Credit Available</b>
616. Credit for Supply System	<b>28.13</b>	<b>30</b>
621. Credit for Hydrants	<b>3.00</b>	<b>3</b>
631. Credit for Inspection and Flow Testing	<b>4.20</b>	<b>7</b>
<b>Item 640. Credit for Water Supply:</b>	<b>35.33</b>	<b>40</b>

**Item 616 – Credit for Supply System (30 points)**

The first item reviewed is Item 616 "Credit for Supply System (CSS)". This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

**Item 616 "Credit for Supply System (CSS)" = 28.13 points**

**Item 621 – Credit for Hydrants (3 points)**

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 271 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	271
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

**Item 621 “Credit for Hydrants (CH)” = 3.00 points**

**Item 630 – Credit for Inspection and Flow Testing (7 points)**

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

**Frequency of Inspection (FI):** Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

**Note:** The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

**Total points for Inspections = 2.40 points**

**Frequency of Fire Flow Testing (FF):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

**Total points for Fire Flow Testing = 1.80 points**

**Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 4.20 points**

**Divergence = -5.40**

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

**Community Risk Reduction**

	<b>Earned Credit</b>	<b>Credit Available</b>
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	<b>1.77</b>	2.2
1033. Credit for Public Fire Safety Education (CFSE)	<b>0.82</b>	2.2
1044. Credit for Fire Investigation Programs (CIP)	<b>1.02</b>	1.1
<b>Item 1050. Credit for Community Risk Reduction</b>	<b>3.61</b>	<b>5.50</b>

<b>Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Prevention Code Regulations (PCR)</b> Evaluation of fire prevention code regulations in effect.	<b>10.00</b>	<b>10</b>
<b>Fire Prevention Staffing (PS)</b> Evaluation of staffing for fire prevention activities.	<b>4.10</b>	<b>8</b>
<b>Fire Prevention Certification and Training (PCT)</b> Evaluation of the certification and training of fire prevention code enforcement personnel.	<b>5.50</b>	<b>6</b>
<b>Fire Prevention Programs (PCP)</b> Evaluation of fire prevention programs.	<b>12.60</b>	<b>16</b>
<b>Review of Fire Prevention Code and Enforcement (CPCE) subtotal:</b>	<b>32.20</b>	<b>40</b>

<b>Item 1033 – Credit for Public Fire Safety Education (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Public Fire Safety Educators Qualifications and Training (FSQT)</b> Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	<b>5.00</b>	<b>10</b>
<b>Public Fire Safety Education Programs (FSP)</b> Evaluation of programs for public fire safety education.	<b>9.83</b>	<b>30</b>
<b>Review of Public Safety Education Programs (CFSE) subtotal:</b>	<b>14.83</b>	<b>40</b>

<b>Item 1044 – Credit for Fire Investigation Programs (1.1 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Investigation Organization and Staffing (IOS)</b> Evaluation of organization and staffing for fire investigations.	<b>8.00</b>	<b>8</b>
<b>Fire Investigator Certification and Training (IQT)</b> Evaluation of fire investigator certification and training.	<b>4.50</b>	<b>6</b>
<b>Use of National Fire Incident Reporting System (IRS)</b> Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	<b>6.00</b>	<b>6</b>
<b>Review of Fire Investigation Programs (CIP) subtotal:</b>	<b>18.50</b>	<b>20</b>

**Summary of PPC Review****for****Huntington Woods**

<b>FSRS Item</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.40	3
422. Credit for Telecommunicators	3.17	4
432. Credit for Dispatch Circuits	1.95	3
<b>440. Credit for Emergency Communications</b>	<b>7.52</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.00	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	0.93	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	6.73	10
571. Credit for Company Personnel	7.07	15
581. Credit for Training	4.94	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>30.67</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	28.13	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	4.20	7
<b>640. Credit for Water Supply</b>	<b>35.33</b>	<b>40</b>
<b>Divergence</b>	<b>-5.40</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>3.61</b>	<b>5.50</b>
<b>Total Credit</b>	<b>71.73</b>	<b>105.5</b>

**Final Community Classification = 03**





## Agenda #5

### MANAGER'S MEMO

To: Honorable Mayor Paul, City Commission; Carol Rosati, City Attorney;  
Heidi Brown-Barckholtz, City Clerk

From: Chris D. Wilson, City Manager

Date: August 11, 2022

Subject: Initiation of Petition for Recreational Marihuana Facilities

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On July 25<sup>th</sup>, the City received petitions containing approximately 380 signatures from City residents. The petitions were an initiation of an ordinance to repeal Section 42-4 of the Huntington Woods Code of Ordinances entitled Marihuana Establishments Prohibited. The intent of the petition was to allow voters to vote on an ordinance to establish "not less than 2" recreational marihuana establishments in the City, amongst many other regulations and provisions. Had the City certified these petitions this ordinance language would have gone before voters in the November 2022 election. I have included a draft copy of the proposed ordinance language for your review.

Upon our review of the petitions and signatures the City identified a number of concerns. Primary amongst these concerns was some of the regulatory language of the petitions. The petitions were drafted pursuant to section 6 of the Michigan Regulation and Taxation of Marihuana Act (MRTMA). Section 6 of MRTMA allows for such petitions to establish the number of recreational marihuana, but little else. City Administration felt that the ordinance language as submitted in the petitions significantly exceeded the authority granted under section 6 of MRTMA and accordingly should not be certified for the November ballot.

In our research on the issue we discovered that this same ordinance language and petition had been circulated and submitted to other municipalities in Oakland County, among them the City of Keego Harbor. The City of Keego Harbor had denied to certify the petitions due to the same findings that we had; that the petitions exceeded the authority allowed for under section 6 of MRTMA. The

petitioner had filed suit in Circuit Court asking for a writ of mandamus to order Keego Harbor to place the matter on the ballot. A hearing on this matter was held on Friday, August 5<sup>th</sup> before Judge Phyllis McMillen. Judge McMillan found that the petition language did exceed what was allowed under section 6 of MRTMA and denied the petitioners request for a writ of mandamus stating that the City of Keego Harbor rightfully declined to certify the petitions. I have attached a copy of Judge McMillian's order for your review.

Based upon our findings and the opinion of Judge McMillian in the Keego Harbor case, Clerk Barckholtz sent notice to the petitioner denying certification of the petitions for the November 2022 ballot on Monday, August 8<sup>th</sup>. I have included a copy of that notice for your review. As ballots for the November election have to be set by Tuesday, October 16<sup>th</sup> I consider this matter closed.

There has been some suggestion that the City re-examine Section 42-4 of our Municipal Code to determine if we wish to allow such facilities to locate within the City and if so under what conditions. Alternatively, the City could draft its own ballot proposal to ask residents if they wanted to modify Section 42-4 to allow said facilities. City Administration is prepared to take guidance from the Commission as to how best to proceed on this matter.

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF OAKLAND

CITIZENS FOR A RESPONSIBLE KEEGO,

Case No. 22-195238-AW

Hon. Phyllis C. McMillen

Plaintiff,

v

TAMMY NEEB, in her official capacity as  
City Clerk for the City of Keego Harbor, and  
CITY OF KEEGO HARBOR,

Defendants.

OPINION AND ORDER

At a session of Court

Held On

August 8, 2022

This matter is before the Court on Plaintiff's motion for a writ of mandamus. The Court heard oral argument on August 5, 2022. For the reasons stated on the record and set forth below, the motion is denied.

**I. FACTS AND PROCEEDINGS**

In 2018, the Legislature adopted the Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951, *et seq.* (the "MRTMA" or the "Act"), which authorized the possession, use, cultivation, and sale of recreational marijuana. It gave municipalities the option of permitting or prohibiting commercial marijuana facilities within their borders, subject to initiatory petitions. Section 6.1 of the Act provides, in relevant part:

1. Except as provided in section 4, a municipality may completely prohibit or limit the number of marihuana establishments within its boundaries. *Individuals may petition to initiate an ordinance to provide for the number of marihuana establishments allowed within a municipality or to completely prohibit marihuana establishments within a municipality, and such ordinance shall be submitted to the electors of the municipality at the*

next regular election when a petition is signed by qualified electors in the municipality in a number greater than 5% of the votes cast for governor by qualified electors in the municipality at the last gubernatorial election. A petition under this subsection is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488. [MCL 333.27956(1) (emphasis added)]<sup>1</sup>

Defendant City of Keego Harbor (the “City”) currently does not allow any marijuana establishments within its borders.

Plaintiff, Citizens for a Responsible Keego, drafted an initiatory petition pursuant to Section 6.1 of the Act (the “Petition”). The Petition contains introductory language, followed by 8 sections of a proposed ordinance:

- Section 1. Title and effective date.
- Section 2. Definitions
- Section 3. Number of Establishments Allowed.
- Section 4. Establishment Regulation
- Section 5. Restrictions on Commercial Activities
- Section 6. Police Power and Zoning Ordinances.
- Section 7. Authority to Operate in the Absence of Police Power and Zoning regulations.
- Section 8. Severability; Conflicts.

Section 3 of the proposed ordinance would allow “[n]o less than (2)” marijuana establishments in the City.

On July 5, 2022, Plaintiff submitted a copy of the Petition to Defendant Tammy Neeb, Clerk for the City, and timely presented the signatures to have the Petition placed on the ballot for the November 2022 election.

On July 22, 2022, Neeb rejected the Petition, stating:

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<sup>1</sup> Section 488 of the Michigan Election law address a petition's size, font, form, and required language.

After reviewing your Petitions and your ballot proposal for adult marijuana usage and marijuana establishments in the City Keego Harbor, and after consulting with the City Attorney I am rejecting your petitions as not being legally sufficient to be placed on the ballot.

My reason is based upon your use of the MCL 333.27956(1) which allows for such petitions, the statute however only allows an ordinance to establish the number of marijuana establishments. It does not allow any other regulatory ordinance provisions. I have enclosed a copy of a Court of Appeals Order sustaining my determination as to this issue from another case with a similar issue.

Plaintiff filed this action seeking a writ of mandamus under MCL 600.4401-4431 and MCR 3.305, a writ of superintending control under MCL 600.615 and MCR 3.302, and declaratory relief to compel Defendant Neeb to perform her ministerial duty of timely canvassing Plaintiff's Petition and complying with MCL 168.646a by forwarding the Petition to the Oakland County Clerk for placement on the ballot in the November 2022 election.

Plaintiff moved for immediate consideration on its motion for writ of mandamus because the deadline for certification of the ballot wording to the local clerk (Neeb) is August 16, 2022, and Neeb then has two days (until August 18, 2022) to certify same to the Oakland County Clerk for placement on the November 2022 ballot. Plaintiff also moved for an ex parte order to show cause why a writ of mandamus should not issue under MCR 3.305(C). The Court ordered Defendants to appear and show cause why a writ should not issue. The Court heard oral arguments and reviewed the parties' briefs, including the written response from Defendants.

## **II. LEGAL STANDARDS**

Mandamus is the proper remedy for a party seeking to compel election officials to carry out their duties. See, e.g., *Wolverine Golf Club v Secretary of State*, 24 Mich App 711, 716; 180 NW2d 820 (1970).

Mandamus is an extraordinary remedy. *O'Connell v Dir of Elections*, 316 Mich App 91, 100; 891 NW2d 240 (2016). Whether a writ issues is within the discretion of the court. *Moore v Genesee Co*, 337 Mich App 723, 731; 976 NW2d 921 (2021). Specifically, the plaintiff has the burden to show: “(1) the plaintiff has a clear, legal right to performance of the specific duty sought, (2) the defendant has a clear legal duty to perform, (3) the act is ministerial, and (4) no other adequate legal or equitable remedy exists that might achieve the same result.” *Rental Props Owners Ass’n of Kent Co v Kent Co Treasurer*, 308 Mich App 498, 518; 866 NW2d 817 (2014).

### III. ANALYSIS

Plaintiff argues Defendants are required to timely canvas Plaintiff’s Petition; that Defendants must certify the Petition to the County Clerk by August 18, 2022; and that Defendants are not empowered to review the substance of the Petition.

Regarding the obligation to canvas the signatures on the Petition, counsel for Defendants has indicated that the procedure has been done and the Petition has been signed by the requisite number of registered electors.

Plaintiff next argues Defendants do not have discretion or authority to reject the Petition based on its content or “language”. The MRTMA allows Plaintiff to petition to initiate an ordinance “to provide for the number of marihuana establishments”, and thus the petitions may also include “what is needed” for those establishments to come into existence, e.g., application forms or requirements, licensing scheme, scoring criteria for when the number of applicants exceeds the available license, and other provisions that will ensure orderly and fair issuance of licenses. Defendants are obligated to perform the ministerial act of placing the Petition on the ballot.

Plaintiff relies on two decisions of the Court of Appeals. In *Oakland Cares Coalition v Turner*, unpublished opinion per curiam of the Court of Appeals, issued Sept. 1, 2021 (Docket No. 358304), the plaintiff timely submitted a ballot proposal under the MRTMA with the requisite number of signatures. The defendant (the Clerk of Royal Oak Township) concluded that the proposed ordinance violated the title-object clause of the Michigan Constitution and declined to certify the ballot wording on that basis. The trial court accepted the defendant's argument that MCL 168.646a required the clerk to "determine the legal sufficiency of the ballot wording", and ruled that the clerk's duty is not ministerial until the clerk determines that the wording is legally sufficient. The trial court denied the plaintiff's request for mandamus. The Court of Appeals reversed, ruling that MCL 168.646a does not give the clerk "discretion to review the substance or effect of the proposal itself." *Id.*, citing *Coalition for a Safer Detroit v Detroit City Clerk*, 295 Mich App 362, 371; 820 NW2d 208 (2012). "[A] township clerk's attempt to declare that a ballot proposal is illegal before an election should not be countenanced." *Oakland Cares Coalition*.

In *Coalition for a Safer Detroit*, the plaintiff timely filed signed initiative petitions with the city clerk to place on the November 2010 ballot a proposed amendment to the city code related to controlled substances. Once the required number of signatures were verified, the city council could enact the proposed ordinance or submit it to the voters. The city council did neither and instead submitted the proposed ordinance to the election commission and legal department to provide an opinion about whether the proposed ordinance was valid under Michigan law. The legal department opined that the proposed ordinance conflicted with Michigan law and constituted an advisory or symbolic

initiative. The election commission refused to place the initiative on the ballot. The trial court held that the clerk had discretion to determine whether the proposed ordinance was contrary to state law and had no duty to place the initiative on the ballot because the ordinance was contrary to state law. The Court of Appeals reversed, and granted the plaintiff's request for a writ of mandamus. The Court of Appeals held that under the applicable statute<sup>2</sup> and city charter, it was a ministerial act for the defendant to place the initiative petition on the ballot once the clerk verified the number of signatures. 295 Mich App at 371. Once the signatures were verified, the defendant had a clear legal duty to place the initiative on the ballot and the plaintiff had a clear legal right to performance of that duty. *Id.* The Court of Appeals expressly held that the defendant had no authority to assess the substance of the plaintiff's petition.

[I]t was not within the scope of defendants' authority to assess the substance of the petition or to determine whether, if passed, it would conflict with state law. [*Id.* at 370]

In response, Defendants argue the Petition exceeds the scope of Section 6, of the MRMTA because the plain language of the statute allows a petition to "provide for the number" of establishments, meaning "set the number". There is no language in the statute that permits the petition to establish a regulatory scheme or zoning regulations. Plaintiff's argument that the statute implicitly permits the Petition to state "what is needed" for those establishments is unfounded. The text of Section 6(1) allows local ballot initiatives for two highly specific regulatory purposes: "to provide for the number of marihuana establishments allowed within a municipality or to completely prohibit marihuana

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<sup>2</sup> The statute at issue was MCL § 117.25(3), which provides:

[u]pon receipt of the petition, the city clerk shall canvass it to ascertain if it is signed by the requisite number of registered electors....If the petition contains the requisite number of signatures of registered electors, the clerk shall submit the amendment to the electors of the city....



establishments within a municipality.” If the drafters intended to authorize initiated ordinances to comprehensively regulate the establishments, they certainly could have done so.

Defendants further argue that the question of whether or not the proposed ordinance falls within the scope of Section 6(1) is a threshold procedural question that the Clerk has to make in order to carry out her duties. Michigan courts distinguish these types of *threshold procedural question* about whether a proposal is eligible for submission to voters from *substantive challenges* to the content of the proposal itself. *Citizens Protecting Michigan’s Constitution v Secretary of State*, 280 Mich App 273, 288-289; 761 NW2d 210 (2008). Threshold questions are ripe for review in a pre-election lawsuit, *id.* at 289, while the substantive challenges to the content of a proposal are not. *Coalition for a Safer Detroit*, 295 Mich App at 371-372. Thus, in light of this distinction, courts have considered a number of pre-election challenges involving whether the content of a proposed ordinance rendered it ineligible for placement on the ballot. See, e.g., *Citizens Lobby of Port Huron, Mich, Inc v Port Huron City Clerk*, 132 Mich App 412, 421-422; 347 NW2d 473 (1984) (determination that proposed ordinance was impermissibly administrative rather than legislative in nature); *Beach v Saline*, 412 Mich App 729, 731; 316 NW2d 724 (1982) (same). Here, Neeb had the right and duty to review the Petition to examine not the legality of the substance of the Petition, but the threshold question of whether the Petition qualifies for the ballot based on the statute relied upon (the MRTMA). The Petition goes beyond merely setting the number and type of establishments; it establishes an appeal process, places restrictions on commercial

activities, and restricts police powers and zoning regulations. These legislative matters are not appropriate for an initiative petition.

The Court finds that Plaintiff is not entitled to mandamus. The Court agrees with Defendants that Neeb had the right and duty to review the Petition to examine not the legality of the substance of the Petition, but the threshold question of whether the Petition qualifies for the ballot based on the statute relied upon (the MRTMA).

This case is distinguishable from the cases cited by Plaintiff. In *Oakland Cares Coalition*, the Clerk of Royal Oak Township concluded that the proposed ordinance violated the title-object clause of the Michigan Constitution and declined to certify the ballot wording on that basis. In *Coalition for a Safer Detroit*, the city council submitted the proposed ordinance to the legal department to provide an opinion about whether the proposed ordinance was valid under Michigan law, and the legal department opined that the proposed ordinance conflicted with Michigan law and constituted an advisory or symbolic initiative. Here, by contrast, Neeb did not undertake to evaluate the legality of the proposed ordinance. Rather, she made the threshold determination that the Petition was facially invalid because the proposed ordinance goes beyond merely setting the number and type of establishments; it establishes an appeal process, places restrictions on commercial activities, and restricts police powers and zoning regulations.

Because Plaintiff has not established a clear legal right<sup>3</sup> to have the initiative placed on the ballot, Plaintiff is not entitled to mandamus. The Petition on its face clearly exceeds the statutory language of the MRTMA, and therefore it is ineligible to be placed on the ballot. Neeb did not impermissibly review the substance of the ordinance. Rather,

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<sup>3</sup> A “clear legal right” is one that is founded in or granted by a law or a right which is inferable as a matter of law from uncontroverted facts. *Berry v Garrett*, 316 Mich App 37, 41–42; 890 NW2d 882 (2016).

she made an initial threshold determination that the Petition exceeded the scope of Section 6(1), which is very limited. The sections in the proposed ordinance that deal with registration, restrictions on commercial activities, police power and zoning ordinances are beyond the scope of what is allowed in an initiative petition brought pursuant to the MRTMA.<sup>4</sup> Where there is “a clear and unmistakable conflict between an initiative and state law, the Constitution, or the city charter itself, or when an ‘initiative petition does not meet the constitutional prerequisites for acceptance,’ a court may find it necessary to intervene in the initiative process.” *Coalition for a Safer Detroit*, 295 Mich App at 372, quoting *Citizens Protecting Michigan’s Constitution*, 280 Mich App at 276-277, 291.

WHEREFORE, IT IS HEREBY ORDERED that Plaintiff’s motion for writ of mandamus is DENIED.

IT IS SO ORDERED.

  
\_\_\_\_\_  
Phyllis McMillen, Circuit Judge

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<sup>4</sup> The power to establish regulations for marihuana establishments is reserved for the municipality, as noted in MCL 333.27956(2), which expressly provides that the *municipality* has the power to “regulate the time, place, and manner of operation of marihuana establishments”. If the Legislature had intended these issues to be the subject of an initiative petition, it would have done so.



**A D M I N I S T R A T I V E      O F F I C E S**

*Mayor Robert F. Paul*  
*Mayor Pro-Tem Michelle Elder*  
*City Manager Chris Wilson*

*Commissioner Joe Rozell*  
*Commissioner Jeff Jenks*  
*Commissioner Jules B. Olsman*

August 8, 2022

Joey Kejbou, Esq.  
Attorney at Law  
74 W. Long Lake, Suite 203  
Bloomfield Hills, MI 48304

RE: Initiation of Ordinance Petition

The City of Huntington Woods received the Petition in support of Initiation of Ordinance at the City Hall on Monday, July 25<sup>th</sup>, 2022. The Petition, which is submitted "pursuant to section 6 of the Michigan Regulation and Taxation of Marihuana Act," includes a proposed ordinance which would permit "no less than two" marihuana establishments in the city. The proposed ordinance also includes eight (8) sections and specific regulations related to marihuana establishments.

The Michigan Regulation and Taxation of Marihuana Act (MRTMA) states:

Except as provided in section 4, a municipality may completely prohibit or limit the number of marihuana establishments within its boundaries. Individuals may petition to initiate an ordinance to provide for the number of marihuana establishments allowed within a municipality or to completely prohibit marihuana establishments within a municipality, and such ordinance shall be submitted to the electors of the municipality at the next regular election when a petition is signed by qualified electors in the municipality at the next regular election when a petition is signed by qualified electors in the municipality in a number greater than 5% of the votes cast for governor by qualified electors in the municipality at the last gubernatorial election. A petition under this section is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488."



**A D M I N I S T R A T I V E      O F F I C E S**

*Mayor Robert F. Paul*  
*Mayor Pro-Tem Michelle Elder*  
*City Manager Chris Wilson*

*Commissioner Joe Rozell*  
*Commissioner Jeff Jenks*  
*Commissioner Jules B. Olsman*

Based upon the express language of the MRTMA, an ordinance can only be initiated to "provide for the number of marihuana establishments" and nothing more. The statute does not permit the petition to contain any regulatory provisions. The submitted petition exceeds the scope of the initiatory power granted by the MRTMA. The Petition will not be placed on the ballot for this reason.

Sincerely,

Heidi Brown-Barckholtz  
City Clerk  
City of Huntington Woods

# INITIATION OF ORDINANCE

To the Clerk of the City of Huntington Woods: We, the undersigned qualified and registered electors, residents in the City of Huntington Woods, in the county of Oakland, in the state of Michigan, respectively petition for initiation of an ordinance pursuant to section 6 of the Michigan Regulation and Taxation of Marihuana Act, to wit: an ordinance to be known as the "Adult Use Marihuana Establishments Ordinance" to provide for a number of adult use marihuana establishments to be operated in the City. This ordinance repeals City of Huntington Woods Code of Ordinances Section 42-4, entitled "Marihuana Establishments Prohibited," (Ord. No. 615, § 3, enacted 5-7-2019).

THE CITY OF HUNTINGTON WOODS ORDAINS:

**Section 1. Title and effective date.** This ordinance repeals City of Huntington Woods Code of Ordinances Section 42-4, entitled "Marihuana Establishments Prohibited," (Ord. No. 615, § 3, enacted 5-7-2019). All other ordinances, parts of ordinances or sections of the City of Huntington Woods Code of Ordinances in conflict with this Ordinance are repealed only to the extent necessary to give this Ordinance full force and effect. This ordinance shall be known and cited as the "Adult Use Marihuana Establishments Ordinance." The purpose of this ordinance is to provide for the number of licensed adult use marihuana establishments allowed to operate in the City of Huntington Woods. It is the intent of this ordinance to promote the public health, safety, and general welfare of persons and property and ensure that quality of life in the city is not impaired, and the stability of community is maintained. Unrestricted commercial activity relating to marihuana could potentially expose the community to the notoriously pungent odor of marihuana, camera surveillance, and privacy concerns, attract overcurious youths or undesirable conditions, destabilize general economic conditions and trigger land speculation, and humbuggery. Therefore, to mitigate these possibility of unintended consequences, the aim of this ordinance is to physically isolate these activities from sensitive community activity centers by employing distance buffers, to mitigate and further protect the community from the impact of potential sudden change and unqualified operators by requiring agency prequalification and pre-existing property interests for registrants. This ordinance shall take effect on December 1, 2022.

## Section 2. Definitions.

- a) All definitions provided in Section 3 of the Michigan Regulation and Taxation of Marihuana Act, hereinafter referred to as "MRTMA," are incorporated by reference into this ordinance, except as otherwise provided herein.
- b) "MRTMA" means the Michigan Regulation and Taxation of Marihuana Act.
- c) The term "marihuana" is synonymous with "marijuana" and "cannabis."
- d) The term Michigan Cannabis Regulatory Agency is synonymous with the term Michigan Marijuana Regulatory Agency, or any successor agency, and is hereinafter referred to as "CRA" or the "Agency."
- e) Adult Use Marijuana Retail Establishment means a business allowed under this ordinance and pursuant to MRTMA to engage in commercial activity relating to the retail sale of cannabis, which activity is hereby deemed equivalent to other permitted businesses, including any generally recognized retail business whose principal activity is the retail sale of merchandise in any enclosed building, general retail and personal services such as, but not limited to, groceries, meats, dairy products, baked goods or other foods, drugs, dry goods, convenience stores, household goods or products and restaurants, bars, taverns, lounges, microbreweries & brewpubs, and medical marihuana provisioning centers. Marihuana establishments shall not be distinguished or treated differently than these other permitted uses in any city ordinance or its application or interpretation.

**Section 3. Number of Establishments Allowed.** No less than two (2) Adult Use Marijuana Retail Establishments at a single location each are allowed to operate in the city, with delivery service, drive through and exterior walk-up windows authorized by CRA rules. The City Council may immediately enact a moratorium on new adult use marijuana establishments or set a maximum number of adult use marijuana establishments allowed within the City at any time after the minimum number of Adult Use Marijuana Retail Establishments provided by this ordinance for have city licenses or conditional license approvals or are operating but may not disqualify any current establishments or fail to grant or renew licenses for such establishments as a result. Unless specifically allowed by subsequent ordinance, no other marijuana establishments under MRTMA are allowed to operate within the city.

**Section 4. Establishment Registration.** After the effective date of this ordinance, and until such time as the City adopts local licensing, police power and zoning regulations specifically enabling applicants to promptly obtain and renew City marijuana establishment licenses and/or permits, the individual or entity to hold the state license to operate in the city that has obtained CRA pre-qualification status within 30 days after the ballot wording of this ballot question is certified to the county clerk pursuant to MCL 168.642A and intends to apply to the CRA for an adult use establishment facility license for an establishment to be operated in this City at a location that does not violate the restrictions in section 5 may deliver a written notification of registration to the City clerk of the identity and location of such proposed establishment. The clerk and other appropriate City officials owe such person a clear ministerial mandatory duty to issue a certificate of use and occupancy for the proposed adult use marijuana establishment, so long as the establishment does not violate minimum requirements of the appropriate regulations and execute and deliver or communicate any confirmation of compliance or other license documentation on request by any such person or the CRA. The clerk or the facility applicant may attest that operation of an adult use marijuana establishment does not violate any municipal ordinances.

**Section 5. Restrictions on Commercial Activities.**

- a) Commercial marijuana related activities shall not be allowed or authorized within 500 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12, measuring a straight line from the closest property line of the school to the property line of the proposed marijuana establishment, within the borders of the City of Huntington Woods.
- b) Marijuana related activities shall not be allowed or authorized within 500 feet from a pre-existing religious institution measuring a straight line from the closest building line of the physical structure of the religious institution to the proposed property line of the proposed marijuana establishment, located within the borders of the City of Huntington Woods.
- c) The city shall allow marijuana activities only within a building located on a parcel in which the individual or entity to hold the state license to operate has a recorded interest and CRA pre-qualification status before 30 days after the ballot wording of this ballot question is certified to the county clerk pursuant to MCL 168.642A.

**Section 6. Police Power and Zoning Ordinances.** The City Council may at any time after the effective date of this ordinance enact related police power and zoning regulations that are not unreasonably impracticable, and which do not conflict with this ordinance, MRTMA, or any rule promulgated pursuant to the Act. The City may further establish regulations, such as administrative measures; fees, applications; and license, permit, and renewal criteria specifically enabling applicants to promptly obtain and renew City marijuana establishment licenses and permits as the City Council shall deem appropriate, and if such regulations are in place, they may provide that no marijuana establishment shall operate without a City license or permit.

**Section 7. Authority to Operate in the Absence of Police Power and Zoning regulations.** If the City does not enact related police power and zoning regulations by March 1, 2023, and until such ordinances are enacted, in order to provide for the minimum number of marijuana establishments to operate within the City by making the provisions hereof self-executing in the absence of timely city regulations, the first two (2) Adult Use Marijuana Retail Establishments provided for by the ordinance that give written notification of registration to the city pursuant to section 4 regarding a proposed establishment that does not violate any restrictions in section 5 and otherwise meets the criteria to operate an adult use marijuana establishment in this state shall be authorized to operate in the City in accordance with and pursuant to MRTMA and the CRA rules and regulations. Such registered operation is deemed lawful without any City permit or license whatsoever and may continue as such unless and until the City Council deems it appropriate to enact related licensing, police power ordinances, and land use regulations and issues appropriate local permits or licenses to the operator.

**Section 8. Severability; Conflicts.** If any section, sub-section, clause, or provision of this ordinance shall be declared to be unconstitutional, void, illegal, in conflict with state law or rules, or ineffective by any court of competent jurisdiction; such section, sub-section, clause, or provision shall thereby cease to be a part of this ordinance, but the remainder of this ordinance shall stand and be in full force and effect.

## Agenda #6



### City Clerk Memo

To: Mayor and City Commission  
From: Heidi Barckholtz  
Date: August 11, 2022  
Subject: Zoning Board of Appeals Vacancy

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There is a vacancy on the Zoning Board of Appeals. Hank Berry has requested that the Commission appoint Joseph Claya for the remainder of the term based on his previous experience as a Zoning Board of Appeals member. See the attached application for more information.



Not interested in historic  
↳ only PC as of 3/8/2022

(PB)



(ZB A)

PC  
(Possible Historic)

## City of Huntington Woods Citizen Interest Form for City Boards, Commissions and Committees



Name Joseph Claya Date 2/22/22

Address 10764 Kingston # Yrs. residing in City 10

Home phone \_\_\_\_\_ Cell phone 810-636-2226

Email address josephclaya@aol.com

Please review the following descriptions of the City boards, commissions and committees and check the boards and committees you would like to be considered for. Some boards and committees are a mix of residents with certain qualifications and others are residents representing the general public. Even if you do not have any of the experience or professional background listed below, the City urges you to apply for consideration. The City needs residents with diverse backgrounds on its boards and committees.

Brief description of background and experience (use back if needed)

\_\_\_\_\_

\_\_\_\_\_

SEE ATTACHED SHEET

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return completed form to City Hall or email to [hbarckholtz@hwmf.org](mailto:hbarckholtz@hwmf.org)

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### Library Advisory Board

The Library Advisory Board serves in an advisory capacity to promote the growth and further development of the City Library. They review and make recommendations and policies concerning the use of the Library and Cultural Center for community activities. They meet once a month. Members should be persons who are interested or knowledgeable in one of the following (please check the box you have interest or experience in):

- ☐ Policymaking
- ☐ Public relations
- ☐ Library knowledge

☐

### Parks and Recreation Advisory Board

The Board assists the Recreation Department to promote outstanding recreational programs and advises the City Commission on policy matters related to the operation of the Parks and Recreation department. They meet most months. Members should be persons who are interested or knowledgeable in one of the following (please check the box you have interest or experience in):

- ☐ Fitness
- ☐ Recreation
- ☐ Policymaking
- ☐ Public relations

☒

### Planning Commission

The Planning Commission is required by law to adopt and implement a Master Plan for the development of the City. It recommends zoning ordinance amendments, reviews site plans and evaluates changes that affect the character and development of the City. The Commission meets most months. Members should be persons who are interested or knowledgeable in one of the following (please check the box you have interest or experience in):

- ☐ Landscape architecture
- ☐ Civil engineering
- ☒ Land use
- ☐ Real estate development

☐

### Senior Advisory Committee

The Senior Advisory Committee was created to consider senior related issues and to advise the Recreation Department and the City Commission concerning such issues. The Committee meets once a month. Duties of the committee shall specifically include:

## Background & Experience

1. I am a past member of the ZBA and have a good understanding of the building code used by Huntington Woods.
2. I am a degreed engineer and have worked in the field for over 50 years.
3. I retired from GM where I was a facilities engineer working on numerous refurbishment and new construction projects. This has provided me with experience in reviewing and understanding drawings and plans.
4. I have built two new houses (one in Sterling Heights and the other in Groveland Township) and have renovated a number of other houses including my current house in Huntington Woods. This has given me a good understanding of how the interface with city infrastructure works.
5. I believe I can contribute to maintaining Huntington Woods as a great place to live for all including the elderly and those with disabilities.