

Regular Meeting of the City Commission  
**Tuesday, November 1, 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 October 18, 2022
2. Special Meeting Minutes of October 18, 2022
3. Approval of Warrant 394
4. Reports and Minutes
  - a. Library Advisory Board – September 19, 2022
  - b. Parks and Recreation Bard – September 20, 2022
  - c. Treasurer's Report July, August, and September 2022

**COMMUNICATIONS**

1. **Commissioner Jeff Jenks Receives the Michigan Municipal League 2022 Jim Sinclair Exceptional Service Award.**
2. **Environmental Sustainability Advisory Committee Meeting Dates**

**COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS**

**PUBLIC PARTICIPATION**

**ITEMS OF BUSINESS**

1. Proclamation: Proclamation honoring Gilda Jacobs
2. 2023 City Commission Dates

**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: Ethan Haan, ADA Coordinator, Huntington Woods City Hall, 26815 Scotia, Huntington Woods, MI 48070, (248 581-2640). Deaf-Tel (1-248-541-1180).

CITY OF HUNTINGTON WOODS  
REGULAR MEETING OF THE CITY COMMISSION  
MINUTES  
October 18, 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

**ABSENT:** Commissioner Jenks (excused)

City Staff Present: City Manager Wilson,  
Finance Director/Treasurer Haan, City Clerk Barckholtz, Zoning  
Administrator Berry and City Attorney Rosati

A Moment of Silence was observed for the passing of former City Manager, Amy  
Sullivan.

**APPROVAL OF AGENDA**

Moved by Commissioner Rozell and seconded by Mayor Pro-Tem Elder  
to approve the October 18, 2022 Agenda as presented.

Ayes: Paul, Elder, Rozell, Olsman

Nays: None

Absent: Jenks (excused)

**The Motion Carried.**

**APPROVAL OF CONSENT AGENDA**

Moved by Mayor Pro Tem Elder and seconded by Commissioner  
Olsman to approve the October 18, 2022 Consent Agenda as presented.

Ayes: Paul, Elder, Rozell, Olsman

Nays: None

Absent: Jenks (excused)

**The Motion Carried.**

**COMMUNICATIONS**

1. ICMA Distinguished Service Award – Mark Wollenweber
2. Oakland County Public Transportation Milage Informational Page

**COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS**

None

**PUBLIC PARTICIPATION:**

None

**RESOLUTION R-42-2022:**

Matter of consideration to receive and file the Public Act 51 Annual Certification of Employee Related Conditions.

Moved by Commissioner Rozell and seconded by Commissioner Olsman to receive and file the Public Act 51 Annual Certification of Employee Related Conditions.

Ayes: Paul, Elder, Rozell, Olsman

Nays: None

Absent: Jenks (excused)

**The Motion Carried.**

**RESOLUTION R-43- 2022:**

Matter of consideration to approve the amendment to the Personnel manual, COVID sick Time.

Manager Wilson clarified the amendment would include requiring an employee to provide proof of a positive COVID test to receive the five days of COVID sick time.

Ayes: Paul, Elder, Olsman, Rozell

Nays: None

Absent: Jenks (excused)

**The Motion Carried.**

**RESOLUTION R-44-2022:**

Matter of consideration to approve the amendment to Section 9.02 of the Personnel Manual, Holiday Vacation Time.

Manager Wilson along with Finance Director/Treasurer Haan clarified that the Non-Union Employees Personnel Manual currently states a full-time employee is required to work the day before *and* the day after a City holiday in order to receive payment for that day. Past practices have not included proper enforcement of the rule and it is viewed as too stringent. The recommended change would consist of requiring the full-time employee to work *either* the day before *or* the day after a paid holiday to receive payment for the day.

Moved by Commissioner Olsman and seconded by Commissioner Rozell to approve the amendment to Section 9.02 of the Personnel Manual, Holiday Vacation Time.

Ayes: Paul, Elder, Rozell, Olsman

Nays: None

Absent: Jenks (excused)

**The Motion Carried.**

**RE-DEVELOPMENT READY COMMUNITY PRESENTATION AND DISCUSSION:**

Hank Berry, City of Huntington Woods Zoning Administrator, provided the Commission with a Power Point presentation about the City's progress made in becoming a Re-Development Ready Community.

**BOARDS, COMMISSIONS AND COMMITTEE APPOINTMENTS:**

Moved by Commissioner Rozell and seconded by Commissioner Olsman to appoint Nathanael Schiffbauer to the Arts and Garden Board for a partial term ending 2023 and appoint Francesca Halley as the Student Representative for the Parks and Recreation Board.

Ayes: Paul, Elder, Olsman, Rozell

Nays: None

Absent: Jenks (excused)

**The Motion Carried.**

**CITY MANAGER'S REPORT**

- The City along with Royal Oak, Berkley and Oak Park submitted an application for the Reconnecting Communities 80/20 Grant that would specifically be for Huntington Woods, help with traffic calming issues at Scotia and Mortenson near the Fire Department providing a dedicated pedestrian crossing along with a light. He will continue to keep the Commission updated on the progress of the grant process.
- Leaf pickup will start later in the week. The DPW will be picking up late into November or early December. Tringali will continue to pick up yard waste
- The City has moved to a new health care consultant now working with IBEX. The City received a 3.7% reduction in health care premiums which should have a positive impact on the budget.
- The Clerk's office has processed around 2300 absentee ballots so far for the November 8, 2022 Election. There is a drop box located in City Hall and a

newly installed drop box on the west side of the building. The east side box in the vestibule has been removed for security reasons.

- City Hall will be open additional hours on Saturday, November 5, 2022 from 8:00 a.m. to 4:00 p.m. for election business as well as remaining open during the 1:00 p.m. to 2:00 p.m. lunch hour from October 31, 2022 to November 7, 2022.
- Welcomed the City's new Communication Engagement Officer, Francesco Ferrara to the team. He has been working on the City's website as well as updating the Library's website.
- Noted that in multiple 2021 rankings, the City of Huntington Woods has been listed as Best Place to Live in Michigan, The 4<sup>th</sup> Best Place to Live, 2<sup>nd</sup> Best Place to Raise a Family, 2<sup>nd</sup> Safest City in Michigan, and Best Suburb in the State.

**ADJOURNMENT:**

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

Ayes: Paul, Olsman, Elder, Rozell

Nays: None

Absent: Jenks (excused)

**The Motion Carried, meeting adjourned at 8:06 p.m.**

\_\_\_\_\_  
Heidi Barckholtz, City Clerk

\_\_\_\_\_  
Robert F. Paul, III, Mayor

CITY OF HUNTINGTON WOODS  
SPECIAL MEETING OF THE CITY COMMISSION  
MINUTES

Tuesday, October 18, 2022

7:15 p.m.

City Hall

Mayor Paul called the Meeting to order at 7:15 p.m.

PRESENT: Mayor Paul, Mayor Pro-Tem Elder, Commissioner Rozell,  
Commissioner Olsman

ABSENT: Commissioner Jenks (excused)

INTERVIEW OF CANDIDATES FOR VACANCIES ON BOARDS AND COMMITTEES

The City Commission interviewed candidates for the vacancies on boards and commissions.

7:15 Nathanael Schiffbauer

PUBLIC PARTICIPATION

None

Moved by Commissioner Rozell and seconded by Commissioner Olsman to adjourn the Special Meeting of the City Commission.

Ayes: Paul, Olsman, Elder, Rozell

Nays: None

Absent: Jenks (excused)

The Motion carried, meeting adjourned at 7:28 p.m.

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Heidi Barckholtz, City Clerk

**CONSENT AGENDA #3**

**AGENDA ITEM  
WARRANT #394**

**RESOLUTION**

Moved by Commissioner \_\_\_\_\_ Supported by Commissioner \_\_\_\_\_ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by October 28<sup>th</sup>, 2022 and paid between October 15<sup>th</sup> and October 28<sup>th</sup>, 2022 on pages 1 through 5 in the amount of \$797,419.57 to be approved and paid, subject to full audit.

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
<b>Bank 6 FLAGSTAR BANK - AP ACCT</b>						
10/20/2022	6	44704	10833	ABSOPURE WATER COMPANY	COOLER RENTAL BOTTLED WATER BOTTLED WATER	12.00 55.90 55.90 <u>123.80</u>
10/20/2022	6	44705	10951	AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES FLOOR CLEANER SWIFFER REFILLS CLEANING SUPPLIES VACUUM BOOKS FOR PUBLIC SAFETY	18.64 72.95 25.73 31.36 349.00 159.00 <u>656.68</u>
10/20/2022	6	44706	11514	AMERICAN SECURITY CABINETS	DROP BOX	2,728.00
10/20/2022	6	44707	00011	APOLLO FIRE EQUIPMENT CO	VEHICLE REPAIR	668.15
10/20/2022	6	44708	09219	ARC DOCUMENT SOLUTIONS	BLUEPRINTS	47.06
10/20/2022	6	44709	00027	BLUE CROSS/BLUE SHIELD OF MICH	GROUP #60480 - NOVEMBER 2022 PREMIUMS	11,262.57
10/20/2022	6	44710	08779	BS & A SOFTWARE	ONLINE PERMIT APPLICATIONS SERVICE FEE	376.00
10/20/2022	6	44711	09035	CELTIC COMPANY LLC	WORK AT REC CENTER SERVICE CALL TO CITY HALL	533.00 182.00 <u>715.00</u>
10/20/2022	6	44712	00040	CONSUMERS ENERGY	ACCT #1000 1256 6178 - 26815 SCOTIA ACCT #1000 1256 5857 - 12775 W. 11 MILE ACCT #1000 0022 3410 - 26325 SCOTIA RD S ACCT #1000 0022 3469 - 26325 SCOTIA RD S ACCT #1000 1256 6020 - 12795 W. 11 MILE	77.09 15.17 608.72 665.91 135.53 <u>1,502.42</u>
10/20/2022	6	44713	00048	DTE ENERGY	ACCT #9100 084 6344 0 - 8621 MADINE AVE ACCT #9200 098 8205 0 - 8020 HENDRIE BLV ACCT #9100 075 2082 8 - 26325 SCOTIA ACCT #9100 068 0871 1 - 26415 SCOTIA RM ACCT #9100 084 6333 3 - 13203 WALES AVE ACCT #9100 084 7615 2 - 25820 SCOTIA ACCT #9100 084 7601 2 - 12801 W. 11 MILE ACCT #9100 067 3500 5 - 12779 W. 11 MILE ACCT #9100 084 6321 8 - 10514 LASALLE B ACCT #9100 084 6395 2 - 8725 W. 11 MILE	15.30 19.31 1,303.54 65.29 14.79 16.22 25.14 375.80 16.61 157.27 <u>2,009.27</u>
10/20/2022	6	44714	06403	EAGLE LANDSCAPING & SUPPLY CO.	CONCRETE MIXED SOIL	264.50 210.00 <u>474.50</u>
10/20/2022	6	44715	10120	EHIM	CLAIMS FUNDING CLAIMS FUNDING CLAIMS FUNDING	4,282.43 11,397.42 <u>627.00</u>



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						16,306.85
10/20/2022	6	44716	MISC	FOUNDATION SYST OF MI	BD Bond Refund	75.00
10/20/2022	6	44717	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
10/20/2022	6	44718	10754	GREAT LAKES WATER AUTHORITY	IWC CHARGES	288.19
10/20/2022	6	44719	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
10/20/2022	6	44720	05374	IB OFFICE PRODUCTS	OFFICE SUPPLIES	28.20
10/20/2022	6	44721	00110	LIGHTING SUPPLY CO	LIGHT BULBS	83.40
10/20/2022	6	44722	00946	LITTLE CREATURES CO	FISH TANK CLEANING	75.00
10/20/2022	6	44723	MISC	MARCY PETERS	MEAL REIMBURSEMENT	19.31
10/20/2022	6	44724	00049	MATHESON TRI-GAS INC	HAZARDOUS MATERIALS	258.82
10/20/2022	6	44725	04331	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYMENT CONTRIBUTION 3RD QTR 2022	183.43
10/20/2022	6	44726	00131	MICHIGAN MUNICIPAL RISK MANAGEMENT	LIABILITY INSURANCE	6,250.00
10/20/2022	6	44727	06146	MWRMA/FCP	ELECTRIC PROGRAM	3,997.01
10/20/2022	6	44728	11040	NMTA	MEMBERSHIP DUES - HAAN/BULLEN	198.00
10/20/2022	6	44729	00152	NATIONAL LEAGUE OF CITIES	MEMBERSHIP DUES 10/1/22-9/30/23	1,202.00
10/20/2022	6	44730	MISC	NC CEMENT CONTRACTORS, LLC	BD Bond Refund	2,000.00
10/20/2022	6	44731	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS	330.00
10/20/2022	6	44732	07200	NYE UNIFORM	UNIFORMS	2,342.40
10/20/2022	6	44733	00337	OAKLAND CO TREAS. ASSOC	MEMBERSHIP DUES - HANN & BULLEN	40.00
						3,132.00
10/20/2022	6	44734	00166	OAKLAND COUNTY	CLEMIS FEES	1,137.75
						4,269.75
						2,703.07
10/20/2022	6	44735	11032	OAKLAND COUNTY TREASURER	DELINQUENT TAX COLLECTION	24,617.05
10/20/2022	6	44736	01310	PAVEMENT TECHNOLOGY, INC.	RECLAIMITE	1,092.48
10/20/2022	6	44737	00177	PETTY CASH - GENERAL	PETTY CASH REIMBURSEMENT	90.00
10/20/2022	6	44738	05018	PREMIER BUSINESS PRODUCTS INC.	COPIER CHARGES	
						214.50
10/20/2022	6	44739	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT	1,134.90
						1,349.40
						3,479.89
10/20/2022	6	44740	10186	PRINCIPAL LIFE INSURANCE COMPANY	DENTAL INSURANCE - ACCT #1044580-10001	63,380.16
10/20/2022	6	44741	04616	RADIANT ASPHALT, INC.	PATCHING	550.00
10/20/2022	6	44742	08608	RAMTRA REMODELING	BOND REFUND - 10834 LUDLOW	1,471.78
10/20/2022	6	44743	00108	RKA PETROLEUM COMPANIES, INC.	GASOLINE	
						1,092.50
10/20/2022	6	44744	09914	ROSATI SCHULTZ JOFFICH AMTSBUECHLER	SEPTEMBER LEGAL FEES - CODE VIOLATIONS	4,164.28
						4,500.00
						9,756.78
						17,835.00
10/20/2022	6	44745	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	155.42
10/20/2022	6	44746	04095	SONITROL GREAT LAKES - MICHIGAN	PUBLIC SAFETY ALARM	108.83
10/20/2022	6	44747	07138	TOSHIBA AMERICA BUSINESS SOLUTIONS	COPIER CHARGES	64.42
10/20/2022	6	44748	07255	WOW INTERNET AND CABLE	CABLE	
						99.72
10/27/2022	6	44749	10951	AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	41.81
						153.23
						6.99
						264.95
						80.25
						646.95
						650.35
10/27/2022	6	44750	11011	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE	262.02
10/27/2022	6	44751	09447	APPLIED INNOVATION	COPIER METER	



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/27/2022	6	44768	06403	EAGLE LANDSCAPING & SUPPLY CO.	CONCRETE DISPOSAL	20.00
10/27/2022	6	44769	11134	EASTON TELECOM SERVICES, LLC	DISPATCH LINES	81.51
10/27/2022	6	44770	01866	ETNA SUPPLY CO	METERS	1,410.00
10/27/2022	6	44771	05194	GORDON FOOD SERVICE	EVENT/LATCHKEY SUPPLIES AND SNACKS	60.64
10/27/2022	6	44772	00651	HUNTINGTON WOODS LUTHERAN CHURCH	PARKING LOT USAGE	1,700.00
10/27/2022	6	44773	04159	INTERSTATE BILLING SERVICE INC	VECTOR PARTS	1,321.34
10/27/2022	6	44774	10788	JAY'S SEPTIC TANK SERVICE	PORTA POTTY	270.00
					PORTA POTTY	140.00
					PORTA POTTY	140.00
						<u>550.00</u>
10/27/2022	6	44775	11304	JCR SUPPLY INC	TRASH CAN LINERS	276.08
10/27/2022	6	44776	04943	JOE'S AUTO PARTS	AUTO PARTS	7.05
					AUTO PARTS	16.58
					AUTO PARTS	129.16
					AUTO PARTS	94.68
						<u>247.47</u>
10/27/2022	6	44777	MISC	KREGG CONSTRUCTION LLC	BD Bond Refund	192.00
10/27/2022	6	44778	MISC	KROLL CONSTRUCTION CO	BD Bond Refund	132.00
10/27/2022	6	44779	MISC	L & A CONSTRUCTION INC	BD Bond Refund	160.00
10/27/2022	6	44780	00543	THE LIBRARY NETWORK	LICENSE RENEWALS	4,035.30
					SHARED AUTOMATION INVOICE	7,057.39
					ACQUISITION SERVICES	503.09
						<u>11,595.78</u>
10/27/2022	6	44781	00946	LITTLE CREATURES CO	FISH TANK CLEANING	75.00
10/27/2022	6	44782	00112	MADISON NATIONAL LIFE INS CO.	INSURANCE	2,340.83
10/27/2022	6	44783	09565	METAL MART U.S.A.	DPW SUPPLIES	29.43
10/27/2022	6	44784	00131	MICHIGAN MUNICIPAL RISK MANAGEMENT	LIABILITY INSURANCE	43,355.50
10/27/2022	6	44785	06373	MIDWEST TAPE, LLC	MEDIA	159.64
					MEDIA	134.91
					HOOPLA - SEPTEMBER 2022	1,478.84
					MEDIA	52.48
					MEDIA	121.43
					MEDIA	15.73
						<u>1,963.03</u>
10/27/2022	6	44786	00142	MOTOR CITY FASTENER, LLC	DPW SUPPLIES	116.90
10/27/2022	6	44787	MISC	NINICHUK, JULIAN P	BD Bond Refund	500.00
10/27/2022	6	44788	00331	NOWAK & FRAUS	GRADING REVIEW	200.00
					M755 ROAD RESURFACING	240.00
					M753 WYOMING TO VERNON	17,080.00
					M752 MEADOWCREST-WYOMING	14,488.00
					M751 11 MILE TO BORGMAN	17,592.00
						<u>49,600.00</u>
10/27/2022	6	44789	00337	OAKLAND CO TREAS. ASSOC	HOLIDAY LUNCHEON - HAAN/BULLEN	70.00
10/27/2022	6	44790	00586	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	72.40
					OFFICE SUPPLIES	6.82
					OFFICE SUPPLIES	170.09
					OFFICE SUPPLIES	58.86

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/27/2022	6	44791	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT HW WEEKLY CUT	1,134.90 214.50 <u>1,349.40</u>
10/27/2022	6	44792	00108	RKA PETROLEUM COMPANIES, INC.	DIESEL FUEL GASOLINE	2,363.39 2,148.81 <u>4,512.20</u>
10/27/2022	6	44793	00209	SOC RESOURCE RECOVERY AUTHORITY	SEPT 2022 SPECIALS	340.01
10/27/2022	6	44794	11515	STONE HORSE GROUP LLC	FINANCIAL CONSULTING SERVICES	252.00
10/27/2022	6	44795	05054	SUPERFLEET MASTERCARD	FUEL	40.10
10/27/2022	6	44796	MISC	TEDESCO WATERPROOFING	BD Bond Refund	80.00
10/27/2022	6	44797	04781	VERIZON WIRELESS	CELL PHONES	450.38
10/27/2022	6	44798	10824	VESCO OIL CORPORATION	OIL	204.50
10/27/2022	6	44799	06748	DEBRA WALTER	BAKING INSTRUCTOR PAYMENT	1,260.00
10/27/2022	6	44800	00594	WONSEY TREE SERVICE INC.	STREET SWEEPINGS	1,680.00
10/27/2022	6	44801	07069	ZEP SALES & SERVICE	DPW SUPPLIES	138.29

6 TOTALS:

Total of 98 Checks:

Less 0 Void Checks:

Total of 98 Disbursements:

797,419.57  
 0.00  
797,419.57

## CONSENT AGENDA #4a

### MINUTES

Huntington Woods Library Advisory Board

Meeting Date: Monday, September 19, 2022

Meeting called to Order at 7:01 pm.

Present: Deb Hemmye, Marty Ferman, Beth Applebaum, Stacey Stutcher, Mary Foreman, Judy Schram, Nina Abrams

- I. Call to Order-7:05 p.m.
- II. Approval of minutes of July 18, 2022 meeting
- III. Friends of the Library liaison report: Marty Ferman  
Marty reported that the going away party for Anne Hage at the home of Annemarie Sanderson was well attended and a success.  
The spring book sale resulted in a net \$2,000.00.
- IV. Librarian's report
  - a. Welcome to Shannon Rourke, Youth Services Coordinator.  
Shannon hit the ground running and has already put programs in place.
  - b. Tech problems (door counter, wi-fi, Shannon's computer, internet and phones)  
There are chronic unacceptable tech problems at the Library that frequently interfere with staff functions and Library activities. Deb is working with the City Manager for upgrades.
  - c. New Library cards in 4 designs are at the Library.
  - d. Sally Kohlenberg donations and artwork. There have been generous donations made in memory of Sally. Deb is investigating an appropriate memorial format in consult with Shelly Gach. They are hoping to work with local artists.
  - e. Library calendar (no Jewish holiday closings). There was a discussion regarding community feedback on the issue and LAB consensus on the calendar.
  - f. National Banned Books week is this week. There was a discussion about collection development policies, Michigan libraries and banned books, as well as national groups advocating for library censorship.

g. Changing library hours to be open seven days a week. There was a discussion about alternatives for changing library hours so that the Library is open seven days a week. There is a significant amount of community interest in having the Library open 7 days/week. Deb outlined some proposals and the discussion will continue.

h. Listening sessions. There was a discussion about community input outreach and communication.

V. Public Participation-None.

VI. Comments-Stacy Stutcher advised that she will reluctantly resign from this Board, due to planned surgery. All of those present agreed that she has been invaluable to the Board and how much she will be missed.

Next meeting: October 17, 2022

Adjournment -8:30 pm

Minutes prepared by Beth E. Applebaum

## CONSENT AGENDA #4b

HUNTINGTON WOODS PARKS AND RECREATION  
ADVISORY BOARD MINUTES - DRAFT  
Tuesday, September 20, 2022  
7:30 pm Gillham Recreation Center – Multi-purpose Room

**Members Present:** J. Steinhart, L. Field, K. Tarnopol, J. Aisen, J. Egan, R. Serman  
**Staff Present:** T. Shanley

- I. Call to Order by K. Tarnopol at 7:30pm
- II. Approval of Agenda for September 20, 2022 – Motion – J. Egan; Second – J. Aisen
- III. Approval of Minutes from June 29, 2022 – Motion – J. Egan; Second – J. Steinhart
- IV. Correspondence - None
- V. Items of Business
  - a. Update – Student Representatives – Board Openings
    - i. Logan Field is the new student representative on the Board.
    - ii. There is an additional student representative opening and interested teens can contact City Hall for a Citizen Interest Form.
  - b. Photos at Pool Update
    - i. City attorney said that photos cannot be taken at open swim.
    - ii. Wording about photos at city events in the Hometown Herald was updated to align with recommendations from the City attorney.
  - c. Burton Track Project Update
    - i. Track repair will start October 17<sup>th</sup> and continue for two weeks. Notification will be sent out to city residents by email and social media. Board recommended that communication include information on tree removal and replacement.
  - d. Continued discussion – Public Communication/Social Media
    - i. Tabled for future conversations with city communications director. Board asked for an update on hiring of city communications director at next board meeting.
  - e. Clean the Parks/Community Clean-up discussion – possible event
    - i. Board recommended restarting the park beautification/clean-up program in the spring with a focus on one or two parks. Board asked for alignment with the Adopt a Park Program so as not to duplicate efforts.
  - f. Donation with Purpose Program
    - i. Board recommended a formal program for donating a tree, bench, picnic table, etc as part of a way for residents to honor or memorialize people while raising funds for Parks and Rec.
  - g. Short term Goals for P&R Advisory Board

- i. T. Shanley identified short term goals as HWMC auction requests, improved promotion of outdoor exercise equipment, improved newsletters, upcoming start new Master Plan process

VI. Department Update

- a. Pool
  - i. 3,161 memberships and a total of 21,449 scans of people
  - ii. Staff shortage despite approval to hire starting at age 15
  - iii. Arrangement implemented with Pleasant Ridge for pool access when HW could not open due to staffing shortage
- b. Camp
  - i. Fruit Camp - 428 campers, 91 LITs
  - ii. Specialty Camps – 183 campers
- c. 4<sup>th</sup> of July Float Contest – block party was given as the prize for best float and well received by winning block
- d. Upcoming events include VIP Dance (100 people registered to date) and Hay Day

VII. Public Participation - None

VIII. Plan of Action for Next Meeting

- a. Election of Board Secretary
- b. Board Recommendations for HWMC Auction Funding Request
- c. Annual Report from Adopt-a-Park Lead
- d. Update on “Donation with a Purpose” Program Launch

IX. Board Member Comments

- a. J. Steinhart – Thanked Parks and Rec for allowing Burton PTA to use the pool concession stand for a fundraiser and recommended that more groups be allowed to follow suit if the city cannot staff the stand next summer. Suggested that a tree be removed from Peasley Park because it looks dead. Asked if different water fountain equipment can be installed at Burton Field since the current fountain is repeatedly vandalized. Asked for feedback on having a citywide meeting of boards and commissions for annual networking and training.
- b. L. Field – Recommendation to tap National Honor Society at Berkley High School to find student volunteers for Parks and Rec events
- c. J. Egan – Recommended that field drainage be addressed during track repair but T. Shanley said it is not in scope for now. Asked for update on 2023 4<sup>th</sup> of July fireworks. T. Shanley said that vendor is confirmed and will report back with date of fireworks. Suggested “winterfest” event and T. Shanley will see if staff can still restart event at ice rink. Asked about holiday lighting and T.



Shanley said that there cannot be a tree lighting because of religious connotation.

- d. J. Aisen – Informed members that City Advisory Boards cannot make motions for policy changes, as was done during the June meeting. Asked if concerts in the park will return to Scotia Park. T. Shanley said that some concerts will be at Scotia Park in 2023.
- e. R. Serman – Announced that she is moving out of state and her board seat will be open. Suggested a kid-friendly new family reception in addition to the new resident reception. Recommended securing company sponsorships for city events.

X. Adjournment by K. Tarnopol at 8:55pm



## CONSENT AGENDA #4c

### Finance Department

To: Mayor and City Commission

From: Ethan Haan, Finance Director

Date: October 27, 2022

Subject: Treasurer's Report July, August, and September 2022

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The financials as of September 30<sup>th</sup> are attached on the next page.

Our investment yield is up significantly as interest rates are higher. This trend will hopefully continue as we lock in newer investment positions at higher rates.

Looking ahead, the auditors will present their annual report at the December 6<sup>th</sup> meeting and mid-year budget amendments will be introduced at the January 10<sup>th</sup> meeting.

Second half payments for the summer tax bills were due October 31<sup>st</sup>. Winter taxes will be mailed out November 30<sup>th</sup>, 2022 and will be due on February 14<sup>th</sup>, 2023.

FINANCE REPORT - CASH POSITIONS

FUND	FUND #	CURRENT INVESTMENTS	CURRENT CASH	TOTAL AVAILABLE
GENERAL FUND	101	7,204,023	10,236,965	17,440,988
MAJOR STREET FUND	202	616,062	2,262	618,324
LOCAL STREET FUND	203	141,885	145,726	287,611
ACT 345 PENSION FUND	205	3,154	646,161	649,315
RECREATION FUND	208	1,083,374	324,977	1,408,351
GWK DRAIN FUND	225	184,452.30	(5,628)	178,824
RACKHAM DEFENSE FUND	250	34,166.72	285	34,452
BUDGET STABILIZATION FUND	257	1,206,271.76	11,661	1,217,933
ARPA GRANT FUND	285	-	-	-
ELEVEN MILE - DEBT FUND	303	27,633.98	(125,397)	(97,763)
2010 UTGO DEBT	304	224,026.59	(147,847)	76,179
2012 UTGO DEBT	305	89,108.75	(56,010)	33,099
2014 UTGO DEBT	306	216,833.91	(42,863)	173,971
2017 UTGO DEBT	307	81,388.91	(28,032)	53,357
2019 UTGO DEBT	308	106,209.64	(38,807)	67,403
2020 CAPITAL IMP. BONDS	309	472,523.85	(585,312)	(112,788)
CAPITAL PLANNING FUND	402	869,535.06	37,781	907,316
SEWER CONSTRUCTION FUND	492	5,581,853.69	3,287	5,585,140
ROAD & SEWER CONSTRUCTION FUND	493	6,568,162.59	(1,409,382)	5,158,781
ROAD MAINTENANCE FUND	494	119,038.46	22,045	141,083
SANITATION FUND	515	110,512.03	348,232	458,745
WATER FUND	592	1,597,090.42	624,121	2,221,211
EQUIPMENT FUND	661	699,489.25	62,613	762,102
TRUST & AGENCY FUND	701	275,800.00	3,147,528	3,423,328
POST RETIREMENT FUND	734	784,044.44	(71,322)	712,723
<b>TOTAL ASSETS - INVESTMENTS/CASH</b>		<b>28,296,640</b>	<b>13,103,045</b>	<b>41,399,686</b>

FIDUCIARY (TRUSTEE)	TYPE	AMOUNT INVESTED	PERCENT INVESTED	YIELD
MICHIGAN CLASS	Interlocal	9,372	0.03%	2.59%
OAKLAND COUNTY POOL- OPER	Pool	238,557	0.84%	1.22%
FIFTH THIRD SECURITIES	Agency	1,323,877	4.68%	0.90%
COMMERICA - J FUND - 4438	Pool	128,314	0.45%	2.70%
COMERICA SECURITIES - 2362	Agency	3,970,205	14.03%	2.57%
HUNTINGTON BANK	Agency	1,223,036	4.32%	1.10%
MULTIBANK SECURITIES	Agency	4,433,997	15.67%	2.09%
FLAGSTAR INVESTMENT ACCOUNT	Savings	5,022,879	17.75%	0.73%
FLAGSTAR BOND ACCOUNT	Savings	264,766	0.94%	0.73%
OAKLAND COUNTY BOND ACCOUNT	Pool	11,681,637	41.28%	1.22%
<b>TOTAL INVESTMENTS</b>		<b>28,296,640</b>	<b>100.00%</b>	
<b>WEIGHTED AVERAGE YIELD</b>				<b>1.44%</b>
<b>OPERATING CASH ACCOUNT</b>				<b>13,103,045</b>
<b>INVESTMENT ACCOUNT</b>				<b>28,296,640</b>
<b>TOTAL DOLLARS AVAILABLE</b>				<b>41,399,686</b>

**Contact:** Matt Bach  
Michigan Municipal League  
O: (734) 669-6317; C: (810) 874-1073  
mbach@mml.org  
www.mml.org

**FOR IMMEDIATE RELEASE:** October 19, 2022

## Jeff Jenks Receives 2022 Jim Sinclair Exceptional Service Award

**ANN ARBOR, Michigan** – Former Michigan Municipal League Board President Jeff Jenks recently received the Jim Sinclair Exceptional Service Award from the League.

The Sinclair Award celebrates a person dedicated to public service who has shown passion and commitment to the League, enthusiastically supporting its mission, and promoting its purpose.

“On behalf of all League staff, I would like to congratulate Jeff on receiving this award.” said Dan Gilmartin, CEO and Executive Director of the League. “I have worked with Jeff for years, including when he served as our Board President. It has been a pleasure to see the impact he has created on Michigan’s communities. Additionally, his service to the Huntington Woods community makes this award very well-deserved and earned.”

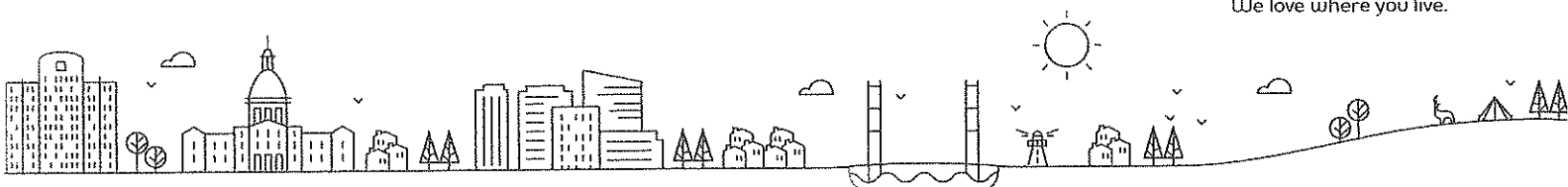
Jeff Jenks has been working in public service since 1958 and, since 1999 has served as a Commissioner for the City of Huntington Woods. Then-Mayor Ron Gillham took him to the Ann Arbor and Lansing MML offices, a day after he took office, and introduced Jenks to staff. Since then, Jenks has taken advantage of every opportunity to learn, lead, serve and benefit his community, our region and our state, Jenks said.

Additional leadership opportunities came from SEMCOG, as an Executive Committee member for 18 years, a Taubman Fellow who completed Harvard Kennedy’s Senior Executives in State and Local Government Executive Education program (2007) and Chairing SEMCOG (2015-16). With the MML he has served on committees for years, was President from 2009-10, became an Honorary Life Member (2014), have been involved with the Michigan Black Caucus of Local Elected Leaders (MBC-LEO), and attained the highest level of the League’s Elected Officials Academy (EOA) – the EOA Level 4 Ambassador in 2018.

The Sinclair award was presented during this year’s Michigan Municipal League Convention taking place in Muskegon.

“I met Jim Sinclair shortly after election, at an MML event and he was there, both welcoming us and encouraging us to take every bit of training possible, and I did, both in Michigan and nationally,” Jenks

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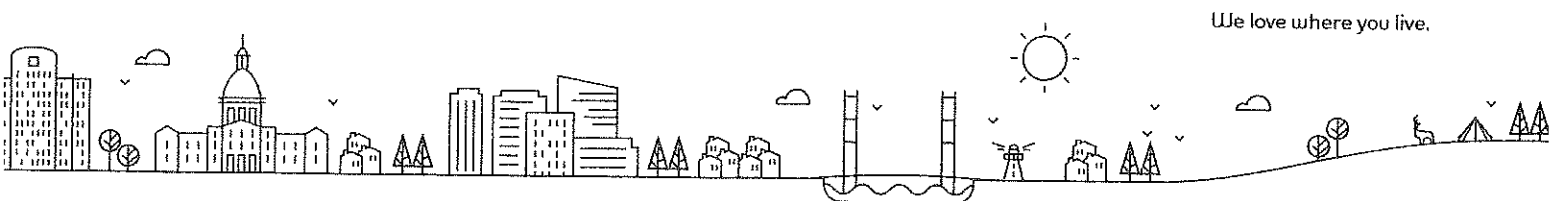
said. "As MML President I saw even more municipal leagues and quickly saw that the MML is unique in its continuing skills shared with us, the way it treats trainings and grows its own staff, and their compassion and skills that they provide to us. The League is always forward looking, and they continually show us how to achieve new ideas - which make all our communities in Michigan a better place to live in. Thank you MML."

Download and view photos from our award winners here on the League's flickr page:  
<https://www.flickr.com/photos/michigancommunities/albums/72177720302471277>.

For additional information contact the League's Matt Bach, Assistant Director of Strategic Communications, at (810) 874-1073 and [mbach@mml.org](mailto:mbach@mml.org).

*Michigan Municipal League is dedicated to making Michigan's communities better by thoughtfully innovating programs, energetically connecting ideas and people, actively serving members with resources and services, and passionately inspiring positive change for Michigan's greatest centers of potential: its communities. The League advocates on behalf of its member communities in Lansing, Washington, D.C., and the courts; provides educational opportunities for elected and appointed municipal officials; and assists municipal leaders in administering services to their communities through League programs and services. Learn more at [mml.org](http://mml.org).*

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**2023 ENVIRONMENTAL SUSTAINABILITY  
COMMITTEE  
MEETING SCHEDULE**

Meetings are held at City Hall and start at 7:00 p.m.

JANUARY 19

FEBRUARY 16

MARCH 16

APRIL 20

MAY 18

JUNE 15

*No meeting in July*

AUGUST 17

SEPTEMBER 21

OCTOBER 19

NOVEMBER 16

*No meeting in December*

## **AGENDA #1**

### **PROCLAMATION BY THE CITY OF HUNTINGTON WOODS** **IN HONOR OF GILDA Z. JACOBS**

**WHEREAS**, the Honorable Gilda Z. Jacobs received the 2022 Neal Shine Award for Exemplary Regional Leadership from the Detroit Free Press and the Metropolitan Affairs Coalition on October 6, 2022. This award recognizes individuals who have made significant contributions to regional cooperation in southeast Michigan;

**WHEREAS**, Gilda Z. Jacobs previously served as a member of the Huntington Woods City Commission from 1981 to 1994. She was a member of the Oakland County Board of Commissioners from 1995 to 1998. Thereafter, she was elected to serve in the Michigan House of Representatives from 1998 to 2002 and went on to win a landslide election to the Michigan Senate where she served through 2010;

**WHEREAS**, Gilda Z. Jacobs has devoted her entire professional career to public service and improving the lives of her constituents and all the citizens of the State of Michigan. She thereafter served as president and CEO of the Michigan League for Public Policy;

**WHEREAS**, Gilda Z. Jacobs was also elected to the Michigan Women's Hall of Fame in 2017;

**WHEREAS**, Gilda Z. Jacobs is the proud mother of Jessica Steinhart and grandmother to three beautiful grandchildren. Despite the tragic loss of her daughter Rachel in 2015 and her husband John Jacobs in 2020, Gilda Jacobs remains an outstanding role model and inspirational leader to all who know her and consistently look to her for guidance and counsel;

**THEREFORE, BE IT PROCLAIMED** that the Huntington Woods City Commission hereby expresses its full admiration and appreciation to the Honorable Gilda Z. Jacobs for her dedicated and impactful service and leadership over the past four decades and affirms that she remains a bright shining light for our entire community and the State of Michigan.

**IN WITNESS WHEREOF**, I hereunto set my hand this 1<sup>st</sup> day of November, 2022 and caused the seal of the City of Huntington Woods to be herein affixed.

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Robert F. Paul III, Mayor



## AGENDA #2

### MANAGER'S MEMO

To: Honorable Mayor Paul, City Commission  
From: Chris D. Wilson, City Manager  
Date: October 25, 2022  
Subject: Proposed 2023 City Commission Dates

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City Administration has reviewed the calendar for 2023 relative to meeting dates for the City Commission. City Administration is proposing the dates listed as follows:

January 10  
February 7  
March 7  
April 4  
(Budget Workshop at 6:00)  
May 2  
June 6  
July 11  
August 1  
September 5  
October 3  
November 14  
December 5

This schedule would be the first Tuesday of each month with the following exceptions:

- January 10<sup>th</sup>: The first Tuesday would be the 3<sup>rd</sup>. City Offices are closed on the 2<sup>nd</sup> for the New Years holiday. There five (5) Tuesdays this month.
- July 11<sup>th</sup>, the second Tuesday in lieu of July 4<sup>th</sup>.
- November 14<sup>th</sup>, the second Tuesday of November due to local elections on Tuesday, November 7<sup>th</sup>.

In addition, a budget workshop is proposed for Tuesday, April 4<sup>th</sup> at 6:00 preceding the regular meeting of the same date.