

CITY OF HUNTINGTON WOODS  
REGULAR MEETING OF THE CITY COMMISSION  
MINUTES  
**April 4, 2023**  
7:30 p.m.  
CITY HALL

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

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

**ABSENT:** None

City Staff Present: City Manager Wilson, Finance Director Haan, City Clerk Barckholtz, and City Attorney Rosati

**APPROVAL OF AGENDA**

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Olsman to approve the April 4, 2023 agenda as presented.

Ayes: Paul, Jenks, Olsman, Elder, Rozell

Nays: None

Absent: None

**The Motion Carried.**

**APPROVAL OF CONSENT AGENDA**

Moved by Commissioner Elder and seconded by Commissioner Olsman to approve the April 4, 2023 Consent Agenda as presented.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

**The Motion Carried.**

**COMMUNICATIONS**

None

**COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS**

None

**PUBLIC PARTICIPATION:**

**Tracy Shanley – Parks and Recreation Director**

Director Shanley provided the Commission with an update on programming and upcoming events at the Recreation Center.

- Saturday April 22, 2023 in accordance with Earth Day, the Parks and Recreation Board, Arts and Garden Board, and Burton PTA will be joining together to host Community Clean Up Day. Clean up will include Burton field and playground, the Recreation Center, the Library, Reynolds Park and Mary K Davis Park. The Signup Genius is available through the City website if anyone would like to volunteer.
- The Hometown Herald and Sixty Plus Newsletter have been published and distributed. This edition of the Hometown Herald includes information on the pool, 4<sup>th</sup> of July festivities, Concerts in the Park and Pickle Ball. The Sixty Plus Newsletter includes senior events, trips, information about the Grandparent Pool Pass, and Senior Swim Time.

**RESOLUTION R-10-2023**

Matter of Consideration to set a public hearing for the 2023-2024 City Budget.

Manager Wilson noted for Agenda Item #1, Matter of Consideration to receive the City Budget, that item does not require a motion. A motion is required to set the Public Hearing for the next City Commission meeting, May 16, 2023.

Moved by Mayor Pro Tem Jenks, seconded by Commissioner Rozell to set a public hearing on May 16<sup>th</sup>, 2023 to receive public comment on the 2023-2024 City Budget.

Ayes: Paul, Jenks, Olsman, Elder, Rozell

Nays: None

Absent: None

**The Motion Carried.**

**RESOLUTION R-11-2023**

Matter of consideration to award the 2023 City of Huntington Woods Greenspace Maintenance Plan to Premier Group Associates.

Manager Wilson noted for the Commission the City has been seeking a landscape firm to design and implement a Greenspace Maintenance Plan for all public grounds in the City. On March 1, 2023, the City held a bid opening. Three firms bid on the project, the RFP was provided for Commissioner review. The RFP stated that price would be a consideration in the awarding of the bid, but not the primary consideration. Further noted, after full review of the bids, it was recommended by the City Administration that the bid be awarded to Premier Group Associates (PGA) out of Detroit. The City has used PGA in the past for mowing services and was pleased with their work. PGA has a Detroit Business Certification, National Women’s Business Enterprise Employment Practice and is qualified and

compliant with the Wayne county Fair Employment Practices resolution. PGA has committed to the use of only organic corn gluten-based weed preventative throughout the City (Espoma Organic Weed Preventer).

Moved by Commissioner Rozell, seconded by Commissioner Elder to award the 2023 City of Huntington Woods Greenspace Maintenance Plan to Premier Group Associates (PGA) of 2221 Bellevue street in Detroit, MI in the amount not to exceed \$212,315.00.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

**The Motion Carried.**

### **Commissioner Comments**

#### **Rozell:**

Questioned what the City envisions for landscape design to include irrigation, replacing plantings and updating City Hall grounds. Manager Wilson noted they left the landscape design to the bidders. PGA put together a three-year bid with contract pricing for all three years. The City is in discussions with PGA and noted they wanted the landscape design to be implemented in the first year. They are free to alter existing landscape with City approval but have to implement the year one design with year two and three being maintenance and upkeep of the alterations made.

#### **Elder:**

Noted that she appreciates the City Manager updating the RFP proposal with the DEI efforts of PGA. She is also pleased to see they have the National Women's Business Enterprise Employment Practice Certification. She questioned if Manger Wilson has a plan set in place to keep the residents updated on the plan. Manager Wilson noted the Environmental Advisory Committee has taken some interest in the plan, updates will be provided in the weekly Eblast, he can provide maps for the community on where work will be in progress and will be open to community feedback.

Ayes: Paul, Jenks, Olsman, Elder, Rozell

Nays: None

Absent: None

**The Motion Carried.**

### **RESOLUTION R-12-2023**

Matter of consideration to approve the bid from Advanced Lighting & Sound in the amount of \$4,862 for upgrades and repairs to the audio/visual and broadcast equipment at City Hall.

Moved by Commissioner Elder, seconded by Mayor Pro Tem Jenks to approve the bid from Advanced Lighting & Sound in the amount of \$4,862 for upgrades and repairs to the audio/visual and broadcast equipment at City Hall.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

**The Motion Carried.**

**CITY MANAGER'S REPORT**

- Noted that Community Clean up looks to be a fun event for the City.
- Yard waste collection started this week. Please put yard waste out with the trash no earlier than 4:00 p.m. on Monday.
- The City received bids for the Men's Club Field project and are reviewing. The bid approval will be presented to the Commission at the next meeting.
- City offices will be closed in observance of Good Friday.
- One of the brick columns at the corner of Meadowcrest and Eleven Mile Rd. was hit, damaging the entire column. There was no report made and the City is not aware of who caused the damage. If anyone has information regarding the incident, please contact the Public Safety Department.
- Huntington Woods in conjunction with Oak Park and Ferndale will be hosting the South Oakland County Mayor's dinner next Wednesday, April 12, 2023 at the Detroit Zoo from 6:30 p.m. to 8:30 p.m.

**ADJOURNMENT:**

Moved by Commissioner Rozell, Seconded by Commissioner Elder, to adjourn the regular City Commission meeting.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

**The Motion Carried, meeting adjourned at 7:47 p.m.**

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Heidi Barckholtz, City Clerk

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Robert F. Paul, III, Mayor