

Regular Meeting of the City Commission
Tuesday, April 4, 2023
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 March 21, 2023
2. Approval of Warrant 399
3. Reports and Minutes
 - a. Historic District Commission – October 6, 2022
 - b. Planning Commission – November 28, 2022
 - c. Zoning Board of Appeals – December 12, 2022
 - d. Library Advisory Board – February 20, 2023
 - e. Parks and Recreation Advisory Committee – February 28, 2023
 - f. Planning Commission Annual Report – 2022

COMMUNICATIONS

COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS

Congresswoman Haley Stevens – 11th District

PUBLIC PARTICIPATION

ITEMS OF BUSINESS

1. Resolution R- 2023: Matter of consideration to receive the City Budget for the fiscal year commencing July 1st 2023, and ending June 30th, 2024.
2. Resolution R- 2023: Matter of consideration to set a public hearing on May 16th, 2023 to receive public comment on the 2023-2024 City Budget.
3. Resolution R- 2023: Matter of consideration 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.
4. Resolution R- 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.

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
MARCH 21, 2003
7:30 p.m.
CITY HALL
DRAFT

Mayor Pro Tem Jenks called the Meeting to order at 7:30 p.m.

PRESENT: Mayor Pro Tem Jenks, Commissioner Elder, and Commissioner Rozell

ABSENT: Mayor Paul (excused), Commissioner Olsman (excused)

City Staff Present: City Manager Wilson, Finance Director Haan and City Attorney, Matt Zalewski

APPROVAL OF AGENDA

Moved by Commissioner Elder and seconded by Commissioner Rozell to approve the March 21, 2023 agenda as presented.

Ayes: Jenks, Elder, Rozell

Nays: None

Absent: Paul, Olsman

The Motion Carried.

APPROVAL OF CONSENT AGENDA

Moved by Commissioner Rozell and seconded by Commissioner Elder to approve the March 21, 2023 Consent Agenda as presented.

Ayes: Jenks, Elder, Rozell

Nays: None

Absent: Paul, Olsman

The Motion Carried.

COMMUNICATIONS

1. Oakland County Treasurer's Office Foreclosure Prevention efforts
2. GLWA Approved Schedule of Water and Sewer Charges for FY 2024

COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS

None

PUBLIC PARTICIPATION:

Deb Hemmye- Library Director

Director Hemmye gave an update on the Huntington Woods Library. She thanked the Commission for their approval of the new Jace Controller for the library that is helping to run the HVAC system. She announced that the library did a community survey that received just over 400 responses from residents of Huntington Woods and Pleasant Ridge. The library staff is in the process of compiling the survey results and they will be reported back to the Commission as soon as they are available. As of April 1, the library will be open on Friday from 12-5. The library will be open on Saturdays throughout the summer. The library is also collaborating with the Berkley Library on a Battle of the Books contest.

Commissioner Comments:

Mayor Pro Tem Jenks inquired about the hours for the Huntington Woods Library relative to other Class 3 libraries in the State. Director Hemmye responded that very few libraries of our size are open 7 days a week or as many hours weekly as we are. Mayor Pro Tem Jenks also asked about delivery services and audio books for seniors. Director Hemmye commented on these services as well as periodical services and programs through Michigan Library E-services.

RESOLUTION R-7-2023

Moved by Commissioner Rozell, Seconded by Commissioner Elder to approve the bid from Aquatic Source for repairs to the City Pool in the amount of \$13,465.00

Ayes: Jenks, Elder, Rozell

Nays: None

Absent: Paul, Olsman

The Motion Carried.

RESOLUTION R-8-2023

Moved by Commissioner Elder, Seconded by Commissioner Rozell to award the contract for the 2023 Pavement Reconstruction, Sewer Repair/Replacement & Water Main Replacement Project to Springline Excavation, LLC of 32945 Folsom Road, Farmington Hills, Michigan 48336 in the amount of \$3,099,438.00

Ayes: Jenks, Elder, Rozell

Nays: None

Absent: Paul, Olsman

The Motion Carried.

RESOLUTION R-9-2023

Moved by Commissioner Rozell, Seconded by Commissioner Elder to award the contract for the 2023 Rear Yard Sewer Replacement Project to D'Angelo Brothers, Inc. of 30836 W. 8 Mile Road, Farmington Hills, MI 48336 in the amount of \$599,781.00

Ayes: Jenks, Elder, Rozell

Nays: None

Absent: Paul, Olsman

The Motion Carried.

CITY MANAGER'S REPORT

- City Administration, particularly Finance Director Haan has been working diligently on the FY 2023-24 budget. A draft budget is now done and will be distributed to the Commission at the next regular meeting on April 4. The Budget Workshop will be held on Tuesday, April 25th.
- The City hired Darion Thomas to the position of mechanic in the Department of Public Works. City Manager Wilson thanked Doug Wozniak for his years of service to the City of Huntington Woods
- The City placed 4th in the state of Michigan for best communities to live in for 2023 according to Niche.com. Neighboring communities Berkley and Royal Oak also ranked in the top 15.
- Commissioners Rozell and Elder joined City Manager Wilson in wishing Mayor Pro Tem Jenks a happy 84th birthday.

ADJOURNMENT:

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

Ayes: Jenks, Elder, Rozell

Nays: None

Absent: Paul, Olsman

The Motion Carried, meeting adjourned at 7:45 p.m.

CONSENT AGENDA #1

Heidi Barckholtz, City Clerk

Robert F. Paul, III, Mayor

DRAFT

Consent Agenda #2

AGENDA ITEM WARRANT #399

RESOLUTION

Moved by Commissioner _____ Supported by Commissioner _____ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by March 31st, 2023 and paid between March 18th, 2023 and March 31st, 2023 on pages 1 through 5 in the amount of \$345,448.37 to be approved and paid, subject to full audit.

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 6 FLAGSTAR BANK - AP ACCT						
03/23/2023	6	45770	MISC	ABRIL SIEWERT	CAMP DEPOSIT REFUND	100.00
03/23/2023	6	45771	10951	AMAZON CAPITAL SERVICES INC	LIBRARY SUPPLIES SHAMROCK STICKERS MONTHLY PLANNER PRE K SUPPLIES	124.85 7.99 5.95 13.99 <u>152.78</u>
03/23/2023	6	45772	09447	APPLIED INNOVATION	COPIER METER - LIBRARY COPIER METER - CITY HALL	35.88 300.66 <u>336.54</u>
03/23/2023	6	45773	00017	BAKER & TAYLOR BOOKS	BOOKS BOOKS BOOKS BOOKS	373.18 429.81 341.65 779.55 <u>92.59</u> <u>2,016.78</u>
03/23/2023	6	45774	11313	TERESA BECKERMAN	MUSIC AND MOVE INSTRUCTOR	2,688.00
03/23/2023	6	45775	11284	BLACKSTONE PUBLISHING	AUDIO BOOKS	204.80
03/23/2023	6	45776	00027	BLUE CROSS/BLUE SHIELD OF MICH	RETIREE HEALTH CARE GROUP #60480-600	9,488.10
03/23/2023	6	45777	05960	C.C. KIRBY CONSTRUCTION	REBUILD BRICK COLUMN AT NEWPORT & 11 MIL	15,300.00
03/23/2023	6	45778	11229	CENGAGE LEARNING INC	BOOKS BOOKS	19.59 30.39 <u>49.98</u>
03/23/2023	6	45779	07736	CINTAS CORPORATION #31	WEEKLY MAT/MOP SERVICE	97.54
03/23/2023	6	45780	00040	CONSUMERS ENERGY	ACCT #1000 0022 3469 - 26325 SCOTIA - ST ACCT #1000 1256 5949 - 26415 SCOTIA ACCT #1000 1256 6087 - 12755 W. 11 MILE ACCT #1000 1256 5857 - 12775 W, 11 MILE ACCT #1000 1256 6020 - 12795 W. 11 MILE ACCT #1000 1256 6178 - 26815 SCOTIA ACCT #1000 0022 3410 - 26325 SCOTIA STE	3,303.77 107.37 708.05 16.00 1,225.03 848.79 127.06 <u>6,336.07</u>
03/23/2023	6	45781	07501	CRANDALL-WORTHINGTON INC	JANITORIAL SUPPLIES	330.70
03/23/2023	6	45782	03909	DISCOUNT SCHOOL SUPPLY	LATCHKEY SUPPLIES	400.83
03/23/2023	6	45783	00048	DTE ENERGY	ACCT #9100 084 7615 2 - 25820 SCOTIA ACCT #9100 084 6333 3 - 13203 WALES ACCT #9100 084 6395 2 - 8725 W. 11 MILE ACCT #9100 084 7601 2 - 12801 W. 11 MILE	16.38 14.89 15.03 25.33 <u>71.63</u>
03/23/2023	6	45784	11556	ELASTEC, INC.	DRUG TERMINATOR	5,065.00
03/23/2023	6	45785	MISC	ELLENBERG, DAVID	BD Bond Refund	150.00
03/23/2023	6	45786	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
03/23/2023	6	45787	10555	GOVOS, INC	FILLABLE FORMS FOR WEBSITE	3,122.52
03/23/2023	6	45788	10754	GREAT LAKES WATER AUTHORITY	IWC CHARGES	288.19
03/23/2023	6	45789	MISC	HESANO TRUSTEE, DAVID P	BD Bond Refund	2,000.00

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
CHECK DATE FROM 03/18/2023 - 03/31/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/23/2023	6	45790	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
03/23/2023	6	45791	11486	JESSICALYN EDWARDS	CLASS REFUND	61.00
03/23/2023	6	45792	04943	JOE'S AUTO PARTS	AUTO PARTS	145.00
03/23/2023	6	45793	MISC	JONI ZIELDORFF	CAMP DEPOSIT REFUND	290.00
03/23/2023	6	45794	05970	JUMP-A-RAMA	JUMP-A-RAMA GYMNASTICS	4,248.00
03/23/2023	6	45795	10057	KIESLER'S POLICE SUPPLY INC	AMMO	1,166.35
03/23/2023	6	45796	05374	LB OFFICE PRODUCTS	OFFICE SUPPLIES	96.93
03/23/2023	6	45797	MISC	LEIANA MONKMAN	CAMP REFUND	65.00
03/23/2023	6	45798	05454	LEISURE UNLIMITED LLC	KIDDIE SPORTS INSTRUCTOR PAYMENT	806.40
03/23/2023	6	45799	04054	LEWIN MONUMENT COMPANY	BRICK PAVERS	177.00
03/23/2023	6	45800	00543	THE LIBRARY NETWORK	NEW YORK TIMES/CONSUMERS REPORTS SUBSCRI	2,078.21
03/23/2023	6	45801	00110	LIGHTING SUPPLY CO	LIGHT BULBS	53.56
03/23/2023	6	45802	MISC	LINDSEY LIENERT	YOGA FOR PRESCHOOL/PREK	300.00
03/23/2023	6	45803	11562	MAIN FLOOR COVERING	FLOORING AT PUBLIC SAFETY	2,755.85
03/23/2023	6	45804	11553	MAKANI RENEE PEARCY	BLDG DEPT CLERICAL	740.00
03/23/2023	6	45805	10642	MICHIGAN PETROLEUM TECH	GARAGE SUPPLIES	198.75
					CREDIT MEMO	(15.00)
						<u>183.75</u>
03/23/2023	6	45806	06373	MIDWEST TAPE, LLC	MEDIA	74.64
					MEDIA	284.83
					MEDIA	65.21
					MEDIA	90.71
					HOOPLA	1,367.94
						<u>1,883.33</u>
03/23/2023	6	45807	11559	MODERN MARKETING, INC.	TOTE BAGS	566.47
03/23/2023	6	45808	10922	MORBARK, LLC	DPW SUPPLIES	504.81
03/23/2023	6	45809	11540	MOTOR CITY AQUARIUM	AQUARIUM MAINTENANCE/AIR PUMP BATTERY	204.99
					AQUARIUM MAINTENANCE/HEATER	149.19
						<u>354.18</u>
03/23/2023	6	45810	00879	MURRAY BUILT CONSTRUCTION	ROOF REPAIR AT PUBLIC SAFETY BUILDING	500.00
03/23/2023	6	45811	10732	NXKEM USA, LLC	DPW SUPPLIES	211.74
03/23/2023	6	45812	07200	NYE UNIFORM	UNIFORMS	34.50
03/23/2023	6	45813	05233	OAKLAND COUNTY HEALTH DIVISION	CAFE FOOD SERVICE LICENSE RENEWAL	298.00
03/23/2023	6	45814	09472	OAKLAND SCHOOLS	OCTOBER 2022 WATER BILLS	452.36
03/23/2023	6	45815	00506	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	144.16
03/23/2023	6	45816	MISC	PETRUCCI HOMES	BD Bond Refund	650.00
03/23/2023	6	45817	MISC	RENEWAL BY ANDERSON	BD Bond Refund	75.00
03/23/2023	6	45818	00108	RKA PETROLEUM COMPANIES, INC.	DIESEL FUEL	1,482.13
					GASOLINE	1,507.51
						<u>2,989.64</u>
03/23/2023	6	45819	00407	ROAD COMMISSION FOR OAKLAND COUNTY	COLD PATCH	893.76
					TRAFFIC SIGNAL MAINTENANCE	92.59
						<u>986.35</u>
03/23/2023	6	45820	11560	SHANNON ROURKE	REIMBURSEMENT FOR PUPPET THEATER & PUPPE	50.00
03/23/2023	6	45821	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	17,835.00
					FEBRUARY SPECIALS	340.01
						<u>18,175.01</u>

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
 CHECK DATE FROM 03/18/2023 - 03/31/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/23/2023	6	45822	10777	TASC	FSA ADMIN FEES	621.40
03/23/2023	6	45823	MISC	TRESNAK CONSTRUCTION INC	BD Bond Refund	171.00
					BD Bond Refund	250.00
					BD Bond Refund	126.00
						<u>547.00</u>
03/23/2023	6	45824	11561	WHENTOWORK, INC.	SHIFT SCHEDULING PROGRAM	312.00
03/23/2023	6	45825	00249	ZIP PRINTING	GARAGE SALE SIGNS	285.00
03/25/2023	6	77(E)	10956	CITY VISA CREDIT CARDS	W-2 FORMS	30.99
					ITEDIUM	1.96
					BENEFITS	11.27
					BENEFITS	1.41
					BENEFITS	0.88
					BENEFITS	0.30
					BENEFITS	0.10
					BENEFITS	0.14
					BENEFITS	0.04
					BENEFITS	0.37
					BENEFITS	0.09
					BENEFITS	0.18
					BENEFITS	0.04
					BENEFITS	0.08
					BENEFITS	2.93
					BENEFITS	1.35
					BENEFITS	0.57
					BENEFITS	0.44
					BENEFITS	0.51
					BENEFITS	1.87
					BENEFITS	0.47
					MGFOA WEBINAR REGISTRATION	35.00
					POSTCARD FOR GALLERY EXHIBIT	71.64
					1096 FORMS	12.98
					FLAGS FOR CITY HALL	222.00
					ALARM LINES	157.46
					ALARM LINES	157.47
					PLANNING/ZONING TRAINING	560.00
					FLASH KITS FOR NIKON CAMERA	242.74
					OFFICER BENNETT'S RETIREMENT PARTY	127.55
					FOOD AT CHIEF'S CONFERENCE	59.29
					GAS - 300 MILES	69.59
					FOOD AT CHIEF'S CONFERENCE	24.14
					HOTEL AND PARKING FOR CHIEF'S CONFERENCE	474.80
					CLEANING SUPPLIES	84.94
					KITCHEN SUPPLIES	96.70
					LICENSE RENEWAL FEES	50.00
					FLOWERS FOR JANE	98.84
					ADULT BOOK PURCHASE	164.50
					TRIP SUPERVISOR MEAL - YANKEE AIR MUSEUM	10.39
					SENIOR LUNCH	35.00
					ADOBE INDESIGN MONTHLY PAYMENT	22.25
					WINTER WONDERLAND SPECIAL EVENT SUPPLIES	10.60
					SENIOR LUNCH	30.00
					ZOOM	15.89
					SENIOR LUNCH	20.00
					NWFA MEMBERSHIP DUES	60.00
					SENIOR LUNCH	35.00
					COLOR MONSTER LESSON PLANS	4.00
					DADDY/DAUGHTER DRINKS & SNACKS	102.92

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
CHECK DATE FROM 03/18/2023 - 03/31/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					LATCHKEY SNACKS	11.98
					LATCHKEY LUNCH	85.02
					CREDIT MEMO - BOWLERO	(70.00)
					LATCH KEY FIELD TRIP	150.00
					ICE SKATING FIELD TRIP	75.00
					ICE SKATE FIELD TIRP	145.00
					LIBRARY MURAL SUPPLIES	255.04
					ADOBE PRO	15.89
						3,779.61
03/30/2023	6	45826	MISC	4 WAY CEMENT	BD Bond Refund	180.00
03/30/2023	6	45827	10951	AMAZON CAPITAL SERVICES INC	CAMP SUPPLIES	324.97
					LATCHKEY SUPPLIES	15.25
					BOOKS/LIBRARY SUPPLIES	81.33
					BOOK	61.83
					LIBRARY SUPPLIES	102.57
					LIBRARY SUPPLIES	8.99
					CREDIT MEMO	(19.99)
						574.95
03/30/2023	6	45828	00023	BIG D LOCK CITY	CITY HALL DOOR REPAIR	168.00
03/30/2023	6	45829	09650	BLUE BIRD LANDSCAPING LLC	STORM CLEAN UP	665.00
03/30/2023	6	45830	10141	BROOKES BUNCH	CHEER, DANCE, POM CLASS	4,022.40
03/30/2023	6	45831	11564	BUGS ON WHEELS LLC	MAY 13TH LIBRARY PROGRAM	275.00
03/30/2023	6	45832	MISC	CEDAR WORKS	BD Bond Refund	249.00
03/30/2023	6	45833	07736	CINTAS CORPORATION #31	WEEKLY MAT/MOP SERVICE	54.99
03/30/2023	6	45834	07501	CRANDALL-WORTHINGTON INC	JANITORIAL SUPPLIES	120.00
03/30/2023	6	45835	00048	DTE ENERGY	ACCT #9100 067 3500 5 - 12779 W. 11 MILE	389.04
03/30/2023	6	45836	MISC	DUBS CARPENTRY	BD Bond Refund	150.00
					BD Bond Refund	75.00
						225.00
03/30/2023	6	45837	10744	TARA HAYES	MARCH 2023 FILM DISCUSSION	200.00
03/30/2023	6	45838	MISC	HOME DEPOT USA, INC.	BD Bond Refund	170.00
03/30/2023	6	45839	04613	HUNT SIGN COMPANY, LTD.	SIGNS	136.00
03/30/2023	6	45840	04943	JOE'S AUTO PARTS	AUTO PARTS	32.99
					AUTO PARTS	56.86
					AUTO PARTS	152.39
					AUTO PARTS	628.35
					AUTO PARTS	179.44
					AUTO PARTS	68.00
					AUTO PARTS	17.99
						1,136.02
03/30/2023	6	45841	11558	KIDCREATE STUDIO BLOOMFIELD	KIDCREATE INSTRUCTOR PAYMENT	306.00
					LATCHKEY FIELD TRIP	360.00
					KID CREATE INSTRUCTOR PAYMENTS	374.00
						1,040.00
03/30/2023	6	45842	00110	LIGHTING SUPPLY CO	LIGHT BULBS	93.00
					LIGHT BULBS	140.04
					LIGHT BULBS	139.50
						372.54

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/30/2023	6	45843	11553	MAKANI RENEE PEARCY	BUILDING DEPT CLERICAL	770.00
03/30/2023	6	45844	00426	MI ASSOC OF MUNICIPAL CLERKS	APPLICATION FOR MPMC DESIGNATION	100.00
03/30/2023	6	45845	10888	NORTHWEST SUBURBAN SWIM LEAGUE	NSSL DUES/FEES AND RIBBONS	731.00
03/30/2023	6	45846	00331	NOWAK & FRAUS	PA 345 MILLAGE SALEM (NADINE TO PEMBROKE PA 345 MILLAGE - NADINE AVENUE PA 345 MILLAGE - HENDRIE BLVD PA 345 MILLAGE - DUNDEE ROAD PA 345 MILLAGE - HEREFORD DR MEN'S CLUB FIELD IMPROVEMENTS 2021 BOND PROGRAM - CIPP LINING PROJECT PA 345 MILLAGE PEMBROKE (MADINE TO SALEM 2020-2021 BOND PROGRAM - REAR YARD PIPE	10,086.95 80,333.08 34,233.33 5,704.32 6,912.45 4,500.00 380.00 14,881.91 38,596.91 195,628.95
03/30/2023	6	45847	11563	NXTEC USA, LLC	DPW SUPPLIES	73.95
03/30/2023	6	45848	07200	NYE UNIFORM	UNIFORMS	82.50
03/30/2023	6	45849	00586	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	49.87
03/30/2023	6	45850	09788	PISTONS ACADEMY	WINTER SKILLS CLINIC	2,520.00
03/30/2023	6	45851	10186	PRINCIPAL LIFE INSURANCE COMPANY	DENTAL/VISION INSURANCE	4,451.14
03/30/2023	6	45852	11367	PSST, LLC	ACA REPORTING	1,969.36
03/30/2023	6	45853	06968	CITY OF ROYAL OAK	WATER VAN DECALS	315.44
03/30/2023	6	45854	11560	SHANNON ROURKE	SUPPLIES REIMBURSEMENT	88.77
03/30/2023	6	45855	04732	REBECCA SOBCEK	YOGA INSTRUCTOR PAYMENT	954.80
03/30/2023	6	45856	MISC	SOLAR REACTION	BD Bond Refund	300.00
03/30/2023	6	45857	MISC	TRI COUNTY KITCHEN & BATH	BD Bond Refund	180.00
03/30/2023	6	45858	11287	TRUE CUT TREE CARE	TREE REMOVAL	30,500.00
03/30/2023	6	45859	MISC	Uniland Corporation	BD Bond Refund	317.58
6 TOTALS:						
Total of 91 Checks:						345,448.37
Less 0 Void Checks:						0.00
Total of 91 Disbursements:						345,448.37

**CITY OF HUNTINGTON WOODS
REGULAR MEETING OF THE HISTORIC DISTRICT COMMISSION
MINUTES**

October 6, 2022

7:30 p.m.

In Person Meeting – Huntington Woods Commission Room

Commissioner Chris Vogelheim called the Meeting to order at 7:34 p.m

PRESENT: Steve Behrmann, Jeffrey Abt, Chris Vogelheim, Mark Fink, Robert Lebow, Michal Burshtein

ABSENT: Jeff Jenks

City Staff Present: Zoning Administrator, Hank Berry.

APPROVAL OF MINUTES:

No minutes to be approved at this meeting. However, Chris Vogelheim stated that there is has been turnover with the minutes taker, and in reference to the missing content from the August meeting - there are a couple of options. Either as a committee we come up with the content that we believe is missing and send it to Hank so it can be included, or we can accept the meeting minutes as they are.

Berry: We are struggling to find a minutes taker. I suggest that if you want that content added, and that is fine, then you would need to add what you believe is missing and all agree upon it. We would have to defer approval until the next meeting. As we will have to do for the September meeting, as we still do not have a minutes taker.

Vogelheim: I guess I am going to be looking for a motion for approval based on the conversation that was had.

Jeffrey Abt motioned to approve the August 24th meeting minutes as with the amendment of spelling Michal's name correctly. **Michal Burshtein** seconded the motion.

Aye: Fink, Burshtein, Abt, Vogelheim, Lebow, Behrmann.

Nay: None.

The motion passes.

Steve Behrmann motioned to defer the approval of the September meeting minutes until the Regular Meeting of the Historic District Commission in November. **Jeffrey Abt** seconded the motion.

Aye: Fink, Burshtein, Abt, Vogelheim, Lebow, Behrmann.

Nay: None.

Jeffrey Abt motioned to approve the August 6th, 2022 minutes as supplemented by the video recording of the meeting. **Mark Fink** seconded the motion.

Aye: Fink, Burshtein, Abt, Vogelheim, Lebow, Behrmann.

Nay: None.

AGENDA ITEMS:

Matter of a Review for an addition to the Burns/Zacharias residence at 26405 Hendrie Blvd.

Marty Zacharias, 26405 Hendrie Blvd: Explained the PowerPoint presentation of what is wanted for the house. The first slide is an artist rendering of what the proposed house will look like, should these plans get approved.

M. Zacharias: Last time we were here, we were asking for something similar, but this time we are asking to make the addition that is already there, five feet wider and adding more windows. We previously were going to do vinyl siding because that was what was already there, but this time we are proposing to use brick and trimming to match the characteristics of other houses in the neighborhood.

The second slide shows the proposal and what materials will be used. The proposal listed is: Add five feet to the existing structure and add more windows. All trim and paneling will be painted Benjamin Moore Decorator White to match the existing house trim color. The siding will be brick that matches the house from the ground up to the windows (Belden Brick Medium Range Vertical 2 ¼ X 8 X 3 5/8). There will be wainscoting on the sides of the windows and door using 5' wide board with ⅔ raised panel molding. The columns will be 6x6 wood columns wrapped in cedar trim boards. The trim will use cedar trim boards and profiles will match the existing house. The new structure maintains the historic character and design of the house. The windows and doors are the same brand, style and proportions as the rest of the door walls and windows on the house. The new roofline is more consistent with the design of the house than the previous roofline. All materials being used are compatible with the surrounding area and it ties in seamlessly to the rest of the house.

The next slide showed a picture of the rear of the house at time of purchase in 2016. The slide after that showed the rear of the house in 2019 after the rear addition was completed and new windows were installed. The next one showed the house in its current condition. The applicant states they want to extend the addition done in 2019 by 5 more feet.

M. Zacharias then showed drawings of what the proposal would look like.

Berry: I am going to leave the PowerPoint up in case anyone would like to refer back to it.

Vogelheim: Do you have anything to add, Hank?

Berry: Basically, we're looking at the culmination of several requests and different drawings. I'm particularly appreciative of the last drawing, which is up there now, which actually shows how they're making it. We did not get scaled drawings, so this is all we have.

Zacharias: I did drop off one drawing for you.

Berry: We require more. He's going to have to come in to permit, so anything that needs to be picked up construction wise, can be picked up by the building department when he comes in to do that. So, if you're approving the form of the project, and the materials used on the project, and the dimensions used on the project, that any code issues would be picked up by our building official. Nothing goes forward from Historic unless I sign off on it.

Lebow: Can we see the 2016 and 2019 images again please?

Abt: Can I ask a question as a point of order? Was the addition original to the house?

Zacharias: I don't know.

Abt: What do the blueprints say?

Zacharias: They were not available. There are what appear to have been windows at some point inside that area there. That leads me to believe that they put this addition on at some point in time.

Abt: The reason I ask is because of the columns. There's a deliberate attempt at the columns.

Zacharias: The front of the house has a round shape, and we were going back and forth about the columns, but my wife would really like to not have columns in the backyard.

Lebow: I am leaning the same way that Jeff is. The area on the left originally was most likely an open air porch, and those certainly appear to be original Doric columns, that we would have seen on the front of the house which matched the original palladium window that was on the second floor. Architecturally that goes hand in hand. Did this project come before the HDC, well for the renovation of the back of the house?

Zacharias: Yes.

Abt: But the columns are gone?

Berry: The columns are gone, correct.

Vogelheim: Hank, before we move on was there anything else you wanted to talk about?

Berry: No, I do not.

Fink: I do not have any questions.

Burshtein: I don't.

Abt: With regard to the windows that you're specking for the interior side, what was the reference point for the division of the windows?

Zacharias: Can we go back to show the original windows in 2016?

Abt: So, which pattern were you following when you specked out the windows?

Zacharias: The ones on top. (He motioned to the image on the PowerPoint).

Abt: It was a little unclear when I was looking at the artist rendering, is this going to be open? (motioned to the PowerPoint again).

Zacharias: No, that won't be open. In the plans, it is called to be paneled. It will be paneled like the rest of the house.

Abt: That's it for me.

Lebow: I just want to clarify a few things. In your proposal, you're introducing a new window style here (motioned to the artist rendering)?

Zacharias: No, it's the same style as the rest of the house.

Lebow: Those are double hung windows, right?

Zacharias: Some are, some are casements. Most of the windows in the house are double hung, we do have some casements. The only *new* window we're proposing is an awning for the side of the house where nobody really sees.

Berry: For clarification, in the artist rendering, the windows we are looking at here are casements?

Zacharias: Yes.

Lebow: And this door (pointing to the door wall on the addition) is going to be what?

Zacharias: It is going to be a door wall but it will have the grills to match the other doors.

Lebow: The new roofline is more consistent with the design of the house than the previous. It does not match the roofline of the house.

Zacharias: In what regards?

Lebow: Slope or -

Zacharias: Oh the pitch? The back of the house does not share the same pitch or match the pitch of the back of the house on the first floor.

Lebow: Okay, that's it.

Behrmann: what is there now, you're going to extend out further, and you're going to be putting brick skirting on it, does that require reconstruction of what's there now for proper brick work?

Zacharias: What's there now, we're going to have to pour a new slab. That's why the builder is going to have to come out. It was weird, when they had a patio - that patio had a footing.

Berry: That's going to be more towards the construction side of things, Steve.

Behrmann: I just wonder if something's going to change visually than what we see right now because of where that's -

Berry: He's still going to have to have a brick ledge so what he's going to have to do is he's going to have to trench and/or pour and/or substantiate that an existing brick ledge exists, but he will do that with the building department.

Behrmann: So will this be removed, what's there right now?

Zacharias: No, there's a brick ledge on that section right there.

Behrmann: What is on the other side that we can't really see in the photo? How much of a step in is there?

Zacharias: A foot, maybe. 1.9 feet.

Behrmann: I do have to say that it is in the back of the house and I do feel that it meets the guidelines for additions. What we see now is far better than what we've seen in the past. I do have a question about - because it looks very unusual - in the rendering, we see the floor of the porch having a step down to it. Is that what you're going to see when you look at it?

Zacharias: No, when it's all done, we're going to put a patio in the back. The porch will be flush with the rest of the patio.

Behrmann: What's the status of the tree that's in the yard right now?

Zacharias: I wasn't planning on anything.

Behrmann: I think that it meets the guidelines, you can't see it from the front of the house, or the street.

Vogelheim: I don't have anything to add to the conversation. I think everybody's already covered my points. Hank, as there is nobody here on the public side - I will open and close the meeting to public participation.

Behrmann: I think we are seeing less than we would usually like to see here in terms of numbers, and drawings and things like that. I think if we were to vote for this in an affirmative fashion, there needs to be some layers of administrative approvals allowed, that kind of fill in the gaps.

Vogelheim: There is a list of details at the beginning of the packet. Hopefully the slide with those is consistent, I'd like to get that into the packet. And then, there was a trim detail at the end of that presentation, I'd like to get that in the packet as well. Having all of those details included in the packet, would give me the comfort between the written descriptions and the details in the powerpoint - then I think we're getting to where we want to be, and then if there's any other clarifications we could add them.

Lebow: On what's called the left side elevation, these panels are called wainscotting panels four inch ply strips with frame panel mold and something painted white?

Zacharias: That panel molding is defined where the windows are defined. I put the panel mold part number from Boliard's lumber.

Lebow: What is it?

Vogelheim: I think it's just a flat panel.

Zacharias: It's a flat panel molding.

Lebow: My next question is, who are Mary and Erin Burns and why is this their proposal?

Zacharias: Mary is probably a typo since my name is Marty and my fiance is named Erin.

Lebow: Oh okay, so that's you. Got it.

Abt: I think all things being equal, if you're agreeable to this, and I wouldn't make it a requirement of a motion but seeing the photo of the sweet little porch that was there and then filled in with those door columns and the idea of carrying what was on the front to the back - if you could find a way to do it, I think it would add a lot to the look of that addition and carry the feel of the front of the house to the back. I don't think I'd make it a requirement but I think if you kind of cared about the idea of the historic nature of the house and the look of the house, it is something that you could do to make a gesture in that direction. That would help consolidate the other aesthetic moves that you're making.

Burshtein: I have to disagree, sorry. I think if it's a new addition, it should look like something else and you don't need to mimic what was there before.

Steve Berhmann motioned to approve the plan as it meets standards 1, 2, 3, and 9, with the fascia treatment to the eaves being consistent with the addition of 2019, that any changes to obtain building permits that vary from the plans as presented be administratively approved by the historic district liaison, as the zoning administrator. **Michal Burshtein** seconded the motion.

Ayes: Steve Behrmann, Jeffrey Abt, Chris Vogelheim, Mark Fink, Michal Burshtein

Nays: Robert Lebow

Absent: Jeff Jenks

The motion passed.

Berry: For the record Mr. Zacharias, you're going to need to revise your drawings to include what they were talking about with the pine lines, and the fascia lines. You will need to submit two complete sets of drawings to the building department

at which point we will be able to process that for you, along with your building permit application.

OTHER BUSINESS:

A. Administrative Approvals

Vogelheim: Hank has provided us with some proposed language for administrative approval so everybody should have the existing one dated 2/22/05 with the minor revision in 2017. On the memo is dated 10/5 is the recommended changes. The first thing I would like to see is if there are any changes or modifications to those changes and if we're in some form of agreement we might propose making a motion to approve those or we might have to table it and talk about it some more next time.

Berry: I would just like to point out in the administrative approvals in the proposed, item 14 is changed because it's actually removed because we went through and saw that item 12 in the new proposal encompasses everything that is mentioned in item 14 in the old.

Lebow: The word like has to either be excruciatingly painfully defined as what does like mean, or eliminated.

Berry: What number are you on?

Lebow: Number 1, 4, 6, wherever the word like is used. Because we can say, we want to replace this 12 inch light fixture with a 13 inch light fixture, and it's just like the old one. It's just like the old one, but one inch larger. At what point does the light become unlike? Is it 14 inches? 15 inches?

Berry: Your concern is does like become subjective at some point?

Lebow: It is subjective. Like either needs to be eliminated or defined as identical.

Abt: Going by conversations that we've had about window materials and other things in the past - I wonder when we've considered substitutions, it's because the

material is visually identical. I'm wondering if maybe we could use that word because it's the distinction between the same which means replacing a cedar plank with a cedar plank to saying replace a cedar plank with something that is visually identical to a cedar plank but is not cedar. I'm wondering if that would satisfy it because we don't deal with structural issues, we deal with visual similarity. I wonder if that would work for you, if that would be a way of getting around it. I understand what you're saying in terms of its looseness in its meaning. I'm wondering if saying visually identical would work in practice for you.

Berry: Here's the only issue that comes up with that is, that you can say that you make a wood grain vinyl panel and from the street it may look the same as a hardy plank panel which may look the same as or similar to a wood panel but now I have three different materials all radically different that qualify as look the same. If it is your intent to allow that then you should say that. If it's your intent to say it's wood, or original, materials to the extent possible - it should be wood or the original materials. If it's not going to be, the question becomes does it really matter what it is because you're taking the wood out of the equation, or the original. It's like stucco half timber. If you get a stucco that's like those boards that used to fall apart all of the time and then you have a timber that's like a plastic. You don't have anywhere near what the original quality, style and design was. You may want to say "in kind replacement" like if it's wood for wood, that may be something different. Similar and like to me are the same word. Like Robert said, is 12 ½ inches a problem? No. But where does it become a problem? Unless you have a quantifying standard for that, that would be it. If you want to determine, or come up with a definition for like, or if like is troublesome, - my suggestion is let's write a definition for like. Let's get rid of the word, let's write a definition that everybody is comfortable with or they can get behind. Everybody is going to interpret like differently.

Vogelheim: The whole notion of administrative approvals is predicated on the belief that the person who is granting that administrative approval has some semblance of professionalism or understanding to be able to do these approvals. It's about job qualifications. Who is making the judgment on that?

Berry: In the city, when that comes in the people that would be making the judgment, or possibly in my absence, Chris Wilson.

Lebow: I would say that, if there are issues, such as there are three people that could be making that decision, that it's yet more important to strongly define these terms because each one could have a different interpretation.

Berry: That's up to you.

Behrmann: It kind of goes along with what Chris was saying, only it goes a little further. I have a degree of trust in the discretion of our administration as I see it right now. I think the purpose of this is to simplify things by not defining everything so rigorously but allowing somebody that we trust to use their expertise and their discretion to have some framework and some latitude to be able to not feel that everything is so black and white. If that were the case, we would not even be needed as a commission. We sit here and we make discretionary decisions because everything is not black and white and you have to put your trust in somebody. I think for what we're seeing laid out here, coupled with the fact that it specifically gives Hank, or whoever the administrator is, specific authority to bring it to the commission if they're at all uncomfortable with making a decision. I think that what Hank has demonstrated in the years and years that I have seen him occupy that chair, is nothing but good judgment, good discretion, very knowledgeable, and somebody that I would trust. If he says that somebody else is trustworthy, then I would take his word for it. I cannot dictate or micromanage every aspect of his job nor do I want to. That's my take on it.

Fink: I have to agree with what Steve is saying. You cannot completely eliminate all subjectivity here. There's always got to be room for discretion to a degree. That's why I made the proposal that I did. I said substantially identical because it's a term that's well known in law. Substantial is an understood term. It allows for some subjectivity, some discretion, but it's well understood that there's limits to that discretion.

Lebow: I think that's very good. I think it's far stronger than like, and it certainly puts forth the thought of the commission that you have to match closely. It sounds very good.

Berry: So do we want to change "like" to "substantially like", or what?

Fink: I would say substantially the same, or substantially identical.

Vogelheim: I appreciate that because I was worried that if we get so specific on the word, you don't have administrative approval. I go back to the point that Steve and Mark had said, that I do trust the city is going to put qualified people in to make those decisions and I want to make sure that the whole point of this is for the citizens and also doing right by the commission and the historic district. I think if we modified where we take "like" out and do a replacement with "substantially identical" that still gives you the ability to apply some of your masterful judgment and allows us to have an administrative process.

Behrmann: I feel that if there are items that Hank feels constrained on - because I think substantially identical even strengthens because identical is enough, and now you're even adding more of a qualification to it. My concern is that there are projects that might otherwise come to us because Hank didn't feel comfortable making the approval but the applicants are deterred from doing anything which they might have otherwise gotten either way, administratively or through us, because of the bureaucratic and administrative nightmare of coming before this commission. I feel that a little more discretion needs to be given and a little more trust be put in the administrator because I think that things that should happen, will not happen because after sitting on this commission and rendering our interactions with the applicants and our approvals/non-approvals, I would not want to come before this commission. I think it adds a layer of difficulty to people's lives, expense to their lives, delay to their lives, and I think that giving Hank a little more discretion and having a little more faith in him, will be a benefit to the property owners and the city. If Hank is not comfortable, which I trust him, he would bring it here. I think we are still constraining him too much.

Berry: For a point of clarification, for projects that I do not feel comfortable with come here, period. Projects like it's a shingle for shingle replacement and it's because there's a hole in the roof - they're getting a new roof, and that's administrative. There have been many instances over the years where I have not been comfortable with something and I brought it to the commission. I have no hesitation bringing it to the HDC because that is where it should go.

Jeffrey Abt motioned to approve the draft administrative approvals submitted on October 5th, 2022 to the HDC with the amendment of changing the word "like" to "substantially identical" --

Lebow: Is this to approve all of it? Or just the one part because I have another comment. Driveway and walkway replacement provided that routing and materials are not changing. That's great - what about size? Someone can say "my routing is identical, the materials are identical, I'm just going to make it wider."

Berry: So it would say "Driveway and walkway replacement provided that routing, size, and materials are not changing." I can incorporate substantially identical into that as well.

Fink: How would that relate to the question where you have a narrow walkway which is not up to code from a safety standpoint, they want to widen it out to a 36 inch walkway?

Berry: Now we go to the code where there's existing buildings and the building official has the authority to waive certain historic requirements. If you say it has to be a two foot wide step and that doesn't meet code and it's clearly a safety issue, he's not going to allow that. He's going to allow it to be poured at whatever legitimate width is for that, so there's no hazard for that. Once I'm done with all of the historic stuff, it still has to clear Dwayne (building official).

Jeffrey Abt motioned to amend his previous motion of approval of the draft administrative approvals submitted on October 5th, 2022 to the HDC with the amendment of changing the word "like" to "substantially identical" and to include

size on item 3 so that it reads routing, materials and size are substantially identical.
Robert Lebow seconded the motion.

The meeting was then opened to public participation. Seeing none, the meeting was then closed to public participation.

Berry: I just want to let you know that because we are catching up on all of these things that the next thing that I would like to bring back before the HDC is the bylaws for review. Every once in a while it is a great idea to do that to see what's changed, what still applies, to see what's changing in the ordinance that it may make us have to update our bylaws. You can expect in your November packet, the bylaws to come up. You'll be furnished with a current copy, a copy with suggestions from staff based on the fact that something has happened since 2004 when they were created.

Ayes: Steve Behrmann, Jeffrey Abt, Chris Vogelheim, Mark Fink, Michal Burshtein, Robert Lebow
 Nays: None
 Absent: Jeff Jenks

The motion passed.

ADJOURNMENT:

Moved by Mark Fink and seconded by Jeffrey Abt to adjourn the meeting of the Historic District Commission

Ayes: Robert Lebow, Michael Burshtein, Jeffrey Abt, Chris Vogelheim, Mark Fink, Steve Behrmann
 Nays: None
 Absent: Jeff Jenks

The Motion Carried, meeting adjourned at 8:53 pm.

Submitted
Lucas Rice - Recorder

Consent Agenda #3b

CITY OF HUNTINGTON WOODS REGULAR MEETING OF THE PLANNING COMMISSION MINUTES

November 28, 2022

7:01 p.m.

In Person Meeting – Huntington Woods Commission Room

Commissioner Mike Wright called the Meeting to order at 7:01 p.m and held roll call

PRESENT: Gail Linden, Chris Golembiewski, Jill Ingber, Bob Paul, Todd Sperl, Rick Polan, Mike Wright

ABSENT: Sheldon Kohn, Blake Moore

City Staff Present: Zoning Administrator, Hank Berry.

APPROVAL OF AGENDA

Amendment to item eight; the election of a ZBA liaison

Moved by Bob Paul and seconded by Gail Linden.

Ayes: Gail Linden, Chris Golembiewski, Jill Ingber, Bob Paul, Todd Sperl, Rick Polan, Mike Wright

Nays: None

The Motion Carried.

APPROVAL OF MINUTES

Moved by Jill Ingber and seconded by Rick Polan for approval of the minutes of August and October, 2022.

Ayes: Gail Linden, Chris Golembiewski, Jill Ingber, Bob Paul, Todd Sperl, Rick Polan, Mike Wright

Nays: None

The Motion Carried.

AGENDA ITEMS:

Matter of a Site plan review of an addition to the Siporin Residence, 25524 Wareham

Katy Schmitz - JSM Architecture: Originally the building was permitted with just a single story rear addition and the builder elected to do a second story on it which put the house over the allowable square footage. So we're asking for a little bit of a relief on that. We meet all of the square footage bonuses with the exception of 26 square feet which we are asking for a relief on that.

Hank Berry: Mr. chair, just for clarification. The 26 square feet will come for the zoning board of appeals which they are already scheduled for next Monday. So you would be approving the project subject to the zoning board of appeals which will take place next week.

Mike Wright: Hank, do you have any pictures you want to bring up?

Hank Berry present floor plans on projector and prefaces the project

Hank Berry: So basically what we're looking at here, and there's a set of circumstances here which are very unfortunate. The Siporin's are here this evening, they've found somebody to help them out of their jam if you will. Through no fault of their own their last contractor took an awful lot of liberties both with the contract and with the design of the approved project for this. So as a result they were left, the contractors nowhere to be found. So they're trying to finish their project and this has gone on since 2018. So unfortunately we have what we have, and what we have standing is a rough structure. What these plans that Joe Novitsky has drawn up represent the finished product of what's going to be there, in part based on what was actually built. I'll go through the plans with you so you can kind of see what it is that we have going on. The 26 square feet comes after taking out the staircase and all allocable space that we can remove from the project. So they're only needing 26 feet, it's a small ask, so they do have to go to the zoning board of appeals because it's not within the purview of the planning commission. So if you take a look at the first page here and my mouse cursor is going to kind of act as a lazer...

Hank Berry then went on to explain the diagram through multiple slides

Chairman Mike Wright opened the meeting for public participation. Seeing none, public participation was closed and board participation was opened.

Gail Linden: I'm glad that hopefully it will come to fruition for you this time, I know it's been a long haul. My question on the thin brick fireplace that I can see on the inside looks like it has a regular hearth and it doesn't look like there's a closed sealed gas fireplace. So, I'm wondering, this is a partial chimney. Is there a vent or something like that for it, on that chimney for the fireplace?

Katy Schmitz: No, that would just be a gas fireplace. It's drawn incorrectly.

Hank Berry: There will be a vent that comes off the back of that.

Gail Linden: Okay, that will come off the back of the thin brick?

Hank Berry: Off the bump out, yes.

Gail Linden: Okay because usually we'll see it just like we see the exhaust fan and I didn't see it so. You know, I wanted to make sure that it vented properly. The other thing is that all of your windows in the house are double hung windows and these seem to be fenester or crank windows throughout. Any reason, you know, just in changing the look of the windows?

Katy Schmitz: It was to get the appropriate fenestration percentage and then I believe my clients asked me to match kind of the front windows to have that three panel look on them as well.

Hank Berry: On the front elevation if you take a look at that, those would be casement on the side and (Inaudible) There is precedent for it on there. With the awning if you take a look at the awning windows on the other side...

Gail Linden: I grew up on Wareham so that used to be the Ellis's house so I know it well. When I saw your survey it said the marker is coming from 25474 Wareham and I went, "That's my house," you know it's like by the fire hydrant. And I go, "The fire hydrant isn't in front of our house, it's in front of the house next door 25484." All of a sudden I saw my address on there and I went, "Woah!" So, okay, those were my only questions." Nice Plan.

Chris Golembiewski: No questions from me.

Jill Ingber: I'm just trying to understand, and maybe I missed it. Where the herringbone brick is and those windows are, were those existing windows? This is all new, right? That side is part of the addition.

Katy Schmitz: So I believe there currently aren't any windows framed in, it's just a rough frame with no drywall or anything so we had the liberty to be able to put the windows where we thought they were appropriate. Since there's a stove and cabinets there on that one wall we wanted to emulate a window on that face since we can't have an actual window...

Jill Ingber: (Inaudible)

Rick Polan: So was this originally approved in 2017?

Hank Berry: Well, I'll back up the history for you a bit. It was approved and was started in approximately 2018. What happened was that they were approved originally for a single story addition and the contractor took some liberties and as a result of those liberties and some ongoing problems that they've had with him the house comes in with a two story addition that is oversized. So as a result they need a variance of 26 square feet which is scheduled to go to the zoning board of appeals on Monday. Having said that they have what they're left with, basically the guy is nowhere to be found, and they have a frame... So the drawings that you see reflect the drawing from JSN architecture which is at this point an as built with the completion, the frame is there...

Jill Ingber: With the one story addition it wasn't in need of a variance because this house size (Inaudible)... for the ZBA for an addition because I was on this ZBA...

Hank Berry: It's through an unfortunate set of circumstances that they're back at all.

Rick Polan: So what was the original one story plan? Was that a kitchen and was it wall length?

Hank Berry: They went through a lot of frustration with the contractor and back and forth with various iterations of different plans and the contractor never came through to get anything changed, which you would have obviously had to have done. So the issue then became, once they went with Joe Novitsky, was how did they get from point A to point B now with what they have. The building officials looked at the frame and the frame was tight. So it's not like there's a code issue or anything with the frame the way that it is right now. You still have to approve it because it's a second story that wasn't going to be there and we still have to approve it. If you approve it has to be done with the ZBA approval in mind.

Rick Polan: I guess my point in going backwards a little bit is that I don't want to set a precedent that the herringbone in fill replaces a window on a elevation and if that's a concern I was hoping that someone could tell me that well back in the one story plan there weren't windows there to begin with. It somewhat sounds like that.

Hank Berry: The design that was put in was to articulate some interest in the brick that wasn't being expressed on the first floor on that side. So it allows them to give some architectural interest. Is it maybe the most accurate thing? No, but it's a kitchen wall where they have cabinets and a stove. So there's not really a whole lot they can do and it's the drive side. That was why they went with the herringbone design.

Rick Polan: No further questions.

Todd Sperl: I was going to have a question on the herringbone but I'm going to pass. I understand what you're doing.

Bob Paul: No questions.

Mike Wright: I have no questions either, it was great. Looking for a motion.

Moved by Rick Polan to approve the plan as presented subject to a ZBA approval. Seconded by Chris Golembiewski.

Ayes: Gail Linden, Chris Golembiewski, Jill Ingber, Bob Paul, Todd Sperl, Rick Polan, Mike Wright

Nays: None

The Motion Carried.

Matter of a site plan review of an addition to the Hsu residence, 13308 Lasalle

Eugene Hsu: I didn't know how much of an introduction I had to do so this will be a little longer than the last group but my name is Eugene Hsu. We live at 13308 Lasalle, I live there with my wife and my three year old. We moved here six years ago. I'm originally from California, she's from Georgia. We moved out here for medical training. Since then we've basically fallen in love with the neighborhood. When we bought the house they even said, "Oh, you know, you bought a house on the best block in the woods." We didn't really know the significance of that saying until many years down the line, neighbors have basically become family at this point. They've all taken part in raising our child, my daughter Kate's best friend is five houses down the street and another one is one block up the street. We've really grown to love the neighborhood. Since this time we've actually had to move her family from Atlanta up to here to move a little bit closer to us. As a result we're hoping to basically enroll in preschool and settle and expand the house a little bit more to accommodate for a little more guests to come over and have fun in our family room. I guess I can outline a little bit of the general plan. We're

hoping to expand the kitchen into an open concept kitchen with a living space with large windows. The windows will overlook the backyard. Liz's mom, who's now passed, was actually really big into gardening and she actually gave us a lot of the plants that we have in our backyard. We're hoping to get a little bit better view from the dining room area. Hoping to also close off the wall to the bedroom area where our daughter sleeps so we can have friends over. Upstairs we're hoping to do an expansion to add a little more light into the Bungalow style house that we have right now. The ceiling is a little bit slanted, a little bit low, I'm a little bit on the taller side and I always wanted to feel a little bit more comfortable up there. We'll make a modest expansion to the bathroom, and as well to the closet.

Jeffrey Nickel: Just a couple things. There is a current sunroom on the back, it has a stone skirt. Our intention is to continue that stone skirt that matches the front chimney and the front columns onto the lower part of the elevations. All the siding will be replaced with a composite siding similar to hardie board because obviously we're adding additional space. Right now, all the windows are mostly weatherguard so we have quotes to have weatherguard that would match the existing. I think that's it we can... Um as far as setbacks, we're fine. Lot coverage, we're fine. Maximum house size we're well under and so therefore it's just based on design and your guys' approval.

Hank Berry: So basically what we're looking at here is we're looking at a modest overall addition to the house. They are well under the square feet by almost 700 square feet, so they haven't maxed this out at all.

Hank Berry then went on to explain the diagram through multiple slides

Chairman Mike Wright opened the meeting for public participation.

Scott Nolan: My name is Scott Nolan, I live at 13316 Lasalle. I live right next door. I looked at the plans they're fantastic so... I'm really happy with it.

Mike Wright: Great, thanks. Appreciate it.

Carlos Guerra: Hello, my name is Carlos Guerra. I live a couple houses down from Eugene. Plans look great, I think it's a welcome addition to the best block in the woods.

Mike Wright: Thank you...

Seeing no more public participants, Mike Wright closed public participation.

Bob Paul: I don't have any questions.

Todd Sperl: The only question I have... Is the siding going to be consistent from the old to the new?

Jeffrey Nickel: Yes, all the siding will be replaced. Right now the dormer is actually only for the bathroom right now. Where the new toilet is is where the dormer is. That's just a little piece of siding on the back there. So when we're expanding it out we need to reside it. Then on the front is horrible fake shake vinyl... all the siding will be replaced to a composite product.

Mike Wright: So the shake now, what's that going to be replaced with?

Jeffrey Nickel: Composite shake.

Todd Sperl: No other questions, I'm good.

Rick Polan: No questions.

Jill Ingber: I think it looks great. I appreciate how you aesthetically, the stone skirt, matching the skirt. The stone you brought into the back, I think it looks really nice.

Chris Golembiewski: No questions for me either.

Gail Linden: I think it looks great. It's gonna be just the composite shake in the front, and in the back it's going to be 1 inch sort of siding including the dormer or above the bathroom or whatever that is over there.

Jeffrey Nickel: That would be traditional lap then there is a small spot on the front there by the bedroom window that has lap on it that's existing.

Gail Linden: Looks great, I won't ask the same question again...

Mike Wright: I agree it looks great, nice job.

Jill Ingber moved to approve the plan as proposed. Gail Linden seconded the motion.

Ayes: Gail Linden, Chris Golembiewski, Jill Ingber, Bob Paul, Todd Sperl, Rick Polan, Mike Wright

Nays: None

The Motion Carried.

Mike Wright: Hank, next up we have some traffic light updates?

Hank Berry: ... Right now we're waiting on the grant with 11 mile to see what happens with that, like I told you at the last meeting we don't anticipate hearing anything around that until January. And that is with our partners from Oak Park and Berkley. On Coolidge we have started looking at other grant opportunities and seeing where we might enhance our boorage frontage... We did have a TIA study done, so we do have that information but we haven't correlated that with a grant application yet. Until we do I don't have much to tell you on that, other than that is still moving forward. I didn't want you to think we were sitting on this so Coolidge is still underway. The 11 mile with Berkley, we'll have information back on that quick. We also have been working with SEMCOG and National League of Cities and different opportunities that we have. Just because we have one grant doesn't stop us from applying for more than that. This is an important project. It was very high on your priority list if not the highest thing because what's more important than our kids... I just want to update you that we have met with Oak Park and had zoom calls with them.

Mike Wright: Is there any indication of where that brake may happen yet on Coolidge?

Hank Berry: We're looking at the potential for something along the Winchester/Balfour area for crossing on that side. The reason for that is we have a large percentage of people from Oak Park that do come over and use the park. We also have a large percentage of Huntington Woods kids that cross because the middle school is in Oak Park. They don't go down to Lincoln for it sometimes they play dodge cars just like they do on 11 mile and Coolidge. To get another safe means for them to cross and slow some of that traffic down there would be a big plus... We have to talk with Oak Park and discuss the TIAA results and kind of broker our best plan...

Mike Wright: Do you want to walk us through the election of officers?

Hank Berry: We're going to be losing a couple of members off the planning commission. First I'll thank Mayor Paul for his time served on the planning commission. As you know the city commission rotates a voting member onto the planning commission. Which is excellent and we always appreciate the concern of the commission on how things are going and how things are done... As far as the boards or commissions it does require a lot of time so I thank you for putting yours in. I'd also be extremely remiss if I didn't thank our current chairman Mike Wright. Mike has been on for two terms and is term limited and will be going off of this board. Maybe we'll see him pop up somewhere else, but in the meantime, Mike you have been exemplary on this board and I want to thank you again. Now we have to move on to our replacements. We have four officers that we have to do. We have the chair, which is Mike currently. We have the vice chair, which is Rick currently. We have the secretary, which we

talked Jill into. We will also have a ZBA liaison that we have to appoint; because Mike has not only served as the Chairman but also as our representative to the zoning board of appeals. Having said that, what we'll need is we'll need a nomination. Then once we get a nomination, there's more than one person that can be nominated with the understanding that it takes five votes to get somebody elected for this position. If you have more than one person that's interested or more than one person that is nominated for this. We'll take a vote on it, if the first person doesn't get five we'll take a vote on the second person. If the second person doesn't get five votes then we'll defer this until the next meeting because this has to be settled one way or another. Having said that the floor is yours and you can open it for nominations.

Mike Wright: Okay, we'll start with the chair. Any nominations there?

Jill Ingber: I nominate Todd Sperl for chair...

Hank Berry: Are you interested? ... Are you agreeable with the nomination.

Todd Sperl: Yeah, I'm fine.

Mike Wright: Anybody else? Take a vote, all in favor of Todd?

Ayes: Gail Linden, Chris Golembiewski, Jill Ingber, Bob Paul, Todd Sperl, Rick Polan, Mike Wright
Nays: None

Mike Wright: I'll look for a nomination for vice-chair.

Gail Linden nominates Rick Polan to be the chair. Jill Ingber seconds the nomination.

Ayes: Gail Linden, Chris Golembiewski, Jill Ingber, Bob Paul, Todd Sperl, Rick Polan, Mike Wright
Nays: None

Mike Wright: Okay, secretary?

Jill Ingber: Anybody else want it.

Todd Sperl: I'll nominate you again Jill.

Mike Wright: Alright, all in favor of Jill maintaining your secretary role.

Ayes: Gail Linden, Chris Golembiewski, Jill Ingber, Bob Paul, Todd Sperl, Rick Polan, Mike Wright

Nays: None

Mike Wright: Sorry, what was the last one? ZBA liaison? Does anybody want it first?

Rick Polan: I will take it.

Gail Linden: I nominate Rick!

Mike Wright: All in favor?

Ayes: Gail Linden, Chris Golembiewski, Jill Ingber, Bob Paul, Todd Sperl, Rick Polan, Mike Wright

Nays: None

(Friendly banter about appointments)

Chairman Mike Wright opened the meeting for public participation. Seeing none, public participation was closed.

ADJOURNMENT:

Moved by **Gail Linden** and seconded by **Chris Golembiewski** to adjourn the Planning Commission meeting.

Ayes: Gail Linden, Chris Golembiewski, Jill Ingber, Bob Paul, Todd Sperl, Rick Polan, Mike Wright

Nays: None

The Motion Carried, meeting adjourned at 7:38pm.

Submitted

Lucas Rice - Recorder

Consent Agenda #3c

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

December 12, 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, Joe Claya

CITY STAFF PRESENT: Hank Berry

ABSENT: Michael Wright, James Park, Dave Hesano, Michael Brooks

APPROVAL OF AGENDA

Joe Claya motioned to approve the agenda.

The motion was seconded by **Ben Falik**.

Ayes: Ben Falik, Adam Wallace, Bree Stocker Smart, Andy Doctoroff, Joe Claya,

Nays: None

Absent: Michael Wright, James Park, Dave Hesano, Michael Brooks

The motion carried.

APPROVAL TO DEFER MINUTES

Chairman Adam Wallace asked for a motion to approve the deferral of October meeting minutes until the next meeting.

Bree Stocker Smart motioned to approve the deferral of minutes. **Ben Falik** seconded the motion.

Ayes: Ben Falik, Adam Wallace, Bree Stocker Smart, Andy Doctoroff, Joe Claya,

Nays: None

The motion carried.

AGENDA ITEMS:

Matter of an appeal from Joe Novitsky on behalf of the Siporin family, at 25524 Wareham from section 40-4.03 R-1A through R-1E One-family districts dimensional requirements maximum house size asking for an extra 26 sq ft. for a total of 3126 where 3100 is allowed.

Katie Schmitts: Hi, obviously I'm not Joe Novitsky. My name is Katie Schmitts and I work for Joe. Here we have Katie and Steven Siporin the owners, as you can see. They are here in front of the zoning board again because they were originally approved for the one story addition on the rear of their house. The builder led them to believe that they were allowed to add a second story without the appropriate permits and coming to city commissions. The building is currently framed in two stories, and roofed, and the builder is nowhere to be found. So we are asking for a little leniency here as we try to move forward and not have the homeowners have to take down something they already paid for and find a resolution that works for everybody, both the homeowners and the city.

Hank Berry: Yeah, and again, this comes to you again after going through the planning commission again and passing with a unanimous vote. The problem they had was that their contractor was somewhat disingenuous with his representation of what he can and can't do and what steps were required. The contractor has issues with other communities in the past and unfortunately the Siporins have suffered as a result of that. They were approved and this whole permitting process started back in 2018 and to date in 2022 all they have is a shell. They got nothing. So what originally they wanted to do was they needed 26 square feet more on the first floor... He built them a 2 story addition, and told them that it was acceptable and didn't need to go back to boards or commissions, which it did. Then when the Siporins found out this guy was nowhere to be found and unfortunately took advantage of them Joe Novitsky stepped in and figured out what they needed to go forward. And what they need is 26 square feet to make the project whole. 26 square feet is half the size of that closet, it's small in nature. For the criteria it says especially in conditions and circumstances which exist which are peculiar to the land, structure, or building involved which are not generally applicable to other land, structures, or buildings in the same district. Again this project has some unique issues for consideration, their contractor just completely dropped the ball on this

and did not do them a service whatsoever. I did have the permit and the actual plans that I have right here for the one story addition which they didn't get. Standard two the addition will not be injurious to the neighborhood or otherwise detrimental to the general welfare. I've had communications, none have been adverse, all have been sympathetic to this. Three, the special conditions or circumstances do not result from the actions of the applicant. It was the owners understanding and actual mandate to the contractor that they comply with this and the city of Huntington Woods. They now find themselves needing this 26 sq ft. to make this work and this was started in 2018 and to date they have a frame. They don't have windows, they don't have electrical, they don't have plumbing. They don't have anything. In order to make this work they need to have this finished and figured out so that they can. Then four, a literal interpretations of the provision of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance and that the variance is the minimum necessary. You may want to take a look at this and the variances, the minimum necessary. This really is fairly small as far as variances go. They're here because they have to be, not because they want to be. It was not their intent to circumvent anything. They were told by their contractor that everything was up and up and they could do what they had proposed and what they did was good and when they did finally realize that this guy's not going to finish, he's not coming back, and he's not giving them back money and Joe Novitsky stepped in they got the real story. And unfortunately it's going to take 26 square feet to make them whole on this. I'm available to ask any questions that you might want to ask. Katie is also able to answer technical questions. If you have any I'm certainly sure that we can talk about it.

Adam Wallace then opened the floor for public participation, seeing nobody he closed public participation.

Adam Wallace: Just a note for the applicants, we only have five here, you need a unanimous approval for quorum. Oh it's only four. But they can ask for a table. If you don't feel like it's going your direction, at any point before we vote you can ask to table this until we have a full seven members.

Adam Wallace then opened up to the board for discussion.

Andy Doctoroff: How are you guys doing, I mean it sounds like a horrible ordeal you guys have been through.

Katie Siporin: It's uncomfortable, and we have two grandchildren now and neither of them have been able to come to our house and play.

Andy Doctoroff: So you're still able to live in your house?

Katie Siporin: We're living in the house, but we're very tolerant. It's not safe for the kids to come right now.

Steven Siporin: Well the brick is gone in the back so it's very cold this time of year.

Andy Doctoroff: And do you have any theory as to what happened to the contractor?

Steven Siporin: Working in Florida, making more money down there.

Katie Siporin: He was going back and forth for a while so I think that he knows where we've been looking for him and he's just made himself...

Andy Doctoroff: And this is not relevant but I'm curious. Aside from 26 feet have you got the benefit of your bargain or did he swindle you?

Katie Siporin: We think we're coming out okay. Joe worked with us and said we'd gotten most of our money out of it. By them doing what they did they put the structure up.

Adam Wallace: So Hank, did they come before the ZBA and the Planning Commission in 2018 and...

Hank Berry: They didn't need it. They did but they didn't need it. With the one story addition they complied.

Ben Falik: I have the vague recollection of something about an elevator, but got it, that's not applicable.

Adam Wallace: I mean go ahead, but this is what we're here for.

Ben Falik: So I can make the motion as presented. I can read it, I know we're taking the minutes and we're recording right...

Ben Falik motioned to approve the matter of the appeal as presented.

The motion was seconded by **Brie Stocker Smart**.

Ayes: Ben Falik, Adam Wallace, Bree Stocker Smart, Andy Doctoroff, Joe Claya, Dave Hesano, Michael Brooks

Nays: None

Public participation was opened, seeing none, Adam Wallace closed the floor for public participation.

ADJOURNMENT:

Andy Doctoroff motioned to adjourn. Joe Claya seconded the motion.

Ayes: Ben Falik, Adam Wallace, Bree Stocker Smart, Andy Doctoroff, Joe Claya,

Nays: None

The Motion Carried, meeting adjourned at 7:41 pm.

Submitted

Lucas Rice - Recorder

Consent Agenda #3d

MINUTES

Huntington Woods Library Advisory Board

Meeting Date: Monday, February 20, 2023

Present: Deb Hemmye, Beth Applebaum, Mary Foreman, Manjula Kaza-Egan, Marty Ferman

- I. Call to Order-7:05 p.m.
- II. Approval of minutes of January 16, 2023 meeting -Approved
- III. Introduction of new Board member: Deferred, but with added item that Stacey Stutcher will be resigning from the Library Advisory Board. All agreed that she has made valuable contributions and will be missed.
- IV. Friends of the Library liaison report: Marty Ferman

Marty provided a summary of the Friends 2022-3 revenues and expenses. Also, he provided a report on the projects that will be supported by the Friends, including the Aquarium and the Murals. There was a discussion about the book sales. There are 108 dues paying members.
- V. Librarian's report by Director Deb Hemmye.
 - a. Library Survey: There have been 257 responses to the Survey. Deb provided a summary. There was a discussion about a Director's response to the most common issues mentioned by patrons once the survey is closed.
 - b. Library HVAC upgrade request was approved by the City of Huntington Woods.
 - c. The Spine labels project on the Adult Fiction is up to the letter F.
 - d. Snacking in Children's area. A patron has reached out to a member of the Library Advisory Board regarding the issue of allergies to snacks consumed by kids in the library. There was a discussion regarding the alternatives in responding to the issue. It was agreed that a sign will be posted reminding patrons to be sensitive to allergies of other patrons.
 - e. Space Planning Study. It was agreed that this project will be deferred without date.
 - f. New website for the Library. Library is in the process of upgrading its website. There was a discussion about the desired content and appearance of the new site.
- V. Public Participation-None.
- VI. Comments-None

Next Meeting is March 20, 2023

The Library Advisory Board meets at 7 p.m. on the third Monday of each month in the Friends Room on the lower level of the library.

Adjournment -8:00 pm

Minutes prepared by Beth E. Applebaum

Consent Agenda #3e

HUNTINGTON WOODS PARKS AND RECREATION ADVISORY BOARD MINUTES

Tuesday, February 28, 2023

7:30 p.m. Gillham Recreation Center – Multipurpose Room

Members Present: Ben Black, Joe Egan, Mark Feiler, Logan Field, Francesca Haley, Sarah MacDonald, Suzie Potter, Jessica Steinhart, Kim Tarnopol

Staff Present: Tracy Shanley

- I. Call to order by K. Tarnopol at 7:30 p.m.
- II. Approval of Agenda for February 28, 2023
 - a. Motion - J. Steinhart; Second – S. Potter
- III. Approval of Minutes for January 31, 2023
 - a. Motion – S. Potter; Second – B. Black
- IV. Correspondence –
 - a. T. Shanley brought forward additions to Earth Day discussion
- V. Public Participation –
 - a. Elliott Backes, 12767 Lincoln – thanks Department of Parks and Rec and Advisory board members for their service and likes the direction things have been going the last few years.
 - b. Sarah Gutierrez, 10415 Lincoln – came to see how meetings run
 - c. Shannon Bell, 10825 Vernon – here for Daddy Daughter dance renaming discussion
- VI. Items of Business
 - a. Decision on renaming/rebranding the Daddy/Daughter Dance –
 - a. Board members discussed pros and cons of changing the name from Daddy/Daughter to be more inclusive
 - b. Public comment:
 - i. Naomi Loebl, 10864 Elgin – in favor of name change so as not to hurt or exclude any community members
 - ii. Elliott Backes – in favor of name change and agrees with previous comments
 - iii. Shannon Bell – in favor of name change and also agrees with previous comments
 - c. Motion: for Parks & Rec recommends renaming & rebranding dance to a more inclusive name. All in favor, zero opposed. Motion passed.
 - b. Community Park Clean Up Day Update –

- a. Tracy discussed coordinating Parks & Recs efforts with Burton's efforts, perhaps calling it Community Cleanup Day. Earth Day, April 22. At the next meeting we will determine which parks we will focus on for the cleanup. We discussed volunteers bringing their own tools because HW doesn't have enough tools. Invite Sara, cochair of PTA & Renae Tonge to next joint meeting with Art & Garden Board meeting. Also invite new HW communication director. Needs more marketing/announcements. Public comment – is there any way to turn it into a competition? Next meeting we will determine time, location and communication plan. Tracy will send a save the date on social media channels.
- c. Donation with a Purpose Update –
 - a. Tracy has no update since last meeting; still in process
- d. Art & Garden Board meeting report –
 - a. J. Steinhart attended February Art & Garden Board meeting. They agreed as a group to put more art totems up and we will discuss which parks. When we meet we will discuss location and duration. They are committed to putting on an Arts and Garden Fair in May – crafts, lectures, art for sale. Date and space TBD.

VII. Department Update

- a. New front desk hire – Julie – on weekends
- b. Lifeguard and camp staff interviews are underway
- c. Juneteenth program will be held on the Rec Center's front grass area on June 19, 6-8 p.m., held by Anti-Racism Committee
- d. Fourth of July celebration planning is underway. When surveyed, the community heavily favored real fireworks rather than a drone show.
- e. We were not awarded the SPARK grant through the DNR. We will try again in the second/third round. Money would be used for pool locker room and exit turnstile renovations.
- f. Fruit camp lottery went well, everyone got into a session (may have been second choice). We have a wait list for all camps. Strawberry & Banana are up to 60 campers from 20 each. 85% of camp staff returning. Looking for 2 people to run early childhood (Banana & Strawberry). Public comment by Sara Gutierrez: will we consider doing the lottery earlier so that families have time to make alternative summer plans? By the time you find out you didn't get a session, all other camps are booked and a lot of people are scrambling.

VIII. Plan of Action for Next Meeting

- a. Meeting early (7pm) with arts & garden board to discuss cleanup day
- b. Discuss rates for programs/camps/latchkey. How do we make sure our prices are competitive and also paying staff well?
- c. Donation with a Purpose update from T. Shanley

IX. Board Member Comments

- a. J. Egan –inquired about status of 3rd party bid for parks lawncare that was due in March. Asked for copy of bid. Points of entry and microparks. Is it more than mowing? Flower planting etc. Tracy will send a copy.

X. Adjournment by K. Tarnopol at 8:24 p.m.



PLANNING COMMISSION
ANNUAL REPORT



2022

PLANNING COMMISSION ANNUAL REPORT 2022

1. Introduction

Planning Commission: Comprised of 9 appointed members, the city Planning Commission shall possess and exercise such powers and duties as set forth in that act, as are set forth in Public Act No. 110 of 2006 (MCL 125.3101 et seq.), with respect to formulating, recommending, and administering zoning regulations and as may be delegated and expanded by action of the city commission. They are also charged with review and rewrites of zoning ordinance, the city master plan and prioritizing the action items from the master plan. The Planning Commission is also responsible for implementing and prioritizing the Capital Improvement Plan unless exempted by the City Commission. The City Commission has in the past delegated this responsibility to the Finance Department. This format meets the requirements and best practices of RRC.

Zoning Board of Appeals: Comprised of 7 appointed members with one being a member of the Planning Commission and two alternates, the Zoning Board of Appeals is established to ensure that the objectives of the Zoning Ordinance may be more fully and equitably achieved, that a means be provided for competent interpretation of this Ordinance, and that reasonable relief be provided in the application of this Ordinance. Delegated Duties include hearing and deciding upon appeals of administrative decisions, requests for interpretation of the Zoning Ordinance or Zoning Map, requests for dimensional and other non-use variances, all matters upon which it is required to pass under the Zoning Ordinance, Use Variances as set forth in Section 12.04.G.C.Appeals—Appeals of Administrative Decisions. The Zoning Board of Appeals shall hear and decide appeals where it is alleged there is error of law in any order, requirement, decision or determination made by an administrative official or body in the enforcement of this Ordinance.

Historic District Commission: Comprised of 7 appointed members with one of the members being an appointee and voting member from the city commission, it is the duty of the historic district commission to review all applications and supporting materials for permits for the construction, alteration, repair, moving or demolition of resources in a historic district and to determine whether or not a certificate of appropriateness or a notice to proceed shall be issued. The Historic District Commission acts in place of the Planning Commission in both the 108 home Hill Historic District and the Rackham Golf Course Historic District.

2. The design and purpose of this report

- It's called for in the Michigan Planning Enabling Act:
"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."
- Increases information-sharing between staff, boards, commissions, and the governing body.

PLANNING COMMISSION ANNUAL REPORT 2022

3. Memberships

Planning commission member	Term expiration
Michael Wright - Chair	12-22
Richard Polan – Vice Chair	
Chris Golembiewski	
Blake Moore	
Gail Linden	
Sheldon Kohn	
Jill Ingber	
Todd Sperl	
Robert Paul	12-22
Zoning Board of Appeals member	
Adam Wallace - Chair	
David Hesano – Vice Chair	
Michael Wright – PC member	
James Park	
Ben Falik	
Joseph Claya	
Bree Stocker-Smart	
Andrew Doctoroff – 1 st Alternate	
Michael Brooks- 2 nd Alternate	
Historic District Commission	
Chris Vogelheim - Chair	
Steven Behrmann	12-22,
Robert Lebow	12-22
Mark Fink	12-22
Jeffrey Abt	
Michal Burshtein	
Jeffrey Jenks- City Commissioner - appointment	

PLANNING COMMISSION ANNUAL REPORT 2022

4. Meetings (*MPEA requires four meetings annually*)

The Huntington Woods Planning Commission met 11 times. This meets the requirements of the MPEA.

The Huntington Woods Historic District commission met 7 times.

The Huntington Woods Zoning Board of Appeals met 7 times.

5. Master plan review

The City of Huntington Woods Master Plan was completed and adopted this year (August 2020).

Currently the Planning Commission is engaged in one of the main action items by addressing complete streets as well as Safe Routes to School. Grant applications have been made and award status is January/February 2023. The Commission should begin to see this come to fruition pending award of planning grant money. Approximate construction costs have been ascertained.

Additional action items will be undertaken during the normal meeting routine for the 2023 year. There are other items that will require a consensus of the planning commission to undertake. The Planning Commission acts off its priority list which is made up and adjusted during the first quarter of the year. Any items that require funding or studies will be referred to the City Manager for proper communication to the City Commission.

6. Zoning ordinance amendments

This coming year would be an adjustment to the semicircle driveway widths and front yard coverage amendment to allow for a bypass lane in the driveway and amend the coverage to allow for a typical use of the front drives.

On the priority list for re-zoning, is the corner of 11 Mile Road and Woodward from Business to TD. This will increase the versatility of the property while not affecting the current use as well as make it compatible with the other Woodward uses and zoning.

PLANNING COMMISSION ANNUAL REPORT 2022

7. Site Plan Reviews

Project type	Location	Description	Status	Recommendation to legislative body	Date of action
Site Plan Review	25812 Salem	Addition	Approved	N/A	1-24
Site Plan Review	26675 Humber	Addition	Approved	N/A	1-24
Site Plan Review	25870 Concord	Addition	Approved	N/A	1-24
Site Plan Review	26125 Woodward	Dental Office	Approved with conditions	N/A	2-28
Site Plan Review	10464 Talbot	Addition	Approved	N/A	3-28
Site Plan Review	13345 Victoria	Addition	Tabled	N/A	4-25
Site Plan Review	13345 Victoria		Tabled	N/A	5-23
Site Plan Review	13345 Victoria		Approved pending ZBA	N/A	6-27
Site Plan Review	26361 Dundee	Addition	Approved pending ZBA action	N/A	8-29
Site Plan Review	13120 Sherwood	Addition	Approved	N/A	8-29
Site Plan Review	13119 Hart	Addition	Approved	N/A	10-24
Site Plan Review	10804 Vernon	Addition	Approved	N/A	10-24
Site Plan Review	25524 Wareham	Addition	Approved pending ZBA Action		11-26
Site Plan Review	13308 Lasalle	Addition	Approved	N/A	11-26

8. Variances *(Review of actions taken by the Board of Zoning Appeals)*

Variance type	Location	Description	Status	Recommendation to legislative body	Date of action
Setback	12793 Vernon	1.29 lf dimensional variance	Approved	N/A	Feb 15
Maximum house size	25857 Concord	734 sf. Dimensional to allow use of existing 3 rd floor	Approved	N/A	Feb 15
Accessory Structure setback	26675 Humber	6.5lf dimensional variance	Approved with Building inspector concurrence	N/A	Feb 15
Maximum House size Lot coverage	12927 Talbot Lane	539 sf .4% LC	Approved	N/A	Mar 14
Front Setback	13345 Victoria	3.27 lf.	Postponed	N/A	Mar 15
Front setback Maximum House size	13345 Victoria	3.27 lf.	Postponed		Apr 11
Lot coverage	10464 Talbot	1.4%	Approved	N/A	Apr 11
Business ground sign /residential district	10495 W. 11 Mile Green Gardens	Ground sign in residential zone	Postponed	N/A	June 13
Business ground sign /residential district	10495 W. 11 Mile Green Gardens	Ground sign in residential zone	Postponed	N/A	July 11

PLANNING COMMISSION ANNUAL REPORT 2022

Front setback Accessory structure in front yard Front Porch	26398 Hendrie	Front porch dimension and location and setback	Approved also had HDC approval	N/A	July 11
Business ground sign /residential district	10495 W. 11 Mile Green Gardens	Ground sign in residential zone	Denied	N/A	August 8
Rear yard lot coverage	10758 Hart	85 sf rear coverage for patio	Approved	N/A	August 8
Privacy fence	10867 11 Mile rd.	Privacy fence in side yard	Approved	N/A	August 8
Lot coverage Max house size	13345 Victoria	337 sf. Max house size 5.3% Lot coverage	Approved	N/A	Oct 10
Max house size Fence Location	26361 Dundee	448 sf Max house size Fence in front of mid point	Approved		

9. Actions by legislative body *(Review actions taken by the legislative body related to planning and development)*

The City Commission approved the Master Plan revision in August, 2022

10. Trainings attended

Topic /description	Date
Planning and Zoning Essentials part 1	3-21
Planning and Zoning Essentials part 2	3-22
Historic District Commissioner training	9-28
Historic District Commission training and advanced training	2-8

Potential training topics in the upcoming year, based on goals and priorities

Topic /description
Understanding blueprint reading
Understanding residential site plans
Understanding preservation and historic districts

PLANNING COMMISSION ANNUAL REPORT 2022

11. Joint meetings

Joint meeting with the ZBA and Planning Commission will be scheduled for May 2023 and be a yearly meeting. The timing allows for new members to attend training prior to any joint meeting.

Respectfully Submitted,

Hank Berry
Zoning Administrator



Agenda #1

Finance Department Memo

To: Honorable Mayor and City Commission
From: Ethan Haan, Finance Director
Date: March 27, 2022
Subject: Public Hearing for 2023-2024 City Budget

The 2023-2024 City Budget is required to be received by the City Commission by the first meeting in April each year by order of the City Charter. A public hearing needs to be set to receive input on the City Budget as well. The public hearing is planned for the May 16th, 2023 City Commission meeting,

Suggested motion:

Moved by Commissioner _____ and supported by Commissioner _____ to set a public hearing on May 16th, 2023 to receive public comment on the 2023-2024 City Budget.



Agenda #2

Finance Department Memo

To: Honorable Mayor and City Commission

From: Ethan Haan, Finance Director

Date: March 27, 2022

Subject: Receipt of the 2023-2024 City Budget

The 2023-2024 City Budget is required to be received by the City Commission by the first meeting in April each year by order of the City Charter. The proposed budget binders will be at each Commissioner's seat at the onset of the April 4th Commission meeting. The proposed budget will also be posted online after the Commission has officially received the Budget.

A budget workshop will be held on April 25th at 6:00pm to present the budget in detail. A public hearing will be held at the May 16th Commission meeting to receive public comment on the Budget.

Suggested motion:

Moved by Commissioner _____ and supported by Commissioner _____ to receive the City Budget for the fiscal year commencing July 1st, 2023 and ending June 30th, 2024.



Agenda #3

MANAGER'S MEMO

To: Honorable Mayor Paul; City Commission; Rocco Fortura, Public Services Director; Tracy Shanley, Parks and Recreation Director

From: Chris D. Wilson, City Manager

Date: March 24, 2023

Subject: City Greenspace Bids

The City has been seeking a landscape firm to design and implement a Greenspace Maintenance Plan for all public grounds in the City. An RFP for this service was issued earlier this year. On March 1, the City held a bid opening. A total of three (3) firms bid on this project. Bids ranged in price from \$134,988 to \$339,044. It was stated in the RFP that price would be a consideration in the awarding a bid, but not the primary consideration. A bid tabulation sheet has been included for your review.

After a full review of the bids, it is the recommendation of City Administration to move forward with the bid submitted by Premier Group Associates (PGA) out of Detroit. The City has used PGA in the past for mowing services and has been pleased with their work. PGA's bid included itemized pricing for all thirty-one (31) separate areas identified in the RFP for both landscaping and mowing services. There was one lower bid that did not include itemized detail per each location and only included a per yard price for mulch installed.

PGA has a Detroit Business Certification, National Women's Business Enterprise Certification and is qualified and compliant with the Wayne County Fair Employment Practices Resolution. PGA has done extensive work with the City of Detroit, Detroit Public Schools and the Great Lakes Water Authority (GLWA).

PGA has committed to the use of only organic corn gluten-based weed preventative throughout the City (Espoma Organic Weed Preventer).

A copy of the full bid from PGA is also included for your review, as well as copies of the other bids. The project is designed to be a three year award. PGA has submitted prices for 2023, as well as 2024 and 2025. Prices for PGA for the three years of the contract are as follows:

- 2023: \$212,315.00
- 2024: \$218,684.45
- 2025: \$225,244.98

Upon approval of an award for this project, City Administration and the Department of Public Services will meet with the approved firm and begin preparations for the 2023 season.

RECOMMENDATION – *be it so resolved that the City Commission award the 2023 City of Huntington Woods Greenspace Maintenance Plan be awarded to Premier Group Associates (PGA) of 2221 Bellevue Street in Detroit, MI in the amount not to exceed \$212,315.00.*

BID TABULATION

Greenspace Maintenance Plan M-2023-01
1-Mar-23

Item Description		Xpert Lawn and Snow 21083 Mound Rd Warren, MI 48091 248-721-0794	Premier Group 2221 Bellevue Street Detroit, MI 48207 313-963-1700	Great Lakes Landscaping 10631 Capital St. Oak Park, MI 48237 248-543-6320
Greenspace and Lawn Care				
<u>Grand Total</u>		\$134,988.00	\$212,315.00	\$339,044.00



March 1, 2023

It is Premier Group Associates' pleasure to submit this proposal in response to City of Huntington Woods – Greenspace Maintenance Plan.

Premier Group Associates (PGA) is a full-service facility maintenance company, providing construction, landscape, snow removal, consulting, and maintenance predominantly in Detroit, with some clients located in and around Metro Detroit. Premier Group Associates has been in business for 15 years, typically employing 60-70 employees, which over 60% are Detroit residents. Our FEIN number is 45-0569048.

Premier Group Associates is located at 2221 Bellevue, Detroit, MI, where we maintain our warehouse, store equipment, and field personnel have offices.

Premier Group Associates has provided this proposal with the intent to perform the work in accordance with the requirements outlined in the aforementioned RFP.

Brad Byarski, Chief Operations officer will represent Premier Group Associates in all contract negotiations who will be the firm's manager of this project. Mr. Byarski can be reached at 313-363-1886 or Brad@pgalc.com.

Sincerely,

A handwritten signature in black ink, appearing to be 'B. Byarski', with a long horizontal line extending to the right.

Brad Byarski
Chief Operating Officer
Premier Group Associates, LC



March 1, 2023

City of Huntington Woods
Greenspace Maintenance Plan
Bid # M 2023-01

Letter of Transmittal

Premier Group Associates proposal for the City of Huntington Woods – Greenspace Maintenance Plan will remain firm for a period of ninety (90) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the City of Huntington Woods, whichever occurs first.

Sincerely,

A handwritten signature in black ink, appearing to be 'B. Byarski', with a long horizontal line extending to the right.

Brad Byarski
Chief Operating Officer
Premier Group Associates, LC



City of Huntington Woods
Greenspace Maintenance Plan
Bid M 2023-01
Executive Summary

It is Premier Group Associates pleasure to present our proposal for City of Huntington Woods - Greenspace Maintenance Plan. Premier Group Associates, LC was founded on the premise of being more than a landscape provider, we are passionate about our vision to *Cultivating Better Communities* within our home of Detroit, and the surrounding areas.

We achieve this goal by constantly looking for ways to improve our business and ultimately excelling at customer expectations. While Premier Group Associates has been in business for a number of years, we understand that there cannot be growth without adapting to client needs. With that being said, we have restructured our leadership team as well as implemented new processes to better serve our clients and community.

Premier Group Associates has a multi-functioning tiered management process that has been implemented to provide multiple levels of quality checks to ensure projects are being completed effectively and efficiently. Each crew is led by a senior Crew Leader with no less than three years' experience. All crews report into a Division Supervisor that oversees all projects and reports into our VP, Field Operations daily. Simultaneously, our QC, Safety & Coordination inspects all projects to ensure each job is being completed to standards and if any concerns or emergencies arise, they are able to rapidly deploy a team to resolve these situations.

We utilize Buildertrend for all projects to maintain transparency on project schedules, POs, and project updates, including tracking and reporting, which has improved communication with clients.

Financially we have the ability to bond over \$5.0M. We have large account limits with our long-standing trade partners and have established reserves that have allowed us to operate when dealing with municipalities who typically see most invoices paid around 90 days.

We have an extensive equipment list and buying power to purchase more. Premier Group Associates also has an inhouse mechanic team, so no equipment is out of commission for too long. We are always looking for the best and most efficient equipment in the marketplace to best service our clients.

In selecting Premier Group Associates, you will select a contractor that has built a business based on quality of work and the relationships that have come from servicing the Detroit area. We believe that building relationships with our clients not only help in communication but also so Premier Group Associates can anticipate and serve clients next needs. Premier Group Associates looks forward to continuing servicing the Metro Detroit Community.



Premier Group Associates

2221 Bellevue Detroit, MI 48207

Phone: 313.963.1700 Fax: 313.963.0101

WEEKLY CUTS					
	AREA	LOCATION	2023 Per Cut	2024 Per Cut	2025 Per Cut
1	City Hall	26815 Scotia	\$345.00	\$355.35	\$366.01
2	Gillham Recreation Center	26325 Scotia	\$125.00	\$128.75	\$132.61
3	Huntington Woods Library	26415 Scotia	\$125.00	\$128.75	\$132.61
4	Scotia Park	Scotia between Lincoln and Vernon	\$230.00	\$236.90	\$244.01
5	Public Safety Building	12755 W. Eleven Mile Rd.	\$125.00	\$128.75	\$132.61
6	LaSalle Blvd. median	LaSalle Blvd. from dead end west of Scotia to Wyoming	\$920.00	\$947.60	\$976.03
7	Hassig Park	Scotia, behind City Hall	\$160.00	\$164.80	\$169.74
8	Peasley Park	Coolidge Between Balfour and Winchester	\$230.00	\$236.90	\$244.01
9	Reynolds Park	Eleven Mile and Meadowcrest	\$200.00	\$206.00	\$212.18
10	Triangle Park	Intersection of Lincoln, Pembroke and Concord	\$170.00	\$175.10	\$180.35
11	Statue Park	Intersection of Humber, Nadine and Huntington	\$160.00	\$164.80	\$169.74
12	10 Mile Berm	Right of way from 10 Mile to Wales; from Coolidge to Scotia.	\$350.00	\$360.50	\$371.32
13	Alligator Park	Intersection of Salem, Pembroke and Nadine.	\$170.00	\$175.10	\$180.35
14	11 Mile and Woodward	Entrance sign at 11 Mile and Woodward.	\$125.00	\$128.75	\$132.61
15	Elgin Park	Coolidge at Elgin	\$125.00	\$128.75	\$132.61
16	Huntington Park	11 Mile at Huntington Rd.	\$180.00	\$185.40	\$190.96
17	Men's Club Field	11 Mile east of Henley, next to DPW meeting.	\$350.00	\$360.50	\$371.32
18	Val Jones Skate Park	11 Mile and Berkley	\$200.00	\$206.00	\$212.18
19	Burton Community Field	Nadine, west of Scotia behind Burton Elem.	\$460.00	\$473.80	\$488.01
20	Talbot Ave	Easement south side of Talbot west of Scotia to the dead end.	\$125.00	\$128.75	\$132.61
21	Vernon/Berkley Island	Intersection of Vernon and Berkley	\$125.00	\$128.75	\$132.61
22	Vernon/Parkwood Island	Intersection of Vernon and Parkwood	\$125.00	\$128.75	\$132.61
23	Wareham/Hendrie Island	Intersection of Wareham/Hendrie	\$125.00	\$128.75	\$132.61
24	Dundee/Hendrie Island	Intersection of Dundee and Hendrie	\$125.00	\$128.75	\$132.61
25	Borgman/Hendrie Island	Intersection of Borgman and Hendrie	\$125.00	\$128.75	\$132.61
26	York Island	York east of Huntington, west of Borgman	\$75.00	\$77.25	\$79.57
27	Coolidge Right of Way	East side of Coolidge, 10 Mile to Kingston	\$250.00	\$257.50	\$265.23
28	Sign at 10 Mile and Scotia	West side of Scotia and 10 Mile intersection	\$125.00	\$128.75	\$132.61
29	Mary Kay Davis Park	Park area between Lincoln, Hendrie, Dundee and York	\$200.00	\$206.00	\$212.18
30	Meadowcrest Median	Median on Meadowcrest between LaSalle and 11 Mile	\$125.00	\$128.75	\$132.61
31	Newport Median	Median on Newport between LaSalle and 11 Mile	\$125.00	\$128.75	\$132.61
TOTAL WEEKLY CUTS			\$6,400.00	\$6,592.00	\$6,789.76
TOTAL SEASON CUTS (28 Cuts)			\$179,200.00	\$184,576.00	\$190,113.28



Premier Group Associates

2221 Bellevue Detroit, MI 48207

Phone: 313.963.1700 Fax: 313.963.0101

LANDSCAPING SERVICES

	AREA	LOCATION	2023			2024			2025		
			Mulch	Spring Clean up	Fall Clean up	Mulch	Spring Clean up	Fall Clean up	Mulch	Spring Clean up	Fall Clean up
1	City Hall	26815 Scotia	\$700.00	\$650.00	\$860.00	\$721.00	\$669.50	\$895.80	\$742.63	\$689.59	\$912.37
2	Gillham Recreation Center	26325 Scotia	\$350.00	\$240.00	\$300.00	\$360.50	\$247.20	\$309.00	\$371.32	\$254.62	\$318.27
3	Huntington Woods Library	26415 Scotia	\$175.00	\$240.00	\$300.00	\$180.25	\$247.20	\$309.00	\$185.66	\$254.62	\$318.27
4	Scotia Park	Scotia between Lincoln and Vernon	\$175.00	\$430.00	\$575.00	\$180.25	\$442.90	\$592.25	\$185.66	\$456.19	\$610.02
5	Public Safety Building	12755 W. Eleven Mile Rd.	\$150.00	\$240.00	\$300.00	\$154.50	\$247.20	\$309.00	\$159.14	\$254.62	\$318.27
6	LaSalle Blvd. median	LaSalle Blvd. from dead end west of Scotia to Wyoming	\$180.00	\$1,700.00	\$2,300.00	\$185.40	\$1,751.00	\$2,369.00	\$190.96	\$1,803.53	\$2,440.07
7	Hassig Park	Scotia, behind City Hall	\$180.00	\$300.00	\$400.00	\$185.40	\$309.00	\$412.00	\$190.96	\$318.27	\$424.36
8	Peasley Park	Coolidge Between Balfour and Winchester	\$180.00	\$430.00	\$575.00	\$185.40	\$442.90	\$592.25	\$190.96	\$456.19	\$610.02
9	Reynolds Park	Eleven Mile and Meadowcrest	\$260.00	\$375.00	\$500.00	\$267.80	\$386.25	\$515.00	\$275.83	\$397.84	\$530.45
10	Triangle Park	Intersection of Lincoln, Pembroke and Concord	\$125.00	\$320.00	\$425.00	\$128.75	\$329.60	\$437.75	\$132.61	\$339.49	\$450.88
11	Statue Park	Intersection of Humber, Nadine and Huntington	\$190.00	\$300.00	\$460.00	\$195.70	\$309.00	\$473.80	\$201.57	\$318.27	\$488.01
12	10 Mile Bern	Right of way from 10 Mile to Wales; from Coolidge to Scotia.	\$180.00	\$650.00	\$875.00	\$164.80	\$669.50	\$801.25	\$169.74	\$689.59	\$928.29
13	Alligator Park	Intersection of Salem, Pembroke and Nadine.		\$320.00	\$425.00	\$0.00	\$329.60	\$437.75	\$0.00	\$339.49	\$450.88
14	11 Mile and Woodward	Entrance slgn at 11 Mile and Woodward.	\$100.00	\$240.00	\$300.00	\$103.00	\$247.20	\$309.00	\$106.09	\$254.62	\$318.27
15	Elgin Park	Coolidge at Elgin	\$150.00	\$240.00	\$300.00	\$154.50	\$247.20	\$309.00	\$159.14	\$254.62	\$318.27
16	Huntington Park	11 Mile at Huntington Rd.	\$180.00	\$325.00	\$430.00	\$185.40	\$334.75	\$442.90	\$190.96	\$344.79	\$456.19
17	Men's Club Field	11 Mile east of Henley, next to DPW meeting.	\$180.00	\$660.00	\$890.00	\$185.40	\$679.80	\$916.70	\$190.96	\$700.19	\$944.20
18	Vai Jones Skate Park	11 Mile and Berkley	\$100.00	\$375.00	\$500.00	\$103.00	\$386.25	\$515.00	\$106.09	\$397.84	\$530.45
19	Burton Community Field	Nadine, west of Scotia behind Burton Elem.	\$180.00	\$750.00	\$1,000.00	\$185.40	\$772.50	\$1,030.00	\$190.96	\$795.68	\$1,060.90
20	Talbot Ave	Easement south side of Talbot west of Scotia to the dead end.	\$180.00	\$240.00	\$300.00	\$185.40	\$247.20	\$309.00	\$190.96	\$254.62	\$318.27
21	Vernon/Berkley Island	Intersection of Vernon and Berkley	\$180.00	\$240.00	\$300.00	\$185.40	\$247.20	\$309.00	\$190.96	\$254.62	\$318.27
22	Vernon/Parkwood Island	Intersection of Vernon and Parkwood		\$240.00	\$300.00	\$0.00	\$247.20	\$309.00	\$0.00	\$254.62	\$318.27
23	Wareham/Hendrie Island	Intersection of Wareham/Hendrie	\$180.00	\$240.00	\$300.00	\$185.40	\$247.20	\$309.00	\$190.96	\$254.62	\$318.27
24	Dundee/Hendrie Island	Intersection of Dundee and Hendrie		\$240.00	\$300.00	\$0.00	\$247.20	\$309.00	\$0.00	\$254.62	\$318.27
25	Borgman/Hendrie Island	Intersection of Borgman and Hendrie	\$180.00	\$240.00	\$300.00	\$185.40	\$247.20	\$309.00	\$190.96	\$254.62	\$318.27
26	York Island	York east of Huntington, west of Borgman	\$100.00	\$140.00	\$180.00	\$103.00	\$144.20	\$185.40	\$106.09	\$148.53	\$190.96
27	Coolidge Right of Way	East side of Coolidge, 10 Mile to Kingston	-	\$475.00	\$625.00	-	\$489.25	\$643.75	-	\$503.93	\$663.06
28	Sign at 10 Mile and Scotia	West side of Scotia and 10 Mile intersection	-	\$240.00	\$300.00	-	\$247.20	\$309.00	-	\$254.62	\$318.27
29	Mary Kay Davis Park	Park area between Lincoln, Hendrie, Dundee and York	\$550.00	\$380.00	\$500.00	\$566.50	\$391.40	\$515.00	\$583.50	\$403.14	\$530.45
30	Meadowcrest Median	Median on Meadowcrest between LaSalle and 11 Mile	\$180.00	\$245.00	\$300.00	\$185.40	\$252.35	\$309.00	\$190.96	\$259.92	\$318.27
31	Newport Median	Median on Newport between LaSalle and 11 Mile	\$180.00	\$245.00	\$300.00	\$185.40	\$252.35	\$309.00	\$190.96	\$259.92	\$318.27
TOTALS PER SERVICE			\$5,445.00	\$11,950.00	\$15,720.00	\$5,608.35	\$12,308.50	\$16,191.60	\$5,776.60	\$12,677.76	\$16,677.35

SEASON TOTALS (All Services)	
2023 SEASON	\$33,115.08
2024 SEASON	\$34,108.45
2025 SEASON	\$35,131.70



Premier Group Associates' Project and Business Approach

Premier Group Associates brings a combined 50 plus years of experience in the property management arena with its highly dedicated and passionate team. From acquisition, construction, design, and preservation of assets PGA has firsthand experience in property maintenance. Premier Group Associates has been in the shoes of facility and property managers with our own properties. With our experience PGA takes all the landscape and snow removal challenges off you, our customer.

Communication is often-used word in today's culture; PGA utilizes a process that incorporates software - BuilderTrend and systems that allow its customers to have proactive, real-time reporting for their facilities. This also allows the PGA team to provide effective, safe, cost-efficient services to its customers.

1. Landscape Maintenance Notification

- Notify manager of production service when scheduled to begin work.
- If for a Service call, we will acknowledge notice within twenty-four hours and begin repairs in a timely manner.

2. Maintenance close-out

- Notifies services have been completed
- Provides photos to document work has been completed
- Allows client to provide feedback
- Addresses any follow-up services needed or expected

We achieve this goal by constantly looking for ways to improve our business and ultimately excelling at customer expectations. While PGA has been in business for several years, we understand that there cannot be growth without adapting to client needs. With that being said, we have restructured our leadership team as well as implemented new processes to better serve our clients and community.

Premier Group prides itself on having a diverse team with a diverse skill set. This isn't just a catch phrase at Premier. The Leadership team is comprised of property management, construction, and development professionals. The Team has owned, managed, and developed properties. All our field teams are led by a senior Crew Leader with no less than three years' experience. All crews report into a Division Supervisor that oversees the project and reports into our VP, Field Operations daily. If any concerns or emergencies arise, we can rapidly deploy a team to resolve issues.

Using our Premier Process, we work up front with clients to develop solutions and plans that achieve the goal of our clients while keeping the budget, schedule, and long-term maintenance in mind. We feel our small shop, owner's mind set, and commitment to Detroit make Premier Group an excellent fit for the Greenspace Maintenance Plan for Huntington Woods.



In selecting PGA, you will select a contractor that has built a business based on quality of work and the relationships that have come from servicing the Detroit area. We believe that building relationships with our clients not only help in communication but also so PGA can anticipate and serve clients next needs. Premier Group Associates looks forward to continuing servicing Huntington Woods.

Premier Group has reviewed the scope and walked-through the area outlined in the scope; we understand and can comply with all aspects outlined in the Scope. PGA has years of landscape/grounds experience which demonstrate our ability to meet your expectations.

Premier Group Associates has the capacity to immediately staff enough personnel to begin this project after the Notice to Proceed and throughout the entirety of the project.

Premier Group Associates' Project and Business Approach

Upon notification of project award, Premier Group will setup a kick-off meeting with the City of Huntington Woods Project Manager and PGA team who will review the requirements, schedule, and expectations.

Key Personnel

Premier Group Associates' team for this project will consist of the following key people. All have vast experience working on similar site work projects and PGA has all the necessary personnel and equipment to complete the project. *Please see attached resumes for more details on the Key Personnel.*

Cessario Torres, VP, Grounds Maintenance: Cessario Torres has over 20 years of experience working for PGA and affiliated companies. Given Cessario's tenure at PGA, he has experience working on all projects including landscaping services, snow removal, site renovations, park improvements and blight control. He is in charge of overseeing day-to-day operations of the Landscape Division but will be overseeing project management of the team for this project. *OSHA 10, MDARD Applicator.*

Mike Counsman, Operations Coordinator -Safety and Quality Control: Prior to PGA, Mike Counsman worked in Sales and Account Management in various industries. This experience has allowed Mike to bring a different approach to PGA from an operational standpoint. Mike has been with Premier Group Associates since 2017 working on Field Operations and maintaining the standard for Quality Control within PGA. Mike has completed the OSHA 30 Training for the Construction Industry (see attached) and performs internal safety trainings for our field employees. Mike performs quality checks on jobs and ensures all employees are following safety protocol on site and the equipment/machinery.

Brad Byarski, Chief Operating Officer: Brad Byarski has over 20 years of experience in construction and business management. His experience is vast and has proven to be valuable as PGA has expanded into new divisions. Brad has worked hands on with the field team since he joined PGA in 2017. Brad will oversee communication with clients and execution of the project.

Premier Group Executive Team

PGA's executive team has a combined 60 years' experience in the development and construction arena. Owning and developing real estate from raw land to finished project they have been involved in all aspects of the process. Having been the owner and builder PGA understands the delicate balance of budgets, design, and end product challenges. The Executive Team over sees all project through PGA's utilization of its project management software, Builder Trend. This allows real time reporting, and project tracking. The Executive Team will ensure the highest solutions are sought to ensure City of Huntington Woods meets its goals and budgets of the project.



PREMIER GROUP ASSOCIATES

Cultivating Better Communities

THE PREMIER PROCESS

STEP

1

DISCOVERY

Identify goals,
timeline & budget

STEP

2

SOLUTIONS

- Develop right-fit solutions
- Submit full proposal
- Finalize contract

STEP

3

PRE-PROJECT PLANNING

- Area mapping
- Acquire permits & secure vendors, if applicable

STEP

4

COMMUNICATION

Keep clients in the loop with real-time updates via our project management platform

STEP

5

PROJECT COMPLETION & PRESERVATION

- Final walk-thru
- Survey
- Long-term care recommendations



PREMIER GROUP ASSOCIATES

2221 Bellevue St, Detroit, MI 48207
P: 313-963-1700 • F: 313-963-0101

Premier Group Associates, LC has been serving municipalities, commercial customers, schools, residential and utility companies for over 15 years. We are a full-service provider of property maintenance including all grounds (landscape, snow removal, garden beds, etc.), site construction (including demolition, blight removal), and real-estate development. Our customers rely on us to provide turnkey solutions to their property maintenance needs. We are committed to beautifying communities within the state of Michigan.

EXPERIENCE

CITY OF DETROIT PARKS & RECREATION DEPARTMENT

Routine ground maintenance, fertilization, trimming of shrubs, trees and plants, boulder placement and fence removal, removal of downed trees and on call basis for fallen tree removal, construction, and maintenance of multi-sport soccer hubs in 5 parks, maintenance of athletic fields.

- Contracts:
 - Soccer Hubs: \$2.2M | 2018– Present
 - Jayne Field: \$1.1M | 2018– 2021
- Contact Information:
 - Name: Tim Karl Title: Chief of Landscape Architect
 - Phone Number: 313-224-1100 Email: TKarl@detroitmi.gov

UTICA COMMUNITY SCHOOLS

General landscape improvements at multiple schools. Improvements included planting and removal of trees, stripping existing lawn, planting installations, topsoiling, sod and seed lawn repairs, concrete walkways installed and irrigation system installation.

- Contracts:
 - Landscape Improvements \$198,564 | 2021 - Present
- Contact Information:
 - Name: Dominic Aversa Title: Supervisor Auxiliary Services
 - Phone Number: 586-615-7993 Email: dominic.aversa@uticaK12.org

DETROIT PUBLIC SCHOOLS

Routine Ground maintenance and seasonal snow removal. Grounds restoration including seed, mulch, sod and new tree planting. Trimming of shrubs, plants, and trees, as well as tree removal and on call basis for fallen trees. Athletic fields maintenance, including irrigation system maintenance.

- Contracts:
 - Ground Maintenance/Snow Removal (#18-005-C): \$5 M | 2017 – Present
 - Athletic Fields Maintenance (#15-0023-C): \$1.5 M | 2016 - Present
- Contact Information:
 - Name: George Vary Title: Director, Grounds Maintenance
 - Phone Number: 313-690-3454 Email: George.Vary@detroitk12.org

GREAT LAKES WATER AUTHORITY

Routine ground maintenance and seasonal snow removal. Grounds restoration including seed, mulch, fertilization & herbicide applications, sod and new tree planting. Trimming of shrubs, plants, and trees, as well as tree removal and on call basis for fallen trees.

- Contracts:
 - Ground Maintenance/Snow Removal: \$5 M | 2015 – Present
- Contact Information:
 - Name: Victoria Williams Title: Team Lead-Fleet & Facilities
 - Phone Number: 313-999-4141 Email: Victoria.Williams@glwater.org

ABOUT US

RESPONSIVE, RESOURCEFUL, RELIABLE

We understand our clients' needs and prioritize them above all else. Given the nature of our business - with many of our clients functioning 24/7 – our job is to make ourselves available. Through a highly efficient management system, we can guarantee timely, quality services and seamless communication across divisions. Our leadership and employees' diverse professional backgrounds and trade skillsets promote effective problem solving. Our team is dedicated to you from the moment we receive a request for proposal, kicking off the project to walking the final punch list. Our goal is to ensure complete satisfaction for every project we take on.

OUR TEAM

Field – Our field team is responsible for mowing, edging, weeding, and trimming occupied and vacant properties for commercial, residential and government properties. This group is responsible for planting flowers, trees and other green items. Installation includes pavers, mulch, planting beds, and playground areas. Our field team is on call for emergency services such as fallen trees or debris removal. Each maintenance team is led by a Crew Leader of at least five years of experience.

Leadership – Our leadership team brings decades of expertise to all facets of Premier Group Associates. From the foundation of our company - lawn care and snow removal experience, to where we stand today – a one-stop shop for all your property service need.

SERVICES

- Landscape and Grounds Maintenance
- Tree Removal & Stump Grinding
- Tree Planting
- Snow Removal
- Construction
- Site Work and Restoration
- Emergency Board Up & Restoration
- Athletic Field Maintenance
- Facility Maintenance
- Demolitions
- Residential & Commercial Renovations
- Concrete & Asphalt Repairs
- Fertilization
- City Parks & Playground Renovations

CERTIFICATES

- National Women's Business Enterprise Certification (Exp. 08/31/23)
- Wayne County Business (05/27/24)
- Detroit Business Certification (03/15/23)

LICENSES

- Nursery Stock Dealer License (10/31/23)
- Wrecking License (12/31/23)
- Pesticide License (12/31/23)

MICHAEL COUNSMAN

313-410-5437 * Mike@pgalc.com

EXPERIENCE

DECEMBER 2017 – PRESENT

OPERATIONS COORIDINATOR PREMIER GROUP ASSOCIATES, LC

- Build and foster relationships between PGA and existing clients and partners.
- Manage a team of 60 field supervisors and personnel: including scheduling time, equipment, safety, badges, training, maintenance and payroll.
- Create and implement internal and external processes to effectively train employees provide continuous growth opportunities.
- Build processes to ensure field teams are efficient and maintain consistency across projects.
- Create new proposals in response to potential project RFQs.
- Review government bid sites for facility maintenance opportunities.
- Snow Coordinator for all crew and operations. Monitors all sites.

FEBRUARY 2006 – SEPTEMBER 2017

SENIOR ACCOUNT MANAGER, TTI GLOBAL

- Directed account responsibilities for Human Capital for Top Automobile conglomerates.
- Directed account responsibilities for technical and non-technical training with automobile companies.
- Interacted with customer management on a weekly basis.
- Increased contract heads by 700% at Ferrari NA in 2017.
- Obtained and maintained relationships with automobile company's PERSON to understand client needs and staff accordingly.

PROJECT MANAGER, TTI GLOBAL

- Created and managed 25 training projects for Chrysler including developing project timelines, course reviews and curriculum maps.
- Developed new business proposals based on customer RFQ.
- Conducted SOW and QBR meetings with customer and internal management teams to establish teams and update project progress.
- Managed English to French translation program with Chrysler Canada.

NATIONAL ACCOUNT DIRECTOR, TTI GLOBAL

- Developed relationships with managers, engineers, and purchasing personnel at top automobile conglomerates including Chrysler, Toyota Motor Company and Delphi.
- Created personnel placement, training and publication quotes for client requests.
- Managed team of 35 personnel including recruiters, technical writes and product trainers.
- Increased Chrysler sales 48% from 2006 to 2008.

RESUME OF JAMES M. ROWERDINK

MARCH 2005 – FEBRUARY 2006

SALES MANAGER, ROWERDINK, INC

- Developed product delivery and inventory controls with warehouse managers to increase efficiency and reduce costs.
- Maintained relationships with independent service centers, national and government fleets, and independent auto parts stores on a daily basis.
- Increased Motorcraft aftermarket sales by \$1.4 million to \$4.7 million from 2004 to 2005.

MARCH 2003 – FEBRUARY 2006

ACCOUNT MANAGER, MSX INTERNATIONAL

- Increased sales and market share in Midwest territory for Ford Branded Auto Parts.
- Strengthened staff knowledge for target customers by conducted sales seminars and technical trainings.
- Collaborated with management to develop aftermarket staffing and product programs.

EDUCATION

1988

1988

B.A. POLITICAL SCIENCE, OAKLAND UNIVERSITY

SKILLS

- Problem Solving
- Communication
- Leadership
- OSHA 30
- Time Management
- Quality Control
- French

BRAD BYARSKI

313-963-1700*BRAD@PGALC.COM

EXPERIENCE

2017 – PRESENT

CHIEF OPERATING OFFICER, PREMIER GROUP ASSOCIATES, LC

- Responsible day-to-day operations for all facets of PGA; landscaping, snow removal, construction, demo/blight, athletic fields.
- Orchestrate and develop Premier Group Associates' mission and values using well known entrepreneurial operation system to better improve company's vision.
- Oversee overall company operations including staff of 60+ employees, growth of 400% since 2017, field and office operations.
- Reorganize both physical and organizational structure of firm to increase efficiency and drive productivity for office and field teams.
- Instrumental in the growth and expansion from landscaping/snow removal into all facets that Premier Group Associates is affiliated with today.
- Establish relationships with clients, vendors, employees, and the Detroit community.
- Spearhead company plan for snow removal for over 40 sites, and deployment plans for all anticipated and unexpected winter weather.
- Hands on all final bids and proposals for costs, scheduling, methodology and more.

2001 – 2016

PARTNER AND MANAGER, TROWBRIDGE COMPANIES

- Management of over 300,000 square feet of commercial, industrial, and retail space in southeast Michigan and Illinois.
- Managed day-to-day operations establish annual goals and implement, budgeting, leasing, tenant retention, collections, loan renewal and property maintenance.
- Identify and assemble properties targeted for new development and growth of portfolio and assets for disposition.
- Handled seller negotiations, municipal entitlements, permitting, budgeting loan proposals and oversaw construction of new acquisitions.
- Managed leasing or sales start up for all new projects.
- Managed over 300 units of mobile homes, including collections, asset acquisitions, budgeting, establishing short- and long-term growth plans and overall performance of assets.
- Spearheaded residential home building unit, including sales team, construction team and accounting department.

1994 – 2001

VICE PRESIDENT, PARTNER, REMTECH ENVIRONMENTAL

- Started environmental cleanup company with founder.
- Managed all on site construction as well as completed all billings to State for reimbursement.
- Transitioned RemTech from a contracting company into a consulting and real estate firm. Facilitated multiple real estate transactions for McDonald's restaurants, lenders, local car dealerships, and real estate companies.
- Interacted with municipalities for site plan approval, Brownfield Grants, and tax credits.
- Acquired multiple assets that were remedied and sold as clean parcels of land.
- Purchased and operated 26-acre Truck Stop (Oasis; Heartland, MI).

EDUCATION

APRIL 2003

MARKETING MANAGEMENT, NORTHWOOD UNIVERSITY

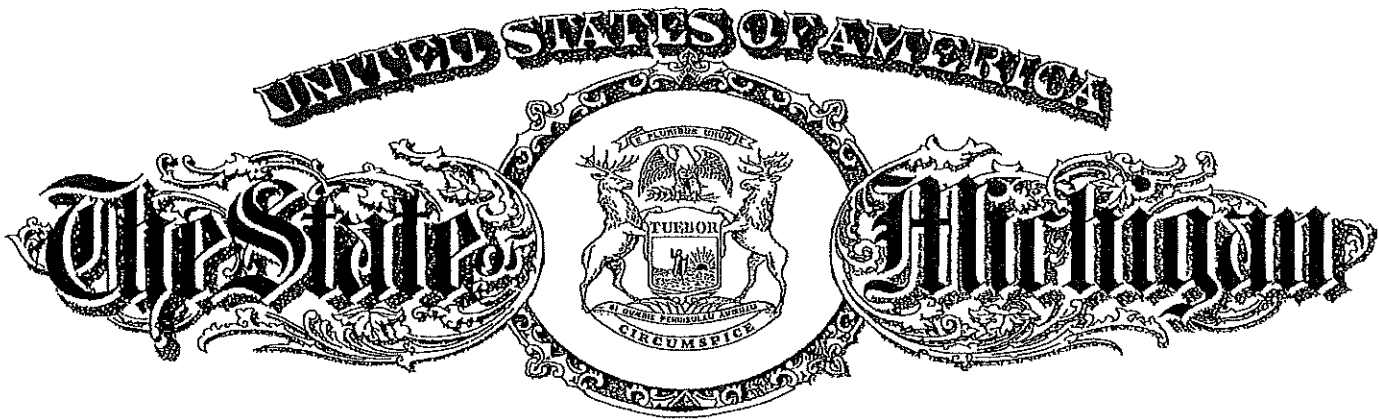
Minor in Automotive Marketing Management

CERTIFICATIONS AND SPECIALIZED TRAININGS

- Urban Land Institute
 - Density by Design
 - Rebuilding Neighborhood Retail
- Urban Land Institute Development Handbook Series
 - Residential Development Handbook
 - Mixed Use Development Handbook

SKILLS

- | | |
|------------------------|----------------------------|
| • Forecasting | • Performance Driven |
| • Staff Accountability | • Creative Problem Solving |
| • Strategic Visionary | • Decision Making |



Department of Licensing and Regulatory Affairs
Lansing, Michigan

This is to Certify That

PREMIER GROUP ASSOCIATES, LC

was validly authorized on August 7, 2007, as a Michigan
DOMESTIC LIMITED LIABILITY COMPANY
and said limited liability company is validly in existence under the laws of this state and has satisfied its
annual filing obligations.

This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is
in good standing in Michigan as of this date.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit
given it in every court and office within the United States.



In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 14th day of March, 2022.

Linda Clegg

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission

Certificate Number: 22030397701

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>.



WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

Premier Group Associates LC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Great Lakes Women's Business Council, a WBENC Regional Partner Organization.

Certification Granted: August 31, 2012

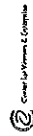
Expiration Date: August 31, 2023

WBENC National Certification Number: 2005120872

Great Lakes
Women's
Business
COUNCIL

Authorized by Michelle Richards, President
Great Lakes Women's Business Council

NAICS: 561210, 236220, 531312, 561720, 561730
UNSPSC: 30121803, 30221013, 70111703, 72000000, 72101703, 72102902, 72102903, 72141510, 72153100, 72153103, 72153106, 76110000



WBENCFLORIDA
WOMEN'S BUSINESS COUNCIL



GREATER
WOMEN'S
BUSINESS
COUNCIL

WBENCMETRO
WOMEN'S BUSINESS COUNCIL

WBENCSEATTLE
WOMEN'S BUSINESS COUNCIL



WBENCEAST
WOMEN'S BUSINESS COUNCIL

WBENCORV
WOMEN'S BUSINESS COUNCIL

WBENCAPACIFIC
WOMEN'S BUSINESS COUNCIL

WOMEN'S
BUSINESS
CENTER

WBENC SOUTH
WOMEN'S BUSINESS COUNCIL

WBENC WEST
WOMEN'S BUSINESS COUNCIL

Wayne County Human Relations Certifications



This certifies that **Premier Group Associates, LC**

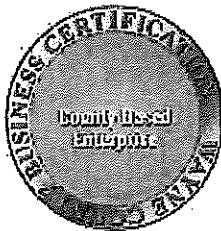
[[Street Line 1 (* Premier Group Associates, LC)]]

[[City/Town (* Premier Group Associates, LC)]], [[State/Province (* Premier Group Associates, LC)]]

Postal Code (* Premier Group Associates, LC)]]

Has complied with all the requirements of the Wayne County Business Certification Program. This firm is hereby eligible to participate in Wayne County's procurement process utilizing the Equalization Credits for the following programs and/or has established compliance with Wayne County's Fair Employment Practices Resolution.

(Listed under the Certification Medallion is the date through which your Certification/Registration is valid.)



10/3/2025



5/27/2024



10/3/2025

M/WBE Registered through: 10/3/2025

Victoria I. Edwards

Victoria I. Edwards, Director

Warren C. Evans

Warren C. Evans, County Executive

PI-079C(REV.9/28/17)

Michigan Department of Agriculture & Rural Development
Pesticide and Plant Pest Management Division
Pesticide Application Business License

License No: 820389
Issue Date: 02/09/2023
Expiration: 12/31/2023

Issued To:
PREMIER GROUP ASSOCIATES LC

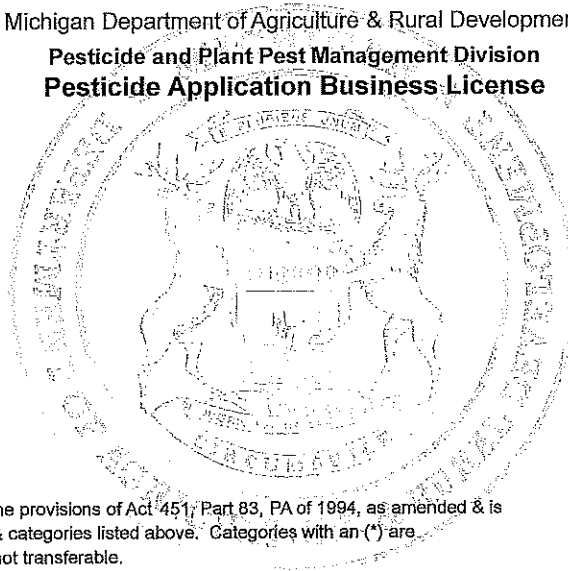
535 GRISWOLD ST STE 1420
DETROIT, MI 48226-

3A, 6

Mailing Address:
PREMIER GROUP ASSOCIATES LC

2221 BELLEVUE ST
DETROIT, MI 48207-

This license is issued in accordance with the provisions of Act 451, Part 83, PA of 1994, as amended & is only valid for the establishment, address, & categories listed above. Categories with an (*) are RESTRICTED (see back). This license is not transferable.



PAB

KATHLEEN ANGERER
Acting Director of
Agriculture



P.O. Box 465
2920 Enloe St, Ste 103
Hudson, WI 54016

June 20, 2022

Re: PREMIER GROUP ASSOCIATES, LC bonding capacity

To Whom It May Concern:

Please be advised that J. Ryan Bonding is authorized by Granite Re, Inc. to issue fidelity and surety bonds for Premier Group Associates, LC. In our opinion, this company continues to be properly financed, well-equipped, and capably managed. This continues to be a highly regarded client relationship.

We are willing to favorably consider executing surety bonds for single contracts up to \$3,000,000 within a \$6,000,000 bonded aggregate work program. **Larger contracts will also be considered on a case-by-case basis.**

Please understand that any arrangement for surety credit is a matter between the contractor and the surety and we assume no liability to any third parties. We reserve the right to perform normal underwriting at the time of any specific bond request, including without limitation, prior review and approval of relevant contract documents, and required bond forms. As such, this letter is not to be construed as an agreement to provide surety bonds for any particular project; but rather, it is offered as an indication of our confidence in this particular client and its management team. Any specific requests for bonds will be underwritten by Granite Re, Inc. on their own respective merits.

Granite Re, Inc. (NAIC #26310) is corporate surety which is a wholly owned subsidiary of Federated Mutual Insurance Company. The company has an A.M. Best Financial Strength Rating of "A+ Superior" and is categorized by A.M Best Company as belonging to the "XV - \$2 Billion or greater" Financial Size Category. Granite Re, Inc. appears in the Federal Treasury Register (Dept. Circular 570), and is licensed to do business in (48) U.S. States, including the State of Michigan.

If you have any questions, please contact me at 616-425-2232.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kory Mortel', with a long horizontal flourish extending to the right.

Kory Mortel
J. Ryan Bonding, Inc.
Attorney-in-fact for Granite Re, Inc.



**CITY OF HUNTINGTON WOODS
CITY OF HUNTINGTON WOODS
HUNTINGTON WOODS, MI
48070**

Greenspace Maintenance Plan

12755 W. 11 Mile Rd Huntington Woods, MI

Est ID: EST2010110 2023

Date: Feb-27-2023

Phone: (248) 543-6320. **Email:** info@greatlakeslandscapedesign.com **Mail signed contracts to:** 10631 Capital St, Oak Park, MI 48237

Per season services listed below covers 2023, 2024 and 2025.

Services will not be performed without signed contract or email confirmation.

CONTRACT SERVICES	Visits	Visit Price	Season Price	OK?
Lawn Cut	28	\$3,300.00	\$92,400.00	<input type="checkbox"/>

Season runs weekly for 28 weeks and includes cutting of lawn areas, removing clippings from concrete and bed areas. Bi-weekly edging for all areas listed in Exhibit 'A'.

Spring Cleanup	1	\$24,975.00	\$24,975.00	<input type="checkbox"/>
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Price is per visit with 1 visit per season - Includes removal of fallen leaves and landscape debris from lawn areas, shrubs and bed areas. Spade cut a new natural bed edge for all beds requiring mulch, weeding as needed, and ornamental grasses & liriope cut back. Waste disposal off site.

CONTRACT SERVICES	Visits	Visit Price	Season Price	OK?
Mulch	1	\$28,672.00	\$28,672.00	<input type="checkbox"/>

Add a fresh layer of triple shredded mulch to beds. Done with Spring Cleanup unless otherwise specified. The 10 Mile Berm and Coolidge ROW receives no mulch. Mulch and bed prep for those two areas can be submitted under a separate proposal if so desired.

Bed Maintenance - Monthly	7	\$9,900.00	\$69,300.00	<input type="checkbox"/>
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Includes weeding of all bed areas and dead heading of perennials as needed. Done May - October.

Fall Cleanup	1	\$17,325.00	\$17,325.00	<input type="checkbox"/>
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Price is per visit, with 1 visit per season. Includes removal of fallen leaves and landscape debris from lawn areas, shrubs and bed areas. Cut back astilbe, day lilies, iris and hosta. Additional charge for waste disposal offsite as needed

Total (All Contract Services) \$232,672.00

The total price of all seasonal services is \$232,672.00 collected in 8 payments of \$29,084.00 per payment .

Principle Contact: Kyle Kimball, 248 904-0870 cell

Office: 248 543-6320

Estimate authorized by:


Steve Rice

Estimate approved by: _____

Signature Date:

03/01/2023

Signature Date: _____

Email:

steve@greatlakeslandscapedesign.
com



Proposal

Great Lakes Landscape Design

Client Name: City of Huntington Woods
Project Name: Greenspace Maintenance Plan - Enhancements
Jobsite Address: 12755 W. 11 Mile Rd Huntington Woods, MI
Billing Address: City of Huntington Woods Huntington Woods, MI 48070
Estimate ID: EST3692529
Date: Feb 27, 2023

City Hall \$29,872.00

Strip and dispose of sod in planting area at entrance to building. Install a natural spaded bed edge along new bed. Install plant mix at 2"-3" depth throughout new bed. Install perennials. Mulch bed upon completion. Covers design, City meetings and walk-through with City Manager.

12 cu. yd	Plant Mix	
12 each	Mulch - Wood Fines - cu yd	triple shredded
560 Each	Perennial mix- #1	Anemone Honorine Jorbert
130 Each	Native Grasses- #1	EVERGOLD SEDGE GRASS

Skate Park \$50,976.00

Strip and dispose of sod in planting area between rink and west fence line. Install a natural spaded bed edge along new bed. Install plant mix at 2"-3" depth throughout new bed. Install perennials. Mulch bed upon completion. Covers design, City meetings and walk-through with City Manager.

28 cu. yd	Plant Mix	
28 each	Mulch - Wood Fines - cu yd	triple shredded
21 each	Aronia melanocarpa - #3	Low Scape Mound
685 Each	Perennial mix- #1	Anemone Honorine Jorbert
290 Each	Native Grasses- #1	EVERGOLD SEDGE GRASS

Alligator Park \$24,524.00

Strip and dispose of sod in planting area at east end of park. Install a natural spaded bed edge along new bed. Install plant mix at 2"-3" depth throughout new bed. Install perennials. Mulch bed upon completion. Covers design, City meetings and walk-through with City Manager.

11 cu. yd	Plant Mix	
11 each	Mulch - Wood Fines - cu yd	triple shredded
410 Each	Perennial mix- #1	Anemone Honorine Jorbert
74 Each	Native Grasses- #1	EVERGOLD SEDGE GRASS

	Subtotal	\$105,372.00
	Taxes	\$0.00
	Estimate Total	\$105,372.00

NOTES: Any obstruction found below grade during excavating may incur additional costs for removal (i.e. stumps, footings, etc.). Great Lakes Landscape Design cannot be responsible for any unmarked, underground utilities including sprinkler, cable, gas, water, drain and/or electrical lines. Unless specifically stated, changes to existing irrigation system are not included in this proposal and may incur additional costs. Specific plant material for seasonal beds and containers is subject to change based on availability. Pricing is good for 30 days from the date this contract is received.

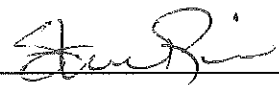
PRICING: Due to the current volatility of market conditions for material & freight pricing, proposals will only be good for 30 days from the date this contract is received. Once contracts are executed and deposited, Great Lakes reserves the right to adjust for market pressures in the event freight or material costs increase over the amount of 10% during the time prior to execution of installation. The charge to customers will be based on the cost above 10% with no additional mark up for Great Lakes. As you know we are working diligently with vendors to purchase as many items as possible once we receive a deposit to avoid this circumstance as much as possible.

CHANGE ORDERS & ADDITIONS: Changes and additional work are not uncommon while a landscape design/build project is in progress. Any changes will be communicated in writing or thru an additional contract. Payment in full is due upon change order creation.

WARRANTY: Woody plant material and perennials are covered by a one-time 1-year warranty. Annual flowers, planted containers and sod are not guaranteed unless an underground sprinkler system is present and programmed appropriately. Hardscape labor is guaranteed for 5 years.

FEE SCHEDULE: 25% non-refundable deposit due upon receipt of signed proposal. 25% due on day job begins. Remaining balance due upon completion of job. The fee schedule will vary if your work includes hard goods (i.e. furniture, outdoor kitchen equipment, artificial turf or similar products). In the event that the proposed work cannot be performed due to extenuating circumstances the initial deposit will be applied to your account for future work.

FIELD VERIFICATION: Plans provided by others are subject to field verification. Inaccuracies may result in additional labor and material charges.

Estimate authorized by: 
 Company Representative
 Signature Date: 3/01/2023

Estimate approved by: _____
 Customer Representative
 Signature Date: _____



21083 MOUND RD.

WARREN, MI 48091

248.721.0794

XPERTLAWNANDSNOW.COM WEB

XPERTLANDSCAPING@YAHOO.COM EMAIL

PROPOSAL FOR:

GREENSPACE MAINTENANCE PLAN

CITY OF HUNTINGTON WOODS, MI:

CONTRACT M-2023-01

CITY CLERK, CITY OF HUNTINGTON WOODS

26815 SCOTIA

HUNTINGTON WOODS, MI 48070



21083 MOUND RD.

WARREN, MI 48091

248.721.0794

XPERTLAWNANDSNOW.COM WEBSITE

XPERTLANDSCAPING@YAHOO.COM EMAIL

RESPONSES TO THE REQUEST FOR PROPOSAL

INFORMATION/BACKGROUND ON THE COMPANY

Xpert Lawn And Snow, INC. was established in 2002. We have been offering complete outdoor maintenance for the last 21 years.

PRINCIPAL CONTACT INFO

Nicholas Solomon 248-721-0794 Email: xpertlandscaping@hotmail.com

UNDERSTANDING OF SCOPE OF WORK

Xpert Lawn and Snow, INC. has complete understanding of the scope of work. We will be performing Greenspace Maintenance at City Parks, City Buildings, and various locations throughout Huntington Woods.

QUESTION ANSWERS

We do not plan on using any chemicals for this project. We do not plan on using any Subcontractors. Xpert does not have any conflict of interest with the city.

COST PROPOSAL

WEEKLY PRICE FOR MOWING, EDGING, AND TRIMMING = \$1,975.00 (28 CUTS)

ANNUAL COST FOR BY-WEEKLY BED MAINTENANCE = \$49,980.00

ANNUAL COST FOR TREE & SHRUB TRIMMING = \$9,910.00

ANNUAL COST FOR SPRING CLEAN UP = \$4,998.00

ANNUAL COST FOR FALL CLEAN UP = \$14,800.00

MULCH INSTALLATION = \$110.00 PER YARD INSTALLED

YEARLY TOTAL FOR MOWING AND MAINTENANCE = \$134,988.00



Agenda #4

MANAGER'S MEMO

To: Honorable Mayor Paul; City Commission
From: Chris D. Wilson, City Manager
Date: March 24, 2023
Subject: AV Upgrades to Commission Chambers

City Administration has investigated improvements to the AV system in the City Commission Chambers to allow for better use of video conference technologies during public meetings. We have obtained a quote from Advanced Lighting and Sound that would install a 65" monitor along the west wall of the Commission Chambers that would allow for real time interactive communication between participants on-line (Zoom) and members of a board or the City Commission. The total cost for these upgrades is \$4,862. Some of the components to be replaced are items that will require replacement or upgrade in the near future. City Administration feels this is a worthy project and recommends approval.

RECOMMENDATION – *be it so resolved that the City Commission 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.*

**Advanced Lighting & Sound**

Phone: 248-817-2092
Fax: 248-817-2093
1026 Maplelawn Drive
Troy, MI 48084

Quote

No.: **18200**
Date: **3/20/2023**

Prepared for:
Chris Wilson
City of Huntington Woods
26815 Scotia
Huntington Woods, MI 48070 USA

Prepared by: Shawn Watts
Account No.: 626
Phone: (248) 541-3030
Fax: (248) 541-3412

Qty	Manuf	Item ID	Description	Sell	Total
1	WyreS	EX-40-G3	1080p HD Extender Set with IR and PoC (1080p: 40m/131ft) (FROM WALL PLATE)	\$72.00	\$72.00
1	C2G	CG56784	10ft/3M High Speed HDMI Cable w/ Eth	\$11.00	\$11.00
1	C2G	CG56782	3ft/0.9M High Speed HDMI Cable w/ Eth	\$9.00	\$9.00
1	Krame	VS-42UHD	4x2 UHD HDMI matrix switcher	\$805.00	\$805.00
1	WyreS	EX-40-G3	1080p HD Extender Set with IR and PoC (1080p: 40m/131ft) (TO TV)	\$72.00	\$72.00
2	C2G	CG56782	3ft/0.9M High Speed HDMI Cable w/ Eth	\$9.00	\$18.00
1	WyreS	EX-40-G3	1080p HD Extender Set with IR and PoC (1080p: 40m/131ft) (TO PROJECTOR)	\$72.00	\$72.00
2	C2G	CG56782	3ft/0.9M High Speed HDMI Cable w/ Eth	\$9.00	\$18.00
1	Datav	CAP-1	SDI to USB 3.0 capture box.	\$321.00	\$321.00
1	LG	65UR340C9-EGH	65" 4K LED TV	\$1,188.00	\$1,188.00
1	CHIEF	LTM1U	Micro-Adjust Tilt Wall Mount, Large	\$281.00	\$281.00
1	ALS	Install	Install Materials - 2 Gang plate, USB jack, HDMI Jack, SDI jack, 6' wiremold, 2 gang deep wall box, CAT6 Cable/connectors, SDI cable, Misc	\$225.00	\$225.00
1	ALS	Labor	Installation Labor - Install HDMI Tx & Rx's from W/P, to TV and o Projector. Install HDMI switcher, install TV/mount, cabling to PC	\$1,580.00	\$1,580.00
1	ALS	Shipping	Shipping Charge	\$190.00	\$190.00

Your Price: **\$4,862.00**

Total: **\$4,862.00**

Prices are firm until 4/19/2023

Terms: Net 15

Prepared by: Shawn Watts, shawnw@go-als.com

Date: 3/20/2023

Accepted by: _____

Date: _____

Disclaimer

All prices quoted are valid for 30 business days. Please fax signed quote to 248-817-2093 or email to sales@go-als.com so that your order can be placed. Thank you for your business.