

Regular Meeting of the City Commission  
**Tuesday, August,15 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 July 18, 2023
2. Approval of Warrant 403
3. Civic Event Permit – Detroit Zoological Society Run Wild 5K
4. Reports and Minutes
  - a. Anti-Racism Advisory Committee – July 12, 2023
  - b. Environmental Sustainability Advisory Committee – April 20, 2023
  - c. Environmental Sustainability Advisory Committee – June 29, 2023
  - d. Treasurer's Report – June 2023

**COMMUNICATIONS**

**COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS**

**PUBLIC PARTICIPATION**

**ITEMS OF BUSINESS**

1. Resolution R- 2023: Matter of consideration to approve the proposal from MKSK for a Climate Action Plan.
2. Boards, Commissions and Committee Appointments: Matter of new appointments of residents to various Boards, Commissions and Committees.

**CITY MANAGER'S REPORT**

**ADJOURNMENT OF REGULAR CITY COMMISSION MEETING**

Public Expression is encouraged. Comments are invited on each Agenda Item when that item comes up for consideration. Matters not listed on the Agenda may be addressed under "Public Participation". Please be advised that the Commission Meetings are usually attended by the media and cablecast live, in addition to being re-cablecast following the meeting. The City of Huntington Woods will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed material being considered at the meeting, to individuals with disabilities attending the meeting upon three working days' notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: 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  
July 18, 2023  
7:30 p.m.  
CITY HALL  
DRAFT**

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

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

**ABSENT:** Commissioner Olsman (excused)

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

**APPROVAL OF AGENDA**

Moved by Commissioner Rozell and seconded by Commissioner Elder to approve the July 18, 2023 agenda as presented.

Ayes: Paul, Jenks, Elder, Rozell

Nays: None

Absent: Olsman

**The Motion Carried.**

**APPROVAL OF CONSENT AGENDA**

Moved by Commissioner Elder and seconded by Mayor Pro Tem Jenks to approve the July 18, 2023 Consent Agenda as presented.

Ayes: Paul, Jenks, Elder, Rozell

Nays: None

Absent: Olsman

**The Motion Carried.**

**COMMUNICATIONS**

None

**COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS**

None

**PUBLIC PARTICIPATION:**

**Josephine Leider – 26308 Dundee:**

Noted concern with City's DEI plan.

**Jessica Downey – 13160 Kingston:**

Noted concern with the ongoing problems at Val Jones Park.

**Jeff Bortnick – 25535 York Rd., Royal Oak:**

Noted he supports the park remaining but would like to see more action taken by the City to address the concerns noted by the residents.

**Lori Dwan – 13160 Lasalle:**

Noted concern with the skate park and the activity taking place there.

**RESOLUTION-32-2023**

Matter of consideration to approve the Cost-Sharing Agreement – Safe Streets and Roads for All.

Manager Wilson presented the agreement to the Commission. The City has been working with the cities of Ferndale, Berkley, Oak Park, Pleasant Ridge, Hazel Park, and Madison Heights on a joint Safe Streets and Roads for All (SS4A) Grant Application. The SS4A program is a federal program that allows local communities impacted by major highway and corridor development to identify ways to improve connectivity, safety, non-motorized uses and reduce pollution through improvements to the local streets system.

The City of Ferndale is acting as the administrative lead for the Grant Application. Submission of the application requires all participating communities to approve a cost-sharing agreement to commit to their portion of local match should the Grant Application be approved. The total local match requirement is \$96,250.04 of which the City of Huntington Woods would be required to pay \$14,895.84. Total Federal funds, if awarded would be \$385,000. The City is only committing to these costs if the grant application is successful. The City of Huntington Woods would look to use any funds awarded by this grant to improve pedestrian safety and access along the 11 Mile corridor, Woodward and Coolidge. The agreement has been reviewed by City Attorney Rosati.

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Elder to approve the Cost-Sharing Agreement – Safe Streets and Roads for All.

**Commissioner Comments:**

**Rozell:**

Sought clarification from Manager Wilson if this plan for would include a “Road Diet” as seen on Coolidge Highway in Berkley. Manager Wilson noted there is no consideration in place for this type of change on Eleven Mile other than a possible dedicated left hand turn lane.

**Elder:**

She has received resident concerns regarding the safety of crossing Eleven Mile Rd. She is relieved that this plan is being put into action. She also asked Manager Wilson if there is a plan for the safer crossing of Eleven Mile and Woodward and Lincoln and Woodward. Manager Wilson noted that is Royal Oak’s jurisdiction and is not part of this grant application process, but the City and Woodward Mayors are working with a committee to implement safer pedestrian crossings from Pontiac all the way to Detroit on Woodward Ave.

**Paul:**

He has attended several of the meetings with other Woodward Mayors concerning safer crossing on Woodward and noted MDOT does seem to be listening to the concerns of the communities.

The Ayes: Paul, Jenks, Elder, Rozell

Nays: None

Absent: Olsman

**The Motion Carried**

**RESOLUTION R-34-2023**

Matter of consideration to receive and file the MERS Annual Actuarial Valuation Report for the year ending December 31, 2022.

Manager Wilson provided context for the Commissioners noting they were provided the Municipal Employees’ Retirement System of Michigan (MERS) Annual Actuarial Valuation Report for the year ending December 31, 2022. The report analyzes the City’s funding levels for all outstanding pension obligations and sets required contribution rates beginning July 1, 2025. With the review of the report, he feels the City is in a solid position with defined benefit pension plans being closed to new hires, an approved millage to help address pension obligations and plans to make future contributions in excess of the City’s ARC. As noted in the report, at the current ARC contributions levels, the City’s full pension obligations would be met by 2040.

## CONSENT AGENDA #1

Moved by Commissioner Rozell and seconded by Mayor Pro Tem Jenks to approve to receive and file the MERS Annual Actuarial Valuation Report for the year ending December 31, 2022.

The Ayes: Paul, Jenks, Elder, Rozell

Nays: None

Absent: Olsman

**The Motion Carried**

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

- He provided the Commission with a copy of the note from Mary Beth Krehbiel thanking the Commission for honoring her as Citizen of the Year.
- On Friday July 28, 2023 at 4:00 p.m. the City will host the dedication of the historical marker being placed at Rackham Golf Course. Attendees will include Lt. Governor Garlin Gilchrist, the remaining heir to the golf course, one of Ben Elron Davis's last living relatives as well as remarks from Mayor Paul.
- Road construction continues with progress being made on Talbot and Winchester. Work on Nadine will continue in August.
- The 4<sup>th</sup> of July Fireworks went well and thanked the Rackham Staff and Public Safety for getting people out of the course quickly and safely after the show.
- Noted that after MRMA sent out a facilities expert to inspect the bowl and the rink at Val Jones Park, it was determined the bowl is in good condition, but the rink needs repair. The Recreation Center will be putting out RFPs for the needed work on the rink. The City will not only work on repairing the park but will continue to work long term on the general site issues to include signage, conduct and litter pick up. The City would like to work with the residents on the process.
- There are openings on the Anti-Racism Advisory Committee and the Environmental Advisory Committee. Information on the openings will be included in the Eblast.

### **ADJOURNMENT:**

Moved by Commissioner Rozell Seconded by Mayor Pro Tem Jenks, to adjourn the regular City Commission meeting.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

**The Motion Carried, meeting adjourned at 8:14 p.m.**

## CONSENT AGENDA #1

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Heidi Barckholtz, City Clerk

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Robert F. Paul, III, Mayor

DRAFT

# Consent Agenda #2

## AGENDA ITEM WARRANT #403

### RESOLUTION

Moved by Commissioner \_\_\_\_\_ Supported by Commissioner \_\_\_\_\_ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by August 11<sup>th</sup>, 2023 and paid between July 15<sup>th</sup>, 2023 and August 11<sup>th</sup>, 2023 on pages 1 through 10 in the amount of \$1,478,065.22 to be approved and paid, subject to full audit.

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 6 FLAGSTAR BANK -- AP ACCT						
07/20/2023	6	46599	10833	ABSOPURE WATER COMPANY	BOTTLED WATER BOTTLED WATER WATER COOLER RENTAL	63.60 48.20 12.00 <u>123.80</u>
07/20/2023	6	46600	11604	AL'S ASPHALT PAVING CO.	PROGRESS PAY #1 - WINCHESTER AVE PROGRESS PAY #1 - TALBOT AVE	30,289.18 41,079.38 <u>71,368.56</u>
07/20/2023	6	46601	11452	ALLISON KROPP BENGHIAT	STEMMINGING CAMPS INSTRUCTOR PAYMENT	1,592.50
07/20/2023	6	46602	10951	AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	88.26
07/20/2023	6	46603	08622	ASCENSION MI EMPLOYER SOLUTIONS	DRUG SCREEN FOR BUS DRIVER	206.00
07/20/2023	6	46604	10924	AXON ENTERPRISES, INC	IN CAR VIDEO BASIC PAYMENT YEARLY FEE FOR TASERS, IN CAR VIDEO AND CREDIT MEMO	8,916.48 25,646.40 (7,200.00) <u>27,362.88</u>
07/20/2023	6	46605	00017	BAKER & TAYLOR BOOKS	BOOKS BOOKS	87.18 541.38 <u>628.56</u>
07/20/2023	6	46606	07754	BLUE CROSS BLUE SHIELD OF MICH	GROUP #007006045-0008 GROUP #007006045-0010 GROUP #007006045-0009	11,593.73 52,115.55 1,125.60 <u>64,834.88</u>
07/20/2023	6	46607	00027	BLUE CROSS/BLUE SHIELD OF MICH	GROUP #60480-600	9,488.10
07/20/2023	6	46608	04117	BOB'S SANITATION SERVICE	PORTA POTTY	150.00
07/20/2023	6	46609	08779	BS & A SOFTWARE	ONLINE PERMIT APPLICATIONS SERVICE FEE	375.00
07/20/2023	6	46610	05960	C.C. KIRBY CONSTRUCTION	REBUILD COLUMN AT NEWPORT & 11 MILE	15,300.00
07/20/2023	6	46611	07736	CINTAS CORPORATION #31	WEEKLY MAT/TOWEL SERVICE WEEKLY MAT SERVICE WEEKLY MAT SERVICE WEEKLY MAT SERVICE	85.38 28.86 19.84 16.35 <u>150.43</u>
07/20/2023	6	46612	11605	CNO POLE BARN	25% DEPOSIT	44,587.00
07/20/2023	6	46613	00040	CONSUMERS ENERGY	ACCT #1000 0022 3469 - 26325 SCOTIA RD S ACCT #1000 0022 3410 - 26325 SCOTIA STE ACCT #1000 1256 6178 - 26815 SCOTIA ACCT #1000 1256 6020 - 12795 W. 11 MILE ACCT #1000 1256 6087 - 12755 W. 11 MILE ACCT #1000 1256 5949 - 26415 SCOTIA	369.30 2,578.03 74.01 123.12 170.40 107.37 <u>3,422.23</u>
07/20/2023	6	46614	05658	JASON CONTI	CAMP REFUND	390.00
07/20/2023	6	46615	00045	DEMCO	CIRC. MATERIALS	137.68
07/20/2023	6	46616	07834	MIKE DEVLIN	CAMP STAFF TRAINING - JUNE 13, 2023	500.00



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/20/2023	6	46617	00048	DTE ENERGY	ACCT #9100 067 3500 5 - 12779 W. 11 MILE	416.14
					ACCT #9100 084 6395 2 - 8725 W. 11 MILE	20.28
					ACCT #9100 084 7601 2 - 12801 W. 11 MILE	25.24
					ACCT #9100 084 7615 2 - 25820 SCOTIA	16.09
					ACCT #9100 084 6333 3 - 13203 WALES	14.89
					ACCT #9100 068 0871 1 - 26415 SCOTIA - R	58.09
					ACCT #9200 098 8205 0 - 8020 HENDRIE	18.77
					ACCT #9100 084 6321 8 - 10514 LASALLE BL	27.55
					ACCT #9100 084 6344 0 - 8621 NADINE	14.89
					ACCT #9100 075 2082 - 26325 SCOTIA	2,321.06
						2,933.00
07/20/2023	6	46618	06403	EAGLE LANDSCAPING & SUPPLY CO.	TOP SOIL	108.00
07/20/2023	6	46619	11134	EASTON TELECOM SERVICES, LLC	MONTHLY LINE SERVICES	82.39
07/20/2023	6	46620	00058	EJ USA, INC	DPW SUPPLIES	659.01
07/20/2023	6	46621	MISC	EVANS PLUMBING	SEWER BOND REFUND	500.00
07/20/2023	6	46622	11602	FRIENDS OF THE OUDOLF GARDEN	OUDOLF GARDEN PRESENTATION	100.00
07/20/2023	6	46623	10754	GREAT LAKES WATER AUTHORITY	INC CHARGES	288.19
07/20/2023	6	46624	02161	GUNNERS METER & PARTS	DPW SUPPLIES	225.00
07/20/2023	6	46625	00095	JACK DOHENY COMPANY	VACTOR REPAIR	9,340.33
					EQUIPMENT REPAIR	826.47
						10,166.80
07/20/2023	6	46626	04943	JOE'S AUTO PARTS	AUTO PARTS	5.75
					AUTO PARTS	213.00
					AUTO PARTS	18.38
						237.13
07/20/2023	6	46627	05374	LB OFFICE PRODUCTS	OFFICE SUPPLIES	109.15
					OFFICE SUPPLIES	12.99
						122.14
07/20/2023	6	46628	10764	LEXISNEXIS RISK SOLUTIONS	MONTHLY SUBSCRIPTION FEE	50.00
					MONTHLY SUBSCRIPTION FEE	50.00
						100.00
07/20/2023	6	46629	00946	LITTLE CREATURES CO	LIVE ANIMAL PRESENTATION	350.00
07/20/2023	6	46630	11420	MACQUEEN EMERGENCY	GPS GEAR	3,778.62
07/20/2023	6	46631	10167	MANGO LANGUAGES	LIBRARY LANGUAGE SUBSCRIPTION	3,769.48
07/20/2023	6	46632	05447	MATHESON HEATING & AIR CONDITIONING	HAZARDOUS MATERIALS	624.06
07/20/2023	6	46633	11603	MICHIGAN ASSOCIATION OF POLICE	UNION DUES - AUGUST 2023	679.20
07/20/2023	6	46634	06373	MIDWEST TAPE, LLC	MEDIA	49.46
					MEDIA	52.48
					HOOFIA	1,455.02
					MEDIA	18.74
					MEDIA	33.73
					MEDIA	23.23
						1,632.66
07/20/2023	6	46635	06146	MMRNA/ECP	ELECTRIC PROGRAM	7,075.45
07/20/2023	6	46636	00331	NOWAK & FRAUS	N421 - 2023 PA 345 MILEAGE/BOND PROGRAM	6,209.50

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/20/2023	6	46637	00166	OAKLAND COUNTY	N573 - 2023 RESURFACING PROJECT - TALBOT	4,707.50
07/20/2023	6	46638	00586	ODP BUSINESS SOLUTIONS, LLC	N383 - 2023 RESURFACING PROJECT - WINCHE	3,580.10
07/20/2023	6	46639	04960	PAUL C. SCOTT PLUMBING INC.	N420 - 2023 PA MILLAGE/BOND PROGRAM	6,629.00
07/20/2023	6	46640	MISC	PAUL PATEK	L341 2021-21 BOND PROGRAM - YR 1	15,710.04
					N377 2023 PA 345 MILLAGE/BOND	21,475.51
					K755 2019-21 BOND PROGRAM YEAR 3	2,420.00
					2020 PA 345 MILLAGE/BOND PROGRAM YR 3	1,032.00
					M839 MEN'S CLUB FIELD IMPROVEMENTS	10,399.00
					M921 2020 PA MILLAGE/BOND PROGRAM	11,148.45
					M920 2020 PA 245 MILLAGE/BOND PROGRAM	11,271.00
						94,582.10
07/20/2023	6	46641	11006	PREMIER GROUP ASSOCIATES	CLEMIS	3,189.25
					OFFICE SUPPLIES	50.02
					REPLACED BATHROOM SINK FAUCETS AT REC CE	1,140.00
					CAMP REFUND	65.00
07/20/2023	6	46641	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT	6,650.00
					PROGRESS PAY #2 - MEN'S CLUB FIELD IMPRO	108,084.00
						114,734.00
07/20/2023	6	46642	10186	PRINCIPAL LIFE INSURANCE COMPANY	VISION/DENTAL INSURANCE	4,680.72
07/20/2023	6	46643	05052	PRINT STOP INC.	ENVELOPES	90.00
07/20/2023	6	46644	04616	RADIANT ASPHALT, INC.	ASPHALT	32,667.12
07/20/2023	6	46645	00407	ROAD COMMISSION FOR OAKLAND COUNTY	TRAFFIC SIGNAL MAINTENANCE	2,335.48
07/20/2023	6	46646	09914	ROSATI SCHULTZ JOPPICH AMTSBUECHLER	LEGAL FEES - CODE VIOLATIONS	2,146.50
					LEGAL FEES - GENERAL/TAX ISSUES	38.00
					LEGAL FEES - RETAINER WORK	4,518.20
					LEGAL FEES - LABOR RELATIONS	1,557.50
						8,260.20
07/20/2023	6	46647	06784	ROYAL OAK FORD	AUTO PARTS	7.36
07/20/2023	6	46648	07311	TRACY SHANLEY	SUPPLIES REIMBURSEMENT	11.65
07/20/2023	6	46649	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	18,726.00
07/20/2023	6	46650	04095	SONITROL GREAT LAKES - MICHIGAN	REC CENTER ALARM	541.95
					MAINTENANCE BLDG ALARM	164.75
						706.70
07/20/2023	6	46651	11594	SPRINGLINE EXCAVATING LLC	PROGRESS PAY #2 - JOB# N420	49,860.00
					PROGRESS PAY #2 - JOB #N377	286,486.56
					PROGRESS PAY #2 - JOB #N421	46,890.00
					PROGRESS PAY #2 - JOB #M921	98,182.93
					PROGRESS PAY #2 - JOB #M920	99,758.61
						581,178.10
07/20/2023	6	46652	08116	STANLEY ACCESS TECH LLC	REPAIR DPW DOOR	1,288.50
07/20/2023	6	46653	07138	TOSHIBA AMERICA BUSINESS SOLUTIONS	COPIER METER	157.68
					PRINTER MAINTENANCE	215.00
					METERED CHARGES FOR CITY PRINTERS	179.20
					TONER CARTRIDGE	37.00
						588.88
07/20/2023	6	46654	09117	TROY GYMNASTICS	FIELD TRIP PAYMENT	345.00
07/20/2023	6	46655	00594	WONSEY TREE SERVICE INC.	STREET SWEEPINGS	3,360.00
07/20/2023	6	46656	07255	WOW INTERNET AND CABLE	CABLE	69.62

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/25/2023	6	81(E)	10956	CITY VISA CREDIT CARDS	GAS FOR CITY CAR	13.31
					NOTARY APPLICATION FEE	10.17
					KITCHEN SUPPLIES	97.70
					LAUNDRY DETERGENT	20.65
					STATION SUPPLIES	99.66
					BED COVER FOR NEW DPW TRUCK	425.00
					TIRE FOR SWEEPER	299.00
					KINDNESS PRIZE - TEEN	46.00
					PAPER TRAYS	16.79
					20' RUNABOUT LIFT	806.32
					JUNETEENTH CRAFTS	33.88
					ALA MEMBERSHIP DUES	155.00
					8 X8 SIGN	45.74
					STANCHIONS FOR WOODS GALLERY	825.24
					FIRST HEAD STAFF MEETING - JETS PIZZA	82.75
					DETROIT ZOO	500.00
					LATCH KEY END OF THE YEAR PARTY	551.25
					SPOTIFY MEMBERSHIP	12.99
					FIELD TRIP DEPOSIT	150.00
					DEPOSIT FOR SCIENCE CENTER FIELD TRIP	50.00
					SENIOR LUNCHESES	40.00
					DEPOSIT FOR SCIENCE CENTER FIELD TRIP	50.00
					LUNCH FOR STAFF TRAINING	196.27
					CRAFT SUPPLIES AND STAFF DRINKS	67.52
					FIELD TRIP DOWN PAYMENT	51.00
					CAMP SHIRTS	108.05
					BALANCE DUE FOR SCIENCE CENTER FIELD TRI	379.00
					SENIOR LUNCHESES	40.00
					BALANCE DUE FOR SCIENCE CENTER FIELD TRI	368.00
					SANITIZER	141.90
					ADOBE INDESIGN MONTHLY PAYMENT	22.25
					BRIGHT MINDS TRAINING	65.00
					ZOOM ACCOUNT	16.95
					TEEN COUNCIL CANDY SALES	58.87
					EMS INSERVICE TRAINING	51.26
					TEEN COUNCIL CANDY SALES	327.73
					DAY PASSES FOR SWIM FIELD TRIP	185.00
					SODA FOR HOT DOG ROAST	46.95
					PANCAKE BREAKFAST, BOXED LUNCH, HOT DOG	51.96
					LEAF BLOWER	285.14
					PRESCHOOL TABLE	390.88
					HOT DOG ROAST/PANCAKE BREAKFAST ITEMS	340.41
					PARADE CANDY	59.50
					CPR FOR STAFF	610.00
					FIELD TRIP DEPOSIT	110.00
					SPORT GAMES FOR CAMP	35.98
					CAMP SET UP LUNCH	347.15
					ROLL PAPER FOR CAMP	317.52
					FIELD TRIP PAYMENT - KENSINGTON METROPAR	259.00
					ZAP ZONE TICKETS	100.00
					LODGING FOR MML CONFERENCE	560.88
					FOUNTAIN PARTS	257.00
					TICKETS	561.75
					INTERNET FILTERS FOR PUBLIC COMPUTERS	110.00
					NEW ACRYLIC SIGN FOR CHILDREN'S ROOM	92.54
					CHILDREN'S PROGRAMMING SNACKS/SUPPLIES	99.54
					JUNETEENTH CRAFT SUPPLIES	140.44
					PRINTING FOR GALLERY POSTCARD	74.18
					ACROBAT SUBSCRIPTION	42.39

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/27/2023	6	46657	09036	AARON'S EXCAVATING	FEE FOR CAR FOR 4TH OF JULY PARADE	24.00
07/27/2023	6	46658	MISC	ALEX HOLLISTER	BP WOODWARD - NO RECEIPT	36.05
07/27/2023	6	46659	11606	AMAZING ATHLETES OF METRO DETROIT	BP WOODWARD - NO RECEIPT	40.00
					BP WOODWARD - NO RECEIPT	47.51
					HOME DEPOT - NO RECEIPT	23.30
					LABELVALUE.COM - NO RECEIPT	11.74
						11,486.06
07/27/2023	6	46660	10951	AMAZON CAPITAL SERVICES INC	SEWER BOND REFUND - PSW23017	500.00
					BD Bond Refund	500.00
					AMAZING ATHLETES SUMMER CAMP 6/26-29	672.00
07/27/2023	6	46662	08683	AQUATIC SOURCE	CLEANING SUPPLIES	3.48
					OFFICE SUPPLIES	26.99
					FACE MASKS	11.98
					PORTABLE AIR CONDITIONER/BUILDING SUPPLI	433.27
					FLAG	36.95
					CREDIT MEMO	(9.97)
						502.70
07/27/2023	6	46661	09447	APPLIED INNOVATION	COPIER METER	497.53
					COPIER METER	35.88
						533.41
07/27/2023	6	46662	08683	AQUATIC SOURCE	POOL REPAIRS	2,651.47
07/27/2023	6	46663	00017	BAKER & TAYLOR BOOKS	BOOKS	363.48
					BOOKS	223.12
					BOOKS	383.90
						970.50
07/27/2023	6	46664	00023	BIG D LOCK CITY	KEYS/PADLOCKS	127.70
07/27/2023	6	46665	07736	CINTAS CORPORATION #31	WEEKLY MAT SERVICE	16.35
					WEEKLY MAT/MOP SERVICE	89.65
						106.00
07/27/2023	6	46666	07501	CRANDALL-WORTHINGTON INC	JANITORIAL SUPPLIES	845.93
					RECREATION SUPPLIES	280.46
						1,126.39
07/27/2023	6	46667	11608	DEB HEMMYE	REIMBURSEMENT FOR BATTLE OF THE BOOKS SN	21.15
07/27/2023	6	46668	00045	DEMCO	CIRC. MATERIALS	287.14
07/27/2023	6	46669	MISC	FOLEY HOMES LLC	BD Bond Refund	1,800.00
07/27/2023	6	46670	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
07/27/2023	6	46671	MISC	GITTLEMAN CONSTRUCTION INC	BD Bond Refund	419.00
07/27/2023	6	46672	05194	GORDON FOOD SERVICE	CAFE CUPS	26.94
07/27/2023	6	46673	00416	HOEKSTRA TRANSPORTATION, INC.	DPW SUPPLIES	379.27
07/27/2023	6	46674	04613	HUNT SIGN COMPANY, LTD.	ROAD SIGNS	945.00
07/27/2023	6	46675	06651	IAN KINDER LLC	ZOMBIE RESPONSE TEAM CAMP	219.00
07/27/2023	6	46676	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
07/27/2023	6	46677	10788	JAY'S SEPTIC TANK SERVICE	PORTA POTTY FOR CONCERTS IN THE PARK	250.00
					PORTA POTTY FOR CONCERTS IN THE PARK	250.00
						500.00
07/27/2023	6	46678	05970	JUMP-A-RAMA	GYMNASTICS/CHEER CAMP	1,510.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/27/2023	6	46679	11558	KIDCREATE STUDIO BLOOMFIELD	STRAWBERRY AND BANANA CAMPS	456.00
07/27/2023	6	46680	00110	LIGHTING SUPPLY CO	LIGHT BULBS	224.66
07/27/2023	6	46681	MISC	MACI WESCOTT	CAMP REFUND	300.00
07/27/2023	6	46682	10550	MELISSA PURDY	CAMP REFUND	150.00
07/27/2023	6	46683	00426	MI ASSOC OF MUNICIPAL CLERKS	2023 MASTERS ACADEMY	525.00
07/27/2023	6	46684	06373	MIDWEST TAPE, LLC	MEDIA	164.11
07/27/2023	6	46685	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS	736.75
					POOL CHEMICALS	393.00
						1,129.75
07/27/2023	6	46686	00586	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	59.01
					OFFICE SUPPLIES	9.98
						68.99
07/27/2023	6	46687	11456	OVERDRIVE, INC	E-BOOKS/AUDIOBOOKS	536.87
07/27/2023	6	46688	04475	PEPSI BEVERAGES COMPANY	CAFE RESTOCK	298.50
07/27/2023	6	46689	11207	QUADIENT, INC	POSTAGE METER LEASE	1,309.30
07/27/2023	6	46690	11560	SHANNON ROURKE	SUMMER READING PRIZE	25.00
					SUMMER READING PROGRAM PRIZES/SUPPLIES	164.10
						189.10
07/27/2023	6	46691	08356	SHERWIN WILLIAMS	PAINT FOR STREETS	367.35
07/27/2023	6	46692	11607	TECHNO-TAG	LASER TAG EVENT AT LIBRARY	500.00
07/27/2023	6	46693	MISC	THORNTON & GROOMS INC	BD Bond Refund	1,000.00
07/27/2023	6	46694	04781	VERIZON WIRELESS	CELL PHONES	495.68
07/27/2023	6	46695	05758	WILCOX BROS.	SPRINKLER SYSTEM WORK	256.00
08/01/2023	6	46696	09977	JOSEPH AJLOUNY	CLEANING ALLOWANCE	200.00
08/01/2023	6	46697	10660	RYAN BALLARD	UNIFORM ALLOWANCE	425.00
08/01/2023	6	46698	04552	MARK BELL	CLEANING ALLOWANCE	200.00
08/01/2023	6	46699	11609	BRENDON WATT	UNIFORM ALLOWANCE	70.83
08/01/2023	6	46700	09978	JASON BROCKDORFF	CLEANING ALLOWANCE	200.00
08/01/2023	6	46701	11293	DOUG CHMIEL	UNIFORM ALLOWANCE	425.00
08/01/2023	6	46702	06182	WILLIAM CUDNEY	CLEANING ALLOWANCE	200.00
					DETECTIVE UNIFORM	900.00
						1,100.00
08/01/2023	6	46703	11610	DARION THOMAS	UNIFORM ALLOWANCE	158.33
08/01/2023	6	46704	10172	JOHN DIJANNI	CLEANING ALLOWANCE	200.00
08/01/2023	6	46705	05584	ELAINE EGELSTON	UNIFORM ALLOWANCE	425.00
08/01/2023	6	46706	11457	ELIJAH LOWERY	CLEANING ALLOWANCE	200.00
08/01/2023	6	46707	10968	ROCCO FORTURA	UNIFORM ALLOWANCE	650.00
08/01/2023	6	46708	11600	JOHNATHAN STEMPIN	CLEANING ALLOWANCE	66.66
08/01/2023	6	46709	05223	JASON JORDAN	CLEANING ALLOWANCE	200.00
08/01/2023	6	46710	11542	JOSEPH BURNS	CLEANING ALLOWANCE	133.33
08/01/2023	6	46711	10171	JON LENCES	CLEANING ALLOWANCE	200.00
08/01/2023	6	46712	11119	BRIAN LUTHER	CLEANING ALLOWANCE	200.00
08/01/2023	6	46713	04577	DANIEL MONACO	UNIFORM ALLOWANCE	425.00
08/01/2023	6	46714	11611	NATHAN GABRIEL	UNIFORM ALLOWANCE	70.83
08/01/2023	6	46715	05522	MICHAEL NIELSEN	CLEANING ALLOWANCE	200.00
08/01/2023	6	46716	10038	JACLYN SIEKIERKA	CLEANING ALLOWANCE	200.00
08/01/2023	6	46717	04087	BILLY SPENCER	CLEANING ALLOWANCE	200.00
08/01/2023	6	46718	05759	DAN STEEBY	CLEANING ALLOWANCE	200.00
08/01/2023	6	46719	10887	DANIEL VITALI	UNIFORM ALLOWANCE	425.00
08/01/2023	6	46720	05585	STEVEN WASINSKI	UNIFORM ALLOWANCE	425.00
08/01/2023	6	46721	06168	KEVIN WAYNE	UNIFORM ALLOWANCE	425.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/01/2023	6	46722	07343	BENJAMIN ZAWACKI	CLEANING ALLOWANCE	200.00
08/01/2023	6	46723	11311	JASON ZIMMERMAN	CLEANING ALLOWANCE	200.00
08/01/2023	6	46724	11468	MIKE FLEVARIS	UNIFORM ALLOWANCE	425.00
08/03/2023	6	46725	10143	ADVENTURE PARK AT WEST BLOOMFIELD	ADVENTURE SQUAD FIELD TRIP	300.65
08/03/2023	6	46726	03659	AFLAC	EMPLOYEE PAID PREMIUMS EMPLOYEE PAID PREMIUMS	158.88 48.72
						<u>207.60</u>
08/03/2023	6	46727	00004	MICHIGAN AFSCME COUNCIL 25	UNION DUES - AUGUST 2023	124.50
08/03/2023	6	46728	10951	AMAZON CAPITAL SERVICES INC	PICNIC TABLES CHEMICAL TEST AQUA FIT NOODLES	625.18 14.99 83.97
						<u>724.14</u>
08/03/2023	6	46729	09876	AMERICAN RED CROSS	LIFEGUARD TRAINING EQUIPMENT	2,418.64
08/03/2023	6	46730	09447	APPLIED INNOVATION	COPPER METER	252.63
08/03/2023	6	46731	11465	BEN BANCROFT	GIRLS BASKETBALL CAMP INSTRUCTOR	426.07
08/03/2023	6	46732	11303	BERGER CHEVROLET	2023 CHEVROLET TAHOE	40,243.00
08/03/2023	6	46733	00410	CITY OF BERKLEY	GIRLS BASKETBALL CAMP TSHIRT REIMBURSEME BOYS BASKETBALL TSHIRT REIMBURSEMENT GIRLS VOLLEYBALL CAMP EXPENSES	66.33 135.20 305.00
						<u>506.53</u>
08/03/2023	6	46734	00023	BIG D LOCK CITY	KEYS	12.00
08/03/2023	6	46735	11010	LAUREN BROOKS	REYNOLDS PARK FITNESS EQUIPMENT DEMO	225.00
08/03/2023	6	46736	07736	CINTAS CORPORATION #31	WEEKLY MAT SERVICE WEEKLY MAT/TOWEL SERVICE WEEKLY MAT SERVICE WEEKLY MAT SERVICE WEEKLY MAT SERVICE WEEKLY MAT SERVICE WEEKLY MAT/TOWEL SERVICE	28.86 85.38 19.84 16.35 16.35 28.86 19.84 85.38
						<u>300.86</u>
08/03/2023	6	46737	11404	DANIEL MOORE	CAMP REFUND	390.00
08/03/2023	6	46738	09129	DIPONIO CONTRACTING INC	RETAINAGE RELEASE - 2022 ROAD RECONSTRUC	7,500.00
08/03/2023	6	46739	MISC	DIRK EDMUND MOORE	BD Bond Refund	557.00
08/03/2023	6	46740	MISC	EDWARD QUISENBERRY	LIBRARY DROP BOX	400.00
08/03/2023	6	46741	11615	JOE SERMO	BOYS BASKETBALL INSTRUCTOR	1,095.36
08/03/2023	6	46742	04943	JOE'S AUTO PARTS	AUTO PARTS AUTO PARTS	23.38 619.95
						<u>643.33</u>
08/03/2023	6	46743	11331	KEVIN WEISS	CAMP REFUND	79.00
08/03/2023	6	46744	11603	MICHIGAN ASSOCIATION OF POLICE	UNION DUES - SEPTEMBER 2023	679.20
08/03/2023	6	46745	10808	MPARKS	MEMBERSHIP RENEWAL	775.00
08/03/2023	6	46746	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS	429.30
08/03/2023	6	46747	00586	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	91.41
08/03/2023	6	46748	00181	POLICE OFFICERS ASS'N OF MICH	UNION DUES - AUGUST 2023	398.64
08/03/2023	6	46749	11395	RAMI GARRETT	CAMP REFUND	100.00
08/03/2023	6	46750	09655	RAMPAGE SWING LLC	CAMP REFUND	365.00
						<u>1,977.87</u>
08/03/2023	6	46751	00108	RKA PETROLEUM COMPANIES, INC.	GASOLINE	1,977.87

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/03/2023	6	46752	11613	ROB'S HEATING AND COOLING LLC	GASOLINE	1,840.84
08/03/2023	6	46753	11614	ROCKET ENTERPRISE, INC.		3,818.71
08/03/2023	6	46754	06784	ROYAL OAK FORD	WORK AT PUBLIC WORKS BLDG	229.00
08/03/2023	6	46755	11143	SHARE CORPORATION	FLAGS/FLAGPOLE REPAIR AT CITY HALL	631.50
08/03/2023	6	46756	11189	SPECTRUM PRINTERS, INC	AUTO PARTS	6.00
08/03/2023	6	46757	11341	THE HARTFORD	UNIFORMS	650.48
08/03/2023	6	46758	07724	STRATUS BLDG SOLUTIONS OF DETROIT	TEST DECKS FOR AUGUST 2023 ELECTION	154.92
08/03/2023	6	46759	11612	THERESA CABALUM	JANITORIAL SERVICES	3,540.00
08/03/2023	6	46760	00364	WEISKOPF INDUSTRIES	LIFE/DISABILITY INSURANCE	2,032.99
08/10/2023	6	46761	07860	21ST CENTURY NEWSPAPERS	GIRLS VOLLEYBALL INSTRUCTOR PAYMENT	290.50
08/10/2023	6	46762	01505	AERO FILTER INC	INDUSTRIAL HAND CLEANER	208.06
08/10/2023	6	46763	08777	ALLIANCE MOBILE HEALTH	LEGAL NOTICES	578.79
					FILTERS	511.32
					BLOOD DRAW	156.00
08/10/2023	6	46764	10951	AMAZON CAPITAL SERVICES INC	FANS	139.98
					CAMP SUPPLIES	366.25
					SWIM BRACELETS	54.86
					BOOKS/SUPPLIES	76.93
					DPW SUPPLIES	30.40
						668.42
08/10/2023	6	46765	09447	APPLIED INNOVATION	COPIER METER	45.22
08/10/2023	6	46766	00017	BAKER & TAYLOR BOOKS	BOOKS	293.95
					BOOKS	383.20
						677.15
08/10/2023	6	46767	09932	MATTHEW BALL	LIBRARY PROGRAM	350.00
08/10/2023	6	46768	MISC	BASEMENT CRACKS & LEAKS METRO, INC	BD Bond Refund	104.00
08/10/2023	6	46769	09650	BLUE BIRD LANDSCAPING LLC	LAWN CUTTING	240.00
08/10/2023	6	46770	04117	BOB'S SANITATION SERVICE	POTTA POTTY	150.00
08/10/2023	6	46771	11609	BRENDON WATT	UNIFORM ALLOWANCE	35.42
08/10/2023	6	46772	11229	CENGAGE LEARNING INC	BOOKS	95.17
08/10/2023	6	46773	07736	CINTAS CORPORATION #31	WEEKLY MAT/MOP SERVICE	89.65
08/10/2023	6	46774	11618	COURTSMITHS	LINING FOR PICKLEBALL COURTS	1,500.00
08/10/2023	6	46775	07501	CRANDALL-WORTHINGTON INC	EQUIPMENT REPAIR	39.13
					RECREATION SUPPLIES	164.28
						203.41
08/10/2023	6	46776	08558	CREATIVE ARTS STUDIO OF ROYAL OAK	BALANCE DUE FOR FIELD TRIP	349.62
08/10/2023	6	46777	11363	CUMMINS SALES AND SERVICES	GENERATOR REPAIR	1,370.03
					GENERATOR REPAIR	3,336.88
						4,706.91
08/10/2023	6	46778	11610	DARION THOMAS	UNIFORM ALLOWANCE	66.67
08/10/2023	6	46779	00047	DTE ENERGY-STREETLIGHTING	STREETLIGHTING	7,084.88
08/10/2023	6	46780	00056	DURST	BUILDING SUPPLIES	636.58
08/10/2023	6	46781	00536	ECOTEC PEST CONTROL	PEST CONTROL	200.00
08/10/2023	6	46782	01866	ETNA SUPPLY CO	METERS/TOUCH PADS	2,120.00
					DPW SUPPLIES	3,000.00
						5,120.00
08/10/2023	6	46783	02358	FIRE DEFENSE EQUIPMENT CO	INSPECTIONS AND MATERIALS	1,305.48
08/10/2023	6	46784	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/10/2023	6	46785	05194	GORDON FOOD SERVICE	CAMP/SPECIAL EVENT SUPPLIES	363.15
08/10/2023	6	46786	07602	GREAT LAKES LANDSCAPE DESIGN	GRASS CUT	3,450.00
08/10/2023	6	46787	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
08/10/2023	6	46788	06404	JACK'S FLOODLIGHT SERVICE, INC	TENNIS COURT LIGHTING	298.00
08/10/2023	6	46789	10788	JAY'S SEPTIC TANK SERVICE	PORTA POTTY	140.00
					PORTA POTTY	270.00
					PORTA POTTY	270.00
						<u>680.00</u>
08/10/2023	6	46790	11177	JENNY MORGAN	CAMP SUPPLIES REIMBURSEMENT	22.25
08/10/2023	6	46791	04943	JOE'S AUTO PARTS	AUTO PARTS	33.89
					AUTO PARTS	17.36
					AUTO PARTS	9.30
					AUTO PARTS	161.00
						<u>221.55</u>
08/10/2023	6	46792	05970	JUMP-A-RAMA	LITTLE NINJAS INSTRUCTOR	3,926.00
08/10/2023	6	46793	07155	KNELLO PRINTING	BUSINESS CARDS//PROGRAM PRINTING	270.00
08/10/2023	6	46794	00543	THE LIBRARY NETWORK	SHARED AUTOMATION	7,057.39
					SUBSCRIPTION ORDERING AND INVOICING	503.09
						<u>7,560.48</u>
08/10/2023	6	46795	11003	LINGO COMMUNICATIONS	ALARM LINES	154.73
08/10/2023	6	46796	11140	METRO WIRELESS	BUSINESS VOICE/DATA SERVICES	500.33
08/10/2023	6	05626	05626	MI ASSN. OF CHIEFS OF POLICE	DUES - W. CUDNEY	100.00
08/10/2023	6	46798	11016	MICHIGAN RURAL WATER ASSOCIATION	CONFERENCE REGISTRATION - VITALE	440.00
08/10/2023	6	46799	11611	NATHAN GABRIEL	UNIFORM ALLOWANCE	35.42
08/10/2023	6	46800	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS	726.75
08/10/2023	6	46801	00166	OAKLAND COUNTY	INTEREST ON BONDS	3,340.93
					INTEREST ON BONDS	175.39
					SEWAGE DISPOSAL SERVICES	105,903.66
						<u>109,419.98</u>
08/10/2023	6	46802	09472	OAKLAND SCHOOLS	WATER BILLS	465.94
08/10/2023	6	46803	00586	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	265.38
					OFFICE SUPPLIES	60.92
					OFFICE SUPPLIES	50.88
						<u>377.18</u>
08/10/2023	6	46804	04475	PEPSI BEVERAGES COMPANY	CO2 TANK REFILL - CUSTOMER #6157654	57.00
08/10/2023	6	46805	11395	RAMI GARRETT	CAMP REFUND	365.00
08/10/2023	6	46806	11617	REEF SOLUTIONS, INC.	FISH TANK CLEANING	50.00
08/10/2023	6	46807	06988	CITY OF ROYAL OAK	DECALS	296.50
08/10/2023	6	46808	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	19,823.00
08/10/2023	6	46809	00210	SOC WATER AUTHORITY	WATER PURCHASES	44,465.04
08/10/2023	6	46810	11323	STEVEN H. SCHWARTZ & ASSOCIATES	LEGAL FEES - JULY 2023	135.00
08/10/2023	6	46811	11385	VC3, INC	MICROSOFT 365 PRORATED SUBSCRIPTION	62.50
					NEW COMPUTER FOR PUBLIC SAFETY	1,442.00
						<u>1,504.50</u>
08/10/2023	6	46812	07255	WOW INTERNET AND CABLE	CABLE	247.98



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
<b>6 TOTALS:</b>						
Total of 215 Checks:						
						1,478,855.22
Less 2 Void Checks:						
						790.00
Total of 213 Disbursements:						<u>1,478,065.22</u>



## Consent Agenda #3

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

Mayor **Bob Paul**  
Mayor Pro-Tem **Jeff Jenks**  
City Manager **Chris Wilson**

Commissioner **Jules B. Olsman**  
Commissioner **Michelle Elder**  
Commissioner **Joe Rozell**

### CIVIC EVENT PERMIT

APPLICANT Megan Gregg

APPLICANT PHONE 248-336-5805

EVENT DATE September 10, 2023

#### EVENT TIME

SET UP BEGINS AT 6:30 a.m.

EVENT TIME 8 a.m.

CLEAN UP ENDS AT 10 a.m.

DESCRIPTION OF EVENT AND RELATIONSHIP TO THE CITY  
Detroit Zoo's annual 5K fundraiser. This event runs through Huntington Woods  
and finishes within the Detroit Zoo grounds

CONTACT PERSON DATE OF EVENT Megan Gregg

CONTACT CELL PHONE DATE OF EVENT 313-570-4243

TEMPORARY SIGNS NEEDED

YES

X

NO

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

SIGN INSTALLATION DATE AND TIME

6:00am on 9/10/23

SIGN REMOVAL DATE AND TIME

12:00 pm on 9/10/23

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

Attached

\_\_\_\_\_  
\_\_\_\_\_

PARKING PLAN WHERE PARTICIPANTS WILL PARK

Detroit Zoo

\_\_\_\_\_  
\_\_\_\_\_

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

YES

●

NO

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

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

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

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

AUTHORIZED SIGNATURE Megan Gregg


DATE 8/9/2023

APPROVED BY:

CITY COMMISSION

PUBLIC SAFETY DEPARTMENT

COPY OF INSURANCE ATTACHED



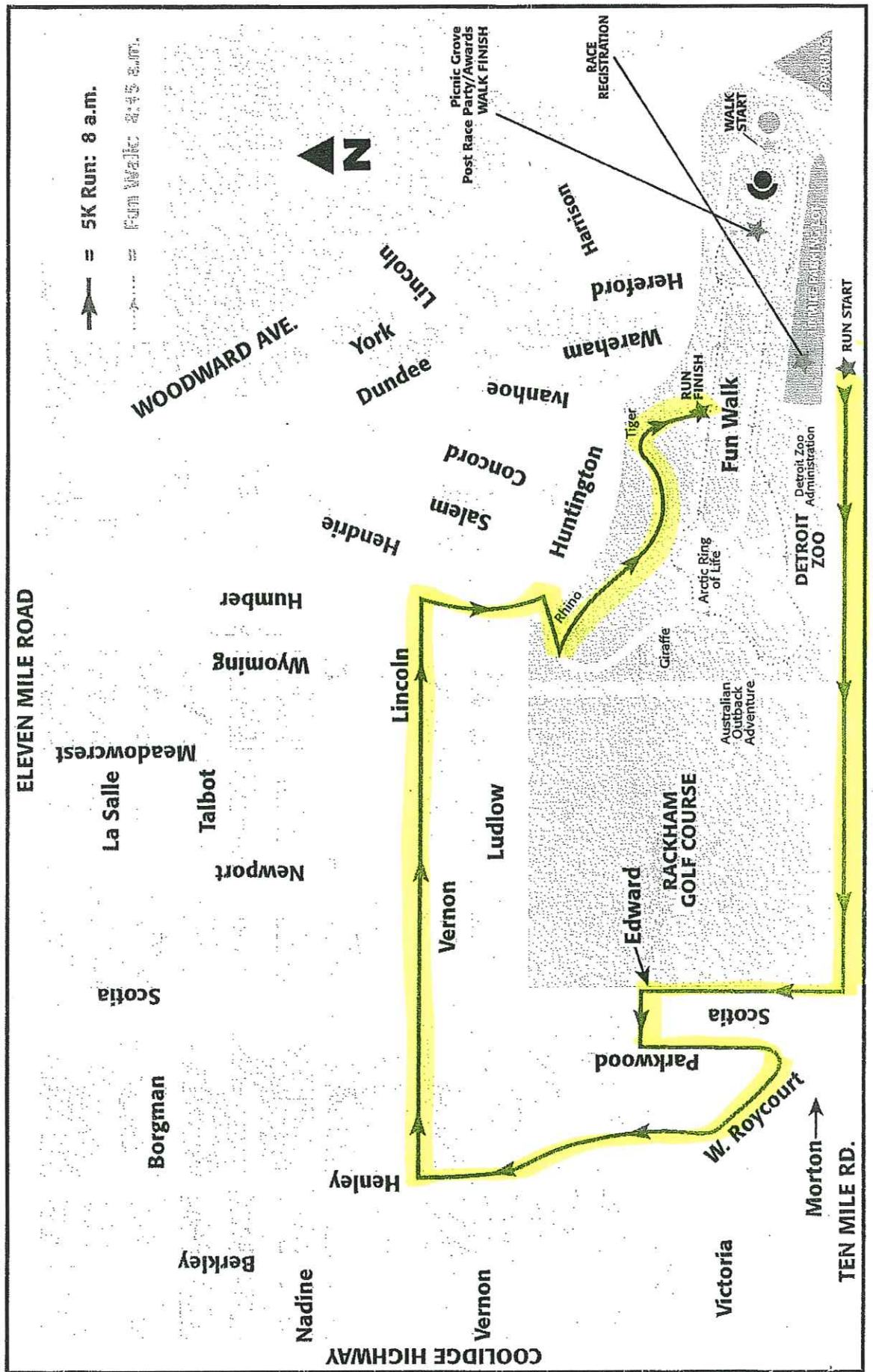




# Run Wild for the Detroit Zoo

Sunday September 10, 2023

DETROIT ZOOLOGICAL SOCIETY™  
DETROIT ZOO • BELLE ISLE NATURE CENTER  
Ford Motor Company  
**Kroger**  
pepsi.



# Consent Agenda #4a

City of Huntington Woods  
**Anti-Racism Advisory Committee**

July 12, 2023

7:00 p.m.

In-Person Meeting – City Hall

## MINUTES

Present: Christina Kozlowski, Katie Beaulieu, Jessica Edwards, Kia Essien, Daniel Dena, Cary McGhee (late)

Absent: none

Virtual (via Zoom): none

Commissioner: Jeff Jenks (via Zoom)

City Staff present: Chris Wilson, Sarah Wagner

1. Call to order
  - a. Kate Beaulieu called meeting to order at 7:04 pm
2. Approval of Agenda
  - a. Moved by Christina Kozlowski, seconded by Daniel Dena to approve July 2023 agenda

Ayes: Christina, Daniel, Katie, Jessica, Kia

Nays: none

Absent: Cary

3. Review/Approval of the June 13, 2023 Minutes
  - a. Moved by Christina Kozlowski, seconded by Jessica Edwards to approve June 2023 minutes

Ayes: Christina, Daniel, Katie, Jessica, Kia

Nays: none

Absent: Cary

4. Public Participation  
None

5. Items of business
  - a. Welcome Sarah Wagner, Chief Community Engagement Officer & Deputy City Clerk
    - eNewsletter/ City-wide Communication
    - Future projects: promoting programs, city branding
  - \*\*introductions\*\*

Including small diversity/equity/inclusion in Hometown Herald and Over 60 newsletters that go out to every household in print quarterly

City Branding – seems like now there is no branding and people don't even know that HW exists which is a huge part of the problem

- b. Juneteenth Recap – Thanks again to all!
  - What went well, what to do differently next time

One resident made comments to Kia and Christina about how the speaker became too political and she was unhappy about that

Music and food was great, timing and length was perfect, candidness of speaker was refreshing. Podium was inadequate – sound was poor, microphone was cutting out etc. Consider using the entertainment's equipment (band, DJ etc)

Unexpected visit from Rep Stevens was a little too political, consider hard rule of not having any improvised speakers that way we eliminate any uncertainty about content or timing and/or have a hard rule no politicians

Consider inviting volunteer organizations from outside, or consider donations to an organization connected with Juneteenth

Is it possibly time for parks and rec to take over the event? Or taking over the lead on the event?

More children's activities?

- c. Anti-Racist Parenting Workshop

ARAC to host anti-racism workshop, holding on zoom, 3 part series, invite some local preschools, will reach out to DEI of PTA for Burton Schools, possibly final session in person, debriefing, community building, Tabitha St. Bernard-Jacobs (would be leader/facilitator) – Katie and Jessica are going to have meeting with her later this week to discuss Timing? Have the first one maybe in late August/September, and wrap it up in October Consider marketing as caregiver vs parenting to be more inclusive
- d. Homeownership Initiative
  - Future programs, Possible connection with Friends of Royal Oak Township

Tabling until next meeting
- e. Recommendations Proposal
  - Gathering information from city staff on progress from Anti-Racism Plan
  - Next Steps

Chris put together a chart with the goals and objectives and the status on progress towards those goals/objectives, some info needs to be filled in still

Will discuss this in more detail at future meeting

6. Other business

Friday, July 28 at 4pm – unveiling of Ben Davis historical marker at Rackham – Lt. Governor will be here

7. Adjournment

Moved by Daniel Dena, seconded by Cary McGhee to adjourn

Ayes: Christina, Katie, Kia, Daniel, Jessica, Cary

Nays: none

Absent: none

The motion carried.

Christina Kozlowski, Secretary

Kate Beaulieu, Chairperson



# Consent Agenda #4b

CITY OF HUNTINGTON WV  
ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE  
MINUTES  
April 20, 2023 – 7:00 PM  
City Hall

Chair Sean Kristl called the meeting to order at 7:03 PM

**PRESENT:** Members: Kristl, Sautter, Pollack, Phipps, Egan, Brooks, Zenlea; Student Representative Heller

**ABSENT:** Members: Zobi-Tor

Also Present: City Manager Chris Wilson

## **APPROVAL OF AGENDA**

Move to modify the agenda and add Status Update of Streetlights  
Motion by Phipps; Second by Brooks  
**Motion Carried 7-0**

Motion to approve the agenda as amended.  
Motion by Kristl; seconded by Egan  
**Motion carried 7-0**

## **APPROVAL OF MINUTES FROM 3/16/23**

Move to accept the minutes as presented.  
Motion by Kristl; Second by Brooks  
**Motion Carried 7-0**

## **COMMUNITY PARTICIPATION FOR NON-AGENDA TOPICS**

None

## **APPROVAL OF THE ESAC ONBOARDING DOCUMENT**

- Living document, including all important links to help orient new committee members

## **UPDATE ON STREETLIGHTS**

- Another program in place through DTE for streetlighting
- Ann Arbor facing similarly expressed concerns re: color temperature and brightness
- Price has not changed
- Energy savings and cost savings are there
- Open-ended issue, but nothing changing at this time

- Potential to band together with other communities (i.e. Oakland County) to lobby DTE for different color temperature LEDs
- As a commission, we are weighing the risk-benefits of the physical environment for the humans and animals in Huntington Woods and their quality of life vs the energy benefits, and we believe our overall health outweighs the energy benefit at this time.
- Suggestion for city to modify its own lighting - *Chris Wilson to follow up*

#### **UPDATE ON SUSTAINABILITY EDUCATION COMMUNICATIONS**

- Committee has not yet met to develop

#### **UPDATE ON EARTH DAY**

- Phipps created an Earth Day post; sent to Francesco to send out tomorrow 4/21/23
- Earth Day park clean-up event promoted
- Goals for next year to plan for Earth Day
- Potential to add No Mow May initiative or alternative sustainability promotions in future years

#### **NEXT STEPS ON MASTER PLAN**

- Climate Action Plan does not yet exist, is simply a recommendation of the Master Plan; Zenlea to coordinate with the Planning Commission (Hank Berry) and enlist the team to develop the Climate Action Plan
- Main takeaway: we should align our goals with the Master Plan to work in-sync with the city and other commissions and try to focus on the things we should "specialize" in
- Two ways to focus on the plan: focus on places for infill vs focused on water retention, runoff and management. Also an interest in community interconnectability.
  - Reconnecting and connecting to Berkeley via 11 Mile
  - Updating pedestrian access between Royal Oak and Huntington Woods on 11 Mile/Woodward
  - Woodward to become more pedestrian-friendly
  - Right-sizing Coolidge
  - Focus on green infrastructure
  - Walking, water, infill are city priorities based on the plan
    - Diving into the infrastructure and verbiage (definitions on MP pg 40)
    - Suggest: split into groups and identify what areas we should focus on
- *Next Steps: everyone reads Brooks' summary/recap, and dives into specific sections of the Master Plan to reconvene at the next meeting. Page 38-39 is a good starting point for Master Plan review*
  - *Goal to develop short-term and long-term goals and list of priority items - utilize the Action Plan at end of Master Plan to help priorities*
    - *Kristl to develop a Google Form survey to help committee members vote on priority action items*

## **2023 GOALS**

- Defer till next meeting to align with Master Plan

## **AGENDA FOR MAY 2023**

1. City Light Update
2. Sustainability Education Communications
3. Communications Committee Update
4. Vision of Master Plan
  - a. No Mow May/Sustainability Initiatives
  - b. Climate Action Plan follow up

## **PUBLIC PARTICIPATION**

None

## **COMMITTEE MEMBER REMARKS**

None

## **ADJOURNMENT**

Motion by Phipps; Second by Sautter to adjourn the meeting.

**Motion carried 8-0**

**Meeting adjourned at 8:06 P.M.**

# Consent Agenda #4c

CITY OF HUNTINGTON W  
ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE  
MINUTES  
June 29, 2023 – 7:00 PM  
City Hall

Chair Sean Kristl called the meeting to order at 7:06 PM

**PRESENT:** Members: Kristl, Zobl-Tor, Pollack, Phipps, Brooks, Zenlea; Student Representative Heller

**ABSENT:** Members: Sautter

Also Present: City Manager Chris Wilson

## **APPROVAL OF AGENDA**

Motion to approve the agenda as presented.

Motion by Kristl; seconded by Zenlea

**Motion carried 6-0**

## **APPROVAL OF MINUTES FROM 4/20/23**

Move to accept the minutes as presented.

Motion by Kristl; Second by Zenlea

**Motion Carried 6-0**

## **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None

## **UPDATE ON SUSTAINABILITY EDUCATION COMMUNICATIONS**

- Zobl-Tor shared the communications folder
  - World Day Calendar
  - UN Calendar
- Email will be sent with ideas and updates

## **CITY OWNED LIGHTS UPDATE**

- There is a cost savings, but we could parse city lights from the project
- Solar for rec center, library
- Working toward EV charging stations - \$25-30K
  - Pending next year
  - ESAC to be involved

## **MASTER PLAN PRIORITIZATION WORK SESSION**

- Potential to seek out Grants to help improve infrastructure
  - Zobl-Tor and Phipps to lead the initiative
- Survey results sent via email in order of priority:
  - Climate Action Plan
    - Search for funding opportunities applied to buildings
  - Green spaces & Recycling and Composting
    - Recycling Awareness
  - City Infrastructure
  - Stormwater Management
  - City Mobility
- Suggestion to develop a Climate Action Plan in conjunction with the Finance Committee by December 31st, for implementation to begin in fiscal year 2025
  - There is no plan at this time
  - We are charged to develop one, including aspects listed as part of the HW Master Plan
  - Suggestion to have a company (Carlisle Wortman) do the research and craft to what we need
    - Chris and Hank will reach out
    - Commission would need to approve
  - Potential for Oakland County sustainability officer who had previously spoken with us as a consultant - Erin Quetell sustainability@oakgov.com
  - Companies we are reaching out to for proposals:
    - Carlisle and Wortman - Chris Wilson
    - OHM Advisors - Rachael Pollack
    - Safebuild - Chris Wilson
    - Ask Erin if she has suggestions for companies
- Next steps:
  - Have proposals in hand by July 25th
    - Interim proposal review meeting August 1st, 2023
  - Get approval on August 15th prior to Commission meeting
  - Move on with development

## **AGENDA FOR August 1, 2023:**

- Review Proposals
- Discuss which company to go with and next steps

## **ADJOURNMENT**

Motion by Kristl; Second by Pollack to adjourn the meeting.

**Motion carried 6-0**

**Meeting adjourned at 8:01 P.M.**

**No meeting scheduled for July. Next meeting scheduled for August 1, 2023**



## Consent Agenda #4d

### Finance Department Memo

To: Honorable Mayor and City Commission

From: Ethan Haan, Finance Director

Date: August 9, 2023

Subject: Treasurer's Report June 2023

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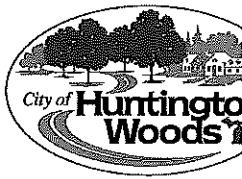
The cash and investment positions as of June 30<sup>th</sup>, 2023 are attached.

Property tax collection is going well. Over 50% of our total levy has been collected so far. Investment income continues to grow as the City takes advantage of higher interest rates. Michigan CLASS, one of our investment vendors, has an investment return approaching 5.5%. Finance staff is also busy prepping for the upcoming independent audit of the City's fiscal year 2022-2023 financial statements. Our auditor will be onsite the week of September 18<sup>th</sup> to conduct audit fieldwork.

# FINANCE REPORT - CASH POSITIONS

FUND	FUND #	CURRENT INVESTMENTS	CURRENT CASH	TOTAL AVAILABLE
GENERAL FUND	101	1,914,092.73	5,248.80	1,919,342
MAJOR STREET FUND	202	616,260.15	3.15	616,263
LOCAL STREET FUND	203	41,805.04	635.29	42,440
ACT 345 PENSION FUND	205	603,039.48	5,414.73	608,454
RECREATION FUND	208	1,097,400.79	112,898.89	1,210,300
GWK DRAIN FUND	225	185,233.94	1,809.51	187,043
RACKHAM DEFENSE FUND	250	33,754.53	284.87	34,039
BUDGET STABILIZATION FUND	257	1,209,558.77	660.61	1,210,219
ELEVEN MILE - DEBT FUND	303	(97,467.14)	3,419.57	(94,048)
2010 UTGO DEBT	304	221,867.88	4,731.14	226,599
2012 UTGO DEBT	305	88,025.98	223.74	88,250
2014 UTGO DEBT	306	216,043.62	1,891.74	217,935
2017 UTGO DEBT	307	180,021.03	3,706.42	183,727
2019 UTGO DEBT	308	253,721.31	3,636.48	257,358
2020 CAPITAL IMP. BONDS	309	169,978.76	57,946.56	227,925
CAPITAL PLANNING FUND	402	875,593.82	9,072.08	884,666
SEWER CONSTRUCTION FUND	492	5,567,598.15	5,162.97	5,572,761
ROAD & SEWER CONSTRUCTION FUND	493	5,173,031.19	135.38	5,173,167
ROAD MAINTENANCE FUND	494	123,932.70	4,172.88	128,106
SANITATION FUND	515	511,109.59	2,335.12	513,445
WATER FUND	592	2,008,050.49	5,276.05	2,013,327
EQUIPMENT FUND	661	704,569.12	3,907.86	708,477
TRUST & AGENCY FUND	701	275,800.00	36,985.39	312,785
POST RETIREMENT FUND	734	714,299.42	11,126.27	317,447.50
TOTAL ASSETS - INVESTMENTS/CASH		22,687,321	280,686	22,560,029

FIDUCIARY (TRUSTEE)	TYPE	AMOUNT INVESTED	PERCENT INVESTED	YIELD
MICHIGAN CLASS	Interlocal	1,041,139	4.74%	5.41%
OAKLAND COUNTY POOL- OPER	Pool	338,937	1.54%	1.35%
FIFTH THIRD SECURITIES	Agency	1,458,987	6.64%	1.10%
COMMERICA - J FUND - 4438	Pool	223,380	1.02%	4.46%
COMERICA SECURITIES - 2362	Agency	4,225,150	19.24%	2.64%
HUNTINGTON BANK	Agency	1,248,283	5.68%	1.20%
MULTIBANK SECURITIES	Agency	4,455,215	20.29%	2.20%
FLAGSTAR INVESTMENT ACCOUNT	Savings	700	0.00%	3.95%
FLAGSTAR BOND ACCOUNT	Savings	271,471	1.24%	3.75%
OAKLAND COUNTY BOND ACCOUNT	Pool	8,696,261	39.60%	1.35%
TOTAL INVESTMENTS		21,959,522	100.00%	
WEIGHTED AVERAGE YIELD				2.00%
OPERATING CASH ACCOUNT				280,686
INVESTMENT ACCOUNT				22,687,321
TOTAL DOLLARS AVAILABLE				22,968,007



# Agenada #1

## MANAGER'S MEMO

To: Honorable Mayor Paul; City Commission; Hank Berry, Planning and Zoning Administrator

From: Chris D. Wilson, City Manager

Date: August 9, 2023

Subject: Climate Action Plan Proposal

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The Environmental Sustainability Advisory Committee (ESAC) is attempting to develop a Climate Action Plan for the City of Huntington Woods. Development of a Climate Action Plan was a recommendation of the 2019 Energy Plan and also a discussion topic from the Planning Commission during the development of the last Master Plan. The goal of a Climate Action Plan is to develop metrics by which the City can measure and monitor its environmental impact and implement policies, procedures and strategies that will make the City more environmentally sustainable. A Climate Action Plan will also assist in guiding future capital and infrastructure investment and could benefit in the City's efforts to procure grant funding for green infrastructure.

City Administration sought a proposal from MKSK to produce a Climate Action Plan (CAP). MKSK is the firm that did the most recent update to the City's Master Plan. This plan included a section on Sustainability. MKSK's existing relationship and familiarity between the City and City staff make them a good fit for this assignment.

A copy of the proposal from MKSK has been submitted for your review. Also included are sections from the 2019 Energy Plan and minutes from the Master Plan work session that discussed developing a CAP. City Administration has reviewed the proposal and worked with MKSK on modifications to produce a proposal that we feel meets the needs of the City. The lead contact on the project would be Ann Marie Kerby, who also worked with City staff and the Planning Commission on the Master Plan.

The total project estimate is not to exceed \$15,000. There are additional options that the City may wish to pay for if needed. In discussion with Planning and Zoning Administrator Berry, I feel that City staff can handle most if not all of the additional options to keep costs down.

**RECOMMENDATION** -- *...be it so resolved that the City Commission approve the proposal from MKSK to develop the Huntington Woods Climate Action Plan at a price not to exceed \$15,000.*





PROPOSAL FOR

# HUNTINGTON WOODS CLIMATE ACTION PLAN

JULY 26, 2023



**MKSK**

July 26, 2023

**MKSK**

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

**RE: Huntington Woods Climate Action Plan**

Dear Chris,

During the Master Plan Update process, it was apparent that becoming a more sustainable City was a high priority for the community. In recent conversations, you informed us that the City would like to move forward with creating a Climate Action Plan to help measure and implement the goal of being a more sustainable City.

MKSK is very interested in this opportunity to partner up with the City of Huntington Woods to help develop a Climate Action Plan. As you know, we have been involved in a number of projects in the area, including the recently adopted Master Plan Update, the Green Infrastructure and Road Diet Study, as well as the Woodward Avenue Mobility Oriented Development Study for the RTA. Since 1990, MKSK has made an impact on the design and planning fields with creative solutions to a diversity of planning and design challenges.

MKSK recently launched MKSK LAB for Climate and Biodiversity Resilience to ensure that our project work stays at the forefront of sustainability. Sustainable design and resiliency are inherently embedded in the MKSK planning and design process. We believe that sustainability is more than a checklist. Intelligent sustainable planning and design evaluates the impact of decisions at all levels, from microclimate to regional and global impact.

Our Project Team will include me as the Project Manager, Chris Hermann as the Principal-in-Charge (who worked on the City of Columbus's Climate Action Plan), as well as other planners and landscape architects at MKSK who would serve on the project team to assist with research, plan development, mapping, and graphics.

You will find the materials you requested in this proposal, including a firm overview, resumes, example projects, a work plan, schedule, and budget. As requested, we have also included a fee range for various additional services should you be interested in those. Thank you for the opportunity to be considered for this project. Please reach out if you have any questions. I am happy to discuss this proposal in further detail with you.

Respectfully submitted,  
MKSK, Inc.

Ann Marie Kerby, AICP  
Senior Associate, Urban Planner

## FIRM INTRODUCTION

# MKSK



**MKSK** works to solve the pressing issues in our cities and communities, and build places where people want to live. We work with communities and clients to reimagine, plan, and design dynamic environments for the betterment of all. MKSK approaches planning and design with a clear understanding that each place is unique and has economic, social, environmental, historical, and cultural influences which should be explored through thoughtful, context sensitive design. We help communities and our clients meet the challenges of changing global conditions through the MKSK LAB for Climate and Biodiversity Resilience.

We shape place to improve lives, and we share our transformational stories and the power of strong planning and design to inspire ourselves, our peers, and the world to work together for the common good. Together we plan and design a world in which we all want to live.

### **Sustainability and Resilience Planning & Design**

MKSK is committed to sustainable design and green infrastructure as an integral part of our planning and design process. We seek a balance between economic, environmental, and societal impacts and opportunities, the underlying principles of sustainability, and apply creativity and innovation to solve current issues while striving for responsible, long-term, practical solutions. We don't consider it to be a concept, but a thread that weaves through every project we engage.

MKSK has extensive experience in planning, designing, and successfully implementing sustainable infrastructure into numerous award-winning projects. Whether it is alternative transportation or 'green' infrastructure, we take a comprehensive approach in developing appropriate, functional, and impactful solutions as part of urban planning and landscape architecture projects. Fundamental to this approach is our understanding that successful sustainable planning and design is not a "one-size-fits-all" endeavor. What works in one community with bike infrastructure or green streets may not necessarily work in another city or community. MKSK has the knowledge and experience needed to adapt sustainable best practices to the specific cities, environments, and markets in which we work.

MKSK is aware of the power of green infrastructure to incentivize development by using the public right-of-way to attain water quality credits for adjacent properties. Combining the environmental impacts with the economic impacts begins to shape a strategy for implementation. We also understand how to work with our clients, various development arms/agencies, and relevant stakeholders to develop funding strategies for public improvements, and incentives for private developers to implement and encourage the maximum possible investment in sustainable infrastructure.

## PROJECT TEAM

# MKSK

### ANN MARIE KERBY, AICP, SENIOR ASSOCIATE

ROLE: PROJECT MANAGER



Ann Marie has 14 years of professional experience in the planning field specializing in zoning and land use solutions, long-range comprehensive planning, transportation planning, and facilitating effective community and stakeholder engagement. She also has experience in transportation and environmental planning at the county-wide level. Prior to MKSK, Ann Marie served as a Senior City Planner for the City of Cincinnati where she managed and facilitated neighborhood plans, the Cincinnati Form-Based Code, as well as evaluated zoning changes and site plans to ensure land use compatibility. Ann Marie has expertly managed complex zoning, land use, and transportation projects, delivering refined and implementable solutions to clients.

#### EDUCATION

Michigan State University, B.S., with Honors, Urban and Regional Planning, 2009

#### CERTIFICATION

Certified Planner, American Planning Association

#### RELEVANT EXPERIENCE

- Huntington Woods Master Plan Update, Huntington Woods, MI
- Grosse Pointe Park Master Plan Update, Grosse Pointe Park, MI
- River Rouge Brownfield EPA Areawide Plan, Wayne County, MI
- RTA of Southeast Michigan - Woodward Ave. Mobility Oriented Development Study, Detroit to Ann Arbor, MI

### CHRIS HERMANN, AICP, PRINCIPAL

ROLE: PRINCIPAL IN CHARGE



Chris is a certified planner with more than 28 years of city planning experience, including prior experience at the city, county, and regional government levels. Chris provides a broad range of project planning leadership experience, having managed projects involving regional planning policy, comprehensive plans, downtown plans, district and neighborhood planning, community revitalization/reinvestment, economic development, urban design, form-based codes, transportation and streetscape design, consensus-building, and public engagement and facilitation. Highly acclaimed for creating plans that are implemented, Chris is skilled at helping communities create a unique, compelling vision and translating that vision into strategic steps that transform cities and spaces. .

#### EDUCATION

The University of North Carolina at Chapel Hill, Master of City and Regional Planning, 1992; Miami University, B.A. in Political Science, 1990

#### CERTIFICATION

Certified Planner, American Planning Association

#### RELEVANT EXPERIENCE

- City of Columbus Climate Action Plan, Columbus, OH
- Oxford Tomorrow Comprehensive Plan, Oxford, OH
- Engage New Albany Strategic Plan, New Albany, OH
- Blueprint Bluffton Comprehensive Plan, Bluffton, SC
- Plan Greenville County Comprehensive Plan, Greenville County, SC

## PROJECT TEAM



### SARAH LILLY, AICP, ASSOCIATE

ROLE: GOAL SETTING & BEST PRACTICE RESEARCH



Sarah is passionate about fostering vibrant, strong communities through meaningful planning processes and public engagement. Through her past experiences working for destination marketing organizations, Sarah developed her experience in place marketing and tourism, and she understands how important the development of a distinctive identity can be for a place to thrive. She strives to uncover and celebrate the unique assets of each community for which she plans, crafting tailored policy and project recommendations that build on their authentic identity.

#### EDUCATION

The Ohio State University, Master of City and Regional Planning, 2019; Miami University, B.A. Geography and Urban and Regional Planning, 2015

#### CERTIFICATION

Certified Planner, American Planning Association

#### RELEVANT EXPERIENCE

- City of Columbus Climate Action Plan, Columbus, OH
- Oxford Tomorrow Comprehensive Plan, Oxford, OH
- Engage New Albany Strategic Plan, New Albany, OH

### JOSEPH CHAMBER, ASLA, PLA, PRINCIPAL

ROLE: SUSTAINABILITY LEADER



Joe is passionate about making cities more livable and ecologically sustainable places through the practice of landscape architecture. Joe is a registered Landscape Architect with almost 30 years of experience in urban, landscape and architectural design. He has worked extensively on large scale master planning and built landscape projects. He has also taught at Penn State and Rutgers Universities where he researched and wrote about landscape construction and the work of Frederick Law Olmsted. Joe is the leader of MKSK's LAB for Climate and Biodiversity Resilience.

#### EDUCATION

Harvard University, Master of Landscape Architecture, 1991  
University of Virginia, Bachelor of Science Architecture, 1986

#### REGISTRATIONS

Registered Landscape Architect, DC, MD, ME

#### RELEVANT EXPERIENCE

- Southwest Resiliency Study, Washington, DC
- Malcom X 1-295 Interchange and Mixed-Use Shared Path, Washington, DC
- Audi Field - Parcel B, Washington, DC
- New York Botanical Gardens Native Plant Garden, Bronx, NY
- Audubon Wildlife Sanctuary, Long-Range Master Planning, Lennox, MA

## PROJECT TEAM

**MKSK**

### KEVIN MILLER, AICP

ROLE: PROJECT PLANNER



Kevin understands the importance of community engagement as vital for producing thoughtful, viable, and implementable plans. Kevin has seen planning and development practices firsthand and has attributed his love for urban planning and design to the growth of the many communities that were built around him. Kevin has eight years of planning and design experience through school and internships and has been nominated and won awards for his academic project work. He has prior experience in aviation planning, landscape design, and zoning work in the public sector.

#### EDUCATION

University of Cincinnati, Master of Community Planning, 2021  
Certificate in Urban Design, 2021; Bachelor of Urban Planning,  
2020

#### CERTIFICATION

Certified Planner, American Planning Association

#### RELEVANT EXPERIENCE

- Huntington Woods Master Plan Update, Huntington Woods, MI
- Grosse Pointe Park Master Plan Update, Grosse Pointe Park, MI
- Holland Non-Motorized Transportation Plan Holland, MI
- MDOT-SEMCOG Multimodal Tools Development, Southeast MI

# CLIMATE CHANGE PLANNING RELEVANT EXPERIENCE

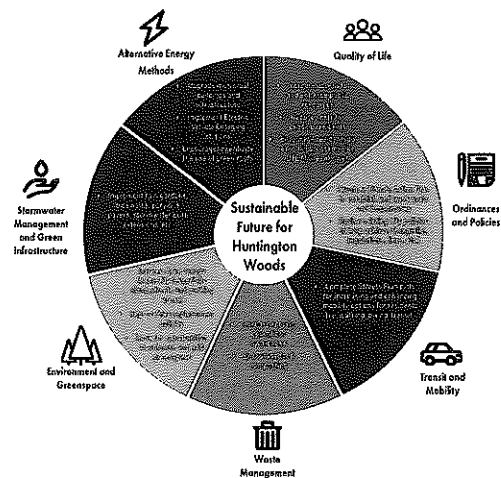
**MKSK**

## Huntington Woods Master Plan Update, Sustainability Section, Huntington Woods, Michigan

MKSK led the Master Plan Update process which focused on confirming the goals and objectives from the previous master plans as well as providing specific recommendations related to land use, housing economic development, sustainability, zoning, and complete streets. The community seeks to become a more sustainable city, so recommendations were included in the Master Plan Update to initiate that process. Recommendations included creating a separate Climate Action Plan to evaluate and establish benchmarks and goals to track best practices towards becoming a more sustainable city. Additionally, stormwater runoff was a key issue raised throughout the engagement process with the community, so a section was included specifically on Green Infrastructure best practices and incorporated detailed policy and education recommendations to help minimize water runoff.

### LINK TO PLAN: HUNTINGTON WOODS MASTER PLAN UPDATE

**CONTACT:** City of Huntington Woods, Hank Berry, Zoning Administrator and Code Enforcement Officer, [hberry@hwm.org](mailto:hberry@hwm.org), 248.541.4300

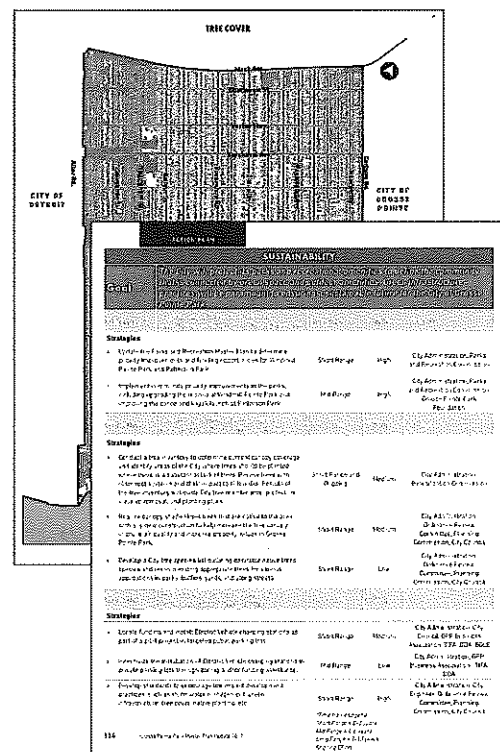


## Grosse Pointe Park Master Plan Update, Sustainability Recommendations, Grosse Pointe Park, Michigan

This planning effort addressed specific focus areas that were identified during the engagement process, including providing realistic recommendations to enhance the multi-modal network, create residential and commercial design guidelines, and identifying best practices for stormwater management. Sustainability recommendations included replacing lead water service lines, updating the sanitary and stormwater sewer collection and practices, integrating Electric Vehicle charging stations into the City, incorporating green infrastructure into City projects, and launching a recycling education program.

### LINK TO PLAN: GROSSE POINTE PARK MASTER PLAN UPDATE

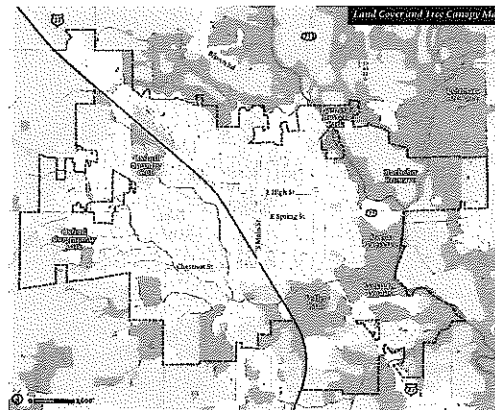
**CONTACT:** City of Grosse Pointe Park, Nick Sizeland, City Manager, [citymanager@grossepointepark.org](mailto:citymanager@grossepointepark.org), 313.822.6200



**MKSK**

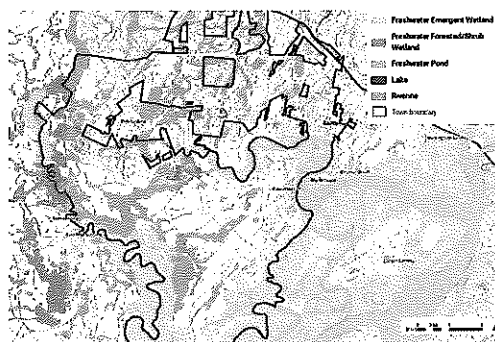
1. Strategies for reducing emissions towards neutrality by 2045
2. Building resilience for a changing climate
3. Conserving Oxford's natural resources

**CONTACT:** City of Oxford, Sam Perry, Community Development Director,  
sperry@cityofoxford.org, 513.524.5204



1. Mitigating and adapting to a changing climate
2. Protecting and improving water resources and quality
3. Conserving sensitive ecological resources and natural habitats
4. Promoting renewable energy sources to power Bluffton

**CONTACT:** Town of Bluffton, Charlotte Moore, AICP, cmoore@townofbluffton.com, 843.706.4561





## CLIMATE CHANGE PLANNING RELEVANT EXPERIENCE

**MKSK**

### Engage New Albany Strategic Plan, Sustainability Element, New Albany, Ohio

The New Albany Strategic Plan has been guiding development in the community since its original adoption in 1998. MKSK created the original plan and has performed each update since, on a roughly six- to seven-year interval. The 2020 update added new chapters covering Parks & Recreation, Community Wellbeing, and Sustainability because they were identified as pressing issues and concerns by the community. Sustainability has always been important to the New Albany community. As New Albany and its surroundings continue to transform, environmental sustainability has risen as a priority and is even included as one of the Four Pillars of New Albany. Today, the community is more conscious than ever of the need to use resources more efficiently and to ensure an environment in which people and nature can exist in harmony for present and future generations. Plan recommendations included:

1. Strategies to protect and improve biodiversity and water and air quality.
2. Adoption of alternative energy sources within the city.
3. Waste reduction through the provision of city services and the encouragement of local partners.
4. Educating the public about the sustainability initiatives in the community.
5. Mechanisms for implementation and tracking progress.

#### LINK TO PLAN: ENGAGE NEW ALBANY STRATEGIC PLAN

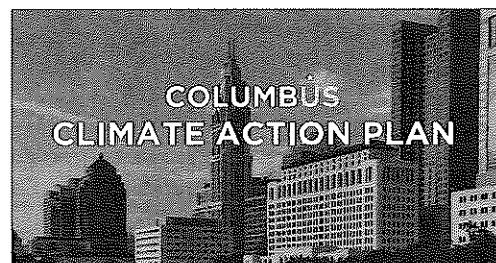
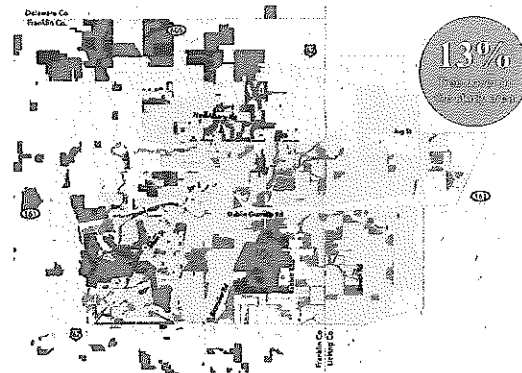
**CONTACT:** City of New Albany, Joseph Stefanov, City Manager, [jstefanov@newalbanyohio.org](mailto:jstefanov@newalbanyohio.org), 614.855.3913

### Columbus Climate Action Plan, Columbus, Ohio

Columbus' Climate Action Plan (CAP) is a coordinated, living document to ensure the City is doing its part to combat the effects of climate change while imparting equity and environmental justice to disproportionately affected community members. Community and stakeholder engagement is essential to the ongoing success of the plan. The planning process included ten virtual meetings, a virtual public hearing, and a project website to gather input which received 850 comments. Overwhelmingly, the community expressed support for and urgency around bold climate action. The plan sets forth 12 strategies and 30 actions that the City and its partners can implement to reduce greenhouse gas (GHG) emissions 45% by 2030 and eliminate them by 2050. MKSK partnered with engineering firm, Arup, who led the planning effort. MKSK's role as a local partner in this transformational work involved community and stakeholder engagement support; graphic design support; and development of the project identity, technical memo template, and plan document template.

#### LINK TO PLAN: COLUMBUS CLIMATE ACTION PLAN

**CONTACT:** City of Columbus, Charlotte Moore, AICP, [cmoore@townofbluffton.com](mailto:cmoore@townofbluffton.com), 843.706.4561



ACTION	GHG IMPACT	COST		EXPECTED BENEFITS					LEAD
		City	Non-City	Climate Justice	Environmental Quality	Human Health	Economic Prosperity		
CLIMATE SOLUTIONS THE COLUMBUS WAY									
1   Empower a Community of Climate Leaders									
1.1	Incorporate climate action programs into Green Spot	\$	-	●	●	●	●	●	SUST
2   Develop a Clean Energy Economy									
2.1	Support green business initiatives	\$	-	●	●	●	●	●	EDEV
2.2	Increase annual sustainable development funding	\$	\$	●	●	●	●	●	EDEV
3   Enhance Partnerships for Preparedness Efforts									
3.1	Develop a regional adaptive management strategy	\$	\$	●	●	●	●	●	MOR
3.2	Advocate for state policies for low carbon and resilient solutions	\$	\$	●	●	●	●	●	HA7R
3.3	Ambition 2025	●●●	\$	\$	●	●	●	●	SUST

# CLIMATE ACTION PLAN: WORK PLAN



## Project Approach

We have identified an approach that will combine best practice knowledge, engagement with the Environmental Sustainability Committee and others that will result in an action-oriented Climate Action Plan. The following pages describe our four-phased Work Plan that describes our approach in more detail.

We anticipate the project to be completed within 9 months after the Kick-Off Meeting. We will determine a more exact schedule with the City to ensure there is alignment with your expectations. The proposed schedule relies on the timely input of the City and availability of the Environmental Sustainability Committee.

## Phase 1: Project Kickoff – Month 1

The first phase of the project will establish project management details, schedule and logistics and ensure a coordinated approach for all project team efforts. MKSK will work with City staff to finalize project management protocol, project goals and objectives, detailed project schedule, and key project milestone events/target dates. MKSK will facilitate a project team pre kickoff meeting to discuss these details. Additionally, the City will coordinate with adjacent communities like Royal Oak and Ferndale to learn more about their planning processes, data collection, best practices, lessons learned, etc. This will help generate ideas and conversation with the Environmental Sustainability Committee during the Kick Off Meeting.

MKSK will lead a Kick-off Meeting with the Environmental Sustainability Committee to go over the planning process, timeline, discuss needs and best practices, and start to discuss goal setting. The Environmental Sustainability Committee will serve as the Steering Committee to provide guidance and give direction during the planning process.

## Phase 2: Analysis and Understanding – Months 2 - 4

This phase of the project relies on review of plans, best practices, and evaluation of data to provide a framework for setting the vision and goals for the Climate Action Plan. This phase includes the following tasks:

- MKSK will review recent plans, policies, and environmental efforts and actions by the City (i.e. the Master Plan, Zoning Ordinance, environmental policies and practices, etc.).
- City staff will be responsible for collecting and inputting baseline emissions data for the Climate Action Plan. This data will need to be obtained from a variety of sources, including utility companies, SEMCOG, Oakland County, and others. This data will then need to be fed into a forecasting tool like the ICLEI ClearPath tool or EPA's emissions tool (Royal Oak and Ferndale both used the ICLEI tool to establish their GHG emissions and forecasting). MKSK can assist with summarizing this information into a reader-friendly format that includes charts and maps.
- Draft GHG reduction goals will be developed from the forecasting tool (either ICLEI ClearPath or the EPA) (City staff will lead this step, with MKSK's assistance). These
- MKSK will research and evaluate best practices for addressing the GHG reduction goals, building resilience for a changing climate, addressing waste and recycling, as well as conservation of resources. This will result in developing draft goals and specific strategies to address each goal.
- If desired, the City can put together a community survey to get input on needs, goals, and the overall vision for the Climate Action Plan. If the City would like MKSK's assistance with this task, this would be considered an additional service (see budget information).
- A second meeting will be held with the Environmental Sustainability Committee to review the data, reduction goals, best practices and draft goals and strategies. This working session will include opportunities for the Committee to ask questions, provide feedback, and give direction on the goals and strategies for the plan. The selection of strategies should ensure they are specific, measurable, and realistic – this is necessary to ensuring that there are measurable metrics tied to the goals and strategies so the City can be successful in achieving their goals.

## Phase 3: Plan Creation and Recommendations – Months 5 - 7

The third phase of the project will focus on further developing the goals, strategies, recommendations and action plan for the Climate Action Plan. Our draft recommendations will be supported by an Implementation Strategy or Action Plan that includes prioritization and phasing of key actions, as well as identifying key partners, programs and resources. The Draft Climate Action Plan will be a concise and user-friendly document that is highly visual and easy to use and read.

The City can provide information at an Open Housing meeting to the community to explain the process, data, goals, and

## CLIMATE ACTION PLAN: WORK PLAN



strategies. This meeting could also provide methods for getting feedback to weigh in on the strategies, including prioritizing which ones are most important. If the City desires assistance with the Open House (including creation of materials/boards, attendance, and summary of feedback), MKSK can provide this as an additional service.

### **Phase 4: Plan Adoption – Months 8 – 9**

The final phase of the project will include a third meeting with the Environmental Sustainability Committee to present the plan and seek adoption from the committee. Additional revisions may be made after this meeting before it goes to Planning Commission or City Commission for final adoption.

### **Assumptions**

- The Client will be responsible for scheduling and logistics of the Environmental Sustainability Committee, this includes meeting times, locations, invites, etc.
- The Client will be responsible for collecting and inputting baseline emissions data for the Climate Action Plan. This includes coordination with adjacent communities to ask about their data sources and best practices. Baseline data will likely be sourced from various agencies (including the City, SEMCOG, Oakland County) and then fed into a forecasting tool like the ICLEI ClearPath tool or EPA's emissions tool. MKSK can help synthesize the information into a reader-friendly format (including summarizing text and creating graphics and related maps).
- The Client will be responsible for any public meetings or involvement in the process, including organizing and planning meetings, creating materials, and summarizing feedback received. If interested, MKSK can lead or assist with these services as an additional service (see budget sheet).
- All base information including but not limited to aerial photographs, base mapping and existing development conditions, if not already in the possession of MKSK, is to be made available by the Client. It is anticipated that all mapping data will be provided to the consultant in GIS electronic "shape", "dxf" or "dwg" file format.
- Local approval or adoption of the plan will be carried out by the Client. If desired, MKSK can assist with this process and meetings as an additional service (see budget sheet).
- Any additional meetings not anticipated in this Scope will be performed on an hourly basis or by separate agreement.

## PROPOSED BUDGET FOR SERVICES



Below is the proposed budget , with details on cost for each phase of the process. We have also included additional options for you to consider with cost estimates for each of those items.

CATEGORY	ESTIMATE
PHASE 1: PROJECT KICKOFF	\$2,000
PHASE 2: ANALYSIS AND UNDERSTANDING	\$6,800
PHASE 3: PLAN PREPARATION	\$4,200
PHASE 4: ADOPTION	\$2,000
<b>Total Project Estimate (including reimbursable expenses)</b>	<b>\$15,000</b>

## ADDITIONAL OPTIONS TO CONSIDER WITH ESTIMATES\*

- Additional Meetings with the Environmental Sustainability Committee (\$2,000 per meeting)
- Meetings/coordination with adjacent communities on best practices (\$1,500)
- Adoption Meetings with Planning Commission and/or City Commission (billed hourly)
- Community Survey and Analysis (\$3,500)
- Public Open House (including prep, attendance, materials, summary) (\$6,800)
- Additional Public Engagement Activities/Meetings (estimate based on type of work/meeting and preparation involved)

\*Meeting estimates include prep and travel time



# 4

## POLICIES AND PROCEDURES

The City of Huntington Woods has demonstrated a commitment to exploring and implementing clean energy practices across departments and facilities. The planning process involved in this document revealed opportunities for the city to build on this commitment and institute written energy policy that improves sustainable design and raises awareness within the community.

**GOAL 1: PROMOTE AND STRENGTHEN ENERGY MANAGEMENT POLICIES AND PROCEDURES.**

**GOAL 2: IMPROVE KNOWLEDGE OF ENERGY MANAGEMENT AND SUSTAINABLE DESIGN AMONG CITY STAFF AND APPOINTED AND ELECTED OFFICIALS.**

The sections discussed previously including project selection and implementation, funding, and staffing, are all critical to beginning the transition to becoming a clean energy city, but changes in policy and procedures are essential follow ups to build clean energy into city operations and ensure the longevity of efforts regardless of staff turnover or election cycles.





## IMPLEMENTATION STRATEGIES AND ACTIONS

<b>GOAL 1: Promote and strengthen energy management policies and procedures.</b>	
PP1.1	Establish and adopt a municipal energy vision statement.
PP1.2	Pass a resolution or policy that requires all municipal buildings to benchmark energy consumption data annually.
PP1.3	Pass a commission resolution in support of energy planning and consider adopting this Energy Plan.
PP1.4	Develop a Strategic Energy Plan including an energy protocol identifying goals and implementation pathway.
PP1.5	During the city's next master plan cycle, adopt specific energy guidelines in support of ongoing energy management programs.
PP1.6	Examine procurement policies to ensure that the bidding and/or purchasing processes account for the energy efficiency of equipment and do not create a barrier to implementing clean energy projects.
PP1.7	Explore the possibility of creating a Sustainability or Climate Action Plan.
PP1.8	Adopt a zoning ordinance that allows for solar, geothermal, and small-scale wind energy generation in both commercial and residential zoning, encourages local production of clean energy and is easily accessible online.
PP1.9	Streamline the permitting and inspection processes for residents and businesses to install solar and geothermal systems and publish this process online.
PP1.10	Explore potential for including renewable energy and energy waste reduction in future form-based code updates.
<b>GOAL 2: Improve knowledge of energy management and sustainable design among city staff, appointed and elected officials.</b>	
PP2.1	Include information on the city's energy vision and energy management strategy in orientation packets for all appointed and elected members of boards and commissions as well as municipal staff members.

# Agenda #2

Agenda  
Special Meeting of the City  
Tuesday, August 15 2023  
7:00 p.m.  
City Hall

CALL TO ORDER  
ROLL CALL

## ITEMS OF BUSINESS

1. Interview Candidates for the Vacancies on Boards and Committees
  - a. 7:00 Kimberly Skryd = EASC
  - b. 7:15 Beatrise Robinson = Student Rep DRAC
2. Discussion of Candidates and Vacancies

## PUBLIC PARTICIPATION

Note: Being a Special Meeting of the City Commission there can be no further action brought before the Commission.

## ADJOURNMENT OF SPECIAL 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).



left VM 8/4/23

ESAC

emailed  
8/8/23

# Huntington Woods Citizen Interest Form



Name Kimberly Skryd Date June 18, 2023  
Address 13123 Nadine # Of Yrs. Residing in HW 6  
Phone 3136172849 Email skrydvangorder@yahoo.com

Please read the descriptions of the City Boards, Commissions, and Committies in the Descriptions document. Please check which boards, commissions, or committees you'd like to be considered for. The City encourages all residents with diverse backgrounds and qualifications apply.

## Brief description of background and experience

I'm a CPA, went to UM, MBA from Michigan State. Live with my 80 year old mom and 13 year old son. I can send my resume for further background. Would like to learn more about current initiatives. Thanks for your consideration!

## Boards

### ☐ Arts & Garden Board

Please check the box you have interest in:

- ☐ Public Art
- ☐ Tree preservation
- ☐ Landscape architecture
- ☐ Event planning
- ☐ Culture
- ☐ Public beautification efforts

### ☐ Construction and Property Maintenance Board of Appeals

Please check the box you have interest in:

- ☐ Architecture
- ☐ Building construction
- ☐ Engineering

### ☐ Board of Review

Please check the box you have interest in:

- ☐ Banking/Finance
- ☐ Property appraisal/assessing
- ☐ Real estate/development law

### ☐ Library Advisory Board

Please check the box you have interest in:

- ☐ Policymaking
- ☐ Public relations
- ☐ Library knowlege

## ☐ Parks and Recreation Advisory Board

Please check the box you have interest in:

- ☐ Fitness
- ☐ Recreation
- ☐ Policymaking
- ☐ Public Relations

## ☐ Zoning Board of Appeals

Please check the box you have interest in:

- ☐ Building Construction
- ☐ Land use planning
- ☐ Real estate
- ☐ Engineering
- ☐ Architecture
- ☐ Legal background

## Commissions

### ☐ Historic District Commission

Please check the box you have interest in:

- ☐ Architecture
- ☐ Building construction
- ☐ Historic preservation
- ☐ Member of a preservation organization

### ☐ Planning Commission

Please check the box you have interest in:

- ☐ Landscape architecture
- ☐ Civil Engineering
- ☐ Land use
- ☐ Real estate development

## Committees

### ☐ Anti-Racism Advisory Committee

Please check the box you have interest in:

- ☐ Policy making
- ☐ Public engagement
- ☐ Understanding of equity and systemic racism

### ☐ Communication Advisory

Please check the box you have interest in:

- ☐ Communications
- ☐ Public relations
- ☐ Social media
- ☐ Branding

### ☒ Environmental Advisory Committee

Please check the box you have interest in:

- ☒ Environmental protection
- ☐ Conservation
- ☐ Recycling
- ☒ Sustainability
- ☐ Climate change

### ☐ Senior Advisory Committee

Please check the box you have interest in:

- ☐ Aging conditions
- ☐ Grants/endowments
- ☐ Wellness programming
- ☐ Policymaking

Left JM 8/4/23 DRAC

# Huntington Woods Citizen Interest Form



Name Beatrise Robinson Date July 14 2023  
Address 25831 Pembroke Rd # Of Yrs. Residing in HW 8  
Phone 248-808-7348 Email astatine865@gmail.com

Please read the descriptions of the City Boards, Commissions, and Committies in the Descriptions document. Please check which boards, commissions, or committees you'd like to be considered for. The City encourages all residents with diverse backgrounds and qualifications apply.

## Brief description of background and experience

I am a Hispanic teen who identifies as an asexual woman. In my experience, I have seen people of hispanic origin be discriminated against and marginalized based on no other factor than race. I have experienced this myself multiple times, both in the community and at school. If chosen for this position, I am certain I can be a positive impact, as well as bring additional equity, diversity, and inclusion to the ARAC. I have volunteered for many organizations, such as Camp Invention. I am an active UN Youth Ambassador, and have taken multiple trips to Panama in support of nonprofit organizations serving underprivileged children & their families. I believe the bringing of an active Hispanic representation will be vital to the city's future.

## Boards

### ☐ Arts & Garden Board

Please check the box you have interest in:

- ☐ Public Art
- ☐ Tree preservation
- ☐ Landscape architecture
- ☐ Event planning
- ☐ Culture
- ☐ Public beautification efforts

### ☐ Construction and Property Maintenance Board of Appeals

Please check the box you have interest in:

- ☐ Architecture
- ☐ Building construction
- ☐ Engineering

### ☐ Board of Review

Please check the box you have interest in:

- ☐ Banking/Finance
- ☐ Property appraisal/assessing
- ☐ Real estate/development law

### ☐ Library Advisory Board

Please check the box you have interest in:

- ☐ Policymaking
- ☐ Public relations
- ☐ Library knowlege

## ☐ Parks and Recreation Advisory Board

Please check the box you have interest in:

- ☐ Fitness
- ☐ Recreation
- ☐ Policymaking
- ☐ Public Relations

## ☐ Zoning Board of Appeals

Please check the box you have interest in:

- ☐ Building Construction
- ☐ Land use planning
- ☐ Real estate
- ☐ Engineering
- ☐ Architecture
- ☐ Legal background

## Commissions

### ☐ Historic District Commission

Please check the box you have interest in:

- ☐ Architecture
- ☐ Building construction
- ☐ Historic preservation
- ☐ Member of a preservation organization

### ☐ Planning Commission

Please check the box you have interest in:

- ☐ Landscape architecture
- ☐ Civil Engineering
- ☐ Land use
- ☐ Real estate development

## Committees

### ☒ Anti-Racism Advisory Committee

Please check the box you have interest in:

- ☒ Policy making
- ☒ Public engagement
- ☒ Understanding of equity and systemic racism

### ☐ Communication Advisory

Please check the box you have interest in:

- ☐ Communications
- ☐ Public relations
- ☐ Social media
- ☐ Branding

### ☐ Environmental Advisory Committee

Please check the box you have interest in:

- ☐ Environmental protection
- ☐ Conservation
- ☐ Recycling
- ☐ Sustainability
- ☐ Climate change

### ☐ Senior Advisory Committee

Please check the box you have interest in:

- ☐ Aging conditions
- ☐ Grants/endowments
- ☐ Wellness programming
- ☐ Policymaking