

Agenda
Regular Meeting of the City Commission
Tuesday, August 18, 2020
7:30 p.m.
Remote Meeting – Not at 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 7, 2020
2. Special Meeting Minutes of June 22, 2020.
3. Approval of Warrant 366
4. Reports and Minutes

- a. Environmental Advisory Committee, February 20, 2020
- b. Environmental Advisory Committee, June 18, 2020
- c. Communication Advisory Committee July 21, 2020
- d. Senior Advisory Committee, June 18, 2020
- e. Senior Advisory Committee, July 8, 2020
- f. Treasurer's Report June 2020

COMMUNICATIONS
COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS
PUBLIC PARTICIPATION

PROCLAMATION

Matter proclaiming the week of September 11th-17th as Patriot Week and September 11, 2020 Patriot Day.

ITEMS OF BUSINESS

1. Resolution R- 2020: Matter of consideration to approve the Public Act 51 Annual Certification of Employee Related Conditions.
2. Resolution R- 2020: Matter of consideration to proceed with the Redevelopment Ready Community Certification Process.
3. Resolution R- 2020: Matter of consideration of a three-year agreement with the City of Berkley to provide dispatch, jail, use of firearms range and animal control services.
4. Ordinance No. : Matter of adoption of an Ordinance to amend the City of Huntington Woods Code of Ordinances, Chapter 4, to add new Article III, Chickens, to permit regulate and establish requirements relating to the keeping of chickens. (Second Reading)
5. Ordinance No. : Matter of adoption of an Ordinance to amend the City of Huntington Woods Code of Ordinances, Chapter 4, to add new Article III, Chickens, to permit regulate and establish requirements relating to the keeping of chickens. (Second Reading)

CITY MANAGER'S REPORT

ADJOURNMENT OF REGULAR CITY COMMISSION MEETING

Topic: City Commission meeting

Time: Aug 18, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86134339940?pwd=V0E3eFVRQm5na3h5bEZwbkFpaW9UZZ09>

Meeting ID: 861 3433 9940

Passcode: 087528

One tap mobile

+13126266799,,86134339940#,,,,,0#,,087528# US (Chicago)

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

Consent #1

CITY OF HUNTINGTON WOODS
REGULAR MEETING OF THE CITY COMMISSION
MINUTES
Tuesday, July 7, 2020
7:30 p.m.
Remote Meeting – Not at City Hall
DRAFT

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

PRESENT: Mayor Paul, Mayor Pro Tem Rozell, Commissioner Jenks,
Commissioner Olsman, Commissioner Elder, City Manager Sullivan and
City Attorney Rosati.

ABSENT: None

City Staff Present: Finance/Treasurer Director Rowland and Zoning
Administrator Berry.

APPROVAL OF AGENDA

Moved by Commissioner Olsman and seconded by Commissioner Jenks
to approve the July 7, 2020 agenda as presented.

Ayes: Paul, Jenks, Rozell, Elder, Olsman

Nays: None

Absent: None

The Motion Carried.

APPROVAL OF CONSENT AGENDA

Moved by Mayor Pro Tem Rozell and seconded by Commissioner Elder
to approve the July 7, 2020 Consent Agenda with the removal of the
Special Meeting Minutes of June 22, 2020.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

COMMUNICATIONS

*Mayor Paul noted that there were three resignations submitted from City's Boards and Commissions included in Communications.

Moved by Commissioner Olsman and seconded by Mayor Pro Tem Rozell, to accept the resignations from members of the community with thanks for time served on boards and commissions.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

ELECTED OFFICIAL REMARKS

County Commissioner Helaine Zack reported:

- Oakland County is busy appropriating and allocating the CARES funding received. Residents can visit www.oakgov.com/COVID to obtain grant links and information on assistance available.
- The County is also spending CARES funding on sixty new public health care nurses to be placed in schools to help safely prepare students to return to school.
- The County added two hundred trained staff to conduct contact tracing if there is another outbreak of COVID-19.
- The County purchased additional high-speed tabulators to assist with the counting of city, township and village absentee ballots for the August 4, 2020 election.
- The budget will be presented August 15, 2020 starting at 5:00 p.m. by County Executive Dave Coulter during their budget meeting.

PUBLIC PARTICIPATION

Mr. Biber - 10135 Lincoln:

Noted concern with woodburning activities being allowed in the City and the health concerns it is creating for residents.

Mr. Potter – 13137 Ludlow:

Noted his support of any activities that lead to increased diversity and inclusion within the City.

Regina Wise – Oak Park Commissioner:

Introduced herself as a candidate for the 27th District State Representative.

ORDINANCE No. 616:

Matter of consideration of an Ordinance, to amend the City of Huntington Woods Code of Ordinances, Chapter 4, to add new Article III, Chickens, to permit regulate and establish requirements relating the keeping of chickens. (First Reading)

Moved by Commissioner Jenks and seconded by Commissioner Olsman to amend the City of Huntington Woods Code of Ordinances, Chapter 4, to add new Article III, Chickens, to permit regulate and establish requirements relating the keeping of chickens. (First Reading)

Ayes: Paul, Rozell, Jenks, Elder, Olsman

Nays: None

Absent: None

The Motion Carried.

RESOLUITON R- 142- 2020:

Matter of consideration of establishing fees for Backyard Chicken Permits.

Moved by Mayor Pro Tem Rozell and seconded by Commissioner Jenks to approve the resolution establishing fees for backyard chicken permits.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

ORDINACE No :

Matter of adoption of an Ordinance to amend Chapter 40, Zoning, Article 4, District Regulations, Section 40-4.03, R-1A through R-1E: One -Family districts, to delete in its entirety former subsection 40-4.03(4) and to renumber remaining subsections. (First Reading)

Moved by Commissioner Jenks and seconded by Commissioner Elder to amend Chapter 40, Zoning, Article 4, District Regulations, Section 40-4.03, R-1A through R-1E: One -Family districts, to delete in its entirety former subsection 40-4.03(4) and to renumber remaining subsections. (First Reading)

Ayes: Paul, Rozell, Olsman, Jenks, Elder

Nays: None

Absent: None

The Motion Carried.

RESOLUITON R-143- 2020:

Matter of entering into a contractual agreement with Royal Roofing of Orion, Michigan for the replacement of DPW Sections A-C and the Police Station roof and enter into a contract with Schreiber Roofing of Wixom, Michigan for the replacement of the Recreation Center section E roof in the amount of \$105,000.00.

Moved by Commissioner Elder and seconded by Commissioner Olsman to enter into a contractual agreement with Royal Roofing of Orion, Michigan for the replacement of DPW Sections A-C and the Police Station roof in the amount of \$98,600.00. Further, be it resolved that the City of Huntington Woods enter into a contract with Schreiber Roofing

of Wixom, Michigan for the replacement of the Recreation Center section E roof in the amount of \$105,100.00.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

RESOLUTON R-144- 2020:

Matter of consideration to approve the MERS Uniform Transfer Policy.

Moved by Commissioner Olsman and seconded by Commissioner Jenks, to approve the MERS uniform Transfer Policy as presented.

Ayes: Paul, Rozell, Olsman, Elder, Jenks

Nays: None

Absent: None

The Motion Carried.

RESOLUTION R -145-2020:

Matter of consideration to approve Authorized Signatories for MERS contract and service credit purchase approvals.

Moved by Commissioner Elder and seconded by Commissioner Olsman to approve the Mayor, Finance Director and City Manager as Authorized Signatories for MERS Contract and Service Credit Purchase Approval.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

RESOLUTION R-146- 2020:

Matter of consideration to enter into an Interlocal Agreement with Oakland County, CARES ACT, for COVID-19 Pandemic Reimbursement.

Moved by Commissioner Jenks and seconded by Commissioner Olsman to enter into an Interlocal Agreement with Oakland County, CARES ACT, for COVID-19 Pandemic Reimbursement.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

RESOLUTION R-147-2020:

Matter of Consideration that the City of Huntington Woods enter into an Interlocal Agreement with Oakland County for Election Services.

Moved by Commissioner Jenks and seconded by Commissioner Elder to enter into an Interlocal Agreement with Oakland County for Election Services.

Ayes: Paul, Rozell, Olsman, Jenks, Elder

Nays: None

Absent: None

The Motion Carried.

RESOLUTION R-148- 2020:

Matter of consideration that the City of Huntington Woods concur in the rules and regulations concerning industrial pretreatment program as adopted by the Great Lakes Water Authority.

Moved by Mayor Pro Tem Rozell seconded by Commissioner Olsman to adopt the rules and regulations concerning industrial pretreatment program as adopted by the Great Lakes Water Authority.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

RESOLUTUION R-149-2020:

Matter of consideration to approve the July 2020 update to the City's Employee Manual.

Moved by Mayor Olsman seconded by Mayor Pro Tem Rozell to approve the July 2020 update to the City's Employee Manual.

Ayes: Paul, Rozell, Jenks, Olsman, Elder

Nays: None

Absent: None

The Motion Carried.

RESOLUTION R-150-2020:

Matter of authorizing a request for reimbursement for monies spent to combat West Niles Virus.

Moved by Commissioner Elder seconded by Commissioner Jenks to authorize the request for reimbursement for monies spent to combat West Nile Virus.

Ayes: Paul, Rozell, Elder, Jenks, Olsman

Nays: None

Absent: None
The Motion Carried.

CLOSED SESSION:

*Mayor Paul noted the commission would not be returning to open session after the conclusion of the closed session meeting.

Moved by Mayor Pro Tem Rozell seconded by Commissioner Jenks at the conclusion of the regular meeting that the City Commission enter into closed meeting pursuant to MCL.15.268 to discuss union negotiations and to further to discuss pending litigation, *Finkelberg v City of Huntington Woods*, Oakland County Circuit Court case no. CA:17-157533-NZ, and to discuss pending litigation, *Hanover v City of Huntington Woods*, Oakland County Circuit Court case no. CA: 17-160246-CZ, as an open meeting would have a detrimental effect on the position of the City.

Ayes: Paul, Rozell, Elder, Jenks, Olsman

Nays: None

Absent: None

The Motion Carried.

CITY MANAGER'S REPORT

- DPW is making good progress on the road construction being done in the City.
- The Recreation Department is sponsoring a Going the Social Distance 50K virtual run. Information can be found in the HOMETOWN Herald.
- There is a new drop box in the vestibule on the East side of City Hall allowing ballots to be safely dropped off
- Political signs are not allowed between the road and the sidewalk.
- The Recreation Center did a great job on the 4th of July Virtual Parade. Thanked Colette Nutton, Judy Olds, and Chris Auger for their work in creating and sharing it.

ADJOURNMENT

Motion by Commissioner Olsman seconded by Commissioner Elder to adjourn the meeting.

Ayes: Paul, Rozell, Jenks, Olsman, Elder

Nays: None

Absent: None

The Motion Carried, meeting adjourned at 8:18 p.m.

Heidi Barckholtz, City Clerk

Robert F. Paul, III, Mayor

Consent # 2

CITY OF HUNTINGTON WOODS
SPECIAL MEETING OF THE CITY COMMISSION
MINUTES
Monday, June 22, 2020
7:00 p.m.
Remote Meeting – Not at City Hall
DRAFT

Mayor Paul called the Meeting to order at 7:00 p.m.

PRESENT: Mayor Paul, Mayor Pro Tem Rozell, Commissioner Jenks,
Commissioner Olsman, Commissioner Elder, City Manager Sullivan and
City Attorney Rosati.

ABSENT: None

ALSO PRESENT: Hearing Officer Julie Fielek

APPROVAL OF AGENDA

Moved by Commissioner Olsman and seconded by Commissioner Elder
to approve the June 22, 2020 agenda as presented.

Ayes: Paul, Jenks, Rozell, Elder, Olsman

Nays: None

Absent: None

The Motion Carried.

Show Cause Hearing for 10425 Elgin, Tax ID no. 32-25-20-259-015:

Legal Description: Lot 940, also 1/2 of vacated alley adjacent thereto, Bronx Subdivision,
according to the plat thereof as recorded in Liber 13, Page 22 of Plats, Oakland County Records.

Tax ID 32-25-20-259-015

Property Owners:

Michael Brainard, Successor Trustee
Kathleen M. Brainard Trust dated October 13, 1998
10425 Elgin
Huntington Woods, MI 48070-1503

Michael Brainard
3527 4th Avenue North
Great Falls, MT 59401

On January 3, 2020, Mr. Brainard was served with a dangerous building show cause notice and notice of hearing by both regular and certified mail scheduling a hearing to decide whether the garage at 10245 Elgin was a dangerous structure. The hearing was scheduled to take place before a hearing officer, Julie Fielek, on January 22, 2020. Prior to the hearing date, Mr. Brainard submitted an objection and answer to the show cause hearing. Mr. Brainard's objections and answer were submitted into the record before the hearing officer. Following the hearing, the hearing officer issued her findings and order dated January 28, 2020 finding the garage to be a dangerous structure. The Findings and Order were served on Mr. Brainard on Feb 6, 2020. Pursuant to the Findings and Order, Mr. Brainard was given a period for 90 days to remedy the dangerous building conditions. The City extended this period of time when the Governor's Orders prevented construction. Mr. Brainard served the City with a Cease and Desist alleging that the City could not proceed in accordance with City Code. Today, Mr. Brainard sent further objections to the City's attempt to enforce the dangerous building code, which have been received by the City Commission. This matter is now before the Commission under Section 6-187 of the City Code. The City Commission may affirm, reverse or modify the Findings and Order. The Mayor also outlined the procedure for presentations for the evening.

Hank Berry, City of Huntington Woods Code Enforcement Officer: Provided a brief history on the property and steps taken by the City of Huntington Woods to address the conditions of the property and garage that has been ongoing since 2010. The house is vacant, and the City has cut the lawn when it is higher than six inches. A Dangerous Building Hearing was conducted on January 22, 2020 by Julie Fielek, Hearing Officer. Berry further provided the Commission with Mr. Brainard's response to the findings along with the City's response to Mr. Brainard.

Since 2010, the City has been serving Mr. Brainard with notices, certified letters, regular mail letters, and postings on the property. The garage has been in a state of disrepair for a long time and first came to Mr. Berry's attention when neighbors complained about it. He looked at the property when he was supervising the lawn cutting, which was something the City did as Mr. Brainard did not make provisions for that. The City applied for a search warrant, which was granted by the district court. A structural engineer (Shepard Engineering) was obtained to assess and report on the structural condition of the garage. Photographs of the inside and outside were provided to City Commission. The photographs of the interior corners of the garage showed the structural members and trim boards separating which shows the garage has moved. As a result, the City proceeded with dangerous building hearing as the garage was leaning towards neighboring properties. The City proceeded with the hearing after Mr. Brainard failed to fix the conditions listed, which items Mr. Brainard states are untrue or are irrelevant and don't pertain to the case. Mr. Berry's sworn affidavit was submitted to the hearing officer during the hearing. Mr. Brainard chose not to be at the hearing nor have a representative attend.

Mr. Brainard's Objections and Answer stated that many of the items listed in Mr. Berry's affidavit were not relevant, such as maintenance and when bills were paid. These items are presented to show the Commission the pattern of lack of maintenance. Mr. Berry stated that while some of the items do not create a dangerous building, they do create a pattern. Mr. Brainard claimed that Mr. Berry wasn't qualified to speak about the property as he doesn't know the property. Mr. Berry indicated he grew up just down the street on Elgin. In addition, Mr. Berry's mother still lives on

Elgin and he goes by the Brainard house several times a week. Mr. Brainard claims he was at the property on several occasions for many days. Mr. Berry included in his affidavit that the water records for the property show little to no water usage, except for one brief period of time (so how does someone flush the toilet, take a shower, wash dishes, etc.). Mr. Brainard claimed that the fact that he is trustee is irrelevant, but Mr. Berry states it indicates that he is the legal party responsible for the property. Mr. Brainard asserted in his Objections that the garage can still be plumb and level even though the overhang is flawed. Mr. Berry stated this could be true to an extent, but that the engineer's report stated the deflection is so extensive that the overhead door hits the motion sensor flood light, which is attached to the soffit of the cantilevered gable roof and is leaning slightly to the west. Mr. Brainard claims that Mr. Berry has an agenda. Mr. Berry indicated his only agenda is for Mr. Brainard to maintain the property consistent with the city code and the International Property Maintenance Code.

Mr. Berry also confirmed that Mr. Brainard has received notices about the property since 2010, as verified by Mr. Brainard's acceptance of certified mail. Despite all these notices, Mr. Brainard has continuously failed to remedy the dangerous building conditions.

With respect to Mr. Brainard's complaint that he has not been told by the City what building permits are needed, it is important to note that since Mr. Brainard does not reside in the home, he can't pull a residential permit and must hire a licensed contractor. That contractor would know what permits are required. To date, no licensed contractor has contacted the City about this property.

Mr. Berry indicated that while Mr. Brainard may be the owner of the property, he does not reside in the home. He is free to hire a Michigan licensed contractor to complete the remediation.

This is about complying with the Code and being a good neighbor.

Mr. Brainard's son, Jeffrey Brainard, inquired as to what permits would be required. Ms. Rosati reminded the participants that the meeting was to decide whether the garage was a dangerous building. The City is under no obligation to advise Mr. Brainard what permits are required. Even so, Mr. Berry stated that all that was required was a building permit. When asked whether he was representing his father in the hearing, Jeffrey Brainard stated that he was not.

Julie Fielek, Hearing Officer: Explained that her job is to impartially assess the information provided by both parties and set forth her findings. Mrs. Fielek gave a brief overview of her experience in building. She reviews all the information presented, and this is the first time she has acted as a hearing officer for Huntington Woods. She clarified how she came to her findings reviewing both the information provided by the City, which included reports and photographs, and Mr. Brainard, which included a list of things that he was willing to do prior to the hearing, and his objections. She again confirmed that Mr. Brainard could not perform the work himself based on the Building Code. Mr. Brainard claimed that he was going to address the dangerous parts of the garage and did not appear to have issues with the report. Her findings included nine items that must be remedied, and these items were provided to Mr. Brainard.

Jeffrey Brainard asked if the engineer indicated the structure was dangerous. Ms. Fielek indicated that it was not the engineer's job to do that. His job was to assess the property and make a structural analysis. Mrs. Fielek stated that it was his job to assess the state of the garage and it was her responsibility to determine whether it was dangerous. He notes several things that were very serious violations, and the garage will fall.

At this point, Jeffrey Brainard was asked whether he was representing the property owner. When it was confirmed that he was not, he was told he could participate only in public participation.

Michael Brainard, Property Owner: Addressed the Commission with his concerns on the Dangerous Building Hearings and the City's actions taken to address the condition of the property.

He wants to solve this and says he will battle out in court if he has to. He indicated he has requested numerous times as to what permits he needs to apply for. Mr. Brainard acknowledges that certain things need to be done. The house was built in 1949 with permits and approved by the City. He believes it was built to standards applicable at that time and should be grandfathered in. He noted the garage is not in jeopardy of collapsing per his inspection. He believes the garage is ok and will not fall down. He has no problem with people fixing the building. He has contacted three contractors to conduct repairs on the garage but that has been delayed due to Governor's COVID-19 Stay Safe Stay Home order. Stated he did not receive the engineer's report until February when he received it from Ms. Rosati and that was when he started replying to the City. He wants 90 days from this meeting to bring the garage into compliance. If he can't do that, then he will have it torn down. Stated the engineer says it is possible to remediate the garage to comply with the Code requirements and that is what he wants to do. The engineer does not state in his report that the garage is going to fall. Engineer talks about future roof loads, but not current loads. He understands that the code has changed since 1949 and he has no problem reinforcing the roof or other items in the Dangerous Building Order Findings and Order. He just wants a time to remediate the garage and again asks for 90 days. He admits he received a bill from the engineer's report. He believes he can fix the garage. He doesn't want to argue about the specific items in the hearing officer's report.

Commissioner Elder: Indicated there were multiple attempts to contact Mr. Brainard. Questioned Mr. Brainard on what his intentions are with the property.

Mr. Brainard indicated that the City had sent him certified letters, but he was not in Montana at the time and could not sign for them. He did receive a couple of emails informing him of tonight's meeting and that was why he was present. Mr. Brainard noted he would like to fix up the property and sell it to a family. He says he has been talking to two people that want to buy the property.

Commissioner Rozell: Questioned if Mr. Brainard has made effort over the ninety days to contact contractors to address the nine items noted in the Dangerous Building Hearing findings. He asked whether an effort was made to address the issue.

Mr. Brainard stated he has contacted two contractors but due to COVID was unable to complete any repairs. He says Mrs. Fielek didn't reflect the engineer's report. He thinks he can make the

repairs. Some of the work may be extensive. He agrees the house needs to be painted and fixed up so it looks nice so the property will sell at a reasonable price. Looking for a family to move in.

Mayor Paul: Indicated that if the Commission affirmed the hearing officer's decision, the clock would start again, and Mr. Brainard would have 60 days to make repairs. Mayor Paul confirmed with Mr. Berry that if work was started within those 60 days, the City would allow him the 90 days to finish the repairs.

Mr. Berry confirmed that the City just wanted the property to comply with the Code. The neighbors have a lot of concerns. He indicated that in order to get a permit, the City would need plans detailing what Mr. Brainard intends to do. The City would need an application for a permit by a licensed Michigan contractor with proper identification, license, etc. If the proper documentation is submitted, a permit could be ready within less than a week. If Mr. Brainard chooses to repair the garage, and the contractor began work right away, the required repairs could be easily completed within 60 days. If progress is being made but the work is not completed in those 60 days, it would be in the City's best interest to allow him the 90 days to finish the work.

Commissioner Olsman: Questioned the last time Mr. Brainard was at the property. Commissioner Olsman confirmed with Mr. Brainard that he lives in Montana. He is at his attorney's office who admits that he is not licensed to practice in the state of Michigan.

Commissioner Olsman: Asked about when Mr. Brainard was last back in the City.

Mr. Brainard noted he was at the property in May of 2019. He uses minimal amounts of water while there. Mr. Brainard agreed that the house needs substantial improvement and renovations and it is impacting the neighbors.

Commissioner Olsman: Sought clarification if Mr. Brainard is a builder and sought agreement that the house and garage need substantial improvement.

Mr. Brainard clarified that he is a builder and the property does need substantial improvement.

Commissioner Olsman: Questioned Mr. Brainard about who was mowing the lawn at the property.

Mr. Brainard stated he contacted a couple of lawn services and that Randy Travis told Mr. Brainard that someone had been cutting the lawn. Commissioner Olsman stated that the City had been cutting the lawn.

Mr. Berry indicated that the City had received a couple of orders from the district court that allowed the City to cut the lawn and other things. The current ordinance allows the City to cut the lawn provided it exceeds 6 inches. During this time of year, it typically gets cut weekly. Towards August or later in the year, it is not necessary to do that. It is the park service that cuts the lawn.

Commissioner Olsman: Sought clarification if Mr. Brainard was aware of the previous proceedings held at the 45B District Court.

Mr. Brainard clarified that he did not receive certified notices of any proceedings concerning the property. He stated notices were posted on the door of the property where he could not possibly see it. He has only received emails and the occasional letter. The City has sent him certified letters, but he was out of the county and could not sign for them. It was stated that the City had sent Mr. Brainard not only certified but regular mail that he would have received.

Commissioner Olsman: Questioned if the property is insured.

Mr. Brainard responded that it is not insured.

Commissioner Olsman: Questioned what Mr. Brainard would do if there was a fire.

Mr. Brainard responded that he would have to tear the house down.

Mr. Brainard admitted that he had received letters from the City Attorney about the dangerous building conditions and has communicated with her.

MOTION AND ORDER AFFIRMING DANGEROUS BUILDING FINDINGS AND ORDER

Moved by Commissioner Olsman and seconded by Mayor Pro Tem Rozell, to affirm the Findings and Order of the Hearing Officer dated January 28, 2020 (the "Order"), based upon the information contained in the Order, the information submitted by the City at the Dangerous Building Hearing conducted on January 22, 2020 and referenced in the Order, the documentation and Affidavit submitted by the City's Zoning Administrator at the Dangerous Building Hearing and the show cause hearing before this City Commission, based on the following:

1. Mrs. Brainard died in approximately 2003. Since her death, the property has been vacant and unoccupied.
2. The Order of the Hearing Officer required the following action to be completed within 90 days from the date of the Order (January 28, 2020):
 - a. The 24" cantilevered gable at the front of the garage was not built properly and not supported with structural members resulting in the front wall of the garage leaning slightly to the west and the cantilevered front gable sagging excessively. The cantilevered gable was to be completely removed. The gable roof was ordered to be rebuilt with a maximum overhang not to exceed 8" since the existing door header is not adequate to support the current roof load and the minimal 2 x 4 rafter framing does not provide adequate support for the reversed rafter framing.
 - b. The items being stored in the rafters were to be removed immediately since the cantilevered gable framing is not structurally adequate to support the additional loads.

- c. The existing 2 x 4 roof rafters are approximately 24% overstressed. The existing rafters were required to be reinforced by installing 2 x 4 #2 Hem-Fir or better rafters alongside every existing rafter and connecting them together with 16d nails at 16" O.C.
 - d. At least two additional tension ties were required to be installed at the front of the garage to provide a minimum of ties at every other rafter location. The new ties were to be connected in accordance with the minimum code requirements for roof framing members and additional fasteners must be added to the existing tension ties to meet the current code requirements.
 - e. The racking of the front wall of the garage was to be remediated by jacking the front wall to a plumb condition and sheathing the interior side of the front wall on both sides of the overhead door opening. The sheathing should be connected to the existing wall studs with 8d common nails installed at 6" O.C. around the perimeter and 12" O.C. on the interior of the sheets.
 - f. The man door on the West wall was to be removed and the wall framing replaced. As an alternative, the door must be lowered, and a double 2 x 6 header must be installed to adequately support the proposed roof loads above.
 - g. The paint on the exterior walls was required to be sanded and painted to prevent long-term damage to the siding on all 4 garage walls. Prior to sanding and painting, the paint must be tested for lead, and if lead was found, it must be remediated as required.
 - h. The existing garage roof shingles are extensively weathered and show signs of deterioration. If it is found by the City that they are allowing leaking into the garage, they were to be removed and replaced.
 - i. All work must be done by a licensed Michigan contractor under a proper building permit as determined by the City and is subjected to all required inspections by the City of Huntington Woods.
- 3. At the time the Stay Home Stay Safe Executive Order was issued by Governor Whitmer, Mr. Brainard had not taken any action to obtain the required permits and has not performed any of the remediation required.
 - 4. The City, as an accommodation, extended the 90-day repair requirement for the period of time that Mr. Brainard could not work until an Executive Order opened construction activities.
 - 5. Despite this extension, Mr. Brainard has failed to obtain any building permits or taken any action to remedy the Dangerous Building conditions.
 - 6. The Order further provided that, if the work was not performed as required, the City could enter upon the property to demolish the garage and remove and dispose of all the items

contained in the garage, including the unlicensed vehicle. All the costs involved in the demolition and removal of items, including reasonable consultant and attorney fees, would be charged. If the costs were not paid by Mr. Brainard within 30 days, all costs would be placed on the tax rolls for the property and collected in the same manner as all taxes assessed against the property.

7. Mr. Brainard has wrongfully asserted that the City lacks the legal authority to enter on the property because (1) the garage is not dangerous; and (2) the City must obtain a Court Order. The issue of whether the garage is dangerous has already been determined by the Hearing Officer, and Mr. Brainard had ample opportunity to make the required repairs. Further, under the law, the City can proceed with the demolition.
8. The issues with the deterioration of the Elgin property has been going on for years, and the property has become an eyesore for the neighboring residents. The garage has a pronounced lean and collapse is a real possibility.

Therefore, I move to confirm the Findings and Order of the Hearing Officer dated January 28, 2020 and the ruling that the garage located at 10425 Elgin, Huntington Woods, Michigan, constitutes a Dangerous Building, as defined in the Housing Law of Michigan PA 1971, No. 167, MCL 125.539(a), (c), (e), and (f), and the corresponding sections under the City's Dangerous Building Ordinance, Chapter 6 of the Code of Ordinances, Buildings and Building Regulations, Article VII, Dangerous Buildings.

Mr. Brainard shall have sixty (60) days from the entry of this Order on June 22, 2020 to fully comply with the Findings and Order of the Hearing Officer dated January 28, 2020.

In the event Mr. Brainard fails or refuses to comply with this Motion and Order within sixty (60) days, the City will: (1) contract for the demolition of the garage; and (2) remove and dispose of all of the items contained in the garage, including the unlicensed vehicle.

The City will invoice Mr. Brainard for all costs, including attorney fees, incurred in the demolition and removal and disposal of the items in the garage. All the costs and attorney fees shall be reimbursed to the City within thirty (30) days by Mr. Brainard or any other party in interest in whose name the property appears from the last local tax assessment records. Notice of the costs will be provided by first class mail at the address shown on the City records.

If Mr. Brainard fails to pay the invoice within thirty (30) days of mailing, all such costs and attorney fees shall be placed on the tax rolls for the property and collected in the same manner as all taxes assess against the property.

A copy of this Motion and Order shall be recorded with the Oakland County Register of Deeds to notify any potential purchasers of the Dangerous Building conditions that exist.

Mayor Robert Paul III

Motion approve unanimously.

PUBLIC COMMENT:

Matt Lee – 10145 Elgin

Noted he has had no communication with Mr. Brainard concerning the property as Mr. Brainard had stated early that he was in contact with the neighbors and thanked Attorney Rosati and the City staff for their response and work to address the concerns with the property.

Mr. Berry stated that Mr. Brainard had 60 days from the date of the Commission's vote to bring the property into compliance. He sought confirmation from the Commission that should Mr. Brainard obtain the required permits and make substantive progress in those 60 days, it was the Commission's preference to allow Mr. Brainard additional time to complete the repairs. Mayor Paul confirmed. Commissioner Olsman indicated that the operative word is "substantive" – meaning a contractor pulls a permit and substantive work has progressed.

COMMISSIONER COMMENTS:

Commissioner Olsman: Clarified that this was just a proceeding before the Commission and not sworn testimony (as referenced by Mr. Lee during public comment). Noted that Mr. Brainard, if he is in fact a licensed building, he knows what he needs to do. The fact that the property is uninsured is the City's worst nightmare and a real problem for the neighbors.

Commissioner Jenks: Made note that statewide construction reopened May 8, 2020. There has been plenty of warm weather allowing contractors to work both before the lock down and after the lock down was lifted. The weather cannot be used as an excuse as why work was not completed. There was plenty of time available with good weather to perform the work.

Commissioner Rozell: Agrees that there had been plenty of time prior to COVID to start the permitting process and start work. He believes the garage is a dangerous structure after reviewing all the information provided. Clarified that "substantive progress" means work underway – items on the list checked off - not just permits pulled or contractor hired. Commission can revisit after the 60 days to assess if more time is necessary. However, if nothing is done in 60 days, the structure needs to come down. Indicated he is glad Mr. Brainard wants to sell to a family but is disappointed the City has had to deal with complaints from his neighbors. He is disappointed that Mr. Brainard has not done so much as keeping the lawn mowed.

Commissioner Elder: Noted her concern for the neighbors living near the property. Her heart goes out to them. She wants to see progress on this and wants to see follow through with what Mr. Brainard has promised tonight and uphold his responsibilities to the community. Thanked him for attending the meeting.

Mr. Brainard: Admitted to the Commission that he has been neglectful of the property which was not his intention.

Ms. Rosati clarified that this is Mr. Brainard's last chance and progress needs to be made within the 60 days. If not, the city will proceed with demolition.

Ayes: Paul, Rozell, Olsman, Jenks, Elder,

Nays: None

Absent: None

The Motion Carried.

ADJOURNMENT

Motion by Commissioner Jenks seconded by Commissioner Elder to adjourn the meeting.

The Motion Carried, meeting adjourned at 8:07 p.m.

Heidi Barckholtz, City Clerk

Robert F. Paul, III, Mayor

Consent # 3

**AGENDA ITEM
WARRANT #366**

RESOLUTION

Moved by Commissioner _____ Supported by Commissioner _____ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by August 18, 2020 and paid between July 3, 2020 and August 13, 2020 on pages 1 through 10 in the amount of \$2,219,866.28 be approved and paid, subject to full audit.

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 6 FLAGSTAR BANK - AP ACCT						
07/09/2020	6	38973	00004	MICHIGAN AFSCME COUNCIL 25	UNION DUES	207.50
07/09/2020	6	38974	10951	AMAZON CAPITAL SERVICES INC	NO TOUCH THERMOMETERS GIGABIT ETHERNET SWITCH BALLPOINT PENS/ FACE SHIELDS FIRST AID KITS	107.90 16.14 129.23 64.95 318.22
07/09/2020	6	38975	09447	APPLIED IMAGING	COPIER METER	10.35
07/09/2020	6	38976	08683	AQUATIC SOURCE	STABILIZER	199.98
07/09/2020	6	38977	MISC	BARBARA BARR	HURRICANES REFUND	264.00
07/09/2020	6	38978	00023	BIG D LOCK CITY	DUPLICATE KEYS	12.00
07/09/2020	6	38979	07736	CINTAS CORPORATION #31	BUILDING SUPPLIES BUILDING SUPPLIES BUILDING SUPPLIES BUILDING SUPPLIES BUILDING SUPPLIES BUILDING SUPPLIES BUILDING SUPPLIES	12.05 57.12 9.90 12.05 44.47 18.30 34.16 9.90 197.95
07/09/2020	6	38980	00279	CONTRACTOR'S CONNECTION	DPW SUPPLIES	568.80
07/09/2020	6	38981	07501	CRANDALL-WORTHINGTON INC	DISINFECTANT WIPES	114.27
07/09/2020	6	38982	11210	DMW SALES & SERVICE	RIBBON REPAIR VEHICLE #822	245.25
07/09/2020	6	38983	06403	EAGLE LANDSCAPING & SUPPLY CO.	TOP SOIL BROWN MULCH	128.00 210.00 338.00
07/09/2020	6	38984	00060	ED RINKE CHEVROLET BUICK GMC INC	HINGE KIT PIN KIT HINGE KIT	223.38 89.70 (223.38) 89.70
07/09/2020	6	38985	MISC	EMILY HAMILTON	HURRICANES REFUND	288.00
07/09/2020	6	38986	03098	EZELL SUPPLY CORPORATION	HAND SANITIZER SPRAY BOTTLES/ BAGS	139.00 102.16 241.16
07/09/2020	6	38987	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
07/09/2020	6	38988	02161	GUNNERS METER & PARTS	SEWER LINING PROGRAM DPW SUPPLIES DPW SUPPLIES	735.00 336.00 44.00 1,115.00
07/09/2020	6	38989	05509	HERSCH'S, INC.	SPRINKLER PARTS	363.53
07/09/2020	6	38990	10548	THE HUNTINGTON NATIONAL BANK	PAYING AGENT FEES	500.00
07/09/2020	6	38991	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	440.00
07/09/2020	6	38992	00090	INDUSTRIAL BROOM SERVICE	SIDE BROOM FOR SWEEPER	367.20
07/09/2020	6	38993	MISC	JOSEPH KCHODL	DIGGING DINOSAURS PROGRAM	200.00
07/09/2020	6	38994	11211	JOSH'S BARREL COMPANY, LLC	RAIN BARRELS	1,580.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/09/2020	6	38995	MISC	KATIE WRIGHT	SPEC EVENT REFUND	20.00
07/09/2020	6	38996	11184	LANZO COMPANIES, INC	YEAR 2 PIPE LINING PHASE 1 LINING PAYMENT 3	198,874.90 298,537.20 497,412.10
07/09/2020	6	38997	06821	MCKESSON MEDICAL- SURGICAL	WIPES/ BANDAGES	15.51
07/09/2020	6	38998	05346	MICHIGAN GRAPHICS & AWARDS	MAYOR PICTURE FRAME & PLATE	18.00
07/09/2020	6	38999	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS	849.17
07/09/2020	6	39000	00331	NOWAK & FRAUS	K743 2019-2021 BOND PROGRAM GRADING REVIEW	3,032.00 200.00
					J508 2019- 2021 BOND PROGRAM	2,520.00
					L374 PA 345 MILLAGE	5,104.00
					K755 2019-2021 SEWER LINING	6,800.00
						17,656.00
07/09/2020	6	39001	11032	OAKLAND COUNTY TREASURER	DELINQUENT TAXES	154.10
07/09/2020	6	39002	00586	OFFICE DEPOT	OFFICE SUPPLIES	108.41
07/09/2020	6	39003	00181	POLICE OFFICERS ASS'N OF MICH	UNION DUES	390.48
07/09/2020	6	39004	10630	POLICE OFFICERS LABOR COUNCIL	UNION DUES	402.00
07/09/2020	6	39005	05018	PREMIER BUSINESS PRODUCTS INC.	COPIER METER	234.97
07/09/2020	6	39006	04253	PRINTING SYSTEMS, INC.	ELECTION SUPPLIES	116.60
					ELECTION SUPPLIES	186.57
						303.17
07/09/2020	6	39007	09836	RAPID SHRED LLC	SHREDDING	45.00
07/09/2020	6	39008	03986	RECORDED BOOKS, INC.	AUDIO BOOKS	99.00
					AUDIO BOOKS	280.20
						379.20
07/09/2020	6	39009	00407	ROAD COMMISSION FOR OAKLAND COUNTY	SIGNAL MAINTENANCE FEB	17.23
					SIGNAL MAINTENANCE MARCH	200.78
					SIGNAL MAINTENANCE APRIL	335.48
					SIGNAL MAINTENANCE MAY	69.83
						623.32
07/09/2020	6	39010	MISC	SCOTT HENDERSON	SPEC EVENT REFUND	80.00
07/09/2020	6	39011	00210	SOC WATER AUTHORITY	WATER PURCHASES	31,618.59
07/09/2020	6	39012	10465	RACHEL STAFTEIL	SPEC EVENT REFUND	20.00
07/09/2020	6	39013	10824	VESCO OIL CORPORATION	OIL	204.50
07/09/2020	6	39014	MISC	WENDY EVANS	VIRTUAL PROGRAM LIB	200.00
07/16/2020	6	39015	08585	ADVANCED MARKETING PARTNERS	TAX BILL PRINTING	278.90
07/16/2020	6	39016	05643	AIR MASTER HEATING & AIR CONDITIONI	A/C COIL REPLACEMENT	408.45
07/16/2020	6	39017	MISC	AMANDA RUCINSKI	LEAGUE REFUND	14.00
					CLASS REFUND	39.00
					CAMP REFUND	400.00
						453.00
07/16/2020	6	39018	00023	BIG D LOCK CITY	DUPLICATE KEY	2.00
07/16/2020	6	39019	09650	BLUE BIRD LANDSCAPING LLC	LAWN CUTTING	175.00
07/16/2020	6	39020	09370	CASCADE ENGINEERING	DPW TRASH CARTS	3,875.00
07/16/2020	6	39021	09035	CELTIC COMPANY LLC	PUSH BUTTON REPLACEMENT	302.59

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/16/2020	6	39022	07501	CRANDALL-WORTHINGTON INC	SANITIZER DISPENSERS SOAP DISPENSERS	90.00 90.00 180.00
07/16/2020	6	39023	09129	DIPONIO CONTRACTING INC	NADINE- SCOTIA TO HENLEY YORK- HUNTINGTON TO BORGMAN BORGMAN- HUNTINGTON TO YORK	179,615.61 163,846.04 77,317.92 420,779.57
07/16/2020	6	39024	00060	ED RINKE CHEVROLET BUICK GMC INC	VEHICLE MAINTENANCE	76.51
07/16/2020	6	39025	10120	EHIM	CLAIMS FUNDING ADMIN FEE- MEDICAL WRAP	6,150.41 638.00 6,788.41
07/16/2020	6	39026	00058	EJ USA, INC	DPW SUPPLIES	1,997.05
07/16/2020	6	39027	10744	TARA HAYES	FILM DISCUSSION 7-22-2020	200.00
07/16/2020	6	39028	09374	HELPNET	EMPLOYEE ASSISTANCE PROGRAM	382.05
07/16/2020	6	39029	09586	ITEDIUM, INC.	COBRA	25.00
07/16/2020	6	39030	MISC	JENNIFER HOLLIDAY	LATCHKEY REFUND CLASS REFUND LATCHKEY REFUND	65.00 39.00 119.00 223.00
07/16/2020	6	39031	00478	KELLER THOMA	GENERAL MATTERS	218.75
07/16/2020	6	39032	10963	MICHIGAN SOLAR SOLUTIONS	SOLAR KIT UPGRADE DEPOSIT	304.75
07/16/2020	6	39033	11212	MUNICIPAL ANALYTICS	FEE STUDY	3,747.25
07/16/2020	6	39034	10971	NATURAL COMMUNITY SERVICES	JUNE MAINTENANCE JUNE MAINTENANCE STATUE PARK	425.00 150.00 575.00
07/16/2020	6	39035	07200	NYE UNIFORM	FITTED CAPS, MAGAZINE CASE	188.50
07/16/2020	6	39036	09691	GENOT PICOR	HW LIBRARY SHOW 7-16-2020	175.00
07/16/2020	6	39037	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT 6/5/2020 HW WEEKLY CUT 6/10/2020 HW WEEKLY CUT 6/19/2020	1,038.42 1,038.42 1,038.42 3,115.26
07/16/2020	6	39038	05052	PRINT STOP INC.	DEPARTMENT ENVELOPES	70.00
07/16/2020	6	39039	09718	REVIZE LLC	WEBSITE & CMS ANNUAL SUPPORT	2,400.00
07/16/2020	6	39040	00108	RKA PETROLEUM COMPANIES, INC.	DIESEL FUEL	1,111.42
07/16/2020	6	39041	10093	ROCHESTER LAWN EQUIPMENT INC.	SUPPLIES GEAR CASE	413.76 1,324.28 1,738.04
07/16/2020	6	39042	09914	ROSATI SCHULTZ JOPPICH AMTSBUECHLER	RETAINER WORK GENERAL MATTERS & TAX ISSUES ORDINANCE CODE VIOLATIONS	4,504.00 2,599.00 644.00 7,747.00
07/16/2020	6	39043	08123	GLENN SALTSMAN	SPRINKLER REPAIR	429.75
07/16/2020	6	39044	10777	TASC	FSA- ADMIN FEES	502.20

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/16/2020	6	39045	11192	TGI DIRECT	ENVELOPES	378.77
07/16/2020	6	39046	09922	WORLDS OF MUSIC	HW LIBRARY SHOW 7-23-2020	325.00
07/16/2020	6	39047	07255	WOW INTERNET AND CABLE	CABLE	229.40
07/16/2020	6	39048	07069	ZEP SALES & SERVICE	WASP & HORNET SPRAY	92.77
					DRUM PUMP	162.50
					FLOOR CARE CONTEST	247.99
					HAND SANITIZER	449.34
						952.60
07/23/2020	6	39049	10833	ABSOPURE WATER COMPANY	SPRING WATER	65.00
					SPRING WATER	43.50
					COOLER	12.00
						120.50
07/23/2020	6	39050	07754	BLUE CROSS BLUE SHIELD OF MICH	ACTIVE	52,779.71
					UNDER 65	14,016.22
					MEDICARE	1,396.80
						68,192.73
07/23/2020	6	39051	10560	KEN BORYCZ	MECHANICAL/PLBG INSPECTIONS	720.00
07/23/2020	6	39052	00040	CONSUMERS ENERGY	NATURAL GAS	16.81
					NATURAL GAS	100.18
					NATURAL GAS	14.00
					NATURAL GAS	95.83
					NATURAL GAS	85.72
					NATURAL GAS	136.31
					NATURAL GAS	81.86
						530.71
07/23/2020	6	39053	10542	COOL THREADS EMBROIDERY	PUBLIC SAFETY SHIRTS	80.94
07/23/2020	6	39054	00048	DTE ENERGY	ELECTRIC	1,274.70
					ELECTRIC	14.36
					ELECTRIC	17.18
					ELECTRIC	50.47
					ELECTRIC	1,093.46
					ELECTRIC	62.58
					ELECTRIC	22.91
					ELECTRIC	14.71
					ELECTRIC	14.00
					ELECTRIC	18.28
					ELECTRIC	24.35
					ELECTRIC	28.00
					ELECTRIC	30.38
					ELECTRIC	888.82
					ELECTRIC	36.44
					ELECTRIC	48.70
						3,639.34
07/23/2020	6	39055	00536	ECOTEC PEST CONTROL	PEST CONTROL	200.00
07/23/2020	6	39056	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
07/23/2020	6	39057	08358	ROBIN GOLD	POOL REFUND	121.00
07/23/2020	6	39058	03798	GRAINGER	CRACK FILLER ROPE- TENNIS COURT	80.45
07/23/2020	6	39059	10418	GREENS OF ROCHESTER	POTTERY GLASS SUPPLIES	502.15
07/23/2020	6	39060	02161	GUNNERS METER & PARTS	DPW SUPPLIES	300.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/23/2020	6	39061	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	440.00
07/23/2020	6	39062	10788	JAY'S SEPTIC TANK SERVICE	REYNOLDS PARK UNIT 11 MILE/ HUNTINGTON UNIT	130.00 105.00 235.00
07/23/2020	6	39063	04943	JOE'S AUTO PARTS	ABS MODULE GREASE CART AUTO PARTS GREASE GUN BATTERY OIL FILTER OIL FILTER ABD MODULE	489.99 42.90 595.59 352.99 98.49 14.90 8.03 (200.00) 1,402.89
07/23/2020	6	39064	01692	KUSTOM SIGNALS INC	LAPEL MIC	32.00
07/23/2020	6	39065	05374	LB OFFICE PRODUCTS	OFFICE SUPPLIES	115.83
07/23/2020	6	39066	00112	MADISON NATIONAL LIFE INS CO.	INSURANCE	2,072.16
07/23/2020	6	39067	11162	MALONEY TRUCKING	LOAD SPILLS	2,095.00
07/23/2020	6	39068	11140	METRO WIRELESS	INTERNET SERVICE	288.33
07/23/2020	6	39069	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS	791.10
07/23/2020	6	39070	00331	NOWAK & FRAUS	J508 BOND PROGRAM 2020 K743 2019-2021 BOND PROGRAM K755 2019-2021 BOND PROGRAM L374 2020 PA 345 MILLAGE BOND	10,299.00 8,848.00 34,225.07 6,283.00 59,655.07
07/23/2020	6	39071	00166	OAKLAND COUNTY	GWKDD- JUNE 2020	95,782.33
07/23/2020	6	39072	00586	OFFICE DEPOT	LABELS (ELECTION) COPY PAPER	95.55 199.95 295.50
07/23/2020	6	39073	05018	PREMIER BUSINESS PRODUCTS INC.	COPIER	280.56
07/23/2020	6	39074	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT 6/26/2020	1,038.00
07/23/2020	6	39075	11035	RELIABLE LANDSCAPING INC	SPRINKLER REPAIR- SCOTIA PARK	190.00
07/23/2020	6	39076	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	17,184.00
07/23/2020	6	39077	00210	SOC WATER AUTHORITY	WATER PURCHASES	51,282.21
07/23/2020	6	39078	10467	RYAN VELZY	LATCHKEY REFUND CLASS REFUND CAMP REFUND CLASS REFUND LATCHKEY REFUND	65.00 120.75 155.00 20.00 65.00 425.75
07/23/2020	6	39079	07255	WOW INTERNET AND CABLE	CABLE	55.05
07/30/2020	6	39080	09977	JOSEPH AJLOUNY	CLEANING ALLOWANCE	200.00
07/30/2020	6	39081	08683	AQUATIC SOURCE	REPAIR SOLENOID & BALL VALVE	330.61
07/30/2020	6	39082	10660	RYAN BALLARD	UNIFORM ALLOWANCE	425.00
07/30/2020	6	39083	04552	MARK BELL	CLEANING ALLOWANCE	200.00
07/30/2020	6	39084	05802	CLARENCE BENNETT	CLEANING ALLOWANCE	200.00
07/30/2020	6	39085	00410	CITY OF BERKLEY	JUNE DISPATCH SERVICES MAY- JUNE PRISONER BOARD	5,102.78 75.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/30/2020	6	39086	03850	BIO-CARE	QUANTITATIVE SINGLE MASK TEST	5,177.78
07/30/2020	6	39087	00027	BLUE CROSS/BLUE SHIELD OF MICH	MEDICARE ADVANTAGE	105.00
07/30/2020	6	39088	10560	KEN BORYCZ	MECHANICAL/PLBG INSPECTIONS	9,584.75
07/30/2020	6	39089	09978	JASON BROCKDORFF	CLEANING ALLOWANCE	1,160.00
07/30/2020	6	39090	11213	CAREY AND PAUL GROUP	HW LIBRARY SHOW 7-30-2020	200.00
07/30/2020	6	39091	07736	CINTAS CORPORATION #31	BOOTS K.WAYNE	159.94
					BLACK MATS	9.90
					BLACK MATS	12.05
					BLACK MATS	57.12
					BLACK MATS	12.05
					BLACK MATS	57.12
					BLACK MATS	9.90
						318.08
07/30/2020	6	39092	06182	WILLIAM CUDNEY	CLEANING ALLOWANCE	200.00
					DETECTIVE ALLOWANCE	900.00
						1,100.00
07/30/2020	6	39093	11190	DEWAYNE WHITE	UNIFORM ALLOWANCE	425.00
07/30/2020	6	39094	10172	JOHN DIJANNI	CLEANING ALLOWANCE	200.00
07/30/2020	6	39095	00047	DTE ENERGY-STREETLIGHTING	STREETLIGHTING	5,694.68
07/30/2020	6	39096	00056	DURST	BUILDING SUPPLIES	709.03
07/30/2020	6	39097	11134	EASTON TELECOM SERVICES, LLC	PHONE SERVICE	70.80
07/30/2020	6	39098	05844	ELAINE EGGELSTON	UNIFORM ALLOWANCE	425.00
07/30/2020	6	39099	10968	ROCCO FORTUNA	UNIFORM ALLOWANCE	425.00
07/30/2020	6	39100	10754	GREAT LAKES WATER AUTHORITY	IWC CHARGES	272.09
07/30/2020	6	39101	00095	JACK DOHENY SUPPLIES, INC.	QUICK CLAMP	402.36
07/30/2020	6	39102	04943	JOE'S AUTO PARTS	SPARK PLUG	5.78
07/30/2020	6	39103	05223	JASON JORDAN	CLEANING ALLOWANCE	200.00
07/30/2020	6	39104	05374	LB OFFICE PRODUCTS	OFFICE SUPPLIES	214.01
					DISINFECTING WIPES	26.37
					LABELS AND BINDERS	27.32
						267.70
07/30/2020	6	39105	10171	JON LENCES	CLEANING ALLOWANCE	200.00
07/30/2020	6	39106	10764	LEXISNEXIS RISK SOLUTIONS	MONTHLY SUBSCRIPTION FEE	50.00
07/30/2020	6	39107	11119	BRIAN LUTHER	CLEANING ALLOWANCE	200.00
07/30/2020	6	39108	10167	MANGO LANGUAGES	LIBRARY LANGUAGE SUBSCRIPTION	740.05
07/30/2020	6	39109	00049	MATHESON TRI-GAS INC	HAZARDOUS MATERIALS	180.70
07/30/2020	6	39110	06821	MCKESSON MEDICAL- SURGICAL	THERMOMETER	145.14
07/30/2020	6	39111	11140	METRO WIRELESS	PHONE SERVICES	207.00
07/30/2020	6	39112	07404	MM NETWORKS INC	QUARTERLY BILLING JULY- SEPT	7,377.00
07/30/2020	6	39113	06146	MMRMA/ECP	ELECTRIC PROGRAM	4,053.11
07/30/2020	6	39114	04577	DANIEL MONACO	UNIFORM ALLOWANCE	425.00
07/30/2020	6	39115	10971	NATURAL COMMUNITY SERVICES	JULY PARK MAINTENANCE	425.00
07/30/2020	6	39116	05522	MICHAEL NIELSEN	CLEANING ALLOWANCE	200.00
07/30/2020	6	39117	10201	IAN NOCK	UNIFORM ALLOWANCE	475.00
07/30/2020	6	39118	11036	NORTHSTAR MEDICAL EQUIPMENT	BATTERY FOR AED	633.35
					SMART PADS, DEFIBRILLATOR	762.72
						1,396.07
07/30/2020	6	39119	07200	NYE UNIFORM	BODY SHIELD, BADGE LOG	116.50
07/30/2020	6	39120	00166	OAKLAND COUNTY	ANIMAL CONTROL POUND FEE	168.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/30/2020	6	39121	00586	OFFICE DEPOT	OFFICE SUPPLIES REUSABLE TOTE BAGS	95.16 35.75 <hr/> 130.91
07/30/2020	6	39122	10767	POSITIVE CONCEPTS	TICKET PAPER	140.65
07/30/2020	6	39123	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT 06/30/2020	1,038.00
07/30/2020	6	39124	00108	RKA PETROLEUM COMPANIES, INC.	DIESEL FUEL	1,021.18
07/30/2020	6	39125	00407	ROAD COMMISSION FOR OAKLAND COUNTY	DTE ENERGY	183.63
07/30/2020	6	39126	10038	JACLYN SIEKIERKA	CLEANING ALLOWANCE	200.00
07/30/2020	6	39127	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE SPECIAL WASTE JUNE 2020	16,650.00 172.99 <hr/> 16,822.99
07/30/2020	6	39128	04095	SONITROL TRI-COUNTY	REC CENTER ALARM POLICE ALARM	471.00 138.32 <hr/> 609.32
07/30/2020	6	39129	04087	BILLY SPENCER	CLEANING ALLOWANCE	200.00
07/30/2020	6	39130	05759	DAN STEEBY	CLEANING ALLOWANCE	200.00
07/30/2020	6	39131	05054	SUPERFLEET MASTERCARD	FUEL	12.45
07/30/2020	6	39132	11209	THOMAS ZBERKOT JR	CLEANING ALLOWANCE	83.00
07/30/2020	6	39133	01982	TODD TYLER	CLEANING ALLOWANCE	200.00
07/30/2020	6	39134	04781	VERIZON WIRELESS	CELL PHONES	609.59
07/30/2020	6	39135	10887	DANIEL VITALI	UNIFORM ALLOWANCES	425.00
07/30/2020	6	39136	05585	STEVEN WASINSKI	UNIFORM ALLOWANCE	425.00
07/30/2020	6	39137	06168	KEVIN WAYNE	UNIFORM ALLOWANCE	475.00
07/30/2020	6	39138	01680	DOUG WOZNIAK	UNIFORM ALLOWANCE	425.00
07/30/2020	6	39139	00378	MARTIN WOZNIAK	UNIFORM ALLOWANCE	425.00
07/30/2020	6	39140	11063	YOUR PEOPLE LLC	UNIFORM ALLOWANCE	1,600.00
07/30/2020	6	39141	07343	BENJAMIN ZAWACKI	MEDIA COMMUNICATIONS	200.00
08/06/2020	6	39142	11049	11 MILE TRUCK FRAME & AXLE	CLEANING ALLOWANCE	2,350.00
08/06/2020	6	39143	00094	MICHIGAN AFSOME COUNCIL 25	FIRE TRUCK INSPECTION	207.50
08/06/2020	6	39144	11011	AMERICAN UNITED LIFE INSURANCE CO	UNION DUES LIFE INSURANCE	605.74
08/06/2020	6	39145	MISC	ANDREW STARR	CAMP REFUND LATCHKEY REFUND	500.00 13.75 <hr/> 513.75
08/06/2020	6	39146	00024	BILLINGS LAWN EQUIPMENT	EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE	17.24 103.01 <hr/> 120.25
08/06/2020	6	39147	MISC	BROCK WOLLETT	CAMP REFUND CAMP REFUND CAMP REFUND LEAGUE REFUND CLASS REFUND PRE-K REFUND CAMP REFUND LEAGUE REFUND	600.00 1,060.00 10.00 90.00 101.00 620.00 180.00 9.00 <hr/> 2,670.00
08/06/2020	6	39148	11213	CAREY AND PAUL GROUP	HW LIBRARY SHOW 8-6-2020	250.00
08/06/2020	6	39149	11214	CITY OF FARMINGTON HILLS	CAMP KIWI RE-ISSUE	99.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/06/2020	6	39150	10586	CMP DISTRIBUTORS INC	PUBLIC SAFETY SUPPLIES	470.00
					PUBLIC SAFETY SUPPLIES	4,282.00
						4,752.00
08/06/2020	6	39151	05507	DETROIT DIAMOND DRILLING	PICKUP BODY	6.22
08/06/2020	6	39152	09879	EDGEMONT CREATIVE, INC	4TH OF JULY SHIRTS	473.60
08/06/2020	6	39153	00058	EJ USA, INC	DPW SUPPLIES	49.04
					DPW SUPPLIES	6.13
						55.17
08/06/2020	6	39154	10130	ELECTION SOURCE	ELECTION ON WHEELS	212.97
08/06/2020	6	39155	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
08/06/2020	6	39156	05930	MARY GUSTAFSON	REIMBURSEMENT FOR COVID SUPPLIES	65.42
08/06/2020	6	39157	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	440.00
08/06/2020	6	39158	05346	MICHIGAN GRAPHICS & AWARDS	ENGRAVED SIGNS	170.00
08/06/2020	6	39159	00325	MUNICIPAL CODE CORP.	ONLINE ANNUAL HOSTING	950.00
08/06/2020	6	39160	00586	OFFICE DEPOT	TAPE & ENVELOPES	96.43
					DYMO LABELS	174.95
					BAG SHOP	139.95
					OFFICE SUPPLIES	50.94
						462.27
08/06/2020	6	39161	09324	PIRTEK MADISON HEIGHTS	DPW SUPPLIES	76.47
08/06/2020	6	39162	00181	POLICE OFFICERS ASS'N OF MICH	UNION DUES	390.48
08/06/2020	6	39163	10630	POLICE OFFICERS LABOR COUNCIL	UNION DUES	402.00
08/06/2020	6	39164	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT 7-10-2020	1,038.00
08/06/2020	6	39165	04253	PRINTING SYSTEMS, INC.	AV BALLOT OUTER ENVELOPES	317.79
					VOTER ID CARDS	179.44
					ELECTION FORMS	55.68
					AV BALLOT RETURN ENVELOPES	309.36
						862.27
08/06/2020	6	39166	MISC	RANCK ELECTRIC	PLANNING FEE REFUND	295.00
08/06/2020	6	39167	00209	SOC RESOURCE RECOVERY AUTHORITY	SPECIAL WASTE MAY 2020	1,247.13
08/06/2020	6	39168	01927	UNIVERSAL PLUMBING SUPPLY	SUPPLIES	39.68
08/06/2020	6	39169	07069	ZEP SALES & SERVICE	DISINFECTANT TOWELS	131.34
08/13/2020	6	39170	01505	AERO FILTER INC	FILTERS	372.98
08/13/2020	6	39171	10951	AMAZON CAPITAL SERVICES INC	STATION SUPPLIES	70.87
					TRASH CANS	279.16
						350.03
08/13/2020	6	39172	MISC	AMROCK, INC- CHASE SIX	OVERPAYMENT 32-25-20-106-005 13135 KING	269.89
08/13/2020	6	39173	09447	APPLIED IMAGING	COPIER METER	490.48
					COPIER METER	490.48
						980.96
08/13/2020	6	39174	09219	ARC DOCUMENT SOLUTIONS	BLUEPRINTS	49.14
08/13/2020	6	39175	00017	BAKER & TAYLOR BOOKS	BOOKS	9.57
08/13/2020	6	39176	02756	JENNIFER BARTLEMAN	ELECTION INSPECTOR	265.00
08/13/2020	6	39177	11221	BETTY SHEKLES	ELECTION WORKER	240.00
08/13/2020	6	39178	08624	JOANNA BLACK-BOELIO	ELECTION WORKER	220.00
08/13/2020	6	39179	11199	LINDA BODZIN	ELECTION WORKER	220.00
08/13/2020	6	39180	11198	KATHERINE BOELIO	ELECTION WORKER	220.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/13/2020	6	39181	10560	KEN BORYCZ	MECHANICAL/PLBG INSPECTIONS	880.00
08/13/2020	6	39182	07887	JULIE BROOKS	ELECTION WORKER	240.00
08/13/2020	6	39183	10705	CANFIELD EQUIPMENT SERVICE, INC	LAP-TOP MOUNTING AND REMOVAL LAPTOP REMOVAL AND MOUNTING	200.00 200.00 400.00
08/13/2020	6	39184	09216	CORELOGIC	TAX OVERPAYMENTS	45,660.86
08/13/2020	6	39185	11215	DEBRA COONEY	ELECTION WORKER	220.00
08/13/2020	6	39186	09129	DIPONIO CONTRACTING INC	PROGRESS PAYMENT #1 PROGRESS PAYMENT #2 PROGRESS PAYMENT #2 PROGRESS PAYMENT #2	198,532.80 320,697.66 110,813.47 78,570.08 708,614.01
08/13/2020	6	39187	10120	EHIM	CLAIMS FUNDING MEDICAL WRAP	10,619.02 638.00 11,257.02
08/13/2020	6	39188	11225	ELAINE HOROWITZ	ELECTION WORKER	240.00
08/13/2020	6	39189	10937	ENVISIONWARE, INC	RENEWAL	678.00
08/13/2020	6	39190	03098	EZELL SUPPLY CORPORATION	TRASH BAGS FOR PARKS	60.20
08/13/2020	6	39191	MISC	FIRST CENTENNIAL TITLE	DUPLICATE PAYMENT 32-25-20108-003 13149	7,342.29
08/13/2020	6	39192	11079	GOOD YEAR AUTO SERVICE	TIRES	540.00
08/13/2020	6	39193	05729	BARBARA GUNTER	ELECTION INSPECTOR	265.00
08/13/2020	6	39194	MISC	HBI TITLE SERVICES	OVERPAYMENT 32-25-21-101-008 26756 WYOM	1,036.57
08/13/2020	6	39195	09207	MARINA IMERMAN	ELECTION INSPECTOR	220.00
08/13/2020	6	39196	04735	PAUL IMERMAN	ELECTION INSPECTOR	220.00
08/13/2020	6	39197	11220	JIM DEIGHTON	ELECTION WORKER	240.00
08/13/2020	6	39198	11222	JORY BROOKS	ELECTION WORKER	240.00
08/13/2020	6	39199	11076	KANOPY INC	VIDEOS	232.00
08/13/2020	6	39200	11197	COREY KRAUSE	ELECTION WORKER	220.00
08/13/2020	6	39201	05357	TERRY LANDA	ELECTION INSPECTOR	240.00
08/13/2020	6	39202	06727	LERETA TAX SERVICE	OVERPAYMENT 32-20-20-201-014 26815 NEWP	2,027.43
08/13/2020	6	39203	06153	LERMA, INC.	LERMA YEARLY MEMBERSHIP DUES	60.00
08/13/2020	6	39204	00543	THE LIBRARY NETWORK	OVERDRIVE SUBSCRIPTIONS CIRCULATION	973.13 503.09 6,431.05 7,907.27
08/13/2020	6	39205	11219	LINDA FALKIEWICZ	ELECTION WORKER	240.00
08/13/2020	6	39206	11218	LISA ANDERSON	ELECTION WORKER	240.00
08/13/2020	6	39207	11224	LORI DWAN	ELECTION WORKER	220.00
08/13/2020	6	39208	11216	MARV HOROWITZ	ELECTION WORKER	240.00
08/13/2020	6	39209	09206	JANICE MCCAIRNS	ELECTION INSPECTOR	220.00
08/13/2020	6	39210	05626	MI ASSN. OF CHIEFS OF POLICE	ACTIVE MEMBERSHIP CHIEF	115.00
08/13/2020	6	39211	10606	MICHIGAN RECREATIONAL CONSTRUCTION	INSTALLATION OF SHADES ON BCP	988.00
08/13/2020	6	39212	09280	MIDWEST COLLABORATIVE FOR LIBRARY	ANNUAL MEMBERSHIP	125.00
08/13/2020	6	39213	00141	MOTOR CITY DOOR CO. INC.	GATE REPAIR	305.00
08/13/2020	6	39214	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS	693.34
08/13/2020	6	39215	02997	OAKLAND COUNTY MEDICAL CONTROL AUTH	PUBLIC SAFETY MEDIUCAL WEBSITE SUPPORT	75.00
08/13/2020	6	39216	00586	OFFICE DEPOT	HAND SANITIZER PAPER ROLLS THERMAL PAPER ROLLS	49.90 77.45 (34.99) 92.36

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/13/2020	6	39217	10847	RAY OLGESBY	ELECTION WORKER	220.00
08/13/2020	6	39218	11217	PATRICIA WIERZBICKI	ELECTION WORKER	240.00
08/13/2020	6	39219	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT 7/17/2020	1,038.00
08/13/2020	6	39220	04253	PRINTING SYSTEMS, INC.	AV BALLOR OUTER ENVELOPES ELECTION SUPPLIES AV BALLOT RETURN ENVELOPES ELECTION SUPPLIES ELECTION SUPPLIES	149.75 16.51 142.11 55.68 80.50
						444.55
08/13/2020	6	39221	10761	JOY READE	ELECTION WORKER	220.00
08/13/2020	6	39222	03986	RECORDED BOOKS, INC.	AUDIO BOOKS	607.60
08/13/2020	6	39223	10730	PAMELA REED	ELECTION WORKER	240.00
08/13/2020	6	39224	05887	SAVATREE, LLC	SOIL ENHANCER TREATMENT	1,000.00
08/13/2020	6	39225	11196	GRAHAM SHECKLES	ELECTION WORKER	265.00
08/13/2020	6	39226	11223	SUSAN CONSIDINE	ELECTION WORKER	240.00
08/13/2020	6	39227	07255	WOW INTERNET AND CABLE	CABLE	229.40
08/13/2020	6	39228	06966	YOUNG REMBRANDTS SOUTH DETROIT	INSTRUCTOR PAYMENT	145.35
08/13/2020	6	39229	07817	JAMES ZYLA	ELECTION WORKER	265.00
						2,219,866.28
						0.00
						2,219,866.28

6 TOTALS:

Total of 257 Checks:

Less 0 Void Checks:

Total of 257 Disbursements:

Consent # 4a

Environmental Advisory Committee
February 20, 2020 at 7 pm
Huntington Woods City Hall
Minutes
Call to Order: 7:04pm

1. Attendance:

Member	
Julie Petrik	x
Daniel Brooks	Excused
Mari Masalin-Cooper (Secretary)	x
Sarah Jo Sautter	x
Bridget McKinley	x
Saulius Mikalonis	Unexcused
Aaron Retish	x
Ben Falik (Chair)	Excused
David Egan	x
Sophie Hart (student representative)	x
Jeff Jenks (Commission Liaison)	x
Tara Pieron (DPW)	x
Amy Sullivan (City Manager)	Excused
Public Participants:	

2. Approval of January 2020 Minutes : Approved unanimously

3. Food compost media campaign: Need discussion about who is responsible and which/what social media/channel outlet. An Excel project management program with timeline, idea, channel, status, etc. was reviewed by the committee. Initially set up for weekly schedule potential timelines are under review.. Jeff J. thought we should explain the \$\$ value of composting as a media campaign item. Rain Barrel sale May 6th and needs to be promoted; along with the city promoted spearheaded by Tara. Bridget shared a great graphic, she prepared, on Composting and Recycling. Committee to determine where to distribute.

4. Green Infrastructure:

- a. Sustainability bonus concept: Aaron thought that we would talk about making property owners wanting to make their homes more sustainable, and provide a bonus or incentive to property owners retro fitting homes to be more sustainable. Committee will reschedule this agenda idea for another meeting so Amy S. can be present.

5. Zoning Ordinance

- a. Solar ordinance review discussion: Aaron R. we reviewed the ordinance language at the last meeting and suggested prohibiting panel exceeding 3 ft above the roofline. Committee agreed to remove section 1, 3 and 5 as they are a barrier to adopting solar. Committee agreed that there is no need for any language about the historic district because homes in the district are under a separate federal list of rules. Aaron R will send changes to Amy for approval and ask for a joint meeting with the Planning Commission.
- b. Add to our March agenda a discussion.
 - i. How do we present the ordinance change?
 1. Walk through the history of the ordinance change
 2. Reason for language
- c. Ordinance on application of pesticides and fertilizers update
 - i. Jeff J. 1st reading before the commission has taken place

6. Public Participation

7. New Business

- a. Mary Jo S. Berkley school district discussion about food services using styrofoam. Looking for a green alternative. Plastic trays cannot be used at every school because there is no way to clean. Jeff J. Could we ask the Teen Council for help? MaryJo stopped recycling, too complicated. BHS recycles using students to recycle paper and plastic bottles. Jeff J. Men's Club fund to benefit HW and Burton. BHS may be using commercial vendor for recycling. Julie B. wondered: are they objecting because of cost? MaryJo there are special instances where a plastic trays are not being brought back. BHS is an open campus and students buy their lunch. MaryJo will investigate cost and use. Pending a discussion as new agenda item.

8. Committee member remarks

- 9. Consider rescheduling March 19 meeting;** Will not reschedule so we can meet with the Planning Commission

10. Adjournment : 7:58pm

Consent #4b

Environmental Advisory Committee
June 18, 2020 at 7 pm
Remote/Zoom meeting
Minutes

Call to Order:

1. Attendance: 7:06

Member	
Julie Petrik	Absent
Daniel Brooks	Absent
Mari Masalin-Cooper (Secretary)	X
Sarah Jo Sautter	Absent
Bridget McKinley	X
Saulius Mikalonis	Absent
Aaron Retish	X
Ben Falik (Chair)	Absent
David Egan	Absent
Sophie Hart (student representative)	X
Jeff Jenks (Commission Liaison)	Absent
Tara Pieron (DPW)	Absent
Amy Sullivan (City Manager)	X
Public Participants:	

2. Approval of February 2020 Minutes : Unanimous

3. Food compost media campaign : Reviewed media piece attached to meeting notes. Committee stills wants to move forward. Due to COVID19 shut-down, looking to a Fall community outreach and education program.

4. Green Infrastructure:

- a. Sustainability bonus concept. Amy S. said she could find not any cities that offered sustainability incentives for renovations or new builds. Or incentivising home owner to develop a rain garden Group discussion settled on something smaller as more research is done. Proposed creating a rain barrel sale and providing a credit on purchaser's water bill. Amy S. will call Tara to see about setting up a sale for later in the year. Rain barrel delivery needs to be contactless.

5. Zoning Ordinance

- a. Solar ordinance review discussion group learned the HW residents who requested to add solar panels on their renovation have moved to Ann Arbor. Aaron will call Ben. F. to see if he spoke to Michael White about solar panels. The Planning Commission needs to part of the discussion and exchange of ideas.

b. Public Participation

6. New Business Mari C. asked Amy S. if it would be possible to get the word out in HW about the SOCCRA drop-off of household waste, like paints, and electronics, this June 23rd in Royal Oak, between 12-6. Amy said it would be possible.

7. Committee member remarks

8. Next meeting: July 16, 2020

9. Adjournment: 7:48pm

Consent #4c

City of Huntington Woods
Communication Advisory Committee
July 21, 2020
Minutes

The remote meeting called to order at 7:03 p.m.

Present: Erin Walker, David Welch, Chera Reid, Ilene Cantor, Will Butler, Amy Sullivan

Absent: Lauren Willens, Lynne Golodner, Jeff Samoray

There were no changes to the agenda and the June minutes were approved as written.

Public participation – Claire Galed reviewed the Communication Audit and found it informative.

The first item of business was to discuss what other project the Committee is interested in pursuing, in addition to the survey.

Jeff sent his suggestions earlier to the Committee to create an Instagram account, combining Facebook accounts, and creating a calendar for content.

Ilene also liked the idea of combining Facebook accounts with robust content, an updated website and consider creating a City app.

Erin expressed she was a frequent library user and was concerned that if multiple departments contribute content to one Facebook page, that it will be difficult to find material related to just the library. She suggested that the Library retain their own Facebook page. She was not sure that blogging is necessary because it can be difficult to make sure it remains current so either do it right, or do not do it at all.

David also like the idea of a City app and agreed with Erin's concern about combining Facebook pages. He also suggested one central place where residents can see all the Facebook pages the City offers and choose which ones are most relevant to them.

Will said initially he thought that one Facebook page would be convenient, but the other points are valid. He has no strong opinion on the idea of a blog, but it does require constant attention to keep it updated.

Chera likes the idea of an app and does not see the value add of a blog if there is no unique content to express. She reminded the Committee that the City's Master Plan update is coming up and provides a good opportunity to roll out a strong communication plan to get the word out.

Since the app had been mentioned several times, Amy went on to the second item of business – a City app. She said she had found these cities had apps and encouraged the committee to look at them before the next meeting – Novi, Southfield, Troy, and Battle Creek. If anyone finds other city apps, they should share them with the group. Amy reached out to the app developers for these cities and heard back from one that would not do a standalone app – only in conjunction with a website design. She will follow up with the other developers who have not responded and see if Revize creates apps.

Going back to the discussion of what project to undertake in addition to the survey, Amy suggested creating an Instagram account and then leaving the Recreation and Library Facebook pages as separate pages but combining City Hall, Public Safety and DPW to reduce the number of Facebook pages. The Committee thought that was a good path. Chera suggested that there be 3 Instagram accounts to mirror the 3 Facebook accounts.

Claire Galed reminded the Committee that not all residents are using Facebook so that cannot be the only or main source of communication with residents.

Chera concurred with Claire's concern for inclusion because we need to be aware of all residents and who we are missing.

Will said it was important that our communications drive people to the website and that the content on the social media platforms all have the same information.

Amy said the City will need to determine if an outside source should control the Instagram accounts since it is a new initiative or if it can be handled in house like Facebook is. Chera said the employees at her workplace had gone through a social media best practices workshop and she could possibly find a way for the same workshop to be available to City staff.

Next steps for the City will be to find social media best practices training, create the Instagram accounts and determine who should manage them and find out how to combine Facebook pages.

The third item of business was the communication survey. Amy had sent out surveys that other cities had conducted. The Committee liked the format of the survey by the City of Veneta.

Ilene thought the idea of an “open box” question at the end of the survey would be valuable.

Chera said the purpose of the survey should be clear and the results should be sharable. Will liked the thumbnail format that Veneta used.

Chera said the survey design needs to consider distribution to residents who will not or cannot fill it out online, so everyone has access to it, i.e. large print surveys or translate to other languages.

There was also discussion about whether to restrict responses to one per household or give multiple people the opportunity to complete it within a household.

Amy will type up the questions from the Veneta survey so the Committee can adopt them to Huntington Woods at the August meeting.

The meeting was adjourned at 7:48 p.m.



City of Huntington Woods
Senior Advisory Committee
Thursday, June 18, 2020
Minutes

1. Call to order: Remote meeting called to order at 3:35 p.m.

Present: Chris Smith, Melissa Gadd, Lenny Newman, Jim Speir, Recreation Director
Mary Gustafson, Jen Furlong Outreach Coordinator, Librarian Joanne Johnson, City
Manager Amy Sullivan

Absent: Kay Brady, Greg Gmerek

2. Approval of agenda: Moved by Lenny to approve the agenda as presented. Seconded by Chris. Approved unanimously.
3. Approval of minutes of the February 20, 2020 meeting: Moved by Melissa and seconded by Chris to approve the minutes as submitted. Approved unanimously.
4. Public participation: None
5. Oakland County Senior Advisory Council: Shenise was not available for the meeting.
6. Items of Business
 - A. Senior contact outreach initiative: Lenny has been working on a map for volunteers to distribute the adult services & program flyer. He will talk to Jim after the meeting about the scouts possibly doing the distribution.
 - B. Recreation Center railing: Amy said she had the names of 2 contractors who will be contacted for a proposal for a railing on the north side of the Recreation Center walkway. She will ask Clare Galed if she has another name of a contractor to also consider. Amy will draw up an RFP for the project and get quotes and a design for the railing. The Committee expressed the urgency to get the project approved and completed before winter.
 - C. UM project reports: The UM graduate student reports were very comprehensive and had a lot of good feedback from residents. The Committee was appreciative to Commissioner Elder for reaching out to UM to conduct the studies that were done at no cost to the City. The Senior Amenities and Lifestyle report seems to be most

relevant to the Committee which included a robust action plan. The Committee was encouraged to read all the reports but to focus on the Amenities and Lifestyle report for our purposes. Chris suggested that a separate meeting be set up for a deeper dive into the reports and the Committee agreed. Amy will send out a Doodle poll to find a date in the next two weeks for the Committee to meet. Jim said he found common themes such as expanding transportation, the need for exercise equipment and more gathering space dedicated to seniors. He suggested the committee look at the recommendations as either short-term or long-term. For the long-term projects, what are the roadblocks that have kept them from being implemented, i.e. would a full-time staff member have more impact on the services that are provided to seniors?

7. Project updates

- A. Senior/student interactions upcoming programs. Unfortunately, all activities were canceled due to COVID. The last event before the closures was pickleball and it was very well received and hopefully can be done again in the future. The video that will feature the highlights in the city is also on hold for now.
 - B. Reynolds Park exercise equipment: The project has been put on hold by the City because of budgetary concerns due to COVID – along with many other capital improvement projects. Plus, the Men's Club annual auction brought in less revenue since it was a virtual auction, so the project is on hold for now.
 - C. HARP and concierge program: With the Recreation Center being closed for the summer, there has been no HARP or concierge requests however Jen Furlong has been very active helping seniors during the pandemic. She is seeing a slight uptick in interest in transportation, but the City's program is not operating now. Safeguards still need to be added to the buses but there are other programs that provide transportation in the interim. Jen provides many, many reassurance calls and the number of seniors and length of time on the phone calls has increased since March including some seniors who contracted the virus. The NHS students and teacher have been very helpful providing technology assistance and Meals on Wheels is still running. She participates in weekly meetings with the Oakland County Health Division to keep on top of the latest guidelines and recommendations. This year's 4th of July senior potluck will be boxed lunches delivered to seniors.
8. Recreation Department and Library Programming Update: Joanne said the programming has all moved to a virtual format if possible. Mary said there is a virtual 4th of July parade video being compiled and the newsletter has a lot more virtual and online programs for residents to participate in.
9. Consider rescheduling July 16th meeting: It was unanimously agreed to change the meeting to July 23rd.

10. Other business: Jen reminded everyone to use the information in the newsletter that the City sends out because it may answer a lot of questions that residents have about services and programs.

11. Meeting adjourned at 4:20 p.m.



City of Huntington Woods
Senior Advisory Committee
Tuesday, July 8, 2020
Minutes

1. Call to order: Remote meeting called to order at 3:33 p.m.

Present: Chris Smith, Melissa Gadd, Lenny Newman, Jim Speir, Kay Brady, City Manager
Amy Sullivan

Absent: Greg Gmerek

2. Discussion on UM Senior Amenities and Lifestyle Reports

We set this special meeting to give everyone a chance to read the UM reports with a focus on the Amenities and Lifestyle report. Jim asked committee members to share their take a ways and thanked Chris for preparing the matrix to group like action items together.

Kay said the students did a great job and agreed with some their recommendations. She asked if the Committee had looked at the AARP Age-Friendly Community initiative and considered converting the streetlights. Amy said that the City is working with DTE on an estimate for the streetlight conversion. The Committee had looking into the AARP program but felt it was daunting for a small city like Huntington Woods. Kay is interested in looking at a building space analysis to see if more room can be dedicated to seniors and looking at the Recreation Center hours of operation.

Melissa thought that with additional staff devoted to senior issues, we might be able to identify and reach those seniors that do not have regular contact with the City. How do we get to know these seniors and make sure they are aware of our services?

Chris appreciated that some of the items that were brought forward in the report have been acknowledged previously by the Committee like an emphasis on intergenerational programs. He was interested in looking at transportation concerns – both the City program and alternative options. He also felt the zoning questions were worthy of a bigger discussion.

Kay informed the committee that the SMART small bus manager lives in Huntington Woods and is someone that Kay knows on a personal basis. She and Jim plan to have a conversation with him to discuss other options for the City program.

Lenny was very impressed with the UM North Huntington Woods plan because it was innovative and forward thinking. The Amenities report was valuable because it contains a lot of practical suggestions. He would like the Committee to champion the North Huntington Woods plan. He felt the case studies also had some ideas that could apply to Huntington Woods and wondered how other small cities provide senior services. The reports are two different types of initiatives and the committee should work on both – the big ideas and practical ones.

Jim also felt the reports were comprehensive. He observed the focus groups and felt the ideas were captured in the reports. The next steps for the Committee are to prioritize these suggestions. Part of the process will involve identifying who else should be involved to implement the suggestions and how do we get input from seniors to verify that the plans are meeting their needs. Jim proposed focusing on the three categories – transportation, housing and senior services and apply Chris's matrix to the suggestions. Then determine for each category who else should be involved in the discussion, what other suggestions can be added and what feedback do we need.

Kay supports Jim's format and wondered if the COVID pandemic will have an impact on how services are provided in the future. Lenny also concurred with Jim's format and felt we should plan as if life will be back to a pre-COVID way of life eventually. Melissa also supported the process laid out by Jim.

Jim asked for comment from the public. Jeff Jenks reminded the committee of the 3 types of seniors – go-go seniors, slow-go seniors, and no-go seniors. He thought it would be helpful to identify the homebound seniors to see what their needs are. Chris asked if Lenny had been working on a similar project. Lenny was able to identify seniors through voter registration but not whether they were homebound or not.

Jim said he would prepare a framework for the process and members can decide what subcommittee they are interested in. Formalizing the subcommittees will be done at the July 23rd meeting. Kay asked if non-committee members can be asked to join a subcommittee and Jim thought if there was value to it, then it would be helpful to the process.

Lenny asked if the North Huntington Woods plan was being reviewed by another city committee and how the SAC can be part of the discussion. Amy gave a review of the housing discussion that has taken place so far.

3. Meeting adjourned at 4:21 p.m.



Consent # 4f

Finance Department Memo

To: Mayor and City Commission
From: Tim Rowland, Finance Director
Date: August 10, 2020
Subject: June 2020 Treasurer's Report

The preliminary June 30, 2020 financials are enclosed for your review. We still have a few payables coming through and are awaiting our June revenue sharing payment from the State. Below is an estimate of what our fund balance numbers will look like for year-end:

Statement of Revenues, Expenditures, and Changes in Fund Balance General Fund

Description	General Fund*	Recreation Fund	Sanitation Fund
Revenues	8,175,006	1,995,320	602,010
Expenditures	8,117,630	1,890,120	564,030
Revenues over (under) Expenditures	57,376	105,200	37,980
Beginning Fund Balance	3,262,345	191,966	99,440
Ending Fund Balance	3,319,721	297,166	137,420
Fund Balance as Percent of Expenditures	41%	16%	24%
* Includes Budget Stabilization Fund			

We will finish the year with increases in fund balance in both the General Fund and the Recreation Fund. We were able to finish in the positive in the General Fund due during this pandemic due to our conservative budgeting and a reduction in transfers to Capital Projects and Local Roads made at year end. Due to a change in governmental accounting standards, we transferred \$70,000 from a trust account reserved for the pool into the Recreation Fund. This combined with additional General Fund transfers allowed the Recreation Fund to increase its fund balance.

We have submitted for grants for Police and Fire Hazard Pay and Public Safety Payroll Reimbursement from the State of Michigan. Once we hear whether we will receive the grants, we will be able to prepare budget adjustments for the September budget meeting

FINANCE REPORT - CASH POSITIONS

FUND	FUND #	CURRENT INVESTMENTS	CURRENT CASH	TOTAL AVAILABLE
GENERAL FUND	101	1,677,755	162,426	1,840,182
MAJOR STREET FUND	202	545,173	6,954	552,128
LOCAL STREET FUND	203	201,355	25,840	227,195
RECREATION FUND	208	608,174	35,906	644,080
GWK DRAIN FUND	225	345,351	17,739	363,090
RACKHAM DEFENSE FUND	250	34,116	272	34,388
BUDGET STABILIZATION FUND	257	1,157,075	542	1,157,617
ELEVEN MILE - DEBT FUND	303	37,575	5	37,580
2010 UTGO DEBT	304	267,551	777	268,328
2012 UTGO DEBT	305	93,844	3,780	97,624
2014 UTGO DEBT	306	251,205	413	251,617
2017 UTGO DEBT	307	67,382	22,253	89,635
2019 UTGO DEBT	308	103,858	9,019	112,877
CAPITAL PLANNING FUND	402	832,596	9,005	841,601
SEWER CONSTRUCTION FUND	492	6,773,515	972	6,774,486
ROAD & SEWER CONSTRUCTION FUND	493	11,499,842	0	11,499,842
SANITATION FUND	515	172,571	(1,016)	171,555
WATER FUND	592	1,666,460	71,951	1,738,411
EQUIPMENT FUND	661	338,126	70,862	408,988
TRUST & AGENCY FUND	701	135,800	38,537	174,337
POST RETIREMENT FUND	734	793,030	75,165	868,194
TOTAL ASSETS - INVESTMENTS/CASH		27,602,355	551,403	28,153,757

FIDUCIARY (TRUSTEE)	TYPE	AMOUNT INVESTED	PERCENT INVESTED	YIELD
MICHIGAN CLASS	Interlocal	11,499,842	41.96%	1.81%
OAKLAND COUNTY POOL- OPER	Pool	912,400	3.33%	1.64%
FIFTH THIRD SECURITIES / CD	Agency	270,116	0.99%	2.05%
COMMERICA - J FUND - 4438	Pool	35,627	0.13%	1.40%
COMERICA SECURITIES - 2362	Agency	4,029,807	14.70%	2.40%
HUNTINGTON BANK	Agency	1,389,624	5.07%	2.20%
MULTIBANK SECURITIES	Agency	2,494,728	9.10%	2.40%
FLAGSTAR INVESTMENT ACCOUNT	Savings	53	0.00%	1.76%
FLAGSTAR BOND ACCOUNT	Savings	3,838,560	14.01%	1.76%
OAKLAND COUNTY BOND ACCOUNT	Pool	2,934,954	10.71%	1.64%
TOTAL INVESTMENTS		27,405,713	89.29%	
WEIGHTED AVERAGE YIELD				1.77%
OPERATING CASH ACCOUNT				551,403
INVESTMENT ACCOUNT				27,602,355
TOTAL DOLLARS AVAILABLE				28,153,757

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 6/30/2020

GENERAL FUND									
FUND	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 6/30/20	2019-20 PERCENT OF BUDGET COLLECTED 6/30/20	PERCENT OF YEAR COMPLETE	2019-20 PROJECTED ACTIVITY	2019-20 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
TAX COLLECTIONS									
101	GENERAL FUND	6,202,945	6,402,750	6,411,295	100.13%	100.00%	6,411,290	100.13%	8,540
	TAX COLLECTIONS	6,202,945	6,402,750	6,411,295	100.13%	100.00%	6,411,290	100.13%	
LICENSES & PERMITS									
101	GENERAL FUND	472,700	399,750	335,541	83.94%	100.00%	369,190	92.36%	(30,560)
	LICENSES & PERMITS	472,700	399,750	335,541	83.94%	100.00%	369,190	92.36%	
STATE SHARED REVENUE									
101	GENERAL FUND	693,229	634,430	563,388	88.80%	100.00%	650,790	102.58%	16,360
	STATE SHARED REVENUE	693,229	634,430	563,388	88.80%	100.00%	650,790	102.58%	
USER FEES									
101	GENERAL FUND	655,497	599,580	659,593	110.01%	100.00%	659,590	110.01%	60,010
	USER FEES	655,497	599,580	659,593	110.01%	100.00%	659,590	110.01%	
APPROPRIATION FROM FUND BALANCE									
101	GENERAL FUND		47,770		0.00%	100.00%		0.00%	(47,770)
			47,770		0.00%	100.00%	0	0.00%	
ESTIMATED REVENUES - FUND 101									
		8,024,371	8,084,280	7,969,817	98.58%	100.00%	8,090,860	100.08%	6,580

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 6/30/2020

GENERAL FUND

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 6/30/20	2019-20 PERCENT OF BUDGET COLLECTED 6/30/20	PERCENT OF YEAR COMPLETE	2019-20 PROJECTED ACTIVITY	2019-20 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/(UNDER) BUDGET
101-000-403.000	TAX COLL/CURRENT	6,089,449	6,313,750	6,314,422	100.01%	100.00%	6,314,420	100.01%	670
101-000-407.000	TAX COLL/DELINQUENT	79,731	62,500	70,733	113.17%	100.00%	70,730	113.17%	8,230
101-000-445.000	TAX COLL/PENALTIES	33,765	26,500	26,140	98.64%	100.00%	26,140	98.64%	(360)
101-000-452.000	PERMITS/AIR CONDITIONING	4,135	4,500	3,620	80.44%	100.00%	3,620	80.44%	(880)
101-000-453.000	PERMITS/BUILDING	218,823	150,000	147,097	98.06%	100.00%	147,100	98.07%	(2,900)
101-000-454.000	PERMITS/ELECTICAL	26,332	28,500	21,235	74.51%	100.00%	21,230	74.49%	(7,270)
101-000-455.000	PERMITS/HEATING	14,380	15,500	11,435	73.77%	100.00%	11,430	73.74%	(4,070)
101-000-456.000	PERMITS/PLUMBING	24,755	25,000	21,481	85.92%	100.00%	21,480	85.92%	(3,520)
101-000-457.000	BUSINESS REGISTRATION	12,437	12,750	8,264	64.82%	100.00%	8,260	64.78%	(4,490)
101-000-458.000	ROW PARKING	5,100	6,000	4,893	81.55%	100.00%	4,890	81.50%	(1,110)
101-000-470.000	CABLE TV FEES	155,310	146,000	109,331	74.88%	100.00%	143,000	97.95%	(3,000)
101-000-479.000	NONBUSINESS LIC AND PERM	2,921	2,500	2,045	81.80%	100.00%	2,040	81.60%	(460)
101-000-480.000	BUILDING INSPECTIONS	4,540	4,500	2,580	57.33%	100.00%	2,580	57.33%	(1,920)
101-000-481.000	ALARM FEES	3,967	4,500	3,560	79.11%	100.00%	3,560	79.11%	(940)
101-000-502.000	FEDERAL GRANTS- CARES ACT				0.00%	100.00%	19,970	100.00%	19,970
101-000-529.000	GRANTS CDBG	2,895	3,000	2,639	87.97%	100.00%	2,640	88.00%	(360)
101-000-543.000	GRANTS PUBLIC SAFETY (302 FUNDS)	2,926	3,250	4,155	127.85%	100.00%	4,150	127.69%	900
101-000-566.000	GRANTS LIBRARY/STATE	6,715	6,500	7,025	108.08%	100.00%	7,020	108.00%	520
101-000-567.000	GRANTS STATE/ OTHER	7,703			0.00%	100.00%		100.00%	-
101-000-567.001	DONATIONS- LIBRARY PROGRAMMING	43,922	13,260	15,900	119.91%	100.00%	15,900	100.00%	2,640
101-000-573.000	SSR/ LCSA PPT REIMBURSEMENT	7,209		5,976	0.00%	100.00%	5,980	100.00%	5,980
101-000-576.000	SSR/SALES TAX	620,363	606,920	576,167	86.69%	100.00%	593,600	97.81%	(13,320)
101-000-577.000	SSR/LIQUOR	1,496	1,500	1,526	101.73%	100.00%	1,530	102.00%	30
101-000-607.000	ADMINISTRATIVE FEES	93,377	93,000	93,125	100.13%	100.00%	93,120	100.13%	120
101-000-608.000	SERVICE FEES	336	700	400	57.14%	100.00%	400	57.14%	(300)
101-000-656.000	FINES/DISTRICT COURT	118,161	80,000	79,704	99.63%	100.00%	79,700	99.63%	(300)
101-000-657.000	FINES/PARKING VIOLATIONS	8,639	8,000	5,180	64.75%	100.00%	5,180	64.75%	(2,820)
101-000-658.000	FINES/LIBRARY FEES	7,712	7,500	4,602	61.36%	100.00%	4,600	61.33%	(2,900)
101-000-658.001	LIBRARY CONTRACT REVENUE	42,236	43,080	43,038	99.90%	100.00%	43,040	99.91%	(40)
101-000-659.000	FINES/LIBRARY PENAL	18,327	18,500	18,719	101.18%	100.00%	18,720	101.19%	220
101-000-664.000	INVESTMENT INCOME	114,969	110,000	122,108	111.01%	100.00%	122,110	111.01%	12,110
101-000-670.000	EQUIPMENT RENTAL	450	500		0.00%	100.00%		0.00%	(500)
101-000-673.000	FIXED ASSET SALE	10,000	250		0.00%	100.00%		0.00%	(250)
101-000-676.000	INSURANCE REIMBURSEMENT	38,237	45,000	50,139	111.42%	100.00%	50,140	111.42%	5,140
101-000-676.592	TRANSFER/WATER ADMIN	175,300	166,050	166,050	100.00%	100.00%	166,050	100.00%	-
101-000-676.734	TRANSFER/POST RET ADMIN	2,000	2,000	2,000	100.00%	100.00%	2,000	100.00%	-
101-000-695.000	UNCLASSIFIED	25,753	25,000	74,528	298.11%	100.00%	74,530	298.12%	49,530
101-000-699.395	DRAW FROM FUND BALANCE		47,770		0.00%	100.00%		0.00%	(47,770)
		8,024,371	8,084,280	7,969,817	98.58%	100.00%	8,090,860	100.08%	6,580

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 6/30/2020

GENERAL FUND

DEPARTMENT	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 6/30/20	2019-20 PERCENT OF BUDGET EXPENDED 6/30/20	PERCENT OF YEAR COMPLETE	2019-20 PROJECTED ACTIVITY	2019-20 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
COMMISSION	13,660	25,920	13,963	53.87%	100.00%	13,970	53.90%	(11,950)
ADMINISTRATION	1,168,020	1,185,750	1,152,256	97.18%	100.00%	1,152,230	97.17%	(33,520)
PUBLIC SAFETY	3,367,300	3,520,390	3,482,635	98.93%	100.00%	3,482,630	98.93%	(37,760)
PUBLIC WORKS	441,810	426,330	424,298	99.52%	100.00%	424,280	99.52%	(2,050)
LIBRARY	561,470	578,280	547,621	94.70%	100.00%	547,600	94.69%	(30,680)
INSURANCE	226,400	185,650	184,970	99.63%	100.00%	184,960	99.63%	(690)
TRANSFERS	2,194,670	2,161,960	2,161,960	100.00%	100.00%	2,161,960	100.00%	0
	7,973,330	8,084,280	7,967,703	98.56%	100.00%	7,967,630	98.56%	(116,650)

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 6/30/2020

GENERAL FUND

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 6/30/20	2019-20 PERCENT OF BUDGET EXPENDED 6/30/20	2019-20 PERCENT OF YEAR COMPLETE	2019-20 PROJECTED ACTIVITY	2019-20 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/(UNDER) BUDGET
101-101-702.000	SALARIES		10			100.00%	10	100.00%	-
101-101-802.000	PROFESSIONAL SERV	7,540	2,500	900	36.00%	100.00%	900	36.00%	(1,600)
101-101-860.000	CONFERENCES AND WORKSHOPS	5,148	9,000	132	1.47%	100.00%	130	1.44%	(8,870)
101-101-860.001	MEMBERSHIPS & DUES		13,410	12,257	91.40%	100.00%	12,260	91.42%	(1,150)
101-101-956.000	MISCELLANEOUS	970	1,000	674	67.40%	100.00%	670	67.00%	(330)
	COMMISSION	13,658	25,920	13,963	53.87%	100.00%	13,970	53.90%	(11,950)
101-172-702.000	SALARIES	257,255	291,970	257,734	88.27%	100.00%	257,730	88.27%	(34,240)
101-172-706.000	WAGES/HOURLY	85,224	58,770	84,661	144.05%	100.00%	84,660	144.05%	25,890
101-172-715.000	BENEFIT/HOSPITAL SECURITY	26,770	26,830	25,816	96.22%	100.00%	25,820	96.24%	(1,010)
101-172-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	79,271	70,540	81,032	114.87%	100.00%	81,030	114.87%	10,490
101-172-718.000	BENEFIT/RETIREMENT	346,875	322,730	312,570	96.85%	100.00%	312,570	96.85%	(10,160)
101-172-719.000	BENEFIT/DENTAL	5,145	5,530	5,781	104.54%	100.00%	5,780	104.52%	250
101-172-724.000	BENEFITS	18,717	23,380	21,295	91.08%	100.00%	21,290	91.06%	(2,090)
101-172-727.000	SUPPLIES/OFFICE	9,383	10,500	9,879	94.09%	100.00%	9,880	94.10%	(620)
101-172-727.001	SUPPLIES/POSTAGE	16,782	19,500	13,384	68.64%	100.00%	13,380	68.62%	(6,120)
101-172-727.002	SUPPLIES/ELECTIONS	3,449	4,000	8,829	220.73%	100.00%	8,830	220.75%	4,830
101-172-802.008	PROFESSIONAL SERV	36,369	58,030	52,306	90.14%	100.00%	52,310	90.14%	(5,720)
101-172-802.009	PROFESSIONAL SERV/AUDIT	22,000	25,000	22,085	88.34%	100.00%	22,080	88.32%	(2,920)
101-172-802.010	PROFESSIONAL SERV/INSP	57,840	58,000	49,800	85.86%	100.00%	49,800	85.86%	(8,200)
101-172-802.011	PROFESSIONAL SERV/ATTORNEY	84,454	85,000	83,296	98.00%	100.00%	83,300	98.00%	(1,700)
101-172-802.012	PROFESSIONAL SERV/O.C.	39,926	41,000	39,892	97.30%	100.00%	39,890	97.29%	(1,110)
101-172-853.000	COMMUNICATIONS/TELEPHONE	2,796	3,020	1,354	44.83%	100.00%	1,350	44.70%	(1,670)
101-172-860.000	CONFERENCES & WORKSHOPS	7,027	3,970	3,510	88.41%	100.00%	3,510	88.41%	(460)
101-172-860.001	MEMBERSHIPS & DUES		1,920	1,495	77.86%	100.00%	1,490	77.60%	(430)
101-172-880.000	PROMOTION/COMMUNITY	3,686	3,500	3,318	94.80%	100.00%	3,320	94.86%	(180)
101-172-880.001	COMMUNITY PROM/YOUTH ASSI	4,600	6,100	3,600	59.02%	100.00%	3,600	59.02%	(2,500)
101-172-880.002	COMMUNITY PROM/ CDBG		2,500		0.00%	100.00%		0.00%	(2,500)
101-172-900.000	PRINTING AND PUBLICATION	3,004	4,500	6,339	140.87%	100.00%	6,340	140.89%	1,840
101-172-900.001	PRINTING/PUB NEWSLETTER	18,504	18,000	17,176	95.42%	100.00%	17,180	95.44%	(820)
101-172-920.000	UTILITIES	18,829	14,500	14,325	98.79%	100.00%	14,320	98.76%	(180)
101-172-931-000	MAINTENANCE/BUILDING		5,000	10,960	219.20%	100.00%	10,960	219.20%	5,960
101-172-934.000	MAINTENANCE/OFFICE EQUIP	9,768	9,760	13,315	136.42%	100.00%	13,310	136.37%	3,550
101-172-942.000	VEHICLE REIMBURSEMENT	5,100	5,100	5,100	100.00%	100.00%	5,100	100.00%	-
101-172-956.000	MISCELLANEOUS	5,246	7,100	3,404	47.94%	100.00%	3,400	47.89%	(3,700)
	ADMINISTRATION	1,168,020	1,185,750	1,152,256	97.18%	100.00%	1,152,230	97.17%	(33,520)
101-301-702.000	SALARIES	1,738,815	1,492,980	1,435,158	96.13%	100.00%	1,435,160	96.13%	(57,820)
101-301-702.001	OVERTIME		220,000	255,890	116.31%	100.00%	255,890	116.31%	35,890
101-301-710.000	WAGES/CROSSING GUARDS	17,981	17,500	15,052	86.01%	100.00%	15,050	86.00%	(2,450)
101-301-712.000	WAGES/VOLUNTEER FIRE	4,110	5,000	2,500	50.00%	100.00%	2,500	50.00%	(2,500)
101-301-715.000	BENEFIT/HOSPITAL SECURITY	36,935	34,780	36,264	104.27%	100.00%	36,260	104.26%	1,480
101-301-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	337,567	326,780	322,273	98.62%	100.00%	322,270	98.62%	(4,510)
101-301-718.000	BENEFIT/RETIREMENT	787,277	883,150	895,639	101.41%	100.00%	895,650	101.42%	12,500
101-301-719.000	BENEFIT/DENTAL	23,467	23,970	22,637	94.44%	100.00%	22,640	94.45%	(1,330)
101-301-724.000	BENEFITS	97,452	137,010	125,698	91.74%	100.00%	125,700	91.75%	(11,310)
101-301-727.000	SUPPLIES/OFFICE	3,772	4,500	2,081	46.24%	100.00%	2,080	46.22%	(2,420)
101-301-744.000	UNIFORM/PURCHASE	30,404	28,000	27,713	98.98%	100.00%	27,710	98.96%	(290)
101-301-751.000	SUPPLIES/GAS,OIL	25,391	20,500	21,549	105.12%	100.00%	21,550	105.12%	1,050
101-301-756.000	SUPPLIES/OPERATING	26,599	24,000	25,424	105.93%	100.00%	25,420	105.92%	1,420

101-301-802.000	PROFESSIONAL SERV	114,520	110,000	106,308	96.64%	100.00%	106,310	96.65%	(3,690)
101-301-802.014	PROFESSIONAL SERVICES- INFORMANTS		500		0.00%	100.00%		0.00%	(500)
101-301-853.000	COMMUNICATIONS/TELEPHONE	17,064	28,020	27,516	98.20%	100.00%	27,520	98.22%	(500)
101-301-860.000	CONFERENCES & WORKSHOPS	2,147	1,000	280	28.00%	100.00%	280	28.00%	(720)
101-301-860.001	MEMBERSHIPS & DUES		4,060	7,735	190.52%	100.00%	7,730	190.39%	3,670
101-301-920.000	UTILITIES	16,866	13,500	11,812	87.50%	100.00%	11,810	87.48%	(1,690)
101-301-931.000	MAINTENANCE/BUILDING		35,000	36,354	103.87%	100.00%	36,350	103.86%	1,350
101-301-934.000	MAINTENANCE/OFFICE EQUIP	8,602	9,760	9,248	94.75%	100.00%	9,250	94.77%	(510)
101-301-940.000	RENTAL/EQUIPMENT	62,400	80,000	80,000	100.00%	100.00%	80,000	100.00%	-
101-301-942.000	VEHICLE REIMBURSEMENT	4,380	4,380	4,380	100.00%	100.00%	4,380	100.00%	-
101-301-956.000	MISCELLANEOUS	1,944	2,000	1,612	80.60%	100.00%	1,610	80.50%	(390)
101-301-956.001	MISCELLANEOUS/TRAINING (802 FUNDS)	9,606	14,000	9,512	67.94%	100.00%	9,510	67.93%	(4,490)
	PUBLIC SAFETY	3,367,299	3,520,390	3,482,635	98.93%	100.00%	3,482,630	98.93%	(37,760)
101-441-706.000	WAGES/HOURLY	165,215	163,220	159,628	97.80%	100.00%	159,630	97.80%	(3,590)
101-441-715.000	BENEFIT/SOCIAL SECURITY	12,945	10,680	12,586	117.85%	100.00%	12,590	117.88%	1,910
101-441-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	43,845	32,020	42,882	133.92%	100.00%	42,880	133.92%	10,860
101-441-718.000	BENEFIT/RETIREMENT	55,728	58,150	58,253	100.18%	100.00%	58,250	100.17%	100
101-441-719.000	BENEFIT/DENTAL	2,818	2,590	2,873	110.93%	100.00%	2,870	110.81%	280
101-441-724.000	BENEFITS	13,925	17,580	18,154	103.27%	100.00%	18,150	103.24%	570
101-441-727.000	SUPPLIES/OFFICE	1,568	1,000	1,704	170.40%	100.00%	1,700	170.00%	700
101-441-744.000	UNIFORM/PURCHASE	4,589	4,600	5,784	125.74%	100.00%	5,780	125.65%	1,180
101-441-751.000	SUPPLIES/GAS,OIL	20,630	16,330	9,256	56.68%	100.00%	9,260	56.71%	(7,070)
101-441-756.000	SUPPLIES/OPERATING	9,689	8,500	14,215	167.24%	100.00%	14,210	167.18%	5,710
101-441-776.000	SUPPLIES/BLDG, GROUNDS	1,591	3,000	3,698	123.27%	100.00%	3,700	123.33%	700
101-441-853.000	COMMUNICATIONS/TELEPHONE	1,682	1,900	749	39.42%	100.00%	750	39.47%	(1,150)
101-441-860.000	CONFERENCES & WORKSHOPS	990	2,300	2,091	90.91%	100.00%	2,090	90.87%	(210)
101-441-860.001	MEMBERSHIPS & DUES		450	425	94.44%	100.00%	420	93.33%	(30)
101-441-920.000	UTILITIES	8,376	4,500	3,210	71.33%	100.00%	3,210	71.33%	(1,290)
101-441-926.000	UTILITIES/STREET LIGHTING	62,935	75,000	71,328	95.10%	100.00%	71,330	95.11%	(3,670)
101-441-931.000	MAINTENANCE/BUILDING	27,308	15,000	7,746	51.64%	100.00%	7,750	51.67%	(7,250)
101-441-934.000	MAINTENANCE/OFFICE EQUIP	4,002	4,560	5,393	118.27%	100.00%	5,390	118.20%	830
101-441-940.000	RENTAL/EQUIPMENT		1,000	425	42.50%	100.00%	420	42.00%	(580)
101-441-942.000	VEHICLE REIMBURSEMENT	3,078	3,000	3,000	100.00%	100.00%	3,000	100.00%	-
101-441-956.000	MISCELLANEOUS	896	950	898	94.53%	100.00%	900	94.74%	(50)
	PUBLIC WORKS	441,810	426,330	424,298	99.52%	100.00%	424,280	99.52%	(2,050)
101-790-702.000	SALARIES	114,592	121,140	112,697	93.03%	100.00%	112,700	93.03%	(8,440)
101-790-706.000	WAGES/HOURLY	149,013	125,580	113,874	90.68%	100.00%	113,870	90.68%	(11,710)
101-790-715.000	BENEFIT/SOCIAL SECURITY	20,273	21,170	17,679	83.51%	100.00%	17,680	83.51%	(3,490)
101-790-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	25,833	26,450	25,380	95.95%	100.00%	25,380	95.95%	(1,070)
101-790-718.000	BENEFIT/RETIREMENT	73,839	76,870	71,795	93.40%	100.00%	71,790	93.39%	(5,080)
101-790-719.000	BENEFIT/DENTAL	2,063	2,060	2,063	100.15%	100.00%	2,060	100.00%	-
101-790-724.000	BENEFITS	10,124	11,300	10,848	96.00%	100.00%	10,850	96.02%	(450)
101-790-727.000	SUPPLIES/OFFICE	1,964	3,500	2,634	75.26%	100.00%	2,630	75.14%	(870)
101-790-756.000	SUPPLIES/OPERATING	7,327	7,500	6,751	90.01%	100.00%	6,750	90.00%	(750)
101-790-802.000	PROFESSIONAL SERV	45,902	50,000	45,186	90.37%	100.00%	45,190	90.38%	(4,810)
101-790-802.015	PROFESSIONAL SVCS- PROGRAMMING	22,118	15,000	15,501	103.34%	100.00%	15,500	103.33%	500
101-790-853.000	COMMUNICATIONS/TELEPHONE	2,865	3,020	1,906	63.11%	100.00%	1,910	63.25%	(1,110)
101-790-860.000	CONFERENCES & WORKSHOPS	282	850	122	14.35%	100.00%	120	14.12%	(730)
101-790-860.001	MEMBERSHIPS & DUES		230	295	128.26%	100.00%	290	126.09%	60
101-790-880.000	PROMOTION/COMMUNITY	1,045	1,500	27,538	1835.86%	100.00%	27,530	1835.86%	(1,090)
101-790-920.000	UTILITIES	12,355	18,600	17,413	93.62%	100.00%	17,410	93.60%	(1,190)
101-790-931.000	MAINTENANCE/BUILDING		20,000	36,418	182.09%	100.00%	36,420	182.10%	16,420
101-790-934.000	MAINTENANCE/OFFICE EQUIP	6,783	6,510	8,756	134.50%	100.00%	8,760	134.56%	2,250
101-790-956.000	MISCELLANEOUS	1,756	3,000	512	17.07%	100.00%	510	17.00%	(2,490)
101-790-978.000	BOOK PURCHASE	29,294	28,000	21,698	77.49%	100.00%	21,700	77.50%	(6,300)

101-790-978.002	PERIODICALS	7,180	15,000	11,125	74.17%	100.00%	11,120	74.13%	(3,880)
101-790-978.003	RECORDS, TAPES, DISKS	27,359	21,000	24,555	116.93%	100.00%	24,550	116.90%	3,550
	LIBRARY	561,457	578,280	547,621	94.70%	100.00%	547,600	94.69%	(30,680)
101-954-911.000	GENERAL LIABILITY COVERAG	172,694	177,420	177,425	100.00%	100.00%	177,420	100.00%	-
101-954-913.000	LIABILITY ADDL/SPEC EVENT	53,712			0.00%	100.00%		0.00%	-
101-954-914.000	EXCESS OF DEDUCTABLE		8,230	7,545	91.68%	100.00%	7,540	91.62%	(690)
	LIABILITY INSURANCE	226,406	185,650	184,970	99.63%	100.00%	184,960	99.63%	(690)
101-958-965.001	TRANSFER/LOCAL STREET	150,000	75,000	75,000	100.00%	100.00%	75,000	100.00%	-
101-958-965.208	TRANSFER/RECREATION FUND	950,000	975,000	975,000	100.00%	100.00%	975,000	100.00%	-
101-958-965.257	TRANSFER - BUD STABILIZAT	50,000	50,000	50,000	100.00%	100.00%	50,000	100.00%	-
101-958-965.661	TRANSFER - EQUIPMENT FUND	200,000	275,000	275,000	100.00%	100.00%	275,000	100.00%	-
101-958-965.734	TRANSFER/POST RETIREMENT	444,670	406,960	406,960	100.00%	100.00%	406,960	100.00%	-
101-958-965.970	TRANSFER/CAPITAL PLANNING	400,000	380,000	380,000	100.00%	100.00%	380,000	100.00%	-
	TRANSFERS	2,194,670	2,161,960	2,161,960	100.00%	100.00%	2,161,960	100.00%	-
		7,973,330	8,084,280	7,967,703	98.56%	100.00%	7,967,630	98.56%	(116,650)

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 6/30/2020

RECREATION FUND										
ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 6/30/20	2019-20 COLLECTED 6/30/20	PERCENT OF YEAR COMPLETE	2019-20 PROJECTED ACTIVITY	2019-20 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET	
208-000-403.000	TAX COLL/CURRENT	68,289	71,850	71,031	98.86%	100.00%	71,030	98.86%		(820)
208-000-407.000	TAX COLL/DELINQUENT	882		791	0.00%	100.00%	790	100.00%		790
208-000-567.000	GRANT'S STATE/OTHER	4,325	6,000	2,676	44.60%	100.00%	2,680	100.00%		(3,320)
208-000-573.000	SSR/ LCSA PPT REIMBURSEMENT			67	0.00%	100.00%	70	100.00%		70
208-000-651.000	RECREATION/FEES/RENTALS	5,112	3,000	3,192	106.40%	100.00%	3,190	106.33%		190
208-000-652.000	RECREATION/SALES	1,267		1,109	100.00%	100.00%	1,110	0.00%		1,110
208-000-653.000	RECREATION/POOL	274,670	155,090	234,497	151.20%	100.00%	234,500	151.20%		79,410
208-000-654.001	RECREATION/LEAGUE FEES	43,067	32,000	32,859	102.68%	100.00%	32,860	102.69%		860
208-000-654.002	RECREATION/CLASSES,TRIPS	144,917	84,950	86,675	102.03%	100.00%	86,670	102.02%		1,720
208-000-654.003	RECREATION/SR PROGRAMS	14,052	3,670	3,747	102.10%	100.00%	3,750	102.18%		80
208-000-654.004	RECREATION/LATCH KEY	218,836	177,150	193,984	109.50%	100.00%	193,980	109.50%		16,830
208-000-654.005	RECREATION/CAMP FEES	318,874	225,100	231,116	102.67%	100.00%	231,120	102.67%		6,020
208-000-654.006	RECREATION/SPEC PROGRAMS	8,540	11,000	9,648	87.71%	100.00%	9,650	100.00%		(1,350)
208-000-654.007	RECREATION/DREAM CRUISE	5,000	5,000	5,956	119.12%	100.00%	5,960	119.20%		960
208-000-654.008	RECREATION/JULY 4TH	23,406	4,550	6,646	146.07%	100.00%	6,650	146.15%		2,100
208-000-654.009	RECREATION/ PRE K	94,719	85,000	85,191	100.22%	100.00%	85,190	100.00%		190
208-000-664.000	INVESTMENT INCOME	13,648	7,500	14,794	197.25%	100.00%	14,790	197.20%		7,290
208-000-669.000	BUS RENTAL FEES	24,559	25,000	24,454	97.82%	100.00%	24,450	97.80%		(550)
208-000-669.001	BUS CHARGES INTERNAL			9,024	0.00%	100.00%	9,020	0.00%		9,020
208-000-676.101	TRANSFER/GENERAL FUND	950,000	975,000	975,000	100.00%	100.00%	975,000	100.00%		-
208-000-695.000	UNCLASSIFIED	4,500	4,500	2,864	63.64%	100.00%	2,860	63.56%		(1,640)
208-000-699.395	FUND BALANCE APPROPRIATION		86,720		0.00%	100.00%		0.00%		(86,720)
		2,218,663	1,963,080	1,995,321	101.64%	100.00%	1,995,320	101.64%		32,240

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS

Calculations as of 6/30/2020

RECREATION FUND

DEPARTMENT	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 6/30/20	2019-20 PERCENT OF BUDGET EXPENDED 6/30/20	PERCENT OF YEAR COMPLETE	2019-20 PROJECTED ACTIVITY	2019-20 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
BUS	50,943	44,420	42,791	96.33%	100.00%	42,790	96.33%	(1,630)
RECREATION	694,914	722,400	685,151	94.84%	100.00%	685,470	94.89%	(36,930)
PROGRAMS	906,504	810,470	783,069	96.62%	100.00%	783,060	96.62%	(27,410)
PARKS	170,249	149,350	137,599	92.13%	100.00%	137,600	92.13%	(11,750)
POOL	323,320	236,440	241,168	102.00%	100.00%	241,200	102.01%	4,760
	2,145,930	1,963,080	1,889,778	96.27%	100.00%	1,890,120	96.28%	(72,960)

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS

Calculations as of 6/30/2020

RECREATION FUND

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 6/30/20	2019-20 PERCENT OF BUDGET EXPENDED 6/30/20	2019-20 PERCENT OF YEAR COMPLETE	2019-20 PROJECTED ACTIVITY	2019-20 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
Dept 290 - BUS									
208-290-715.000	BENEFIT/SOCIAL SECURITY	1,926	1,980	1,490	75.25%	100.00%	1,490	75.25%	(490)
208-290-724.000	BENEFITS	452	1,110	1,045	94.14%	100.00%	1,040	93.69%	(70)
208-290-751.000	SUPPLIES/GAS,OIL	4,806	4,000	2,723	68.08%	100.00%	2,720	68.00%	(1,280)
208-290-802.000	PROFESSIONAL SERV	25,427	18,830	18,657	99.08%	100.00%	18,660	99.10%	(170)
208-290-853.000	COMMUNICATIONS/TELEPHONE	262	300	876	292.00%	100.00%	880	293.33%	580
208-290-940.000	RENTAL/EQUIPMENT	18,000	18,000	18,000	100.00%	100.00%	18,000	100.00%	-
208-290-956.000	MISCELLANEOUS	70	200		0.00%	100.00%		0.00%	(200)
Totals for dept 290 - BUS		50,943	44,420	42,791	96.33%	100.00%	42,790	96.33%	(1,630)
Dept 751 - RECREATION									
208-751-702.000	SALARIES	123,663	126,590	119,947	94.75%	100.00%	119,950	94.75%	(6,640)
208-751-706.000	WAGES/HOURLY	195,402	186,980	186,979	100.00%	100.00%	186,980	100.00%	-
208-751-715.000	BENEFIT/SOCIAL SECURITY	24,831	26,970	24,278	90.02%	100.00%	24,280	90.03%	(2,690)
208-751-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	88,847	88,690	82,521	93.04%	100.00%	82,520	93.04%	(6,170)
208-751-718.000	BENEFIT/RETIREMENT	114,415	110,580	108,501	98.12%	100.00%	108,500	98.12%	(2,080)
208-751-719.000	BENEFIT/DENTAL	6,487	6,740	5,584	82.85%	100.00%	5,580	82.79%	(1,160)
208-751-724.000	BENEFITS	30,386	38,800	34,399	88.66%	100.00%	34,400	88.66%	(4,400)
208-751-727.000	SUPPLIES/OFFICE	3,029	5,000	1,708	34.16%	100.00%	1,710	34.20%	(3,290)
208-751-744.000	UNIFORM/PURCHASE	2,700	2,700	2,723	100.85%	100.00%	2,720	100.74%	20
208-751-751.000	SUPPLIES/GAS,OIL	584	750	1,168	155.73%	100.00%	1,170	100.00%	420
208-751-756.000	SUPPLIES/OPERATING	11,880	15,000	12,679	84.53%	100.00%	13,000	86.67%	(2,000)
208-751-853.000	COMMUNICATIONS/TELEPHONE	9,699	8,580	7,913	92.23%	100.00%	7,910	92.19%	(670)
208-751-860.000	CONFERENCES & WORKSHOPS	2,027	2,050	1,157	56.44%	100.00%	1,160	56.59%	(890)
208-751-860.001	MEMBERSHIPS & DUES		750	720	96.00%	100.00%	720	96.00%	(30)
208-751-920.000	UTILITIES	29,942	49,000	47,984	97.93%	100.00%	47,980	97.92%	(1,020)
208-751-931.000	MAINTENANCE/BUILDING	27,116	29,000	22,753	78.46%	100.00%	22,750	78.45%	(6,250)
208-751-934.000	MAINTENANCE/OFFICE EQUIP	21,285	21,020	22,579	107.42%	100.00%	22,580	107.42%	1,560
208-751-940.000	RENTAL/EQUIPMENT	970	1,200		0.00%	100.00%		0.00%	(1,200)
208-751-956.000	MISCELLANEOUS	1,651	2,000	1,558	77.90%	100.00%	1,560	78.00%	(440)
Totals for dept 751 - RECREATION		694,914	722,400	685,151	94.84%	100.00%	685,470	94.89%	(36,930)
Dept 753 - PROGRAMS									
208-753-702.000	SALARIES	117,009	120,540	117,618	97.58%	100.00%	117,620	97.58%	(2,920)
208-753-714.001	WAGES/PROGRAM ATHLETIC LG	1,698	2,800	941	33.61%	100.00%	940	33.57%	(1,860)
208-753-714.003	WAGES/PROGRAM SENIOR CITI	42,746	43,180	41,630	96.41%	100.00%	41,630	96.41%	(1,550)
208-753-714.004	WAGES/PROGRAM LATCH KEY	176,730	169,590	164,912	97.24%	100.00%	164,910	97.24%	(4,680)
208-753-714.005	WAGES/PROGRAM CAMPS	112,144	72,910	72,906	99.99%	100.00%	72,910	100.00%	-
208-753-715.000	BENEFIT/SOCIAL SECURITY	34,763	35,990	32,130	89.27%	100.00%	32,130	89.27%	(3,860)
208-753-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	66,073	62,360	58,923	94.49%	100.00%	58,920	94.48%	(3,440)
208-753-718.000	BENEFIT/RETIREMENT	84,070	83,150	81,215	97.67%	100.00%	81,210	97.67%	(1,940)
208-753-719.000	BENEFIT/DENTAL	4,973	5,220	3,723	71.32%	100.00%	3,720	71.26%	(4,500)

208-753-724.000	BENEFITS	21,215	23,040	20,228	87.80%	100.00%	20,230	87.80%	(2,810)
208-753-787.001	SUPPLIES/ATHLETIC LEAGUE	5,160	3,800	2,554	67.21%	100.00%	2,550	67.11%	(1,250)
208-753-787.002	SUPPLIES/CLASS TRIPS	1,849	2,800	3,276	117.00%	100.00%	3,280	117.14%	480
208-753-787.003	SUPPLIES/SENIOR PROGRAM	1,782	1,300	1,232	94.77%	100.00%	1,230	94.62%	(70)
208-753-787.004	SUPPLIES/LATCH KEY	14,820	13,000	14,145	108.81%	100.00%	14,140	108.77%	1,140
208-753-787.005	SUPPLIES/CAMPS	10,006	3,700	3,696	99.89%	100.00%	3,700	100.00%	-
208-753-787.006	SUPPLIES/SPECIAL PROGRAM	2,402	3,500	2,771	79.17%	100.00%	2,770	79.14%	(730)
208-753-787.007	SUPPLIES/ PRE K	2,731	4,500	4,478	99.51%	100.00%	4,480	100.00%	(20)
208-753-803.001	CONTRACTS ATHLETIC LEAGUE	13,950	13,300	13,296	99.97%	100.00%	13,300	100.00%	-
208-753-803.002	CONTRACTS CLASS TRIPS	78,590	61,630	61,631	100.00%	100.00%	61,630	100.00%	-
208-753-803.003	CONTRACTS SENIOR TRIPS	11,357	2,600	2,080	80.00%	100.00%	2,080	80.00%	(520)
208-753-803.004	CONTRACTS LATCH KEY	45,493	5,500	5,216	94.84%	100.00%	5,220	94.91%	(280)
208-753-803.005	CONTRACTS CAMPS	29,060	29,060	29,062	100.01%	100.00%	29,060	100.00%	-
208-753-803.006	CONTRACTS SPECIAL PROGRAM	11,852	9,000	8,570	95.22%	100.00%	8,570	95.22%	(430)
208-753-803.008	CONTRACTS JULY 4th	25,067	26,500	26,724	100.85%	100.00%	26,720	100.83%	220
208-753-956.000	MISCELLANEOUS	12,808	11,500	10,112	87.93%	100.00%	10,110	87.91%	(1,390)
Totals for dept 753 - PROGRAMS		906,504	810,470	783,069	96.62%	100.00%	783,060	96.62%	(27,410)

Dept 754 - PARKS									
208-754-702.000	SALARIES	8,109	8,360	8,051	96.30%	100.00%	8,050	96.29%	(310)
208-754-706.000	WAGES/HOURLY	60,305	50,260	48,649	96.79%	100.00%	48,650	96.80%	(1,610)
208-754-715.000	BENEFIT/SOCIAL SECURITY	5,370	5,250	4,504	85.79%	100.00%	4,500	85.71%	(750)
208-754-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	18,326	18,610	15,890	85.38%	100.00%	15,890	85.38%	(2,720)
208-754-718.000	BENEFIT/RETIREMENT	36,543	34,350	33,858	98.57%	100.00%	33,860	98.57%	(490)
208-754-719.000	BENEFIT/DENTAL	1,228	1,370	956	69.78%	100.00%	960	70.07%	(410)
208-754-724.000	BENEFITS	5,742	6,850	6,262	91.42%	100.00%	6,260	91.39%	(590)
208-754-744.000	UNIFORM/PURCHASE	199	250		0.00%	100.00%		0.00%	(250)
208-754-776.000	SUPPLIES/BLDG GROUNDS	20,932	14,500	11,663	80.43%	100.00%	11,660	80.41%	(2,840)
208-754-802.000	PROFESSIONAL SERV	13,495	9,300	7,766	83.51%	100.00%	7,770	83.55%	(1,530)
208-754-956.000	MISCELLANEOUS		250		0.00%	100.00%		0.00%	
Totals for dept 754 - PARKS		170,249	149,350	137,599	92.13%	100.00%	137,600	92.13%	(11,750)

Dept 756 - POOL									
208-756-702.000	SALARIES	24,341	25,110	24,659	98.20%	100.00%	24,660	98.21%	(450)
208-756-709.000	WAGES/PART TIME/SEASONAL	180,832	108,500	108,009	99.55%	100.00%	108,020	99.56%	(480)
208-756-715.000	BENEFIT/SOCIAL SECURITY	15,527	12,990	11,467	88.28%	100.00%	11,470	88.30%	(1,520)
208-756-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	10,741	10,970	10,917	99.52%	100.00%	10,920	99.54%	(50)
208-756-718.000	BENEFIT/RETIREMENT	5,169	2,620	4,776	182.29%	100.00%	4,780	182.44%	2,160
208-756-719.000	BENEFIT/DENTAL	651	830	721	86.87%	100.00%	720	86.75%	(110)
208-756-724.000	BENEFITS	3,250	5,800	5,217	89.95%	100.00%	5,220	90.00%	(580)
208-756-727.000	SUPPLIES/OFFICE	121	1,250		0.00%	100.00%		0.00%	(1,250)
208-756-744.000	UNIFORM/PURCHASE	1,752	2,200	511	23.23%	100.00%	510	23.18%	(1,690)
208-756-756.000	SUPPLIES/OPERATING	23,242	12,000	11,033	91.94%	100.00%	11,030	91.92%	(970)
208-756-756.001	CAFE SUPPLIES	12,483	6,170	6,168	0.00%	100.00%	6,170	100.00%	-
208-756-787.000	SUPPLIES/REC PROGRAM	87			0.00%	100.00%		0.00%	-
208-756-802.000	PROFESSIONAL SERV	3,707	1,500	466	31.07%	100.00%	470	31.33%	(1,030)
208-756-920.000	UTILITIES	39,266	42,000	51,534	122.70%	100.00%	51,530	122.69%	9,530
208-756-931.000	MAINTENANCE/BUILDING	2,082	4,000	5,690	142.25%	100.00%	5,700	142.50%	1,700
208-756-956.000	MISCELLANEOUS	69	500		0.00%	100.00%		0.00%	-
Totals for dept 756 - POOL		323,320	236,440	241,168	102.00%	100.00%	241,200	102.01%	4,760

APPROPRIATIONS - FUND 208

2,145,930	1,963,080	1,889,778	96.27%	100.00%	1,890,120	96.28%	(72,960)
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BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 6/30/2020

SANITATION FUND

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 6/30/20	2019-20 PERCENT OF BUDGET 6/30/20	PERCENT OF YEAR COMPLETE	2019-20 PROJECTED ACTIVITY	2019-20 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
Dept 000									
515-000-403.000	TAX COLL/CURRENT	563,477	585,490	585,339	100%	100.00%	585,340	99.97%	(150)
515-000-573.000	SSR/ LCSA PPT REIMBURSEMENT			646	0%	100.00%	650	100.00%	650
515-000-664.000	INVESTMENT INCOME	9,064	6,500	9,666	149%	100.00%	9,670	148.77%	3,170
515-000-695.000	UNCLASSIFIED	12,131	8,000	6,347	79%	100.00%	6,350	79.38%	(1,550)
515-000-699.395	FUND BALANCE APPROPRIATION				0%	100.00%		0.00%	-
NET OF REVENUES/APPROPRIATIONS - 000 -		584,672	599,990	601,998	100%	100.00%	602,010	100.34%	2,020
Dept 500 - SANITATION									
515-500-702.000	SALARIES	10,916	12,540	10,695	85.29%	100.00%	10,690	85.25%	(1,850)
515-500-706.000	WAGES/HOURLY	31,004	34,460	34,498	100.11%	100.00%	34,500	100.12%	40
515-500-715.000	BENEFIT/SOCIAL SECURITY	3,326	3,600	3,489	96.92%	100.00%	3,490	96.94%	(110)
515-500-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	10,645	10,640	11,868	111.54%	100.00%	11,870	111.56%	1,230
515-500-718.000	BENEFIT/RETIREMENT	12,624	13,460	14,125	104.94%	100.00%	14,120	104.90%	660
515-500-719.000	BENEFIT/DENTAL	644	850	774	91.06%	100.00%	770	90.59%	(80)
515-500-724.000	BENEFITS	3,435	5,070	4,753	93.75%	100.00%	4,750	93.69%	(320)
515-500-751.000	SUPPLIES/GAS,OIL	4,158	4,400	3,571	81.16%	100.00%	3,570	81.14%	(830)
515-500-756.000	SUPPLIES/OPERATING	6,569	5,500	6,578	119.60%	100.00%	6,580	119.64%	1,080
515-500-802.000	PROFESSIONAL SERV	418,213	430,510	417,245	96.92%	100.00%	417,240	96.92%	(13,270)
515-500-853.000	COMMUNICATIONS/TELEPHONE	816	910	687	75.49%	100.00%	690	75.82%	(220)
515-500-860.000	CONFERENCES & WORKSHOPS	817	300	0	0.00%	100.00%	0	0.00%	(300)
515-500-860.001	MEMBERSHIPS & DUES		200	200	100.00%	100.00%	200	100.00%	-
515-500-880.000	PROMOTION/COMMUNITY	803	2,500	968	38.72%	100.00%	970	38.80%	(1,530)
515-500-920.000	UTILITIES	3,189	1,850	1,395	75.41%	100.00%	1,390	75.14%	(460)
515-500-931.000	MAINTENANCE/BUILDING	4,520	5,550	1,426	25.69%	100.00%	1,430	25.77%	(4,120)
515-500-934.000	MAINTENANCE/OFFICE EQUIP	1,696	1,950	1,670	85.64%	100.00%	1,670	85.64%	(280)
515-500-940.000	RENTAL/EQUIPMENT	50,000	65,000	50,000	76.92%	100.00%	50,000	76.92%	(15,000)
515-500-956.000	MISCELLANEOUS	852	700	100	14.29%	100.00%	100	14.29%	(600)
NET OF REVENUES/APPROPRIATIONS - 500 - SANITATION		584,227	599,990	564,042	94.01%	100.00%	564,030	94.01%	(35,960)

Communication
Communication #1

Heidi Brown-Barckholtz

From: Amy Sullivan
Sent: Thursday, July 9, 2020 8:12 AM
To: Heidi Brown-Barckholtz
Subject: FW: EAC July meeting

Add to city commission communication.

From: Mikalonis, Saulius
Sent: Thursday, July 9, 2020 8:11 AM
To: Amy Sullivan
Subject: Re: EAC July meeting

Amy,

I have run into a significant health issue such that I have to pull back from my obligations. As a result, I will need to step down from the EAC. I will continue sending you relevant items. I just can't commit to attending meetings.

I enjoyed working on the EAC. Time for new blood. Depending on my recovery, I may be back.

Saulius.

Sent from my iPhone

> On Jul 9, 2020, at 8:02 AM, Amy Sullivan <asullivan@hwmi.org> wrote:

>

>

Heidi Brown-Barckholtz

Communication #2

From: Amy Sullivan
Sent: Tuesday, July 14, 2020 1:28 PM
To: Heidi Brown-Barckholtz
Subject: EAC resignation

Please add this to the August city Commission communication.

From: Beth Spencer
Sent: Tuesday, July 14, 2020 12:42 PM
To: Tara Pieron <tpieron@hwmi.org>
Subject: Re: July 15, 2020, Arts & Garden Meeting--7:00 PM Via Zoom

Hi Tara,

I need to resign from the board. With COVID and changes at my work, I don't have capacity for the board anymore.

Thank you,
Beth

A Proclamation
of the City of Huntington Woods
Declaring September 11th -17th, 2020 as Patriot Week
and September 11th, 2020 as Patriot Day

Whereas throughout our country's history, the people of our great state and nation have worked together to ensure the preservation of the American ideals of freedom and liberty we enjoy today; and

Whereas American patriotism has endured through times of turmoil and times of peace, carrying our nation through the darkest days of history and strengthening our commitment to the ideals upon which our country was founded; and

Whereas in great reverence to the victims of the attacks on September 11, 2001, and recognition of the signing of the Constitution on September 17, 1787, Patriot week is a time to celebrate the principles set forth by our Founding Fathers as well as the countless Patriots, vital documents, speeches, and flags that helped make America the great nation it is today.

Now therefore, the City Commission does hereby proclaim September 11th – 17th, 2019 as Patriot Week and September 11, 2019 as Patriot Day.

[Mayor's Signature]



Agenda #1

Finance Department Memo

To: Mayor and City Commission

From: Tim Rowland, Finance Director

Date: August 10, 2020

Subject: Public Act 51 Annual Certification of Employee Related Conditions

Beginning September 30, 2015, and annually each September 30 thereafter, certification must be made for compliance to Section 18j(1) of Public Act 51 of 1951, MCL 248.668j(1). A local road agency must certify that it has (a) developed an employee compensation plan for its employees as described OR (b) the local road agency must certify that medical benefits are offered to its employees or elected public officials in compliance with the publicly funded health insurance contribution act, 2011 PA 152, MCL 15.561 to 15.569, or, that it does not offer medical benefits to its employees or elected public officials.

The current ratified union contracts mandate that employees will contribute an amount equal to 5% of the composite medical insurance premium through payroll deduction. The Act in Sec 18J(iv) requires a 20% minimum employee share in order to be in compliance with the act.

The City must opt out of PA-152 as required by the act in order to be in compliance with the annual certification for MCL 247.668j of PA 51 of 1951.

Suggest Resolution: Moved by Commissioner _____ and supported by Commissioner _____ that the City of Huntington Woods exempt itself from the Publicly Funded Insurance Contribution Act. 2011 PA 152.

PUBLIC ACT 51, SECTION 18j, MCL 247.668j
Annual Certification of Employee-related
Conditions

CERTIFICATION YEAR 2020

CITY OR VILLAGE NAME City of Huntington Woods

Beginning September 30, 2015, and annually each September 30 thereafter, certification must be made for compliance to Section 18j(1) of Public Act 51 of 1951, MCL 247.668j(1). A local road agency must certify that it has (a) developed an employee compensation plan for its employees as described OR (b) the local road agency must certify that medical benefits are offered to its employees or elected public officials in compliance with the publically funded health insurance contribution act, 2011 PA 152, MCL 15.561 to 15.569, or, that it does not offer medical benefits to its employees or elected public officials.

☐ Compliance with(1)(a)
I certify compliance with MCL 247.668j(1)(a).
Our compensation plan for employees meets the minimum criteria of MCL 247.668j (a)(i - iv).

☒ Compliance with (1)(b)
I certify compliance with MCL 247.668j(1)(b), and as such, offer one of the following:

☐ I certify that medical benefits are offered to employees or elected public officials in compliance with the publically funded health insurance contribution act, 2011 PA 152; or

☒ I certify that the local road agency has exempted itself from the publically funded health insurance contribution act, 2011 PA 152; or

☐ I certify that medical benefits are not offered to employees or elected public officials.

☐ Non-compliance with (1)(a) or (1)(b)
I certify that we are not in compliance with MCL 247.668j(1).
I understand that failure to comply with certification of (a) or (b) of MCL 247.668j(1) may result in the withholding of all or part of the distributions made to this local road agency from the Michigan Transportation Fund.

This form must be signed by the Street Administrator and the Treasurer or Financial Director.

SIGNATURE		SIGNATURE	
PRINTED NAME Tim Rowland		PRINTED NAME	
TITLE Finance Director	DATE	TITLE	DATE

Due Each September 30

Return the completed form to:

Michigan Department of Transportation, Financial Operations Division, P.O. Box 30050, Lansing, MI 48909, OR

E-mail to: MDOT-Outreach@Michigan.gov, OR

Fax to: (517) 335-1828



Manager's Memo

To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: August 14, 2020

Subject: Redevelopment Ready Certification Baseline Report

The City has received the Baseline Report of our Redevelopment Ready Community self-evaluation submitted to the MEDC in July 2019. Receipt of the report and adopting a resolution committing to adopting the best management practices is the next step in the certification process.

The baseline report determines what best management practices the City are aligned with, are partially aligned with or need to address. I will review the practices that we are not fully aligned with.

Update the Master Plan

Include a corridor plan – *we are planning to incorporate the RTA Woodward Mobile Oriented Development plan when it is completed this fall*

Include an economic development strategy – *this will be an additional cost to the Master Plan update and we will request partial funding from MEDC*

Items to be done in-house:

Extend capital improvement plan from 5 to 6 years - *completed*

Create a Guide to Development - *completed*

Create tracking mechanism for site plans - *completed*

Create a survey to gather feedback on development review process - *completed*

Create a tracking mechanism for boards and commission training - *completed*

Create formal process to share training information - *completed*

Hold joint training for boards and commissions – *to be reviewed in 2021*

Items to be done with outside assistance:

Update the fee schedule – *already in progress and budgeted*

Create a marketing strategy – *can't be done until the economic development strategy is complete*

Identify priority development sites in collaboration with MEDC

Given our completion of most of the incomplete items, I am recommending that the City adopt the attached resolution and we continue with the certification process.



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

<i>Mayor</i>	<i>Robert F. Paul III</i>	<i>Commissioner</i>	<i>Jules B. Olsman</i>
<i>Commissioner</i>	<i>Joe Rozell</i>	<i>Commissioner</i>	<i>Jeff Jenks</i>
<i>City Manager</i>	<i>Amy Sullivan</i>	<i>Commissioner</i>	<i>Michelle Elder</i>

CITY OF HUNTINGTON WOODS
OAKLAND COUNTY MICHIGAN

WHEREAS, the City of Huntington Woods has engaged in the MEDC Redevelopment Ready Communities program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's Redevelopment practices as reported in the Redevelopment Ready Communities Baseline Report; and,

WHEREAS, the MEDC has developed a program for certifying the Redevelopment Ready Communities and the City of Huntington Woods desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

WHEREAS, the program includes evaluating the strong partnerships with City Boards and Committees related to development with the City Commission, Planning Commission, Zoning Board of Appeals and Historic District Commission; and,

WHEREAS, after a review of the Redevelopment Ready Communities Baseline Report, the City of Huntington Woods is willing to complete the tasks as outlined, which will involve interaction with aforementioned City Boards and Committees; and,

WHEREAS, certain recommendations have and will be made by the MEDC that are required for the City to attain Redevelopment Ready Certification;

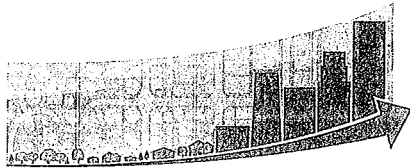
THEREFORE, BE IT RESOLVED, that the City of Huntington Woods hereby authorizes the implementation of recommendations made by the MEDC that are necessary to receive Redevelopment Ready Certification from the MEDC.

AYES:

NAYS:

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Huntington Woods, Oakland County, Michigan at a regular meeting held on August 18, 2020.

Heidi Barckholtz, City Clerk



redevelopment ready
communities®

RRC Baseline Report

City of Huntington Woods

June 2020



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC program, communities must complete the RRC self-evaluation, send at least one representative to the best practice trainings, and pass a resolution of intent, outlining the value the community sees in participating in the program. The Huntington Woods city commission passed the resolution to participate in the RRC program in July 2019. Huntington Woods staff completed RRC Best Practice training in May 2019 and the RRC self-evaluation in July 2019.

Developed by experts in the public and private sector, the RRC Best Practices are the standard to achieve certification, designed to create a predictable experience for investors, businesses and residents working within a community; communities must demonstrate that all best practice criteria have been met to receive RRC certification. This evaluation finds the community currently in full alignment with 45 percent of the best practice criteria and partially aligned with another 43 percent. Huntington Woods has a strong public participation strategy and a zoning ordinance that meets the RRC Best Practices.

This report includes several recommendations

for how the community can fully align with the best practices. Each recommendation has been customized to fit Huntington Woods and is backed by research and conversations specific to the community; however, these recommendations are just the beginning of the conversation. RRC is focused heavily on intent versus prescriptive “to-dos.” As the community works through the process, it may identify other ways to meet the intent of a best practice. The community's RRC planner will be there every step of the way to discuss those ideas, direct the community to resources, and provide general guidance. In addition to the community's RRC planner, other partners should be at the table including regional transit agencies, state partners, and individual residents. RRC is a collaborative effort and is most successful when all parties are willing to engage to open dialogue so that Michigan communities can be on the forefront of developing unique identities and prosperous businesses.

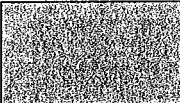


Once the community has had a chance to digest the contents of this report, it will need to decide whether to continue with the RRC process. If it chooses to pursue certification, the community will benefit from a fully streamlined, predictable and transparent development process that is guided by a shared community vision. This will increase the community's ability to grow local investment and attract outside investment. It will also allow the Michigan Economic Development Corporation to better understand the community's desires for the future and how state tools and resources can help achieve that goal. MEDC looks forward to working with Huntington Woods on its efforts to reach certification and to a prosperous relationship for many years to come.

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC Best Practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team's research and interviews, as well as the consulting advice and technical

expertise of the RRC advisory council. The team analyzes a community's development materials, including, but not limited to: the master plan; redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; meeting minutes and website.

A community's degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or is significantly outdated.

This report represents the community's current status in meeting all the redevelopment ready processes and practices. This baseline establishes a foundation for the community's progress as it moves forward in the program. All questions should be directed to the RRC team at RRC@michigan.org.

Huntington Woods has fully aligned with 45 percent of the Redevelopment Ready Communities® criteria and is in the process of completing another 43 percent.						
1.1.1	1.1.2 (N/A)	1.1.3	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
		3.2.1	3.2.2	4.1.1	4.1.2	4.2.1
4.2.2	4.2.3	4.2.4				5.2.2
6.1.1	6.1.2	6.1.3	6.1.4	6.1.5	6.1.6	



Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the community in achieving its stated goals. Local plans can provide key stakeholders with a road map for navigating the redevelopment process in the context of market realities and community goals.

MASTER PLAN

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption. Huntington Woods' current 2014–2015 master plan was adopted by the planning commission in January 2015 and is currently due for its five-year review and update. To gather public input and create a community-based vision for the city, the planning commission utilized two approaches for gather public input: an online survey and a public workshop. The outcome from public engagement conducted by the planning commission includes vision statements in the areas of civic engagement, municipal leadership, housing, mixed-use and community commercial, and streets and sidewalks. Goals and objectives were also outlined and based upon the community engagement. The priority redevelopment areas included in the plan are comprised of the Woodward Avenue, Eleven Mile Road, and Coolidge Highway. Strategies for these priority redevelopment areas include examining and reducing parking, allowing for more mixed-use buildings, encouraging and allowing for greater building heights and transit-oriented development, updating the zoning ordinance to include more form based elements, and encouraging placemaking. The master plan has discussions on housing, a complete streets plan, city infrastructure, future land-use and zoning plans, and an implementation table. The implementation table from the master plan has been filled out with priority levels, project leads, and completion status. Huntington Woods

uses the planning commission annual report to report progress on the implementation of the master plan to the governing body; this practice should continue and should utilize the implementation table. Huntington Woods master plan can be found on the city's website. To meet RRC Best Practices, the city should conduct their five-year review and update of the master plan. Once the review and update have been completed, the resulting document should be added to the city website.

CORRIDOR PLAN

A key aspect of any community is its downtown district. This district plays several critical roles from showcasing the community's history to serving as a gathering space for events. The density levels natural to downtowns also make the district a fiscal engine to support efforts in other areas of the community which may not be in net-positive revenue situations. For all these reasons and more, it is essential that a community have a clear, up-to-date plan for converting key corridors into downtown style areas. Huntington Woods' 2014–2015 master plan contains a short section focused on the city's main commercial corridors: Woodward Avenue, Eleven Mile Road, and Coolidge Highway. These roadways offer opportunities for commercial uses that meet the needs of residents and businesses. The development area boundaries for Huntington Woods' corridors can be found in the future land-use map on page 46 of the master plan. The goal for the Woodward corridor is that it will be transformed into a transit-oriented mixed-use corridor that allows for taller buildings and greater density. The projects outlined for the Woodward corridor are for the very beginning of redevelopment process, such as holding a design charette, evaluating the opportunity for a corridor improvement authority, and evaluating the feasibility of assembling property; no project costs or timelines for completion are included. The other areas identified in the corridor section are more like commercial nodes and are treated like priority redevelopment areas, rather than a corridor plan. To meet RRC Best Practices, Huntington Woods should develop a more robust corridor plan for their priority corridors. The corridor plan should include development area boundaries, projects with



Best Practice 1.1—The plans *continued*

estimated costs and timelines for completion, mixed-use and pedestrian oriented development elements, and, if along Woodward, transit-oriented development. Once completed the corridor plan should be made accessible on the city's website.

CAPITAL IMPROVEMENTS PLAN

Communities, much like businesses, create many plans to guide their future. In addition to the plans mentioned above, communities typically have plans for parks & recreation, streets, and water/sewer asset management (and sometimes more). Departments also typically have their own strategic and capital investment plans. Combined, these plans typically call for capital investment levels that exceed a community's ability to fund each year. As such, it is vital that the community prioritize projects. Redevelopment Ready Communities® handle this need to prioritize and coordinate by creating a capital improvements plan (CIP). Updated annually, this plan helps the community plan out the upcoming six

years of investments and serves as a key tool for budget discussions. Huntington Woods 2020–2021 budget contains a five-year (2020–2025) capital improvements plan (Capital Planning Fund–402). This fund is used to account for earmarked revenue set aside for statutory public improvements and construction of a major nature. Major projects within the CIP include park upgrades, tennis court improvements, roof repairs, coordinated sewer and road constructions, and various road replacement. The city is also undertaking a streetlight LED conversation which will save money in the long run. Huntington Woods also created a six-year CIP outlining some of the improvements found in the budget, however there is not any funding budgeted in the year 2025–2026. To meet RRC Best Practices, Huntington Woods should extend the five-year capital improvement program found in their budget to a six-year capital improvement program, with projected projects and funding in the sixth year. The city should be sure to include priorities and projects from the updated master plan in the updated CIP.

Status	Evaluation criteria	Recommended actions for certification
1.1.1	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Conduct the five-year review and update of the master plan <input type="checkbox"/> Continue to report on master plan implementation annually to governing body
1.1.2	The governing body has adopted a downtown plan.	N/A
1.1.3	The governing body has adopted a corridor plan.	<input type="checkbox"/> Create a corridor plan that meets the expectations in Best Practice 1.1.3
1.1.4	The governing body has adopted a capital improvements plan.	<input type="checkbox"/> Extend the five-year capital improvement program found in the budget to a six-year capital improvement program



Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. Communities who regularly engage their residents also build long term trust and see greater support for plans and other initiatives.

EXISTING PRACTICES

Every community approaches public engagement differently depending on their own needs, expectations from residents, and municipal resources. Huntington Woods has long been working to engage the community in order to get community input on pressing issues. In 2012, the city sent out an “Older Needs Assessment” survey, which had a 30 percent response rate. In 2014, an “11 Mile Needs Assessment” was prepared and focus groups were utilized to explore the city’s livability in greater depth. In 2016, the city conducted a public visioning session and made sure to send letters to each home in order to get a representative turnout. Housing options for an aging population and alternative housing styles has been the focus of much community engagement in Huntington Woods.

PUBLIC PARTICIPATION PLAN

Public engagement activity can vary dramatically depending on who serves on the community’s boards and who sits in key staff roles. Redevelopment Ready Communities® aim to reduce some of that variation by developing a documented public engagement strategy to outline what residents, officials and other stakeholders can expect from its local government. Such a strategy proactively identifies key individuals or groups to engage, what tools the community will use, possible venues outside of city hall to consider for public meetings/events,

how the community will use and report back on input and how the community will continue to assess its engagement actions to ensure it’s using its limited resources and time in the most effective manner. City of Huntington Woods has a documented community engagement plan, which can be found on the planning commission page of the city website. In addition to the creation of the plan, the city has also established a communication advisory committee to help improve communication strategies and stakeholder outreach. The city intends to update the community engagement plan in conjunction with the master plan review process. It is also a requirement that third-party consultants utilize the community engagement plan. Key stakeholders in the city are identified within the plan and include residents, business owners, civic groups, local school districts, utility providers, and more. A variety of methods for community engagement and opportunities to engage the community are outlined. The city has committed to assisting developers to solicit public participation early in the development approval process.

REPORTING RESULTS

In addition to conducting engagement, it is important that information from those activities is shared afterward. Whether it be posting survey results online, including a summary chapter in the master plan, or sending follow up emails to meeting attendees, reporting out shows that the community heard the input and is using it. It increases the willingness of residents to engage. Within the Huntington Woods community engagement plan, the city has committed to sharing city commission meeting via live stream and YouTube. The city has also committed to sharing public participation and community engagement information in the weekly e-newsletter that is posted on the city’s website and social media.

Status	Evaluation criteria	Recommended actions for certification
1.2.1	The community has a documented public participation plan for engaging a diverse set of community stakeholders.	✓
1.2.2	The community demonstrates that public participation efforts go beyond the basic methods.	✓
1.2.3	The community shares outcomes of public participation processes.	✓

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the community's zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. An up-to-date, comprehensive zoning ordinance also helps protect existing investments by ensuring that incompatible uses are not built in proximity to each other, thus providing a level of predictability for those looking to develop in the community.

ALIGNMENT WITH THE 2014/2015 MASTER PLAN

Foundationally, the Michigan Zoning Enabling Act (MZE), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions. Huntington Woods' zoning ordinance was most recently updated in 2018 and is well aligned with the 2014/2015 master plan. Once the city has completed their master plan update, it should be sure to include a zoning plan. The city may also want to conduct a zoning audit to see where updates are needed.

CONCENTRATED DEVELOPMENT

This criterion evaluates if ordinance allows vertical mixed-use development by-right, incorporates placemaking provisions, and addresses historic preservation where appropriate. Huntington Woods' zoning ordinance allows for mixed-use buildings by-right in the transitional district and the business district (Section 40-4.08). The city allows for outdoor seating area, both as by-right and special land uses, depending on various conditions (Section 40.4.08). Architectural and site design standards for the transitional district require that a minimum of 50 percent of the first-floor façade area facing the right-of-way to be clear glass, and 30 percent of the first-floor façade facing the parking area or side yard to be clear glass (Section 40-4.05). The ordinance also requires both front facing and parking facing doorways within the transitional district (Section 40-4.05). While not located within an area of concentrated development, Huntington Woods has two historic districts: the Hill Historic District (Section 6-308) and the Rackham Historic District (Section 6-309).

HOUSING DIVERSITY

"Missing Middle" housing is a term referring to a range of multi-unit or clustered housing types with a range in affordability, compatible in scale with single family homes that help meet the growing demand for walkable urban living. Missing middle housing continues to be in short supply across the nation and is limiting business development in some areas as housing shortages can have major impacts on employee recruitment. Communities who adopt zoning ordinances allowing for missing middle housing will be more competitive in attracting business development deals and the residents who come with them. This criterion looks to see that the ordinance clearly allows at least three type of missing middle housing by-right. Huntington Woods' zoning ordinance allows for townhouses/rowhomes, referred to as "one-family attached," in the transitional and business districts (Section 40-4.08). The city also allows for mixed use buildings in the in the transitional and business districts (Section 40-4.08). Stacked flats are permitted in the transitional district, provided that the exterior façade gives the appearance of townhomes (Section 40-4.08). While the city is meeting this best practice, it may want to consider allowing for additional housing types, such as accessory dwelling units.

NON-MOTORIZED TRANSPORTATION

This criterion evaluates the ordinance's support for alternative modes of transportation, primarily walking and biking. Ordinance provisions such as requiring the completion of sidewalk systems, bike parking, traffic calming measures or streetscape standards can all assist the community in encouraging non-motorized transportation which reduces automobile trips and creates healthier, more equitable communities. Section 40-10.09 of Huntington Woods' zoning ordinance outlines pedestrian access and its relation to site design standards. The ordinance outlines safety consideration for pedestrians, ensuring that they are separated from vehicle traffic. The ordinance also supports the creation of multi-use paths for pedestrians and bicycles. Additionally, development plans require site amenities that enhance safety and promote walking and bicycling as alternative transportation. These



Best Practice 2.1—Zoning regulations *continued*

amenities could include bike racks, drinking fountains, canopies, and benches. All sites with parking of 10 spaces or greater shall provide a bike rack for at least two bicycles within 50 feet of the building entrance.

PARKING FLEXIBILITY

Parking is a necessary amenity in any community; however, emerging technologies in the mobility industry and increasing land values require communities to reconsider the long-term impact of parking requirements. Furthermore, meeting parking requirements is often the decisive factor in the viability of a project because of both the physical and financial demands associated with parking lots. Redevelopment Ready Communities® are preparing for this future by including at least two tools to allow for creative solutions or exemptions to parking minimums. Huntington Woods' parking and circulation standards can be found in Section 40-10.06. The city's ordinance allows for collective off-street parking, so long as the parking requirements for the joint uses are met. Shared parking is also permitted when peak demand does not overlap. Applicants may request off-street parking deviations from the planning commission. Parking maximums are addressed in Huntington Woods' zoning ordinance and do not allow development to exceed the parking requirement by more than 20 percent without planning commission approval. Bicycle parking requirements can be found in Section 40-10.09; the city may want to consider adding the bicycle parking requirement to the parking section of the ordinance. While meeting the parking flexibility RRC Best Practice, Huntington Woods may want to rethink some of their more restrictive parking requirement, such as the number of spaces required for two and multifamily buildings (possibly all parking requirements could be reduced), the requirement that residential parking must be located within sixty feet, and commercial parking must be provided within three hundred feet. Huntington Woods' may want to consider allowing for payment in lieu of parking in the transitional district, in order to increase the density along Woodward and allow for transit-oriented development.

GREEN INFRASTRUCTURE

Like transportation, our understanding of the long term environmental and fiscal impacts of sustainable green infrastructure continues to evolve. Communities who incorporate provisions to support such infrastructure show a forward-thinking approach to development which is attractive to investors and residents alike. Sustainable infrastructure investments also reduce a community's long-term costs by reducing the need for more costly "gray" infrastructure instead. Huntington Woods' zoning ordinance contains storm water management regulations, which can be found in Section 40-9.02. These standards support the development of infiltration devices, swales, and vegetated buffer strips with native materials to allow for bio-filtration and decreased stormwater runoff. The city also supports the installation of solar unfractured by allowing roof mounted solar, by-right, in all zoning classifications (Section 40-9.03). Parking lot landscaping standards can be found in Section 40-10.02 and require landscaped islands in parking lots and landscaping around the perimeter of parking lots. The planting of street trees in the right of way is encouraged, at no more than 40-foot intervals (Section 40-10.02).

FLEXIBLE DEVELOPMENT

Even the best ordinance cannot predict every possible development scenario. As such, Redevelopment Ready Communities® include tools that allow them to be flexible in certain circumstances and maintain up-to-date lists of land uses to reduce uncertainty. Nonconforming lots, uses, and structures are addressed in Article 11 of Huntington Woods' zoning ordinance. Conditional rezoning of land is addressed in Section 40-13.05 and allows the city commission to rezone land providing certain conditions are met, clear procedures for the conditional rezoning are laid out in the ordinance.

USER FRIENDLINESS

Not typically a word associated with legal frameworks such as zoning ordinances, user-friendliness works to increase the ease with which a professional applicant can find the information they need as they conduct initial



Best Practice 2.1—Zoning regulations *continued*

research into whether the community is a good fit. It also helps remove a mental barrier to first time investors who may have never read a zoning ordinance before. At a minimum, RRC Best Practices call for the community

to provide an online version of the zoning ordinance with clear definitions. Huntington Woods' ordinance includes clear definitions, tables, and graphics. It is easily available on Municode and hard copies are available at city hall.

Status	Evaluation criteria	Recommended actions for certification
2.1.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	✓
2.1.2	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	✓
2.1.3	The zoning ordinance includes flexible tools to encourage development and redevelopment.	✓
2.1.4	The zoning ordinance allows for a variety of housing options.	✓
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	✓
2.1.6	The zoning ordinance includes flexible parking standards.	✓
2.1.7	The zoning ordinance includes standards for environmental preservation and green infrastructure.	✓
2.1.8	The zoning ordinance is user-friendly.	✓

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the community's development review policies and procedures, project tracking and internal/external communications. An efficient site plan review process is integral to being redevelopment ready and can assist a community in attracting investment dollars while ensuring its zoning ordinance and other laws are followed. Much like all RRC Best Practices, aligning with this best practice looks different for communities based on several factors such as population, staff capacity, development activity and whether the community handles building inspections directly. And while each solution may look different, together they build a development review process which is predictable, transparent, and efficient. Each best practice criterion is described in greater detail throughout this section.

DEFINED PROCESSES

This best practice looks to ensure the community's development review processes are clearly laid out in the zoning ordinance and the responsibilities of various bodies are clearly established. Huntington Woods' zoning ordinance lays out the site plan review process (Article 7), special land-use approval process (Article 8), role of the Zoning Board of Appeals (Article 12), and information about the administration and enforcement (Article 3). The roles of the planning commission, city staff, and zoning administrator are all clear in the ordinance.

INTAKE PROFESSIONAL (ZONING ADMINISTRATOR)

Having a clearly defined point person for the development review process ensures an applicant can quickly get answers to their questions. It also ensures someone can identify next steps and keep the process moving. In Huntington Woods, the building clerk, Amy Hood, is responsible for application intake at the city offices. The building clerk is also available to answer questions at the desk. The city's planning page lists Hank Berry as a contact but does not outline his role. To meet RRC Best Practices, Huntington Woods should make clear who fills the role of zoning administrator on the city's website, and who the point of contact is for planning document submissions.

CONCEPTUAL REVIEW MEETINGS

Conceptual review meetings—sometimes called preapplication meetings—offer applicants a chance to discuss their project with staff prior to investing significant time and money into application materials. These meetings typically cover the review process, identify key zoning provisions, and connect the applicant with other resources that may be helpful. Identifying what type of information should be known before having such a meeting and expected outcomes will ensure the meetings are productive and consistent. Huntington Woods has a site plan review process document that offers a pre-application meeting. This is a great start; however, the city should add the pre-application meeting offering directly to the website. A checklist of items to be reviewed at the pre-application meeting should also be added to the website.

JOINT REVIEWS

Development projects are complex and impact communities in many ways from land use and traffic to utilities and public safety. Site plan review approval standards touch on many of these and in order to ensure the planning commission has all the information it needs to make a decision on those standards, communities should ensure that appropriate staff, consultants, and outside agencies are looking at site plans during the internal review process. Many communities establish a core joint review team who look at all applications and bring in other reviewers on a case-by-case basis. No matter the approach, the team (and when to include others) should be clearly established. Joint site plan review for Huntington Woods is established in Section 40-7.04 of the zoning ordinance. Joint site plan review includes public safety director, the zoning administrator, the director of public services, and the city's consulting engineer and city's consulting planner, for compliance with the city code and the standards of the respective departments.

INTERNAL REVIEW PROCESS & STANDARDS

Zoning ordinances address overall steps of a development review process, but they do not typically address what happens internally between when an



Best Practice 3.1—Development review policy and procedures *continued*

application is submitted and when a decision is rendered. This process is just as important as it includes vital activity such as determining if an application is complete, whether it meets the standards based on staff review, and how the applicant can address any potential deficiencies prior to the final decision. How this process is handled can also impact predictability and fairness if it is not done in a consistent way. This is especially true when longtime staff leave, and someone must take over the process as a temporary or new zoning administrator. As such, RRC communities take the time to determine the internal review process and document key steps, roles, responsibilities, and timelines. Huntington Woods has a rough outline of the development review timelines, however, to meet RRC Best Practices the city will need to more clearly document the internal review process, including development review standards for each reviewer, roles, responsibilities, and timelines. The city's development review standards are clearly laid out in the zoning ordinance in Article 7, "Site Plan Review."

PROMPT ACTION

There is no one way to conduct a development review process—it varies from community to community. As such, there is no single time frame that makes a community "prompt" in their approvals. But there are a few common ways that communities can reduce unnecessary delays: allowing permitted uses to be approved administratively or by the planning commission, having active coordination between zoning and building officials, and displaying the development review process visually to help applicants easily understand the steps and time frames. Section 40-7.02 of the city's zoning ordinance clearly lays out the developments that require a site plan and planning commission approval. All site plans and special land use site plans are approved by the planning commission, however, properties and applications located within the historic districts are referred to the Historic District Commission. In order to clearly communicate the site plan review process, Huntington Woods has created a simple flow chart with estimated timeline, which is available of the planning page of the website. Due to the

city's small size, development staff coordinate directly with building and inspecting staff. Once a site plan is approved, the development is overseen by the building department and inspections are set up by the city's building clerk.

TRACKING SYSTEM(S)

Tracking development applications through the process has many benefits including increased transparency, accountability, and predictability. While this best practice does not recommend a specific tracking system, it does look to see that the community is recording the application's major steps as they occur. Common milestones include submittal, distributed for internal review, issuing of staff report (if any), planning commission date, final decision, issuing of permit(s), and occupancy. There may be other steps for processes such as special land uses, variances, and rezoning. Due to the small size of the city and the simplicity of projects, Huntington Woods does not currently have a tracking mechanism that tracks projects from submission to completion. To meet RRC Best Practices, the city should develop a simple tracking mechanism which tracks projects through site plan submission, through permitting, and inspections, to completion.

CUSTOMER FEEDBACK AND REVIEW

While development review is a required process in many communities, it is also a service. And as with all services, the experience an applicant has can play a large role in whether they decide to return and if they recommend the community as a place for others to invest. In order to ensure the community is always providing the best service it can, and to meet RRC Best Practices, it should establish a way to collect feedback on the development review, permitting, and inspection experience.

In addition to collecting the feedback, a community should be sure to assess the process at least annually to determine if any changes are needed. Perhaps feedback shows a form is confusing. Or there was some internal confusion about when internal reviews are due. These can be identified and fixed to improve the experience.

Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification
3.1.1	The zoning ordinance articulates a thorough site plan review process.	✓
3.1.2	The community has a qualified intake professional.	<input type="checkbox"/> Clearly indicate (on the website) who is the zoning administrator and the point of contact for site plan (planning documents) submissions
3.1.3	The community defines and offers conceptual site plan review meetings for applicants.	<input type="checkbox"/> Add the pre-application meeting offering directly to the website <input type="checkbox"/> A checklist of items to be reviewed at the pre-application meeting should also be added to the website
3.1.4	The appropriate departments engage in joint site plan reviews.	✓
3.1.5	The community has a clearly documented internal staff review policy.	<input type="checkbox"/> Clearly document the internal review process, including development review standards for each reviewer, roles, responsibilities, and timelines
3.1.6	The community promptly acts on development requests.	✓
	The community has a method to track development projects.	<input type="checkbox"/> Develop a simple tracking mechanism which tracks projects through site plan submission, through permitting, and inspections, to completion
	The community annually reviews the successes and challenges with the development review process.	<input type="checkbox"/> Establish a way to collect feedback on the development review, permitting, and inspection experience <input type="checkbox"/> Annually assess feedback and development review, permitting, and inspection process to determine if changes are needed

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community's development information. Having all the necessary information easily accessible online for developers and residents alike creates a transparent development process that can operate at any time. This information creates a smoother process overall and reduces the amount of time staff spend answering basic questions.

GUIDE TO DEVELOPMENT

The main avenue for aligning with this best practice is to create a "Guide to Development." This document or web page provides valuable guidance and information to applicants ranging from contact information and meeting dates to key ordinances to review, process overviews and financial assistance tools. By gathering this information in a single location, the community can help make the process easier for new and experienced applicants alike. Huntington Woods' planning page contains some contact information, the 2019 meeting schedules, links to the master plan, the site plan application and ordinance, the zoning map, the variance request application, the site plan review flow chart, and site plan review FAQs. With that being said, some of the important and relevant information is located on other and some information that would be in a guide to development is missing. Huntington Woods should create a guide to development that meets RRC Best Practices.

DEVELOPMENT REVIEW FEES/COSTS

In addition to understanding the process upfront, it's important that an applicant can determine

their development review costs as well. Nearly all communities charge an application/permit fee while some also require escrow accounts to fund external review costs by the community's consultants. Other common costs include building review, utility connections and/or performance bonds. While fees are unlikely to change each year, they should be reviewed at least annually to ensure they remain relevant to the community's desired level. Huntington Woods has fees for application located on the individual applications. However, the city does not have a comprehensive fee schedule. To meet RRC Best Practices, the city should create a comprehensive fee schedule and make it easily available on the planning page of the website and include a link in the "Guide to Development."

CREDIT CARDS

Credit cards are a lifeline for many businesses and individuals when paying for goods or services. Fees for government services are no different. A local applicant may find the flexibility of a credit card to be helpful in the early stages of the process to conserve cash while an out-of-town applicant can more easily pay fees this way without needing to mail a check or drop-off in person. As such, the RRC Best Practices look for communities to accept credit cards for at least basic development fees. There are several tools available to help communities offer this service and communities often charge a convenience fee to cover their costs—a fee most applicants are more than happy to pay. On the city's building department page it outlines that payments for fees can be taken via cash, check, or credit card over the counter.

Status	Evaluation criteria	Recommended actions for certification
3.2.1	The community maintains an online "Guide to Development" that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Create a comprehensive "Guide to Development" that meets RRC Best Practices
3.2.2	The community annually reviews the fee schedule.	<input type="checkbox"/> Create a comprehensive fee schedule

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Such officials sit on the numerous boards, commissions and committees that advise community leaders on key policy decisions. Ensuring that the community has a transparent method of recruitment, clearly lays out expectations/desired skill-sets, and provides orientation for appointed officials is key to ensuring the community makes the most of these boards and commissions. In cases where a community currently struggles to find interested applicants, these best practices help build long term capacity over time and prepare for it for a day when that may not be the case.

DEVELOPMENT BOARDS & COMMISSIONS

RRC Best Practice No. 4 should be applied to all boards which play a direct role in approving development applications or financial incentives. For Huntington Woods, this includes the city commission, planning commission, and Zoning Board of Appeals.

DOCUMENTING THE APPOINTMENT PROCESS

A common question when anyone applies for a job is what the process is for interviewing and accepting the job. Appointments to local boards and commissions are no different. The appointment process need not be long or cumbersome but interested applicants should be able to find information such as when the community accepts applications, who oversees the process, who makes recommendations and/or final appointments, etc. Huntington Woods' city commission interviews interested applicants, usually in early December. The appointments are made for the following calendar year and individuals normally serve three-year terms. Residents may serve two consecutive terms, if they wish to do so. If interested in one or more positions, residents are asked to fill out a citizen interest form and return it to the city clerk. Forms may be submitted at any time during the year for consideration.

APPLICATION AVAILABILITY

While many communities require an application for boards and commission appointments, others opt to simply ask for resumes and letters of interest. No matter how a community collects applicant information, it

should make that process or form clear on its website. Huntington Woods' citizen interest form for city boards, commissions, and committees is available as a digital application on the boards, commissions, and committees section of the city website.

SKILL-SETS AND EXPECTATIONS

Much like a job, it is helpful to assess if someone has a background that might make them uniquely prepared to serve on a board or commission. Also like a job, sometimes organizations find someone who is still a good fit even without the technical knowledge. Establishing desired skill-sets and expectations helps set that foundation. For example, to be on the planning commission it may help to have a background in real estate, planning, or architecture. If someone does not have that background, they could still be a good fit but should be prepared to learn about those things. The expectations should also make it clear how often the board meets, their responsibilities, how to prepare for meetings and other key information. Huntington Woods' citizen interest form includes desired skill-sets that allow potential board and commission members to indicate areas they have interest or experience. The individual board and commission pages on Huntington Woods' city website also provide applicants with an overview of the board and commission duties and responsibilities, as well as meeting schedules, agendas, minutes, membership, and key documents.

ORIENTATION

No one likes to show up to a meeting unprepared. In order to help newly appointed or elected members get up-to-speed, Redevelopment Ready Communities® will have established orientation procedures or packets. These packets should include local information such as copies or links to key plans and ordinances as well as local policies. They should also include information on available training resources and general information to prepare a member for the decisions they will be asked to make. Orientation packets are provided to the planning commission and Zoning Board of Appeals. Orientation packets include the zoning ordinance, meeting schedules, board rosters, bylaws, training schedules, ethics codes, the updated master plan, and a welcome letter.



Best Practice findings

Best Practice 4.1—Recruitment and orientation *continued*

Status	Evaluation criteria	Recommended actions for certification
4.1.1	The community sets expectations for board and commission positions.	✓
4.1.2	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	✓



Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. Training is also an essential activity to help communities manage risk. An effective training program includes four components: financial resources to support training, a plan to identify priority topics and track attendance, consistent encouragement to attend trainings and sharing of information between boards and commissions to maximize the return on investment for the community.

DEDICATED FUNDING

There is an old saying that if you want to understand an organization's priorities, look at how they budget and spend their money. The same holds true for communities. The first step in making training a priority is to show that it is a priority by having a dedicated spot in the budget for it. There is no perfect amount of money to make a training program work. Some RRC communities are fortunate enough set aside thousands each year while some might set aside \$100 to cover a group membership to one organization. No matter the amount, having training as a dedicated line item in the budget helps show that it is a priority. In the 2020–2021 budget, Huntington Woods outlines funding for professional memberships, conferences, and training. Across all departments, Huntington Woods spends about \$59,000 on memberships, conferences, and training each year, including city commission training. Generally, the city sends all newly appointed planning commission, Zoning Board of Appeals, and Historic District Commission members to training or holds them in-house when no external trainings are available.

IDENTIFYING TRAINING PRIORITIES

Much like how a community prioritizes projects in its plans, it should understand its priorities for training. Do members need a refresh on the basics of being a planning commissioner? Or maybe there is a special project such as a zoning update planned for next year

which could benefit from some pre-project training. Or maybe there is a strong interest in learning more about housing, non-motorized transportation, community capital or some other hot topic. The community understands its priorities best, but it should discuss them at least annually and write them down. Having them written down helps to sort through the plethora of training opportunities out there (free or not). Currently, Huntington Woods does not have a formalized list of training goals or priorities, however, training priorities are identified informally. To meet RRC Best Practices, the city should formally identify annual training priorities for the planning commission, Zoning Board of Appeals, Historic District Commission, and city commission.

IDENTIFYING TRAINING AVENUES

Whenever someone hears the word training, it typically conjures images of traveling to an event, sitting in a chair all day, taking some notes and coming home. This can be time and cost prohibitive for many communities. As such, RRC encourages communities to also consider free online training resources, sharing articles in meeting packets for discussion, asking partner organization to come to a meeting and provide in-house training or other less resource intensive methods. Identifying the best avenues for training reduces barriers and increases the likelihood of training occurring. City of Huntington Woods has professional memberships in a variety of relevant organizations that provide training and advertise training opportunities. Memberships maintained include the Michigan Municipal League, Michigan Association of Planning, Michigan Historic Preservation Network, SEMCOG, Oakland County Economic Development, and Main Street.

TRACKING TRAINING

RRC Best Practices call for communities to track attendance at training events. The purpose of tracking is so that the community can see who is consistently doing training and where knowledge gaps may exist. It also builds a level of accountability to encourage officials to stay updated on the topics they are making legally binding decisions about. Currently, the Huntington

Best Practice 4.2—Education and training *continued*

Woods' zoning administrator informally keeps track of who has been trained and who has not. To meet RRC Best Practices, Huntington Woods should develop a simple, but formal training tracking mechanism that includes the city commission, planning commission, Zoning Board of Appeals, and Historic District commission.

CONSISTENT REMINDERS

Having a training plan in place is great but we all lead busy lives and are prone distraction. Ensuring the community has a way of gently reminding officials of training opportunities keeps training at the top of mind. To inform board and commission members of training opportunities, the city manager and zoning administrator forward information on training to the appropriate persons as they become available. Officials are advised that the city will cover registration and travel for training.

TRAINING REPORT-OUTS

Asking members who attend training to report out to fellow officials helps share information and increases the community's return on its investment (time and monetary). Currently, it is proposed that training materials collected by members of Huntington Woods boards and commissions would be distributed to current members as refresher material; however, it is unclear if this has been done. To meet RRC Best Practices, Huntington Woods should formalize how board and commission members share information gleaned at training.

JOINT MEETINGS

While communities have master plans and common goals, it is easy to head in different directions when doing the day-to-day work. Even in smaller communities where officials may live next to each other or see each

other at the grocery store, it is important to connect in an official capacity. Having some type of joint meeting or event between the city commission, planning commission, and the ZBA at least annually gives the community that chance to connect and ensure everyone is pulling in the same direction. Huntington Woods has not recently completed a completed a joint meeting or training. To meet RRC Best Practices and make sure development-related board and commission members are on the same page, the city should annually hold a joint meeting/training on development-related topics with development-related boards and commissions (city commission, planning commission, Zoning Board of Appeals, Historic District Commission).

PLANNING COMMISSION ANNUAL REPORT

The Michigan Planning Enabling Act (MPEA) required that the planning commission provide a report annually to the governing body on the commission's activities. Providing something as brief as a one-page memo satisfies the legal requirement under the MPEA. However, RRC encourages communities to use the report as a vehicle for incorporating a number of the other best practices such as identifying training priorities, reporting out on training activity, reviewing any development review feedback (see Best Practice 3 for details), and reporting implementation progress on the master plan. Huntington Woods most recently completed a planning commission annual report for 2019. The "2019 Planning Commission Annual Report" outlined the number of meeting held and site plans review; zoning updates and reviewed the master plan work prioritization action list. A planning commission annual report should be completed annually.



Best Practice 4.2—Education and training *continued*

Status	Evaluation criteria	Recommended actions for certification
4.2.1	The community has a dedicated source of funding for training.	✓
4.2.2	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Formally identify annual training priorities for the planning commission, Zoning Board of Appeals, Historic District Commission, and city commission <input type="checkbox"/> Develop a simple, but formal training tracking mechanism that includes the city commission, planning commission, Zoning Board of Appeals, and Historic District Commission
4.2.3	The community encourages the governing body, boards, commissions and staff to attend trainings.	✓
4.2.4	The community shares information between the governing body, boards, commissions and staff.	<input type="checkbox"/> Formalize how board and commission members share information gleaned at training <input type="checkbox"/> Annually hold a joint meeting/training on development-related topics with development-related boards and commissions (city commission, planning commission, Zoning Board of Appeals, Historic District Commission)



Best Practice 5.1—Economic development strategy

Best Practice 5.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities.

LOCAL STRATEGY & CONNECTION TO REGIONAL STRATEGIES

Economic development is oftentimes a local and regional partnership. It is important for communities to understand who those regional partners are and how community's local goals tie into those larger regional goals. When Huntington Woods creates an economic development strategy, the city should be sure to make connections to SEMCOG's regional economic development strategy. Huntington Woods' economic development strategy should also draw connections

between the city's master plan and capital improvements plan. A strong economic development strategy identifies economic challenges and opportunities within the community and is generally implementation focused, with goals, actions, timelines, and responsible parties. Once the city has created and adopted an economic development strategy it should be added to the website.

ASSESSING PROGRESS

The second aspect of this best practice focuses on ensuring the economic development strategy is reviewed on a regular basis. This ensures that the community's economic development goals and actions remain front of mind and so that it can correct course as needed to react to changing circumstances. Huntington Woods should report the implementation progress on the Economic development strategy to the governing body annually

Status	Evaluation criteria	Recommended actions for certification
	The community has approved an economic development strategy.	<input type="checkbox"/> Create an economic development strategy that meets the expectations of Best Practice 5.1.1
	The community annually reviews the economic development strategy.	<input type="checkbox"/> Report the implementation progress on the economic development strategy to the governing body annually

Best Practice 5.2—Marketing and promotion

Best Practice 5.2 evaluates how the community promotes and markets itself. Marketing and branding are essential tools in promotion of a community's assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

EXISTING PRACTICES & OVERARCHING MARKETING STRATEGY

Huntington Woods utilizes social media and the city website to market itself, however, the city does not have an overarching marketing strategy. Marketing is a team effort and a community typically has numerous partners doing marketing on its behalf—some it may not even be aware of. A strategy can help the community understand all the players and ensure a consistent story about the community's strengths is getting out there. To meet RRC Best Practices, Huntington Woods should develop an overarching marketing strategy for the city. When creating a marketing strategy, the community should focus on including the following:

1. An inventory of its existing marketing assets and partners. Think about what the community is already doing to market itself? Who else is out there marketing the community? Does the community have a page on www.michigan.org?
2. Identify key audiences to focus on when attracting new residents, new businesses, and new development. For example, maybe encouraging accessory apartments could help existing residents bring family closer to together. Encouraging accessory dwelling units could let young families move into familial homes while letting their parents age in place.
3. Identify key messages for each of those audiences —telling your average person that the community approves site plans quickly means almost nothing but to a business owner looking to expand into a

new market, it could be appealing.

4. Identify key avenues for those messages. Social media is nice, but will it really hit those out of town developers who you might need to kickstart a priority site project? Where else should you be advertising?
5. Identifying what success looks like. This way you know if you are on the right path or need to shift course.

While not required for certification, it is common for communities to create a brand as part of their marketing strategy. A brand can help tell a community's story and create consistent feelings. If the community chooses to create a brand, it should be aware that a brand does not equate to an actual strategy.

MUNICIPAL WEBSITE

The second element of Best Practice 5.2 is the promotion of the community through a website. A municipal website serves multiple functions. On a fundamental level, it is a means to share information—including information about public meetings, community plans, policies, events, and related organizations. Beyond this, a municipal website is an important expression of a community's character and image. People who are unfamiliar with a community will often first look to a website for information. They will be forming their first impressions and reaching conclusions from the website; therefore, it is imperative that the website is visually appealing and key information is easily accessible in a centralized location. Overall, Huntington Woods' website is informative and well organized. However, some information is scattered about and difficult to find. Planning information is spread across the building department, planning, zoning, master plan and planning commission pages. To meet RRC Best Practices, the city should create a centralized location for all planning, zoning, and development information.

Status	Evaluation criteria	Recommended actions for certification
	The community has developed a marketing strategy.	<input type="checkbox"/> Develop an overarching marketing strategy for the city that meets the expectations in Best Practice 5.2.1
5.2.2	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Create a centralized location for all planning, zoning, and development information



Best Practice 6.1—Redevelopment Ready Sites®

Best Practice 6.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments and those investments should be targeted in areas that can catalyze further development. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match

the community's vision. It is best to begin working on identifying and prioritizing sites once a community has completed a majority of the previous best practices. When a community is ready to begin identifying priority redevelopment sites, the Redevelopment Services Team (www.miplace.org/rsteam) will be available to assist communities in identifying sites that meet can help the community implement their vision.

Status	Evaluation criteria	Recommended actions for certification
6.1.1	The community identifies and prioritizes redevelopment sites.	<p>Complete the other five best practices. Once those are complete, the RRC team will connect the township with the Redevelopment Services Team to complete the remainder of this best practice.</p>
6.1.2	The community gathers basic information for at least three priority sites.	
6.1.3	The community has development a vision for at least three priority sites.	
6.1.4	The community identifies potential resources and incentives for at least three priority sites.	
6.1.5	The community assembles a property information package for at least one priority site.	
6.1.6	Prioritized redevelopment sites are actively marketed in accordance with the marketing strategy.	

Conclusion

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. Upon receipt of this report, community staff and leadership should review the recommendations and determine if they align with the community's priorities and vision. If, after review, the community believes that RRC is still a good fit, the governing body should pass a resolution of intent to continue with the process. Upon receipt of that resolution, the community will enter final phase of the process: officially working toward certification. During that phase, the community will be able to make progress on RRC items at its own pace and receive regular support

from its RRC planner. It will also have continued access to the RRC online library of resources and extensive network of other RRC-engaged communities while also becoming eligible for matching technical assistance dollars from RRC (once the community has shown some progress on its own). In order to guide this next phase, RRC recommends the creation of an RRC work group consisting of community staff, officials and community representatives and encouraging multiple staff and officials to learn more about RRC via in-person or online training. RRC looks forward to working with the community on reaching certification and a long, positive partnership for many years to come.





Manager's Memo

To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: August 14, 2020

Subject: Berkley Dispatch Agreement

The City of Berkley has been providing dispatching services to Huntington Woods since the 1990's and the current agreement was approved in 2011. Since then providing dispatching services has evolved. There have been technological changes such adding a digital fingerprinting system and installing more monitors to the prison lock-up area. There are also increased personnel costs as Berkley prepares for a State of Michigan mandate on how many employees work in the dispatch center. The mandate will be no fewer than 2 dispatchers on duty at any time so in case of a large event, a dispatcher is not left alone in the dispatch center. Also during this time period, Berkley has agreed to provide additional services such as prisoner lock-up and use of the gun range but the agreement cost has not been adjusted.

Berkley is proposing a new Interlocal agreement to provide dispatch, jail, use of their firearms range and a new service – animal control. They have agreed to a 3-year phase in for the proposed increase.

Year	Annual Cost
Current	\$ 62,000
1	\$ 77,000
2	\$ 93,000
3	\$ 110,500

We contacted Ferndale, Oak Park, Royal Oak and the Oakland County Sheriff to get quotes. Royal Oak and Oak Park declined to provide a quote and the Oakland County and Ferndale proposals were higher and had fewer services than the Berkley agreement. Beverly Hills and Farmington also contract for dispatching services and the Berkley proposal is very reasonable compared to them.

Public Safety Director Pazuchowski and I are comfortable with the agreement and it has been reviewed by Carol. We recommend approving the agreement with an expiration on June 30, 2023.

**INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES BETWEEN
THE CITY OF HUNTINGTON WOODS AND THE CITY OF BERKLEY**

The City of Huntington Woods, Michigan ("Huntington Woods"), a Michigan Municipal Corporation with offices at 26815 Scotia, Huntington Woods, Michigan 48070, and the City of Berkley, Michigan, ("Berkley"), a Michigan Municipal Corporation with offices at 3338 Coolidge Highway, Berkley, Michigan 48072, hereby enter into the following agreement:

RECITALS:

A. Huntington Woods has concluded that it would be beneficial to contract for certain law enforcement services with Berkley.

B. Berkley agrees to provide such law enforcement services under the terms and conditions of this Agreement.

C. This Agreement is consistent with the charters of Berkley and Huntington Woods, and is authorized under the Urban Cooperation Act of 1967, MCL 124.501 *et seq*, and MCL 124.531 *et seq*.

IT IS THEREFORE AGREED:

1. **Definitions.** For the purposes of this Agreement, the terms listed below shall be defined as follows:

a. "Berkley," "Berkley City Council," and "Berkley City Manager" shall mean the City of Berkley, its City Council, and its City Manager, respectively.

b. "Huntington Woods," "Huntington Woods City Commission," and "Huntington Woods City Manager" shall mean Huntington Woods, its Commission, and its City Manager, respectively.

c. "Lockup Services" shall mean the detention of persons awaiting processing, booking, court appearances, or transportation to a jail, for a period not to exceed seventy-two (72) hours in accordance with MCL 791.262(1)(e) and such other services as described in paragraph 2.a.

d. "Municipality" shall mean either the City of Berkley or the City of Huntington Woods, and when plural it shall mean both Berkley and Huntington Woods.

2. **Lockup Services.** The Municipalities agree that Berkley shall provide Lockup Services to Huntington Woods as follows:

a. Lockup Services shall include, but not be limited to:

(i) Detention of persons awaiting processing, booking, court appearances, or transportation to a jail, for a period not to exceed seventy-two (72) hours;

(ii) Providing meals to detainees in the lockup in accordance with Berkley Department of Public Safety Rules and Regulations;

(iii) Providing conditions of detention in accordance with Berkley Department of Public Safety Rules and Regulations;

(iv) Testifying in Court, at depositions, or any required administrative hearing;

(v) Upon request, the provision of equipment and personnel necessary for video arraignment; and

(vi) Providing other Lockup Services as agreed to by the Municipalities.

b. Acceptance and Searches of Detainees. In order for a subject arrested by Huntington Woods to be admitted to Berkley lockup, he or she first must be accepted by Berkley. When Huntington Woods desires to have a subject detained at Berkley's lockup, Huntington Woods officer(s) shall turn over to Berkley officer-in-charge (or his/her designee) all booking intake forms and other information as requested by Berkley officer-in-charge (or his/her designee). Berkley officer-in-charge (or his/her designee) shall base his/her decision to accept or reject the subject on the same criteria as any other Berkley arrest and in accordance with Berkley Department of Public Safety Rules and Regulations, a copy of which is attached as Exhibit A. Huntington Woods public safety officer(s) transporting the subject shall conduct a thorough search of the subject in accordance with Berkley Department of Public Safety Rules and Regulations prior to turning the subject over to Berkley. Berkley may conduct its own search of the subject prior to accepting the subject for lockup. If not refused, the subject is accepted. No personal property of the subject, except clothing the subject is wearing and his/her prescription medication(s), if any, shall be left in the custody of Berkley for any reason.

c. Processing of Detainees. Huntington Woods officer(s) transporting a subject to Berkley for lockup shall process the subject consistent with Berkley Department of Public Safety Rules and Regulations. When available, Berkley personnel may provide assistance with prisoner processing.

(i) When a Huntington Woods prisoner is to be released (i.e. turned over to another agency, transported to county jail, or taken to another facility, etc.), a Huntington Woods officer shall respond and take responsibility for all prisoner property not transferred with the prisoner.

(ii) Berkley agrees that should an emergency arise in Huntington Woods during prisoner processing, Berkley will take reasonable steps to provide personnel to assist Huntington Woods officer(s) with the processing of its detainee(s) so that Huntington Woods officer(s) may respond to the Huntington Woods emergency.

d. Refusal of Subjects. Berkley reserves the right to refuse admittance to its lockup of any prisoner who is deemed unacceptable for housing in Berkley lockup for any reason in the opinion of the Berkley officer-in-charge (or his/her designee), including but

not limited to refusal of admittance to any subject suffering from mental illness or from a medical condition that threatens the security or the efficient operation of Berkley's lockup.

e. Medical Services. Huntington Woods agrees to pay for all costs and fees associated with the provision of medical care, transportation and treatment by Berkley emergency services personnel, any ambulance service, or any medical personnel or entity, to any detainee accepted by Berkley for Lockup Services under this Agreement for the full duration of detention. If, after acceptance of a subject for lockup in Berkley, the detainee requires medical care and/or treatment, Huntington Woods shall provide officers to guard the prisoner during the course of the detainee's medical care.

f. Transportation. Huntington Woods shall be responsible for transporting its detainees both to and from Berkley's lockup to court, county jail, or other agencies or facilities as required.

g. Blood Draws for OWI Arrests. Huntington Woods prisoners arrested for OWI or similar charges, and requiring a blood draw, shall be subject to Berkley Department of Public Safety Rules and Regulations for this process. Huntington Woods agrees to pay for all services related to blood draws for detainees housed in Berkley lockup under this Agreement.

h. Bond. Huntington Woods agrees to process bond for all Huntington Woods detainees housed in Berkley lockup under this Agreement. Persons wishing to post bond for Huntington Woods prisoners shall be directed to contact Huntington Woods and make arrangements for Huntington Woods officers to process the bond. Proof of bond shall be presented prior to the release of a Huntington Woods prisoner.

i. Use of Technology. When practical, and so as not to interfere with the security or the efficient operation of Berkley's lockup, Huntington Woods shall be allowed to utilize available technology located at Berkley lockup for video arraignments or other court appearances of its detainees under this Agreement.

j. Administrative Responsibility. Berkley's provision of Lockup Services to Huntington Woods shall be administered by Berkley as follows:

(i) Control of Lockup Services. The Lockup Services performed by Berkley shall be under the exclusive jurisdiction and control of Berkley's Director of Public Safety. All Huntington Woods personnel transporting subjects for lockup in Berkley shall adhere to Berkley's Department of Public Safety Rules and Regulations concerning lockup.

(ii) Huntington Woods Input. If the Huntington Woods Director of Public Safety or his/her designee objects to a Rule or Regulation utilized in the provision of Lockup Services to Berkley, the Huntington Woods Director of Public Safety or his/her designee shall submit Huntington Woods's objection in writing to the Berkley Director of Public Safety. The Berkley Director of Public Safety or his/her designee shall respond to same in writing within 72 hours, providing such facts and opinions which support his/her determination of the issue. In the event

that the matter is not resolved to Huntington Woods's satisfaction, the Berkley City Manager and the Huntington Woods City Manager shall meet to review the matter.

Huntington Woods is not responsible for the customs, policies, or practices of Berkley related to the operation of the jail facility or the provision of Lockup Services. Huntington Woods is not responsible for the hiring, supervision, or training of jail personnel. Huntington Woods is not responsible for the jail building, its operation, or its design. To the fullest extent permitted by law, Berkley shall hereby agree to indemnify and hold harmless Huntington Woods for any and all claims, demands, lawsuits, or causes of action brought by any person, corporation, or government unit against Huntington Woods, its agents, elected or appointed officials, and employees arising from or in connection with the customs, policies or practices of Berkley in the operation of the jail facility or the provision of Lockup Services; the hiring, supervision, or training of jail personnel; and the jail building, its operation or its design.

(iii) Personnel. The Municipalities agree that no personnel are required to be transferred from Huntington Woods to Berkley to provide the Lockup Services called for in this Agreement.

(iv) Lockup Documents. The Municipalities shall exchange copies of all reports, correspondences, and other documents which each community produces regarding the lockup facility as requested. The recipient of these documents shall treat them in the same manner the provider treats them. Documents which are confidential shall be marked as such and shall be treated in accordance with the provider's instructions.

k. Equity and Assets. All equity in assets and equipment of Berkley's lockup facility shall remain the property of Berkley. Payment for services provided pursuant to this Agreement shall not entitle Huntington Woods to any interest of any kind in such assets or equipment. However, any assets or equipment purchased by Huntington Woods shall be returned to Huntington Woods in the event of termination of this Agreement.

3. Animal Control Services. The Municipalities agree that Berkley shall provide Animal Control Services to Huntington Woods as follows:

a. Berkley will provide an Animal Control Officer within the corporate limits of Huntington Woods to provide the following services. During times when the Animal Control Officer is not on duty, Huntington Woods will be responsible for handling these services.

(i) Enforcement of state laws and local ordinances, where applicable, regarding animals within the corporate limits of Huntington Woods, including but not limited to, leash regulations, dogs at large, and licensing laws.

(ii) Issuance of violation tickets where appropriate and appearance in Court when required to prosecute said violations. The Animal Control Officer may follow up with chronic violators if deemed necessary.

- (iii) Impoundment of stray, vicious, or dangerous animals.
- (iv) Retention of impounded animals in accordance with minimum time requirements set forth by state law.
- (v) Providing that impounded animals that are not placed or returned to their owners shall humanely be disposed of in accordance with applicable laws consistent with this Agreement.
- (vi) Providing for the transfer of injured animals to veterinary care when appropriate. When immediate disposal of injured animals is determined to be necessary by the Animal Control Officer, Huntington Woods will be responsible for humane disposal of the animals. Huntington Woods will also be responsible for the cost of emergency veterinary care of injured animals within its corporate limits.
- (vii) Conducting animal bite investigations of persons bitten by animals within the corporate limits of Huntington Woods, including but not limited to:
 - (A) Preparation of a standard Incident Report documenting the reported details of the bite incident;
 - (B) Investigation of the circumstances of the bite incident;
 - (C) Investigation and/or verification of appropriate vaccinations received by the animal prior to the bite incident;
 - (D) Impoundment or quarantine, as appropriate, of the involved animal for such period of time as required by state law;
 - (E) Enforcement of state laws or local ordinances, as may be appropriate, regarding the bite incident; and
 - (F) Humane destruction of the offending animal, as appropriate, in accordance with respective state laws, city ordinances, and/or court orders.
- (viii) Providing for the drop-off of stray animals at the appropriate Animal Shelter, when picked up by Huntington Woods officers during hours when the Animal Control Officer is not on duty.
- (ix) Responding and handling wildlife calls when a human is bitten or injured by an animal.
- (x) Providing for a system to ensure that impounded animals released to Huntington Woods residents have appropriate vaccinations when required by law and have valid Huntington Woods licenses when required by Huntington Woods

ordinance, either prior to release from impoundment or within a reasonable period of time thereafter.

(xi) Providing for removal of dead non-domestic animals from primary roads within the corporate limits of Huntington Woods having posted speed limits of 30 mph or greater.

(xii) Providing for removal of dead domestic animals, such as dogs and cats, from primary roads and residential streets within the corporate limits of Huntington Woods.

b. In connection with the Animal Control Services, Berkley shall have responsibility for the following:

(i) Determination of the number of said employee(s) providing the services.

(ii) Selection and hiring of said employee(s).

(iii) Payment of wages and other compensation to said employee(s).

(iv) Direct managerial supervision of said employee(s).

(v) Determination of the work hours of said employee(s), with the understanding that it is the intent of this Agreement that services are to be provided Monday through Friday during normal business hours, typically 7 AM to 3 PM, with provisions for after-hour call-ins for emergency purposes.

c. Berkley shall provide and manage an appropriate holding facility for impounded animals.

d. Berkley shall provide an appropriate animal control vehicle to be operated by the said Animal Control Officer(s), and will be responsible for gasoline, maintenance, and insurance of the vehicle.

e. In connection with the providing of Animal Control Services by Berkley, Huntington Woods understands and agrees to the following:

(i) The Animal Control Officer(s) will not be assigned exclusively to Huntington Woods, but will carry out duties in Huntington Woods as necessary to comply with this Agreement.

(ii) Huntington Woods shall authorize and empower the Berkley Animal Control Officer(s) to enforce animal regulations within the corporate limits of Huntington Woods.

(iii) Huntington Woods shall provide police assistance to the Animal Control Officer(s), if requested, when an Animal Control Officer is performing services within the corporate limits of Huntington Woods.

(iv) When animals require transfer to the Oakland County Animal Control facility, Huntington Woods shall reimburse Berkley for drop-off fees incurred.

f. In connection with the providing of Animal Control Services by Berkley, it is agreed that any revenue shall be distributed as follows:

(i) Revenue generated from the sale of City of Huntington Woods dog licenses shall accrue to Huntington Woods.

(ii) Revenue generated from the sale of City of Berkley dog licenses shall accrue to Berkley.

(iii) Revenue generated from District Court fines resulting from the enforcement of animal regulations within the corporate limits of Huntington Woods shall accrue to Huntington Woods.

(iv) Revenue generated from District Court fines resulting from the enforcement of animal regulations within the corporate limits of Berkley shall accrue to Berkley.

4. **Use of Berkley Department of Public Safety Firearms Range.** Berkley agrees to allow Huntington Woods public safety personnel to utilize the firearms range located in the Berkley Department of Public Safety building while this agreement is in effect under the following terms:

a. A qualified Huntington Woods firearms instructor/range officer will be present at all times Huntington Woods personnel use the range.

b. Huntington Woods personnel will provide their own ammunition and targets.

c. At its own expense, Huntington Woods will repair any damage caused by Huntington Woods personnel while using the range.

5. **Public Safety Dispatch Services.** The Municipalities agree that Berkley shall provide Public Safety Dispatch Services as follows:

a. Public Safety Dispatch Services will include any emergency or non-emergency communications of any kind received by the Berkley Department of Public Safety which requests, requires, or in the sole judgment of the Berkley Public Safety Department, appears to request or require the presence, attention or services of Huntington Woods Public Safety personnel to address, respond, or attend to any issue, event, or

circumstance involving public health or safety, an accident, an injury, the protection of property, or any emergency (including but not limited to medical, fire and/or health).

b. In connection with Berkley's provision of Public Safety Dispatch Services to Huntington Woods, the parties agree to the following procedures:

(i) Berkley Department of Public Safety shall receive all 911 calls and provide 24-hour a day radio communications, in accordance with Federal Communications Commission (FCC) procedures and requirements, for the City of Huntington Woods.

(ii) Berkley Department of Public Safety understands the commitment by the Huntington Woods Public Safety Department to achieve and maintain the CALEA standards for accreditation and agrees it shall comply with the established professional standards. The Huntington Woods Public Safety Department has provided the Berkley Department of Public Safety with General Order #068 (titled Communications/Dispatch) containing all CALEA standards related to the communications function.

(iii) Berkley Department of Public Safety shall comply with all applicable communications standards relating to the Huntington Woods Public Safety Department radio and dispatch communications policy.

(iv) Berkley Department of Public Safety shall not incur any costs related to the implementation of the standards set forth in the Huntington Woods General Order.

c. Huntington Woods acknowledges and agrees that except for the public safety dispatch services contracted for herein and the other services set forth in this Agreement, neither the City of Berkley nor the Berkley Department of Public Safety shall be obligated in any other way to provide or assist the City of Huntington Woods or Huntington Woods Public Safety personnel with any other direct or indirect backup or supplemental support or police, fire or emergency-related services or protection of any kind or nature, nor will there be any obligation to send Berkley Department of Public Safety personnel to respond, in any way, to any call for police, fire or emergency services. Huntington Woods shall remain solely and exclusively responsible for all costs and liabilities associated with providing available Huntington Woods Public Safety personnel to receive and respond to public safety dispatch service in a timely and professional manner.

d. Huntington Woods acknowledges there may be circumstances when, despite reasonable Berkley Department of Public Safety efforts, the Berkley Public Safety Department's attempt to communicate or provide public safety dispatch services for and to Huntington Woods Public Safety personnel may be unsuccessful. The Berkley Department of Public Safety will make a reasonable effort to provide such public safety dispatch services and will do so consistent with existing and future Berkley Department of Public

Safety communication and dispatch policies, procedures, orders, and standards, and applicable federal and state requirements.

e. This Agreement does not, nor is it intended to, obligate or require the Berkley Department of Public Safety to change, alter, modify, or develop any different dispatch related procedures, policies, or standards, or to purchase or use any special or additional equipment, or to prohibit the Berkley Department of Public Safety from implementing any future communication-related changes the Berkley Public Safety Department, in its sole judgment and discretion, believes to be in its best interest.

f. Huntington Woods shall be solely responsible during the term of this Agreement for (i) providing its personnel with radios and communication equipment that will be properly set, adjusted, and maintained to receive any public safety dispatch service from the Berkley Department of Public Safety; (ii) complying with all current and future Berkley Department of Public Safety dispatching procedures, policies, standards, technical specifications, and applicable federal and state communication requirements; (iii) adequately training Huntington Woods Public Safety personnel; and (iv) promptly and properly notifying the Berkley Department of Public Safety of any on-duty or off-duty status and availability or unavailability of Huntington Woods Public Safety personnel to receive public safety dispatch services.

g. Huntington Woods shall be solely responsible for all costs, expenses, and liabilities associated with the acquisition, purchase, lease, operation, use, and maintenance of any Huntington Woods Public Safety radio or other communication equipment. The Berkley Department of Public Safety shall not be obligated to provide Huntington Woods Public Safety with any radio or communication equipment of any kind.

h. The Berkley Department of Public Safety may, at its sole discretion and expense, inspect any Huntington Woods Public Safety radio or other communication equipment to ensure that it conforms to Berkley Department of Public Safety dispatching procedures, policies, standards, technical specifications, and federal and state requirements. If the inspection reveals nonconformance, the Berkley Department of Public Safety shall notify Huntington Woods Public Safety in writing about the specific nonconformities. Huntington Woods Public Safety shall promptly address and correct the nonconformities at its own expense. If Huntington Woods Public Safety fails to do so, the Berkley Department of Public Safety may terminate or cancel the Public Safety Dispatch Services set forth in this Agreement.

6. **Insurance Coverage.** Huntington Woods shall obtain and maintain in force during the term of this Agreement insurance coverage for general liability with limits of liability not less than \$5,000,000 combined single limit for personal injury and property damage for claims arising out of the subject matter of this Agreement. Huntington Woods shall also obtain and maintain motor vehicle liability and worker's compensation in amounts it determines to be appropriate, with Berkley endorsed as an additional insured on all liability policies. Huntington Woods shall provide Berkley with copies of Certificates of Insurance confirming the required insurance during the entire term of this Agreement. At the time of execution of this Agreement, Huntington Woods is

self-insured with the Michigan Municipal Risk Management Authority, and Berkley approves this self-insurance program as meeting the requirements in this paragraph.

Berkley shall obtain and maintain in force during the term of this Agreement insurance coverage for general liability with limits of liability not less than \$5,000,000 combined single limit for personal injury and property damage for claims arising out of the subject matter of this Agreement. Berkley shall also obtain and maintain motor vehicle liability and worker's compensation in amounts it determines to be appropriate, with Huntington Woods endorsed as an additional insured on all liability policies. Berkley shall provide Huntington Woods with copies of Certificates of Insurance confirming the required insurance during the entire term of this Agreement.

7. **Liability and Indemnification.** To the fullest extent permitted by law, Huntington Woods agrees to hold Berkley harmless from any and all claims, suits, demands, judgments, or causes of action made against Berkley, its elected or appointed officials, employees, agents, or volunteers for the actions of Huntington Woods's elected or appointed officials, employees, agents, or volunteers arising from or in connection with the performance of this Agreement. To the fullest extent permitted by law, Berkley agrees to hold Huntington Woods harmless from any and all claims, suits, demands, judgments, or causes of action made against Berkley, its elected or appointed officials, employees, agents, or volunteers, for the actions of Berkley's elected or appointed officials, employees, agents, or volunteers arising from or in connection with performance of this Agreement. Except as provided herein, neither Municipality shall have any right under any legal principle to be indemnified by the other Municipality or any of its employees or agents in connection with any claim.

8. **Governmental Immunity and Authority Unaffected.** Nothing in this Agreement is intended, nor shall it operate to diminish, delegate, divest, impair, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, capacity, immunity or character of office including, but not limited to, governmental immunity on behalf of either Municipality or any of its agents.

9. **Term of Agreement.** This Agreement shall be effective for a term commencing on the date of execution of this Agreement by the parties and continuing until June 30, 2023.

a. This Agreement may be terminated at any time for any reason, and with or without cause, by the written agreement of Berkley and Huntington Woods, approved by the concurrent resolutions of Berkley City Council and Huntington Woods City Council. Said agreement shall provide a period of at least 90 days before the termination becomes effective and the services set forth in this Agreement are discontinued.

b. In addition to a termination under subsections (a), either Municipality may terminate this Agreement for any reason, and with or without cause, by written notice to the other Municipality. Six (6) months' written notice shall be required before termination.

10. **No Third Party Beneficiaries.** The sole and exclusive purpose of this Agreement is to set forth the terms by which Berkley will provide certain law enforcement services for Huntington Woods. This Agreement is not intended to, and does not create any special or other

duty, obligation, promise, benefit or right to services not herein described in favor or for the benefit of any person, entity, or organization that is not a party to this Agreement.

11. **Compensation.** In consideration for the services provided by Berkley under this Agreement, Huntington Woods will pay Berkley an annual amount equal to \$_____ for each full-time equivalent (FTE) reflected in the Michigan Commission on Law Enforcement Standards (MCOLES) Fall Semi-Annual Law Enforcement Distribution Report for Huntington Woods Department of Public Safety. As of the date of this Agreement, the most recent MCOLES Report allocated 17 FTEs to the Huntington Woods Department of Public Safety. Huntington Woods will be billed on a quarterly basis, in equal installments. Payment is due within thirty (30) days after invoicing by Berkley.

12. **Independent Contractor.** Berkley shall provide the services set forth in this Agreement to Huntington Woods as an independent contractor, with Berkley being responsible for all workers' compensation and other insurance, income tax, social security, and other withholding, and all other compensation or benefits for Berkley employees involved in providing the services. At no time shall any Berkley employee involved in providing services be considered or claimed be to an employee or agent of Huntington Woods, and Huntington Woods shall not be deemed or allowed to control, supervise, or direct Berkley employees involved in providing the services.

13. **Assignments.** Berkley's obligations under this Agreement may not be assigned except with the approval of Huntington Woods.

14. **Notices.** Any notices provided under this Agreement shall be in writing to the Berkley City Manager and Huntington Woods City Manager at the addresses listed on Page 1.

15. **Amendments.** Amendments to this Agreement shall be in writing, approved by concurrent resolutions of Berkley City Council and Huntington Woods City Commission, and be signed by authorized representatives of the Municipalities.

16. **Severability.** If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force and effect.

17. **Applicable Law.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. The language of all parts of this Agreement is intended to and, in all cases, shall be construed as a whole, according to its fair meaning, and not construed strictly for or against any Municipality. As used in this Agreement, the singular or plural number, possessive or non-possessive, shall be deemed to include the other whenever the context so suggests or requires.

18. **No Waiver.** Absent an express written waiver, the failure of a Municipality to pursue any right granted under this Agreement shall not be deemed a waiver of that right regarding any existing or subsequent breach or default under this Agreement. No failure or delay on the part of a Municipality in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

19. **Compliance with Laws.** Each Municipality shall comply with all federal, state, and local statutes, ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.

20. **Entire Agreement.** This Agreement contains the entire Agreement of the Municipalities with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings with respect to the subject matter of this Agreement.

21. **Filing.** As provided in MCL 124.510, this Agreement and any amendments of it shall be filed with the Oakland County Clerk and Michigan Secretary of State before taking effect.

[SIGNATURES CONTAINED ON FOLLOWING PAGE]

IN WITNESS WHEREOF, and pursuant to the concurrent resolutions adopted by City of Berkley City Council and City of Huntington Woods City Commission, approving and authorizing the signing of this Agreement, the undersigned officials have signed this Agreement on the dates indicated next to their signatures.

Dated this ____ day of _____, 2020

CITY OF BERKLEY

By: _____
Name: _____
Title: _____

CITY OF HUNTINGTON WOODS

By: _____
Name: _____
Title: _____

CITY OF HUNTINGTON WOODS
OAKLAND COUNTY, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CITY CODE OF THE CITY OF HUNTINGTON WOODS, CHAPTER 4, TO ADD NEW ARTICLE III, CHICKENS, TO PERMIT, REGULATE, AND ESTABLISH REQUIREMENTS RELATING TO THE KEEPING OF CHICKENS.

THE CITY OF HUNTINGTON WOODS ORDAINS:

Section 1 of Ordinance. Ordinance Amendment.

Chapter 4, Animals, Article III, Chickens, is hereby added to read as follows:

ARTICLE III. - CHICKENS

Sec. 4-39. - Generally.

- (a) Any person residing in a single-family detached dwelling on residentially zoned property (R-1A, R-1B, R-1C, or R-1D), after obtaining an annual permit from the City, may keep on the property not more than three hen (female) chickens for personal use only and not for any business or commercial use. No roosters shall be kept on the property for any reason.
- (b) Chickens may be kept as family pets or to lay eggs for personal consumption only.
- (c) Slaughtering of any chickens on the property is prohibited.

Sec. 4-40. - Licensing and inspections.

- (a) Completed permit applications shall be submitted to the building and code enforcement department along with the fee which shall be established by City Commission resolution. Along with the completed application, the applicant shall be required to obtain and submit the signature of all property owners abutting the applicant's property, both on the back and on any sides where properties abut, giving their authorized approval for the applicant to keep chickens on applicant's property.
- (b) Approved permit holders shall schedule an inspection within 30 days of permit issuance. Failure to schedule an inspection shall result in an automatic suspension of the permit. If an inspection identifies noncompliance with any of the requirements set forth in this ordinance, the permit holder shall have fourteen (14) days after being served with written notice of noncompliance to achieve compliance with the requirements, or the building official or code enforcement department may revoke the permit and/or cite the violation as a municipal civil infraction.
- (c) After an initial inspection, permitted coops shall be inspected at least one additional time during the permit term for the first year. For each subsequent year on a request for permit renewal, only one inspection will be required. However, the city reserves the right to require

additional inspections for permit renewals where circumstances are found during the first inspection or during the permit term that require correction.

- (d) Permits shall be valid for up to one year, shall be non-transferable, site-specific and shall expire on January 1 of the next calendar year. A person who wants to continue keeping chickens must obtain a renewal~~new~~ permit prior to expiration of the previous permit.

Sec. 4-41. - Number limit.

A person who keeps chickens shall comply with the following requirements:

- (1) Keep no more than three (3) hen chickens at any time; and
- (2) Roosters or male chickens or any other type or class of fowl or poultry are prohibited.

Sec. 4-42. - Enclosure.

- (a) Chickens shall be contained and kept in an enclosure that includes both a coop and connected fence run at all times known as a "coop". The wire mesh for the fence run shall have openings no larger than ¼ inch. The coop shall be constructed of durable materials and shall be properly maintained in accordance with the Property Maintenance Code adopted in Section 6-146 of the City Code, as amended.
- (b) A coop need not have a concrete foundation slab and a coop must be a minimum of ten (10) feet from an existing accessory structure. Prior to construction, an approved permit must be obtained from the building and code enforcement department.
- (c) A coop shall be designed to provide safe and humane living conditions for the chickens while minimizing adverse impacts (including, but not limited to, odor, noise, insects, rodents and dust) on neighboring properties, and shall meet all of the following additional requirements:
 - (1) A coop shall be detached from the residential dwelling and shall not be located closer than thirty (30) feet to the nearest point of any residential dwelling on an adjacent parcel;
 - (2) A coop shall not be located within any required side or rear yard setback area;
 - (3) A coop shall not exceed six (6) feet in height and eighty (80) square feet in floor area;
 - (4) The use of corrugated metal/fiberglass, sheet metal, plastic tarps, scrap lumber or similar materials is prohibited; and
 - (5) A coop must be completely enclosed with a top or cover.
- (d) A coop shall be constructed and maintained with a rat wall or similar block foundation or may be raised a minimum height of eighteen (18) inches off the ground to prevent rats, mice, and other rodents or burrowing animals from harboring beneath or entering the coop. Noncompliance with this requirement shall be considered to be a nuisance per se.
- (e) All feed and other items associated with the keeping of chickens likely to attract rats, mice, or other rodents or vermin shall be secured and protected in sealed, rodent-proof containers.

Sec. 4-43. - Care of chickens.

- (a) Chickens shall be kept in compliance with the current Michigan Department of Agriculture Generally Accepted Agricultural and Management Practices for the Care of Farm Animals (GAMPS), as it relates to laying chickens, except as otherwise provided in this section.
- (b) Chickens shall not be kept in any location on the property other than the rear yard. For purposes of this section, "rear yard" means that portion of a lot enclosed by the property's rear lot line and the side lot lines to the points where the side lot lines intersect with an imaginary line established by the rear of the single-family structure and extending to the side lot lines.

Sec. 4-44. - Violations.

A violation of any provision of this article shall be deemed a municipal civil infraction subject to the procedures, sanctions, and remedies prescribed in Article VI of Chapter 2 of the City Code.

Sec. 4-46. - Limitation on permits.

The city will limit the number of annual permits issued and outstanding to a maximum of sixthree (63) and permits will be available on a first-come-first-served basis.

Section 2 of Ordinance. Repealer.

All ordinances, parts of ordinances, or sections of the City Code in conflict with this Ordinance are repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3 of Ordinance. Severability.

Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4 of Ordinance. Savings.

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

Section 5 of Ordinance. Effective Date.

This Ordinance shall be effective twenty (20) days from the date of adoption and shall be published as required by the Charter of the City of Huntington Woods.

Section 6 of Ordinance. Enactment.

This Ordinance is declared to have been enacted by the City Commission of the City of Huntington Woods at a meeting called and held on the ____ day of _____, 2020, and ordered to be given publication in the manner prescribed by law.

Ayes:

Nays:

Abstentions:

Absent:

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, the qualified and acting City Clerk of the City of Huntington Woods, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Commission of the City of Huntington Woods at a meeting held on the ____ day of _____, 2020, the original of which is on file in my office.

HEIDI BARCKHOLTZ, City Clerk
City of Huntington Woods

Agenda #5

Memo

To: City Commission

From: Hank Berry

Subject: Planning Commission Recommendation

Date: July 1, 2020

At the May 26, 2020 Planning Commission meeting a public hearing was held the purpose of which was to amend chapter 40, zoning, article 4, district regulations, section 40-4.03, r-1a through r-1e: one-family districts, to delete in its entirety former subsection 40-4.03(4) and to renumber remaining subsections.

The purpose of this is to amend the ZO so that the schedule of regulations remains without conflict in this portion of the code. Additionally the actual chart does not reference the section in question so there is a conflict as you can see (see below)

Removing:

40-4.03(4)

(4) One additional foot of total side yard is required for every one foot or portion thereof of building height over 26 ft. At least one-half of the additional side yard shall be on the least side.

Why:

When the Zoning Ordinance was re-written it was recommended to remove this as it was not practical and didn't accomplish what it was set out to do when enacted. It had become problematic in that the city and zone districts were already built to standards that for the most part included the setbacks established in the schedule of regulations.

The Planning Commission agreed at the time. When we published the ordinance this should have been omitted and was not. This is just a housekeeping measure. The Planning Commission voted in favor of recommending this change to the City Commission at the May meeting..

Use District	Minimum Size of Lot per Unit		Maximum Height of Building		Minimum Yard Setback (Per Lot in Ft.)				Min. Floor Area per Dwelling Unit (In sq. ft.)	Max. Floor Area per Dwelling Unit (sq. ft.) ^{(1) (4)}	Max. Percentage of Lot Coverage ⁽²⁾	Minimum Lot Area to be Used or Set Aside for Accessory Buildings (In Sq. Ft.)
	Sq. Ft.	Width (Ft.)	Stories	Ft.	Front ⁽³⁾	Sides ⁽³⁾		Rear				
						Least One	Least Two					
R-1A	30,000	160	2	30	40	20	40	60	1,400	Up to 3,600 sq. ft. without any bonus Up to 4,200 sq. ft. with character bonus Up to 4,350 sq. ft. with lot size bonus	15%	580

Use District	Minimum Size of Lot per Unit		Maximum Height of Building		Minimum Yard Setback (Per Lot In Ft.)				Min. Floor Area per Dwelling Unit (In sq. ft.)	Max. Floor Area per Dwelling Unit (Sq. ft.) ⁽¹⁾⁽⁴⁾	Max. Percentage of Lot Coverage ⁽²⁾	Minimum Lot Area to be Used or Set Aside for Accessory Buildings (In Sq. Ft.)
	Sq. Ft.	Width (Ft.)	Stories	Ft.	Front ⁽³⁾	Sides ⁽³⁾		Rear				
						Least One	Least Two					
										lot size bonus		
R-1B	9,000	60	2.5	35	40	5	14	35	1,300	Up to 2,000 sq. ft. without any bonus Up to 3,600 sq. ft. with character bonus Up to 3,812 sq. ft. with lot size	25%	530

Use District	Minimum Size of Lot per Unit		Maximum Height of Building		Minimum Yard Setback (Per Lot in Ft.)				Min. Floor Area per Dwelling Unit (in sq. ft.)	Max. Floor Area per Dwelling Unit (sq. ft.) (1418)	Max. Percentage of Lot Coverage (1418)	Minimum Lot Area to be Used or Set Aside for Accessory Buildings (in Sq. Ft.)
	Sq. Ft.	Width (Ft.)	Stories	Ft.	Front (1)	Sides (1)		Rear				
						Least One	Least Two					
										lot size bonus		
R-1C	7,000	50	2	30	30	5	14	35	1,300	Up to 2,500 sq. ft. without any bonus Up to 3,100 sq. ft. with character bonus Up to 3,125 sq. ft. with lot size	30%	480

Use District	Minimum Size of Lot per Unit		Maximum Height of Building		Minimum Yard Setback (Per Lot in Ft.)				Min. Floor Area per Dwelling Unit (in sq. ft.)	Max. Floor Area per Dwelling Unit (sq. ft.) ^{(1) (4)}	Max. Percentage of Lot Coverage ⁽²⁾	Minimum Lot Area to be Used or Set Aside for Accessory Buildings (in Sq. Ft.)
	Sq. Ft.	Width (Ft.)	Stories	Ft.	Front ⁽³⁾	Sides ⁽³⁾		Rear				
						Least One	Least Two					
										bonus		
R-1E	5,000	40	2	30 ⁽⁴⁾	25	5	14	25	1,100	Up to 1,700 sq. ft. without any bonus Up to 2,100 sq. ft. with lot size bonus Up to 2,300 sq. ft. with character bonus	30%	400

Use District	Minimum Size of Lot per Unit		Maximum Height of Building		Minimum Yard Setback (Per Lot in Ft.)				Min. Floor Area per Dwelling Unit (in sq. ft.)	Max. Floor Area per Dwelling Unit (sq. ft.) ^{(1) (2)}	Max. Percentage of Lot Coverage ⁽²⁾	Minimum Lot Area to be Used or Set Aside for Accessory Buildings (in Sq. Ft.)
	Sq. Ft.	Width (Ft.)	Stories	Ft.	Front ⁽³⁾	Sides ⁽³⁾		Rear				
						Least One	Least Two					
										lot size bonus		
R-1D	6,000	50	2	30 ⁽⁴⁾	25	5	14	30	1,200	Up to 1,900 sq. ft. without any bonus Up to 2,350 sq. ft. with lot size bonus Up to 2,500 sq. ft. with character	30%	440

CITY OF HUNTINGTON WOODS
OAKLAND COUNTY, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 40, ZONING, ARTICLE 4, DISTRICT REGULATIONS, SECTION 40-4.03, R-1A THROUGH R-1E: ONE-FAMILY DISTRICTS, TO DELETE IN ITS ENTIRETY FORMER SUBSECTION 40-4.03(4) AND TO RENUMBER REMAINING SUBSECTIONS.

THE CITY OF HUNTINGTON WOODS ORDAINS:

Section 1 of Ordinance. Ordinance Amendment.

Chapter 40, Zoning, Article 4, District Regulations, Section 40-4.03, R-1A through R-1E: One-Family Districts, is hereby amended to read as follows:

Section 40-4.03 - R-1A through R-1E: One-Family Districts

A.-D [Unchanged]

E. *Footnotes to Schedule of Regulations.*

(1)-(3) [Unchanged]

(4) *Corner side yard.* In the case of corner lots where the adjacent house fronts upon the side street, a setback shall be required from the side street lot line, which is at least equal to the front setback of the other adjoining property facing the same side street. In no case shall the side street setback be less than eight (8) ft.

(5) Maximum Floor Area per Dwelling Unit Bonuses.

(a)-(b) [Unchanged]

Section 2 of Ordinance. Repealer.

All ordinances, parts of ordinances, or sections of the City Code in conflict with this Ordinance are repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3 of Ordinance. Severability.

Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4 of Ordinance. Savings.

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

Section 5 of Ordinance. Effective Date.

This Ordinance shall be effective thirty (30) days from the date of adoption and shall be published as required by the Charter of the City of Huntington Woods.

Section 6 of Ordinance. Enactment.

This Ordinance is declared to have been enacted by the City Commission of the City of Huntington Woods at a meeting called and held on the ____ day of _____, 2020, and ordered to be given publication in the manner prescribed by law.

Ayes:

Nays:

Abstentions:

Absent:

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, the qualified and acting City Clerk of the City of Huntington Woods, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Commission of the City of Huntington Woods at a meeting held on the ____ day of _____, 2020, the original of which is on file in my office.

Heidi Barckholtz, City Clerk
City of Huntington Woods