

Agenda
Regular Meeting of the City Commission
Tuesday, July 7, 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 June 2, 2020
2. Special Meeting Minutes of June 22, 2020.
3. Approval of Warrant 365
4. Reports and Minutes
 - a. Parks and Recreation Advisory Board, February 25, 2020
 - b. Library Advisory Board, February 24, 2020
 - c. Senior Advisory Committee, February 20, 2020
 - d. Treasurer's Report May 2020

COMMUNICATIONS

COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS

PUBLIC PARTICIPATION

ITEMS OF BUSINESS

1. 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. (First Reading)
2. Resolution R- 2019: Matter of consideration of establishing fees for Backyard Chicken Permits.
3. Ordinance 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)
4. Resolution R- 2020: Matter of consideration that the City of Huntington Woods 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. 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 \$105,100.
5. Resolution R- 2020: Matter of consideration to approve the MERS Uniform Transfer Policy.
6. Resolution R- 2020: Matter of consideration to approve Authorized Signatories for MERS contract and service credit purchase approvals.
7. Resolution R- 2020: Matter of consideration to enter into an Interlocal Agreement with Oakland County, CARES ACT, for COVID-19 Pandemic Reimbursement.

8. Resolution R- 2020: Matter of consideration that the City of Huntington Woods enter into an Interlocal Agreement with Oakland County for Election Services.
9. Resolution R- 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.
10. Resolution R- 2020: Matter of consideration to approve the July 2020 update to the City's Employee Manual.
11. Resolution R- 2020: Matter of authorizing a request for reimbursement for monies spent to combat West Nile Virus.
12. Closed Session:
Matter of consideration to enter into a Closed Session pursuant to MCL 15.268 immediately following the Regular Meeting to discuss union negotiations.

Matter of consideration to enter into a Closed Session to discuss pending litigation, *Finkelberg v City of Huntington Woods*, Oakland County Circuit Court case no. CA:17-157533-NZ, in accordance with the Open Meetings Act, MCL 15.268(e), as an Open meeting would have a detrimental effect on the position of the City.

Matter of Consideration to enter into a Closed Session to discuss pending litigation, *Hanover v City of Huntington Woods*, Oakland County Circuit Court case no. CA: 17-160246-CZ, in accordance with the Open Meetings Act, MCL 15.268(e), as an open meeting would have a detrimental effect on the position of the City.

CITY MANAGER'S REPORT ADJOURNMENT OF REGULAR CITY COMMISSION MEETING

Topic: City Commission meeting

Time: Jul 7, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88115691651?pwd=TWUxYnNYT1VKb1BLcHNsYIFGbWd1UT09>

Meeting ID: 881 1569 1651

Password: 273396

One tap mobile

+13017158592,,88115691651#,,,0#,,273396# US (Germantown)

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, June 2, 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.

APPROVAL OF AGENDA

Moved by Commissioner Jenks and seconded by Commissioner Olsman
to approve the June 2, 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
Olsman to approve the June 2, 2020 Consent Agenda as presented.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

ELECTED OFFICIAL REMARKS

County Commissioner Helaine Zack reported:

- The County is looking at additional ways to invest COVID money.

- The County continues with COVID-19 no reason swab testing at the Oakland County Health Department on Monday and Wednesdays. To make an appointment, call the Nurse ON Call Line at 248- 858-5533.
- The County is issuing Back to Work Kits for small businesses. The links to locations distributing the kits can be found at www.oakgov.com.
- More funding is coming through for emergency aid for Veterans. Encouraged veterans to apply for services at the Oakland County Veterans Department.
- Additional Block Grant Dollars were received that are being considered for rental and mortgage assistance appropriations.

Congressman Levin's Spokesperson, Stephanie Maroki reported:

- Introduced herself as Congressman Levin's Community Outreach and Constituent Services representative for Huntington Woods. Stephanie.maroki@mail.house.gov 586-929-2443
- Congressman Levin recently introduced the Corona Virus Containment Corps as well as advocating for smaller communities to receive more funding for the Corona Virus Community Relief Act. The first round of aid went to the larger cities and he is trying to assist the smaller communities such as Huntington Woods in capturing some of these funds.

PUBLIC PARTICIPATION

None

CITY COMMISSION STATEMENT

Mayor Paul read the following statement:

In the words of the Rev. Martin Luther King, Jr., "Injustice anywhere is a threat to justice everywhere." In the wake of another act of senseless violence, resulting in George Floyd's shocking death in Minneapolis, people across America are taking to the streets in justifiable protest against racial and social inequality, including persistent inequity in the administration of justice.

The City of Huntington Woods stands in solidarity and empathy with people all over the world who are shocked by this tragedy. Our elected and public officials condemn all acts of racism and discrimination, and actively promote justice and peace for all. We unanimously oppose excessive police force, and regularly monitor and evaluate our public safety department to ensure that senseless violence and inequity do not happen here.

At this time of unrest and disbelief, we want to reassure Huntington Woods residents that our public safety department achieves and maintains the highest accreditations offered to law enforcement agencies through CALEA – the Commission on Accreditation for Law Enforcement. Huntington Woods is one of 11 public safety departments in Michigan accredited by CALEA, out of 580 departments statewide. Our public safety officers are committed to being part of far-reaching solutions and embrace training on community relations and peaceful de-escalation.

The death of George Floyd under these circumstances comes at a time of unprecedented change, extreme anxiety, and fear in our country.

We as a city are committed to making Huntington Woods a warm and welcoming city free of fear and turmoil.

Our public and elected officials stand committed to doing all that we can do to foster a safe and inclusive community. It is our moral, ethical, and sworn duty to do so.

Mayor Robert F. Paul, Mayor Pro Tem Joe Rozell, Commissioner Jenks, Commissioner Olsman, Commissioner Elder

Moved by Commissioner Elder and seconded by Commissioner Olsman to approve the statement from the City Commission condemning acts of racial injustice and commitment for justice and peace for all.

Commissioner Comments:

Olsman: Noted strong support for the resolution.

Elder: Also noted her support of the resolution stressing the need to continue to work towards progress in ensuring a warm and welcoming community.

Jenks: Noted that it is critical that the Commission widely spread the message made in the resolution read by Mayor Paul.

Rozell: Noted his support of the resolution.

Ayes: Paul, Elder, Jenks, Rozell, Olsman

Nays: None

Absent: None

The Motion Carried.

RESOLUTION R-140 -2020

Matter of consideration of the approval of Banks, Brokers, and Dealers for the City deposits for the upcoming twelve months as required by the City of Huntington Woods investment policy

Moved by Mayor Pro Tem Rozell and seconded by Commissioner Jenks to adopt the list of Banks, Brokers, and Dealers as presented by the City's Finance Director.

Ayes: Paul, Elder, Jenks, Rozell, Olsman

Nays: None

Absent: None

The Motion Carried.

RESOLUTION R-141-2020

Matter of consideration of amending the 2019/200 City Budget (year-end adjustments)

Moved by Commissioner Jenks and seconded by Commissioner Olsman to approve the amendment to the 2019/2020 City Budget (year-end adjustment)

Ayes: Paul, Rozell, Jenks, Elder, Olsman

Nays: None

Absent: None

The Motion Carried.

ORDINANCE No. 616:

Matter of consideration of an Ordinance, to Amend the City Code of the City of Huntington Woods, Chapter 4, to Add New Article III, Chickens, To Delete Section 4-46, Pilot Program. (Second Reading)

Moved by Commissioner Olsman and seconded by Commissioner Elder to approve an Amendment to the City Code of the City of Huntington Woods, Chapter 4, to add New Article III, Chickens, To Delete Section 4-46, Pilot Program.

Ayes: Paul, Rozell, Jenks, Elder, Olsman

Nays: None

Absent: None

The Motion Carried.

CITY MANAGER'S REPORT

- The Hometown Herald is now online for viewing. Recreation and the library staff worked diligently in a short period of time to create new virtual online programming featured in the Herald.
- Due to COVID-19, there will be a virtual 4th of July Parade featured on the 4th. Participants are needed. If interested in submitting a video, directions on how to do so can be found on the City's website.
- Road construction will start on Borgman and York, and Nadine next Tuesday.
- Permanent Absentee ballot applications went out in the mail today for the August and November elections. Non-permanent voters will also be receiving an application from the State of Michigan in the coming weeks.
- Reminded everyone to wear orange on Friday for Gun Awareness Day.
- As requested by Commissioner Rozell presented an update on the decision whether to open the pool and run the camp programs. The State of Michigan Executive order is allowing day camps to operate with protocols in place. Camp programming would be challenging to maintain social distancing and inclement weather poses a problem because groups cannot gather indoors. Running a camp is also dependent on being able to hire enough staff and then the virtual camp programs would have to be canceled. Opening the pool is also difficult due to social distancing and having to keep the facilities clean and sanitized. There is also a budgetary concern whether the pool revenue would cover the

expenses since the pool season would be shorter and the pool capacity will need to be lowered.

ADJOURNMENT

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

The Motion Carried, meeting adjourned at 8:54 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

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.

Julie Fielek, Hearing Officer: Clarified how she came to her findings reviewing both the information provided by the City and Mr. Brainard. Her findings included nine items that must be remedied, and these items were provided to Mr. Brainard.

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 noted the garage is not in jeopardy of collapsing per his inspection and has contacted several contractors to conduct repairs on the garage but that has been delayed due to Governor's COVID-19 Stay Safe Stay Home order.

Commissioner Elder: Questioned Mr. Brainard on what his intentions are with the property.

Mr. Brainard noted he would like to fix up the property and sell it to a family.

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.

Mr. Brainard stated he has contacted three contractors but due to COVID was unable to complete any repairs.

Commissioner Olsman: Questioned the last time Mr. Brainard was at the property.

Mr. Brainard noted he was at the property in May of 2019. He uses minimal amounts of water while there.

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 work.

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 has only received emails and the occasional letter.

Commissioner Olsman: Questioned if the property is insured.
Mr. Brainard responded that it is not insured.

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 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. 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

PUBLIC COMMENT:

Matt Lee – 10145 Elgin

Noted he has had no communication with Mr. Brainard concerning the property as 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.

COMMISSIONER COMMENTS:

Commissioner Olsman: Noted that Mr. Brainard being a builder, rejects the argument that he does not have clarification on how to remedy the situation by obtaining the proper permits.

Commissioner Jenks: Made note that statewide construction re-opened May 8, 2020. There has been plenty of warm weather allowing contractors to work after the lock down was lifted. The weather can not be used as an excuse as why work was not completed.

Commissioner Rozell: Agrees that there has 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.

Commissioner Elder: Noted her concern for the neighbors living near the property. Asked Mr. Brainard that he follow through with the repairs to 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 were not his intentions.

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 #365**

RESOLUTION

Moved by Commissioner _____ Supported by Commissioner _____ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by July 7, 2020 and paid between May 29, 2020 and July 2, 2020 on pages 1 through 11 in the amount of \$591, 941.62 be approved and paid, subject to full audit.

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|--------------------------------|------|-------|--------|-------------------|---|---|
| Bank 6 FLAGSTAR BANK - AP ACCT | | | | | | |
| 06/01/2020 | 6 | 38739 | MISC | AMY HAENICK | CAMP REFUND | 160.00 |
| 06/01/2020 | 6 | 38740 | MISC | BRYAN HAMBURGER | CAMP REFUND CAMP REFUND PRE K REFUND | 10.00 400.00 594.50 |
| | | | | | | <u>1,004.50</u> |
| 06/01/2020 | 6 | 38741 | MISC | DANIEL SAMSON | SWIM TEAM REFUND SWIM TEAM REFUND | 264.00 264.00 |
| | | | | | | <u>528.00</u> |
| 06/01/2020 | 6 | 38742 | MISC | EMILY KRAVETZ | CAMP REFUND | 247.50 |
| 06/01/2020 | 6 | 38743 | MISC | GREG ALLEN | LATCHKEY REFUND LATCHKEY REFUND CAMP REFUND SWIM TEAM REFUND CAMP REFUNDS | 150.00 57.50 400.00 528.00 360.00 |
| | | | | | | <u>1,495.50</u> |
| 06/01/2020 | 6 | 38744 | MISC | HAYLEY THOMPSON | LATCHKEY REFUND CAMP REFUND CAMP REFUND | 77.60 1,000.00 10.00 |
| | | | | | | <u>1,087.60</u> |
| 06/01/2020 | 6 | 38745 | MISC | JAMES DEIGHTON | LEAD REFUND LEAD REFUND CAMP REFUND | 60.00 60.00 260.00 |
| | | | | | | <u>380.00</u> |
| 06/01/2020 | 6 | 38746 | MISC | JAYSON GOODMAN | WILD RIDE REFUND | 44.00 |
| 06/01/2020 | 6 | 38747 | MISC | JENNIFER ROCCHI | NINJA WARRIORS REFUND LEAD REFUND CAMP REFUND | 39.00 60.00 600.00 |
| | | | | | | <u>699.00</u> |
| 06/01/2020 | 6 | 38748 | MISC | JOANNA TUTTLE | BASKETBALL SKILLS REFUND POOL PASS REFUND CAMP REFUND CAMP REFUND | 105.00 298.00 85.00 200.00 |
| | | | | | | <u>688.00</u> |
| 06/01/2020 | 6 | 38749 | MISC | KAREN WEINER | SPRINKLER REPAIR | 272.15 |
| 06/01/2020 | 6 | 38750 | MISC | KATHLEEN MCCANN | CAMP REFUND | 465.00 |
| 06/01/2020 | 6 | 38751 | MISC | LAUREN BROOKS | CAMP REFUND SWIM TEAM REFUND | 400.00 528.00 |
| | | | | | | <u>928.00</u> |
| 06/01/2020 | 6 | 38752 | MISC | LINDSAY SCHINDLER | SWIM TEAM REFUND | 264.00 |

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
CHECK DATE FROM 05/29/2020 - 07/02/2020

07/02/2020 03:42 PM
User: JSTILL
DB: Huntingtonwoods

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|------------------------|---|---|
| 06/01/2020 | 6 | 38753 | MISC | MARCI BYKAT | GYMNASTICS REFUND BOUNCING BABIES REFUND CLASS REFUND CAMP REFUND CAMP REFUND POOL & CAMP REFUND CLASS REFUND | 90.00 26.25 295.00 400.00 525.00 748.00 10.00 <u>2,094.25</u> |
| 06/01/2020 | 6 | 38754 | MISC | ROBERT STILES | CAMP REFUND | 85.00 |
| 06/01/2020 | 6 | 38755 | MISC | ROBERT WINE | CAMP REFUND SWIM TEAM REFUND | 200.00 264.00 <u>464.00</u> |
| 06/01/2020 | 6 | 38756 | MISC | RYAN HOPKINS | CLASS REFUND LATCHKEY REFUND CAMP REFUND CAMO REFUND CAMP REFUND | 85.00 169.80 1,100.00 225.00 225.00 <u>1,804.80</u> |
| 06/01/2020 | 6 | 38757 | MISC | SARA MEISNER | LATCHKEY REFUND CAMP REFUND | 50.00 600.00 <u>650.00</u> |
| 06/01/2020 | 6 | 38758 | MISC | SCOTT HARRISON | CAMP REFUND CAMP REFUND | 225.00 600.00 <u>825.00</u> |
| 06/01/2020 | 6 | 38759 | MISC | SETH BERG | CLASS REFUND CAMP REFUND SWIM TEAM REFUND | 12.00 200.00 528.00 <u>740.00</u> |
| 06/01/2020 | 6 | 38760 | MISC | SHAYNA LEVINE | CAMP REFUND SWIM TEAM REFUND BASKETBALL CAMP REFUND CAMP REFUND CAMP REFUND POOL REFUND CAMP REFUND | 1,200.00 792.00 85.00 310.00 1,065.00 380.00 10.00 <u>3,842.00</u> |
| 06/01/2020 | 6 | 38761 | MISC | TRACY PHILLIPS | POOL PASS REFUND | 261.00 |
| 06/01/2020 | 6 | 38762 | MISC | UB ESSIEN | CAMP REFUND | 194.00 |
| 06/04/2020 | 6 | 38763 | 10833 | ABSOPURE WATER COMPANY | 5 GALLON WATER COOLER | 43.50 12.00 <u>55.50</u> |
| 06/04/2020 | 6 | 38764 | 08777 | ALLIANCE MOBILE HEALTH | BRALON TABOR TREATMENT | 193.00 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|-------------------------------------|---|--|
| 06/04/2020 | 6 | 38765 | 10951 | AMAZON CAPITAL SERVICES INC | BINDERS STORAGE BINS BINDERS CREDIT MEMO | 28.62 74.58 (28.62) <u>74.58</u> |
| 06/04/2020 | 6 | 38766 | 00011 | APOLLO FIRE EQUIPMENT CO | ENGINE 70 REPAIR STERLING ROPE | 655.75 2,714.53 <u>3,370.28</u> |
| 06/04/2020 | 6 | 38767 | 09830 | CAMELOT TREE & SHRUB CO | TREE EVALUATION | 150.00 |
| 06/04/2020 | 6 | 38768 | 07501 | CRANDALL-WORTHINGTON INC | PAPER/ SANITIZER/ SOAP | 803.20 |
| 06/04/2020 | 6 | 38769 | 00064 | ELLIOTT SAW WORKS | CHAIN SHARPENED | 15.00 |
| 06/04/2020 | 6 | 38770 | 03098 | EZELL SUPPLY CORPORATION | HAND SANITIZER, GLOVES, BAGS | 368.92 |
| 06/04/2020 | 6 | 38771 | 04601 | ICCA | ANNUAL MEMBERSHIP | 1,480.00 |
| 06/04/2020 | 6 | 38772 | 00090 | INDUSTRIAL BROOM SERVICE | SWEEPER SUPPLIES | 476.00 |
| 06/04/2020 | 6 | 38773 | 04943 | JOE'S AUTO PARTS | AIR FILTER BATTERY | 53.17 127.00 <u>180.17</u> |
| 06/04/2020 | 6 | 38774 | 00543 | THE LIBRARY NETWORK | SUBSCRIPTIONS SUBSCRIPTIONS | 98.96 503.09 <u>602.05</u> |
| 06/04/2020 | 6 | 38775 | 00112 | MADISON NATIONAL LIFE INS CO. | INSURANCE INSURANCE | 2,061.02 2,063.61 <u>4,124.63</u> |
| 06/04/2020 | 6 | 38776 | 10553 | MICHIGAN HEALTHCARE PROFESSIONALS | T. ZBERKOT | 300.00 |
| 06/04/2020 | 6 | 38777 | 00132 | WML WORKERS COMP FUND | WORKERS' COMP INSURANCE | 13,161.00 |
| 06/04/2020 | 6 | 38778 | 03979 | NORTHWEST POOLS, INC. | POOL CHEMICALS | 548.57 |
| 06/04/2020 | 6 | 38779 | 00331 | NOWAK & FRAUS | PROPERTY SURVEY | 2,500.00 |
| 06/04/2020 | 6 | 38780 | 04960 | PAUL C. SCOTT PLUMBING INC. | DRAIN CLEANING | 900.00 |
| 06/04/2020 | 6 | 38781 | 11006 | PREMIER GROUP ASSOCIATES | HW WEEKLY CUT 5/8/2020 | 1,038.00 |
| 06/04/2020 | 6 | 38782 | 00209 | SOC RESOURCE RECOVERY AUTHORITY | BASIC REFUSE, RECYCLABLES, & YARD WASTE | 16,087.00 |
| 06/04/2020 | 6 | 38783 | 07069 | ZEP SALES & SERVICE | SUPPLIES DPW | 820.58 |
| 06/12/2020 | 6 | 38784 | MISC | ADAM MOCERI | CAMP REFUND | 600.00 |
| 06/12/2020 | 6 | 38785 | 00004 | MICHIGAN AFSCME COUNCIL 25 | UNION DUES JUNE | 207.50 |
| 06/12/2020 | 6 | 38786 | 05643 | AIR MASTER HEATING & AIR CONDITIONI | CITY HALL AC REPAIR | 330.00 |
| 06/12/2020 | 6 | 38787 | MISC | ALEXA STANARD | CAMP REFUND CAMP REFUND CLASS REFUND LATCHKEY REFUND | 400.00 420.00 105.00 24.75 <u>949.75</u> |
| 06/12/2020 | 6 | 38788 | 09766 | JANE ALKON | EXPENSE REIMBURSEMENT EXPENSE REIMBURSEMENT | 89.84 187.21 <u>277.05</u> |
| 06/12/2020 | 6 | 38789 | 10951 | AMAZON CAPITAL SERVICES INC | WET DRY VAC PUBLIC SAFETY POOL PART | 79.98 44.73 |

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| | | | | | BINDERS | 26.51 |
| | | | | | SAFETY GLASSES | 31.50 |
| | | | | | PUBLIC SAFETY SUPPLIES | 309.26 |
| | | | | | | <u>491.98</u> |
| 06/12/2020 | 6 | 38790 | 08683 | AQUATIC SOURCE | POOL OPENING | 3,562.20 |
| 06/12/2020 | 6 | 38791 | 02634 | ARBOR OAKLAND GROUP | NEWSLETTER | 2,341.00 |
| 06/12/2020 | 6 | 38792 | 00410 | CITY OF BERKLEY | APRIL DISPATCH MAY DISPATCH | 5,102.78 5,102.78 |
| | | | | | | <u>10,205.56</u> |
| 06/12/2020 | 6 | 38793 | 09650 | BLUE BIRD LANDSCAPING LLC | LAWN CUTTING | 140.00 |
| 06/12/2020 | 6 | 38794 | MISC | BRITTNI CABRERA-MCCANN | CAMP REFUND | 465.00 |
| 06/12/2020 | 6 | 38795 | 09035 | CELTIC COMPANY LLC | LIBRARY AHU 3 DISCONNECT POWER PUBLIC SAFETY RELOCATE RECEPTACLES | 191.25 359.88 |
| | | | | | | <u>551.13</u> |
| 06/12/2020 | 6 | 38796 | MISC | CHRIS BAKER | POOL REFUND CAMP REFUND | 264.00 140.00 |
| | | | | | | <u>404.00</u> |
| 06/12/2020 | 6 | 38797 | 09945 | CONTI CORPORATION | HEAT EXCHANGER REC CENTER HEAT EXCHANGER | 4,993.00 2,369.25 |
| | | | | | | <u>7,362.25</u> |
| 06/12/2020 | 6 | 38798 | 11191 | D'ANGELO BROTHERS, INC | LEAD SERVICE LINE REPLACEMENTS | 9,577.00 |
| 06/12/2020 | 6 | 38799 | 00536 | ECOTEC PEST CONTROL | PEST CONTROL MAY | 400.00 |
| 06/12/2020 | 6 | 38800 | MISC | ELIZABETH LEBOVIC | POOL PASS REFUND | 328.00 |
| 06/12/2020 | 6 | 38801 | MISC | ERIC HARTHEN | CAMP REFUND CAMP REFUND | 155.00 800.00 |
| | | | | | | <u>955.00</u> |
| 06/12/2020 | 6 | 38802 | 02358 | FIRE DEFENSE EQUIPMENT CO | FIRE EXTINGUISHER INSPECTIONS FIRE EXTINGUISHER INSPECTIONS FIRE EXTINGUISHER INSPECTIONS FIRE EXTINGUISHER INSPECTIONS FIRE EXTINGUISHER INSPECTIONS | 228.08 367.68 68.44 758.84 524.82 |
| | | | | | | <u>1,947.86</u> |
| 06/12/2020 | 6 | 38803 | 10950 | DUAINE FRANKS LLC | BUILDING INSPECTIONS | 1,000.00 |
| 06/12/2020 | 6 | 38804 | MISC | HEATHER PUCCI | CAMP REFUND CAMP REFUND | 630.00 600.00 |
| | | | | | | <u>1,230.00</u> |
| 06/12/2020 | 6 | 38805 | 00651 | HUNTINGTON WOODS LUTHERAN CHURCH | AUGUST & MARCH ELECTIONS | 300.00 |
| 06/12/2020 | 6 | 38806 | 10953 | IDEAL ELECTRICAL INSPECTIONS, LLC | ELECTRICAL INSPECTIONS | 440.00 |
| 06/12/2020 | 6 | 38807 | 09586 | ITEDIUM, INC. | COBRA JUNE | 25.00 |
| 06/12/2020 | 6 | 38808 | MISC | JASON CONTI | VOLLEYBALL REFUND CAMP REFUND CAMP REFUND | 125.00 97.00 155.00 |

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| 06/12/2020 | 6 | 38809 | MISC | JENNIFER FRAYER | SWIM TEAM REFUND CAMP REFUND | 528.00 800.00 <u>1,705.00</u> |
| 06/12/2020 | 6 | 38810 | MISC | JESSICA KNOLL | CAMP REFUND LATCHKEY REFUND LATCHKEY REFUND | 600.00 62.25 23.25 <u>685.50</u> |
| 06/12/2020 | 6 | 38811 | MISC | JESSICA WILLIS | POOL PASS REFUND CLASS REFUND CLASS REFUND CAMP REVENUE CAMP REFUND | 298.00 70.00 40.00 1,305.00 1,200.00 <u>2,615.00</u> |
| 06/12/2020 | 6 | 38812 | 04943 | JOE'S AUTO PARTS | AUTO PARTS AUTO PARTS | 27.98 110.29 <u>138.27</u> |
| 06/12/2020 | 6 | 38813 | MISC | JON BIERNAT | CAMP RFUND LATCHKEY REFUND | 200.00 80.50 <u>280.50</u> |
| 06/12/2020 | 6 | 38814 | 10764 | LEXISNEXIS RISK SOLUTIONS | MONTHLY SUBSCRIPTION FEE MONTHLY SUBSCRIPTION FEE | 50.00 50.00 <u>100.00</u> |
| 06/12/2020 | 6 | 38815 | MISC | LISA WRIGHT | LATCHKEY REFUND CAMP REFUND | 33.00 600.00 <u>633.00</u> |
| 06/12/2020 | 6 | 38816 | 11162 | MALONEY TRUCKING | HAULING OUT | 1,560.00 |
| 06/12/2020 | 6 | 38817 | 03402 | STATE OF MICHIGAN EGLE | DANIEL VITALI S-3 | 70.00 |
| 06/12/2020 | 6 | 38818 | 01513 | MPT DRIVES | FLANGE BLOCK | 143.61 |
| 06/12/2020 | 6 | 38819 | 10971 | NATURAL COMMUNITY SERVICES | SCOTIA PARK MAINTENANCE STATUE PARK MAINTENANCE SCOTIA PARK MAINTENANCE MAY | 890.00 150.00 612.50 <u>1,652.50</u> |
| 06/12/2020 | 6 | 38820 | MISC | PHILLIP HILLIARD | CAMP REFUND | 200.00 |
| 06/12/2020 | 6 | 38821 | 00181 | POLICE OFFICERS ASS'N OF MICH | UNION DUES JUNE | 390.48 |
| 06/12/2020 | 6 | 38822 | 10630 | POLICE OFFICERS LABOR COUNCIL | UNION DUES JUNE | 402.00 |
| 06/12/2020 | 6 | 38823 | 11006 | PREMIER GROUP ASSOCIATES | HW WEEKLY CUT 5/28 HW WEEKLY CUT 5/16 HW WEEKLY CUT 5/22 | 1,038.00 1,038.00 1,038.00 <u>3,114.00</u> |
| 06/12/2020 | 6 | 38824 | 00108 | RKA PETROLEUM COMPANIES, INC. | DIESEL FUEL | 549.02 |

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| 06/12/2020 | 6 | 38825 | 00198 | CITY OF ROYAL OAK | REGULAR FUEL | 1,076.20 |
| | | | | | REGULAR FUEL | 744.46 |
| | | | | | | <u>2,369.68</u> |
| 06/12/2020 | 6 | 38826 | MISC | SHAWNA BLAZOK | WATER USAGE 2/29-5/31 | 1,517.68 |
| | | | | | LATCHKEY REFUND | 65.00 |
| | | | | | LATCHKEY REFUND | 65.00 |
| | | | | | WILD RIDE REFUND | 44.00 |
| | | | | | LATCHKEY REFUND | 75.00 |
| | | | | | | <u>249.00</u> |
| 06/12/2020 | 6 | 38827 | 00209 | SOC RESOURCE RECOVERY AUTHORITY | BASIC REFUSE, RECYCLABLES, & YARD WASTE | 317.13 |
| 06/12/2020 | 6 | 38828 | 10701 | TRIPLE F FACILITY SERVICES INC. | CLEANING SERVICE FEBRUARY | 1,865.00 |
| | | | | | CLEANING SERVICE MARCH | 1,865.00 |
| | | | | | | <u>3,730.00</u> |
| 06/12/2020 | 6 | 38829 | 07255 | WOW INTERNET AND CABLE | INTERNET JUNE | 229.40 |
| 06/12/2020 | 6 | 38830 | 10911 | CAMERON ZVARA | LIBRARY SHOW 6/25/20 | 425.00 |
| 06/18/2020 | 6 | 38831 | 07860 | 21ST CENTURY NEWSPAPERS | ADVERTISEMENTS | 688.92 |
| 06/18/2020 | 6 | 38832 | 03659 | AFLAC | PAYROLL DEDUCTION | 356.64 |
| 06/18/2020 | 6 | 38833 | 09447 | APPLIED IMAGING | COPIER METER | 490.48 |
| | | | | | COPIER METER | 31.22 |
| | | | | | | <u>521.70</u> |
| 06/18/2020 | 6 | 38834 | 07754 | BLUE CROSS BLUE SHIELD OF MICH | UNDER 65 | 11,388.18 |
| | | | | | UNDER 65 | 1,395.00 |
| | | | | | ACTIVE | 52,779.71 |
| | | | | | | <u>65,562.89</u> |
| 06/18/2020 | 6 | 38835 | 10560 | KEN BORYCZ | MECHANICAL/PLBG INSPECTIONS | 560.00 |
| 06/18/2020 | 6 | 38836 | 00040 | CONSUMERS ENERGY | NATURAL GAS | 434.10 |
| | | | | | NATURAL GAS | 81.86 |
| | | | | | NATURAL GAS | 159.65 |
| | | | | | NATURAL GAS | 117.13 |
| | | | | | NATURAL GAS | 14.00 |
| | | | | | NATURAL GAS | 160.14 |
| | | | | | NATURAL GAS | 85.14 |
| | | | | | | <u>1,052.02</u> |
| 06/18/2020 | 6 | 38837 | 00048 | DTE ENERGY | ELECTRIC | 28.60 |
| | | | | | ELECTRIC | 878.78 |
| | | | | | ELECTRIC | 1,375.22 |
| | | | | | ELECTRIC | 35.00 |
| | | | | | ELECTRIC | 60.74 |
| | | | | | ELECTRIC | 44.02 |
| | | | | | ELECTRIC | 0.30 |
| | | | | | | <u>2,422.66</u> |
| 06/18/2020 | 6 | 38838 | 04943 | JOE'S AUTO PARTS | PRE-MIX OIL | 83.40 |
| 06/18/2020 | 6 | 38839 | 11050 | MCGRATH ELECTRIC, LLC | CITCUIT INSTALLATION POWER GATE | 850.00 |
| | | | | | COLD PATCH TRAILER | 350.00 |

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| 06/18/2020 | 6 | 38840 | 01805 | MICHIGAN MUNICIPAL LEAGUE | MML ANNUAL DUES | 1,200.00 |
| 06/18/2020 | 6 | 38841 | 00131 | MICHIGAN MUNICIPAL RISK MANAGEMENT | LIABILITY INSURANCE LIABILITY INSURANCE | 3,719.00 81,197.00 12,500.00 93,697.00 |
| 06/18/2020 | 6 | 38842 | 10103 | MUNICIPAL ADVISORY COUNCIL OF MICHIGAN | OVERLAPPING DEBT REPORT | 100.00 |
| 06/18/2020 | 6 | 38843 | 00166 | OAKLAND COUNTY | EQUALIZATION ASSESSMENTS GWKDD- MAY 2020 BALLOTS | 38,309.99 95,782.33 705.32 134,797.64 |
| 06/18/2020 | 6 | 38844 | 00586 | OFFICE DEPOT | OFFICE SUPPLIES BATTERIES/ CUPS | 126.56 55.17 181.73 |
| 06/18/2020 | 6 | 38845 | 11207 | QUADIENT, INC | METER RENTAL | 1,035.00 |
| 06/18/2020 | 6 | 38846 | 00209 | SOC RESOURCE RECOVERY AUTHORITY | BASIC REFUSE, RECYCLABLES, & YARD WASTE | 17,184.00 |
| 06/18/2020 | 6 | 38847 | 01927 | UNIVERSAL PLUMBING SUPPLY | TOILET PARTS TOILET PARTS MENS LOCKER ROOM | 5.63 33.77 39.40 |
| 06/18/2020 | 6 | 38848 | 07255 | WOW INTERNET AND CABLE | CABLE | 50.47 |
| 06/25/2020 | 6 | 38849 | 10833 | ABSOPURE WATER COMPANY | SPRING WATER C & C COOLER SPRING WATER | 43.50 12.00 29.25 84.75 |
| 06/25/2020 | 6 | 38850 | MISC | ADAM OLIVER | BOND REFUND 10754 HART | 200.00 |
| 06/25/2020 | 6 | 38851 | 11011 | AMERICAN UNITED LIFE INSURANCE CO | LIFE INSURANCE | 605.54 |
| 06/25/2020 | 6 | 38852 | MISC | APK INVESTMENTS | BOND REFUND 25885 SALEM | 150.00 |
| 06/25/2020 | 6 | 38853 | 09447 | APPLIED IMAGING | COPIER METER | 17.67 |
| 06/25/2020 | 6 | 38854 | 09463 | ATOMIC CLEANING SYSTEMS | CONNECTOR HOSE | 136.48 |
| 06/25/2020 | 6 | 38855 | 03850 | BIO-CARE | RESPIRATORY SURVEILLANCE | 2,018.00 |
| 06/25/2020 | 6 | 38856 | 00027 | BLUE CROSS/BLUE SHIELD OF MICH | MEDICARE ADVANTAGE | 9,584.75 |
| 06/25/2020 | 6 | 38857 | 01537 | BOA CONSTRUCTION INC | BOND REFUND 25846 PEMROKE | 640.00 |
| 06/25/2020 | 6 | 38858 | 01235 | CHESS HOME IMPROVEMENT | BOND REFUND 12944 TALBOT | 78.00 |
| 06/25/2020 | 6 | 38859 | MISC | CHRIS MORGAN & ASSOCIATES | BOND REFUND 12934 VERNON BOND REFUND 26501 HENDRIE | 650.00 970.00 1,620.00 |
| 06/25/2020 | 6 | 38860 | MISC | CHRISTOPHER THOMAS CONSTRUCTION | BOND REFUND 26388 DUNDEE | 1,710.00 |
| 06/25/2020 | 6 | 38861 | 11041 | CORE & MAIN | SUPPLIES | 828.26 |
| 06/25/2020 | 6 | 38862 | MISC | DAVID STAFFORD | BOND REFUND 10725 KINGSTON | 75.00 |
| 06/25/2020 | 6 | 38863 | 00041 | DAVIS VISION INC | INSURANCE | 466.63 |
| 06/25/2020 | 6 | 38864 | 09535 | DM HOMES OF METRO DETROIT | BOND REFUND 26302 MEADOWCREST | 600.00 |
| 06/25/2020 | 6 | 38865 | 00048 | DTE ENERGY | ELECTRIC | 24.55 |
| 06/25/2020 | 6 | 38866 | 00047 | DTE ENERGY-STREETLIGHTING | STREETLIGHTING | 5,775.49 |
| 06/25/2020 | 6 | 38867 | 00056 | DURST | BUILDING SUPPLIES BUILDING SUPPLIES | 431.35 550.79 |

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| 06/25/2020 | 6 | 38868 | 11134 | EASTON TELECOM SERVICES, LLC | PHONE SERVICE | 982.14 |
| 06/25/2020 | 6 | 38869 | MISC | EASY EXIT EGRESS WINDOWS | BOND REFUND 12767 LINCOLN | 70.18 |
| 06/25/2020 | 6 | 38870 | 05298 | ETHNIC ARTWORK INC. | LEAGUE T-SHIRTS LEAGUE T-SHIRTS LEAGUE T-SHIRTS | 75.00 696.00 365.00 104.00 1,165.00 |
| 06/25/2020 | 6 | 38871 | 03098 | EZELL SUPPLY CORPORATION | COVID SUPPLIES | 354.34 |
| 06/25/2020 | 6 | 38872 | 02358 | FIRE DEFENSE EQUIPMENT CO | SYSTEM INSPECTIONS | 230.02 |
| 06/25/2020 | 6 | 38873 | 09513 | FOUNDATION SYSTEMS OF MICHIGAN | BOND REFUND 26009 ALLOR BOND REFUND 10084 VERNON BOND REFUND 10065 KINGSTON | 75.00 75.00 75.00 225.00 |
| 06/25/2020 | 6 | 38874 | 11208 | FRANK'S FENCES | FENCE WORK | 1,330.00 |
| 06/25/2020 | 6 | 38875 | 10950 | DUAINE FRANKS LLC | BUILDING INSPECTIONS | 1,000.00 |
| 06/25/2020 | 6 | 38876 | MISC | GANDOL INC | BOND REFUND 10100 W 10 MILE RD | 2,680.00 |
| 06/25/2020 | 6 | 38877 | MISC | GREAT CONSTRUCTION | BOND REFUND 12747 LUDLOW | 75.00 |
| 06/25/2020 | 6 | 38878 | 09232 | GREAT LAKES HOMES & REMODELING | BOND REFUND 12702 ELGIN | 277.00 |
| 06/25/2020 | 6 | 38879 | 10754 | GREAT LAKES WATER AUTHORITY | IWC CHARGES | 272.09 |
| 06/25/2020 | 6 | 38880 | 05460 | HANSON'S WINDOW & SIDING | BOND REFUND 13347 VERNON | 75.00 |
| 06/25/2020 | 6 | 38881 | 10744 | TARA HAYES | VIRTUAL FILM DISCUSSION | 200.00 |
| 06/25/2020 | 6 | 38882 | 10953 | IDEAL ELECTRICAL INSPECTIONS, LLC | ELECTRICAL INSPECTIONS | 440.00 |
| 06/25/2020 | 6 | 38883 | 04415 | KEARNS BROTHERS | BOND REFUND 26388 DUNDEE | 75.00 |
| 06/25/2020 | 6 | 38884 | 00478 | KELLER THOMA | GENERAL MATTERS | 702.50 |
| 06/25/2020 | 6 | 38885 | 00049 | MATHESON TRI-GAS INC | HAZARDOUS MATERIALS | 177.22 |
| 06/25/2020 | 6 | 38886 | 11075 | MATTIA COATINGS, LLC | NEW RUST COMMERCIAL | 550.00 |
| 06/25/2020 | 6 | 38887 | 11140 | METRO WIRELESS | VOICE SERVICES JULY INTERNET SERVICE JULY | 207.00 288.33 495.33 |
| 06/25/2020 | 6 | 38888 | 07721 | MICHIGAN ASSOC OF PLANNING | ANNUAL MEMBERSHIP | 60.00 |
| 06/25/2020 | 6 | 38889 | MISC | MISKO PLUMBING | BOND REFUND 26725 HENDRIE | 1,000.00 |
| 06/25/2020 | 6 | 38890 | 06146 | MMRMA/ECP | ELECTRIC PROGRAM | 2,330.16 |
| 06/25/2020 | 6 | 38891 | 00325 | MUNICIPAL CODE CORP. | ADMIN FEE | 275.00 |
| 06/25/2020 | 6 | 38892 | 00879 | MURRAY BUILT CONSTRUCTION | BOND REFUND 10784 VERNON BOND REFUND 13353 SHERWOOD | 75.00 1,125.00 1,200.00 |
| 06/25/2020 | 6 | 38893 | 09994 | OAK ELECTRIC SERVICE | BOND REFUND 25424 HENLEY | 75.00 |
| 06/25/2020 | 6 | 38894 | 05376 | CITY OF OAK PARK | CASCADE SYSTEM REPAIR | 307.50 |
| 06/25/2020 | 6 | 38895 | 00586 | OFFICE DEPOT | COFFEE DPW | 51.25 |
| 06/25/2020 | 6 | 38896 | 08352 | PELLA WINDOW & DOOR CO | BOND REFUND 26510 DUNDEE BOND REFUND 25520 HENLEY BOND REFUND 13123 KINGSTON | 100.00 115.00 75.00 290.00 |
| 06/25/2020 | 6 | 38897 | 00177 | PETTY CASH - GENERAL | PETTY CASH | 487.40 |
| 06/25/2020 | 6 | 38898 | 04721 | PRESSURE VESSEL TESTING | PRESSURE SWITCH/ VALVE HYDRO TEST | 1,230.00 216.00 1,446.00 |

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| 06/25/2020 | 6 | 38899 | 10186 | PRINCIPAL FINANCIAL GROUP | DENTAL INSURANCE DENTAL INSURANCE JULY | 4,100.95 4,097.14 8,198.09 |
| 06/25/2020 | 6 | 38900 | 08808 | RAMTRA REMODELING | BOND REFUND 13326 HART | 75.00 |
| 06/25/2020 | 6 | 38901 | MISC | RHI INC | BOND REFUND 13329 LINCOLN | 75.00 |
| 06/25/2020 | 6 | 38902 | 00407 | ROAD COMMISSION FOR OAKLAND COUNTY | TRAFFIC SIGNALS | 176.28 |
| 06/25/2020 | 6 | 38903 | 09914 | ROSATI SCHULTZ JOPPICH AMTSBUECHLER | GENERAL MATTERS MI TAX TRIBUNAL MATTERS RETAINER WORK ORDINANCE CODE VIOLATIONS | 819.00 13.00 4,500.00 920.00 6,252.00 |
| 06/25/2020 | 6 | 38904 | 11143 | SHARE CORPORATION | FOAM CLEANER SKINGUARD WIPES SOCKET SET | 459.81 253.70 567.40 1,280.91 |
| 06/25/2020 | 6 | 38905 | 04095 | SONITROL TRI-COUNTY | POLICE ALARM | 138.32 |
| 06/25/2020 | 6 | 38906 | MISC | SPRINGERS CARPENTRY | BOND REFUND 26369 YORK | 600.00 |
| 06/25/2020 | 6 | 38907 | 05351 | STEWART & SONS CONCRETE | BOND REFUND 13123 NADINE BOND REFUND 13123 NADINE BOND REFUND 26318 DUNDEE | 75.00 925.00 1,000.00 2,000.00 |
| 06/25/2020 | 6 | 38908 | 05054 | SUPERFLEET MASTERCARD | FUEL | 75.85 |
| 06/25/2020 | 6 | 38909 | 00222 | SUPERIOR ELECTRIC CO | MEDALLIONS | 1,495.47 |
| 06/25/2020 | 6 | 38910 | 09614 | TEAM EQUIPMENT COMPANY | DISCHARGE HOSE GLOVES | 138.77 597.60 736.37 |
| 06/25/2020 | 6 | 38911 | 04781 | VERIZON WIRELESS | CELL PHONES | 621.78 |
| 06/25/2020 | 6 | 38912 | 04204 | WALLSIDE, INC. | BOND REFUND 13108 LINCOLN BOND REFUND 10494 ELGIN BOND REFUND 13128 WALES BOND REFUND 26102 NEWPORT BOND REFUND 13304 BALFOUR BOND REFUND 13338 ELGIN BOND REFUND 10847 HART | 75.00 77.00 75.00 100.00 75.00 135.00 75.00 612.00 |
| 06/25/2020 | 6 | 38913 | 09649 | WEATHERGARD WINDOW CO | BOND REFUND- 25408 HENLEY | 114.00 |
| 06/25/2020 | 6 | 38914 | 11063 | YOUR PEOPLE LLC | COMMUNICATIONS | 1,287.50 |
| 06/25/2020 | 6 | 38915 | 07069 | ZEP SALES & SERVICE | ALCOHOL SANITIZER HAND SANITIZER GEL | 59.93 95.86 155.79 |
| 07/02/2020 | 6 | 38916 | 07860 | 21ST CENTURY NEWSPAPERS | ADVERTISEMENTS | 688.92 |
| 07/02/2020 | 6 | 38917 | 09977 | JOSEPH AJLOUNY | UNIFORM ALLOWANCE | 750.00 |
| 07/02/2020 | 6 | 38918 | 08622 | ASCENSION MICHIGAN AT WORK | NEW EMPLOYEE INTAKE | 169.00 |
| 07/02/2020 | 6 | 38919 | 04552 | MARK BELL | UNIFORM ALLOWANCE | 750.00 |

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| 07/02/2020 | 6 | 38920 | 05802 | CLARENCE BENNETT | UNIFORM ALLOWANCE | 750.00 |
| 07/02/2020 | 6 | 38921 | 04117 | BOB'S SANITATION SERVICE | CONSTRUCTION RESTROOM- SKATEPARK | 90.00 |
| 07/02/2020 | 6 | 38922 | 09978 | JASON BROCKDORFF | UNIFORM ALLOWANCE | 750.00 |
| 07/02/2020 | 6 | 38923 | 09035 | CELTIC COMPANY LLC | REPAIR OVERHEAD DOOR | 177.50 |
| 07/02/2020 | 6 | 38924 | MISC | CHERYL SOMERS | CAMP REFUND | 400.00 |
| 07/02/2020 | 6 | 38925 | 07501 | CRANDALL-WORTHINGTON INC | HAND SANITIZER DISPENSER STAND | 160.00 |
| 07/02/2020 | 6 | 38926 | 06182 | WILLIAM CUDNEY | UNIFORM ALLOWANCE | 750.00 |
| 07/02/2020 | 6 | 38927 | 00041 | DAVIS VISION INC | INSURANCE JULY | 466.63 |
| 07/02/2020 | 6 | 38928 | MISC | DAWN BLAIR | CAMP REFUND | 600.00 |
| | | | | | CAMP REFUND | 342.00 |
| | | | | | CLASS REFUND | 200.00 |
| | | | | | CLASS REFUND | 12.00 |
| | | | | | | <u>1,154.00</u> |
| 07/02/2020 | 6 | 38929 | MISC | DEBORAH ROELOFS | GALLERY SALES | 340.20 |
| 07/02/2020 | 6 | 38930 | 05997 | DETROIT ZOOLOGICAL SOCIETY | BOND REFUND 8450 W 10 MILE RD | 3,500.00 |
| 07/02/2020 | 6 | 38931 | 10172 | JOHN DIJANNI | UNIFORM ALLOWANCE | 750.00 |
| 07/02/2020 | 6 | 38932 | 10120 | EHIM | CLAIMS FUNDING | 8,833.86 |
| | | | | | ADMIN FEE- MEDICAL WRAP | 649.00 |
| | | | | | | <u>9,482.86</u> |
| 07/02/2020 | 6 | 38933 | 02358 | FIRE DEFENSE EQUIPMENT CO | ANNUAL FIRE ALARM INSP | 1,162.30 |
| | | | | | SPRINKLER SYSTEM INSP | 102.00 |
| | | | | | | <u>1,264.30</u> |
| 07/02/2020 | 6 | 38934 | 05044 | HOME & DOOR PRODUCTS | TRANSMITTER | 203.00 |
| 07/02/2020 | 6 | 38935 | 10548 | THE HUNTINGTON NATIONAL BANK | PAYING AGENT FEES | 500.00 |
| 07/02/2020 | 6 | 38936 | 00300 | KRISTINE HYRE | BI-ANNUAL HEALTH INSURANCE WAIVER | 600.00 |
| 07/02/2020 | 6 | 38937 | MISC | JF SINELLI CEMENT | BOND REFUND 12744 LASALLE | 1,000.00 |
| 07/02/2020 | 6 | 38938 | 09149 | JOHNSTON CLEANING COMPANY | CARPET CLEANING | 700.00 |
| 07/02/2020 | 6 | 38939 | 05223 | JASON JORDAN | UNIFORM ALLOWANCE | 750.00 |
| 07/02/2020 | 6 | 38940 | 11076 | KANOPY INC | SUBSCRIPTIONS | 179.00 |
| 07/02/2020 | 6 | 38941 | 10171 | JON LENCES | UNIFORM ALLOWANCE | 750.00 |
| 07/02/2020 | 6 | 38942 | 00543 | THE LIBRARY NETWORK | SAS COSTS | 6,431.05 |
| | | | | | SUBSCRIPTIONS | 1,769.73 |
| | | | | | SUBSCRIPTIONS | 1,226.00 |
| | | | | | | <u>9,426.78</u> |
| 07/02/2020 | 6 | 38943 | 00110 | LIGHTING SUPPLY CO | INSTANT START BALLAST | 42.09 |
| | | | | | BIPIN BASE BULBS | 104.40 |
| | | | | | BULBS & INSTANT START BALLASTS | 108.32 |
| | | | | | INSTANT START BALLAST | 43.64 |
| | | | | | QUAD TUBE | 20.70 |
| | | | | | | <u>319.15</u> |
| 07/02/2020 | 6 | 38944 | MISC | LINDSEY LIENERT | CLASS REFUND | 1.25 |
| | | | | | CLASS REFUND | 25.00 |
| | | | | | | <u>26.25</u> |
| 07/02/2020 | 6 | 38945 | 00946 | LITTLE CREATURES CO | 2 FISH TANK CLEANING | 150.00 |
| 07/02/2020 | 6 | 38946 | 11119 | BRIAN LUTHER | CAMP REFUND | 200.00 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|---------------------------------|---|----------|
| 07/02/2020 | 6 | 38947 | 11119 | BRIAN LUTHER | CAMP REFUND | 200.00 |
| 07/02/2020 | 6 | 38948 | MISC | MARY TASSONE | UNIFORM ALLOWANCE | 400.00 |
| 07/02/2020 | 6 | 38949 | MISC | MATT SMITH | GALLERY SALES | 750.00 |
| 07/02/2020 | 6 | 38950 | 04331 | NICHIGAN MUNICIPAL LEAGUE | CAMP REFUND | 65.80 |
| 07/02/2020 | 6 | 38951 | 06373 | MIDWEST TAPE | LEAGUE REFUND | 145.00 |
| 07/02/2020 | 6 | 38952 | 10808 | MPARKS | QUARTERLY CONTRIBUTION REPORT | 180.00 |
| 07/02/2020 | 6 | 38953 | 05522 | MICHAEL NIELSEN | MEDIA | 325.00 |
| 07/02/2020 | 6 | 38954 | 00429 | RUTH OLSEN | ANNUAL MEMBERSHIP | 18.64 |
| 07/02/2020 | 6 | 38955 | 08677 | MARK ROSENTHAL | UNIFORM ALLOWANCE | 1,337.77 |
| 07/02/2020 | 6 | 38956 | 06968 | CITY OF ROYAL OAK | UNIFORM ALLOWANCE | 745.00 |
| 07/02/2020 | 6 | 38957 | 09508 | SABISTON BUILDERS SUPPLY | HEALTH INS OPT OUT | 750.00 |
| 07/02/2020 | 6 | 38958 | 10038 | JACLYN SIEKIERKA | LIBRARY SHOW 6/18/2020 | 600.00 |
| 07/02/2020 | 6 | 38959 | 00209 | SOC RESOURCE RECOVERY AUTHORITY | DECALS FOR REC VAN | 375.00 |
| 07/02/2020 | 6 | 38960 | 04087 | BILLY SPENCER | CEMENT | 193.86 |
| 07/02/2020 | 6 | 38961 | 10892 | SPRINGSHARE LLC | UNIFORM ALLOWANCE | 146.00 |
| 07/02/2020 | 6 | 38962 | 03910 | STEEBY, DANIEL | BASIC REFUSE, RECYCLABLES, & YARD WASTE | 750.00 |
| 07/02/2020 | 6 | 38963 | 01983 | ERICK STINER | LIBCAL | 688.00 |
| 07/02/2020 | 6 | 38964 | 10876 | SUBURBAN FORD OF FERNDALE | UNIFORM ALLOWANCE | 750.00 |
| 07/02/2020 | 6 | 38965 | 11131 | TEOMA SYSTEMS | HEALTH INS OPT OUT | 1,500.00 |
| 07/02/2020 | 6 | 38966 | 11209 | THOMAS ZBERKOT JR | A/C RECHARGE UNIT #72 | 1,583.93 |
| 07/02/2020 | 6 | 38967 | 01982 | TODD TYLER | ACTUATOR REPLACEMENT | 958.96 |
| 07/02/2020 | 6 | 38968 | 04105 | UNITED WAY | PHONE TREE SET UP | 2,542.89 |
| 07/02/2020 | 6 | 38969 | 00428 | SHIRLEY VETTRAIANO | UNIFORM ALLOWANCE | 67.50 |
| 07/02/2020 | 6 | 38970 | 06748 | DEBRA WALTER | UNIFORM ALLOWANCE | 250.00 |
| 07/02/2020 | 6 | 38971 | MISC | WINNIE CHRZANOWSKI | UNIFORM ALLOWANCE | 750.00 |
| 07/02/2020 | 6 | 38972 | 07343 | BENJAMIN ZAWACKI | QUARTERLY CONTRIBUTIONS | 87.50 |

6 TOTALS:

Total of 234 Checks:

Less 1 Void Checks:

Total of 233 Disbursements:

592,630.54
688.92
591,941.62

**HUNTINGTON WOODS PARKS AND RECREATION
ADVISORY BOARD AGENDA
TUESDAY, FEBRUARY 25, 2020
7:30 pm**

Members present: J. Zieldorff, F. Spencer, J. Aisen, J. Steinhart, A. Philko, S. Cohen, K. Tarnopol, Mary Gustafson

- I. Call to Order by Chair, Jeff Aisen: 7:30pm
- II. Approval of Agenda for February 25, 2020; Motion A. Philko, all approved
- III. Approval of Minutes from January 28, 2020: Motion: J. Steinhart, all approved
- IV. Correspondence: None
- V. Public Participation
 - a. Todd Sperl (13103 Borgman): Passed out data about South Oakland County. Concerned about usage of Reynolds Park and loss of practice space with installation of exercise equipment and loss of green space.
 - b. Evan Cardon (Lasalle) – Concerned about choice of location of Reynolds Park for exercise equipment and loss of green space. Would prefer change of location.
 - c. Rose Blaze (did not disclose street): Concerned about choice of space for exercise equipment. Does not believe that she and her friends would use the equipment. Would prefer to see exercise equipment indoors at Parks and Rec and believes that it would be used.
 - d. Ellie Mosko (Huntington): Uses the park a lot with her children during all seasons. Prefers this park because it is enclosed. Concerned about safety of children who might try to use the equipment.
 - e. Anna Youngblood (Kingston): Uses the park with her small children. Has seen children tempted to try to use adult exercise equipment in Royal Oak and it was a safety hazard for her kids.
 - f. Jay Schwartz (Ludlow and Wyoming): Also is concerned about lack of use and lack of green space. Would like to see a market research/formal survey done to ensure broad community-based support.
 - g. Sharon Nowak (did not disclose street) – Believes that exercise is important for everyone because of her past experience as a registered nurse. Believes that seniors have supported all community projects but have gotten nothing in return.
 - h. Alan Weiss (Kingston) – Referenced Master Plan and respondents not representative of city demographic. Also pointed out that Master Plan states that Reynolds Park is heavily used and this would impact that usage. Park is in more need of a bathroom and additional parking.
 - i. Bonnie Nowakowski (did not disclose street) – There is nowhere in the city for adults to use. Families with children are in the minority. Seniors have paid

for everything in this city. Silver Sneakers is not free. Would prefer indoor equipment is possible

- j. Mike Spar (Ludlow) – Used to live next to park. His kids use the park. Would like to see something that is a win-win for everyone instead of pitting different groups against each other in the city. Prefers indoor equipment and an elevator that would make the basement accessible.
- k. Claire Galed (Lasalle) – Location was picked by rec center. Discussion has been going on for two years. Playgrounds are not used all of the time. It's not fair for seniors to not getting equipment because parents are concerned about their kids safety. Peasley Park renovation did not require a debate. Parking is a problem for all other parks except Reynolds
- l. Gail Linden (Concord) – Seniors have been discussing this for two years. Other cities are providing equipment for their seniors. Senior Lounge has capacity of 17 people and they have nowhere else to congregate.
- m. Rebecca Nagaski (13307 Vernon) Is this a done deal? As a senior, she would not like to see Reynolds Park green space taken away. Perhaps Planet Fitness can provide a reduced rate. Can another park be used?
- n. Jeff Jenks (City Commission) – Represents us on Southeast Michigan Council of City Governments. Population of kids is smaller than population 60+. HW is unique because seniors are not leaving as they age. Would prefer to exercise outdoors in our community. Location was chosen by Parks and Rec. Commission approved the decision.
- o. Susan Rutenberg (Roycourt) – Seniors should be able to stay in the community to have access to exercise equipment.
- p. Terry Landa (Winchester) – Green space at Peasley Park is not leveled and needs to be looked at.

VI. New Business

- a. Municipal User Fee Study: Long Range Budget and Planning Committee is looking at Municipal User Fee charged by all city services and assessing other local communities for comparison. Adjustment of fees will not be done until results are in from the committee. Raises for pool, latchkey, etc. were already a result of this committee.
- b. Grandchild Pool Rate Discussion (delay until results of Fee Study) – Per Long Range Budget and Planning Committee, this discussion will be postponed.
- c. Board Member Status: Alexa Philko is the new student member. The position for one additional member who joined last month has been suspended pending the outcome of litigation. This Board position is being held until a determination is made.

VII. Old Business - None

- VIII. Department Update: Latchkey registration starts March 16. Last year registered 194. Anticipate similar enrollment but Burton will reduce issues surrounding capacity. Great candidates for summer programs, café, etc. Looking for maintenance crew for

the summer. Mogo bike sharing installed April 22 in front of Parks and Rec. Spring Hometown Herald being put in mail. Fruit camp has a few openings. Ninety-seven returning swimmers for swim team. Fourth of July parade will end and all events at Scotia Park. HWMC auction at end of March.

IX. Plan of Action for March Meeting:

- a. Drainage at ball fields
- b. Fundraising for 4th of July events

X. Board Member Comments:

- a. K. Tarnopol - Run Walk Book. Committee is having problems with fundraising and retaining sponsors. Raises 80% of funding for the fireworks. Gofundme raised some money but there was some backlash from the community. Committee is also shrinking. Cost of fireworks is \$14,000. Men's Club covers part of the cost. Public participant suggested sponsorship of parts of parade.
- b. J. Steinhart - Frustration over public participation and seniors' comments that they paid for everything in the community. The current tax structure puts the burden of funding city services on the backs of young families and restricts the diversity of the city population

XI. Adjournment – J. Aisen, 8:30pm

Library Advisory Board Minutes
Monday, February 24, 2020

- I. Call to order- Monday, February 24, 2020, 7:01 PM
- II. Present: Anne, Robert, Mikey, Laura, Judy, Manjula, Stacey and Marty
- III. Approval of Minutes, January 27, 2020 – minutes approved as amended - 88 friends members
- IV. Statistics for January 2020 - To be distributed at meeting and reviewed
- V. Friends of the Library Liaison Report: Marty Ferman reported – book sale went well, little over \$2100. Cutting back on number of book sales. Next one in June. Balance is \$14,000, membership 93. Funds go to Library Programs (\$8000 annually), summer programs, etc. Donated to library toy fund in Arnold Shifman's name. Last meeting focused on fundraising ideas
- VI. Librarian's Report:
 1. Programs:
 - Film Discussion Group**, Wednesday, February 26, 6:30 PM, *Raging Bull* – a lot of non-residents attend (following of group leader)
 - Be a Stitch**, February 26, 7:00 PM
 - Free Naloxone Training** (in cooperation with Tri-County Coalition), Monday, March 2, 6:30 PM
 - Sister Pie**, Wednesday, March 4, 7:00 PM
 - Adult Coloring Club**, Monday, March 9, 1-3 PM (probably will end this program in June)
 - Irish Folk Music with Jim Perkins**, Wednesday, March 11, 7:00 PM
 2. **Woods Gallery**- Wonder Women 2, February 29- March 31, Meet the Artist Reception, Sunday, March 1, 2-4 PM
 3. **Friends of the Library Fund Raiser**- Library Lover's Month (purchase hearts)
- VII. Old Business:
 - Library Survey – reviewed draft of survey that Anne put together and made some suggestions. We will continue to discuss after changes made and see if there are other ideas – revised copy will be sent to board members. Eventually will be done through Survey Monkey
 - New Resident's Reception, Thursday, February 27, 7:00 PM – Anne and Judy are going
 - Auto-renewal of library materials – will be discussed at library cooperative meeting. Anne will report back. Must be voted on by the entire cooperative.

- VIII. New Business: Wall idea has been rejected by the city due to construction requirements
- IX. Public Participation:
- X. Library Director and Board Comments
- XI. Next Meeting, March 16, 2020, 7:00 PM
- XII. Adjourned at 7:28 PM

Library Statistics

March/April/May 2019

March 2019

| | |
|-----------|-----|
| OverDrive | 805 |
| RBDigital | 351 |
| Freegal | 216 |
| Kanopy | 55 |
| Hoopla | 652 |

April 2019

| | |
|-----------|-----|
| OverDrive | 749 |
| RBDigital | 380 |
| Freegal | 187 |
| Kanopy | 70 |
| Hoopla | 643 |

May 2019

| | |
|-----------|-----|
| OverDrive | 750 |
| RBDigital | 329 |
| Freegal | 164 |
| Kanopy | 50 |
| Hoopla | 698 |

March/April/May 2020

March 2020

| | |
|-----------|-----|
| OverDrive | 967 |
| RBDigital | 296 |
| Freegal | 238 |
| Kanopy | 84 |
| Hoopla | 794 |

April 2020

| | |
|-----------|------|
| OverDrive | 1132 |
| RBDigital | 317 |
| Freegal | 204 |
| Kanopy | 86 |
| Hoopla | 886 |

May 2020

| | |
|-----------|------|
| OverDrive | 1200 |
| RBDigital | 386 |
| Freegal | 153 |
| Kanopy | 108 |
| Hoopla | 942 |



City of Huntington Woods
Senior Advisory Committee
Thursday, February 20, 2020
Minutes

1. Call to order: Meeting called to order at 3:34 p.m.

Present: Chris Smith, Melissa Gadd, Kay Brady, Jim Speir, Recreation Director Mary Gustafson, Librarian Joanne Johnson

Absent: Greg Gmerek, Lenny Newman, Iris Parlangeli, City Manager Amy Sullivan

2. Approval of agenda: Moved by Kate to approve the agenda as amended with the removal of a duplicate listing in *Items of Business* re: senior living, add a discussion on Rubbish, Recycling to Curb. Seconded by Chris. Approved unanimously.
3. Approval of minutes of the January 16, 2020 meeting: Moved by Chris and seconded by Kate to approve the minutes as submitted. Approved unanimously.
4. Public participation: None
5. Oakland County Senior Advisory Council update from Shenise Foote-Vann: She brought copies of the Winter/Spring *Alternatives for Seniors*. Additional copies are available at the Recreation Center. She shared information for an upcoming AARP Driver Safety refresher course February 26 & 27 in Waterford. She shared information regarding the *Health Care Partnership – Oakland County*. This is a program designed for under or uninsured residents in Oakland County. Contact the Health Department for information.
6. Presentation on Senior Living Needs Assessment: Students from U of M shared a PowerPoint explanation of the "Senior Living Needs Assessment" project they will be conducting with residents which will include feedback from focus groups and a Community Engagement Workshop. The purpose is to gather information on Aging in Place in Huntington Woods including housing; social and community services; transportation. The information gathered will be used for the upcoming Master Plan update and help create an action plan for aging in place in Huntington Woods. The timeline for this project is February - April, 2020. Jeff Jenks suggested that the College of Gerontology should be considered as an additional source to provide input into the study. Nani Wolf, U of M grad student, said residents could also email comments if

they are unable to attend the Workshop or would like to complete the survey. Copies of the survey will be made available.

7. Items of Business

- A. Senior contact outreach initiative: Jim and Lenny have been working on a map for volunteers to distribute the adult services & program flyer.
- B. Recreation Center railing: Jim clarified that the existing rendering is for discussion of placement. The final railing will be consistent with the material used for the school railing. Additional contractors will be providing input. Bid specs will be prepared once the final design is in place.
- C. Rubbish, recycling to curb: Tringali is currently working with the city to pick up trash containers from one household that has been identified as unable to take trash to the curb. Residents or family members can call DPW or Recreation Center for trash removal assistance. From this pilot program, the goal is to build a framework to include a need-based medical form along with establishing information distribution outlets. Kay has agreed to call SOCCRA communities to gather information on their trash assistance programs.

8. Project updates

- A. Senior/student interactions upcoming programs. No report due to Lenny's absence.
 - B. Reynolds Park exercise equipment: The project is going forward as planned. Bonnie Nowakowski expressed concern over the recent community unrest on NextDoor. There needs to be a greater understanding that the benefit of providing outdoor opportunities to a broader population enhances the community. Valuable sources of information are the city's eblast, website and board meetings. Additional use of the city signboards was suggested. A meeting date conflict was noted. The Parks and Recreation Advisory Board has a meeting on February 25th along with the Community Engagement Workshop on the same date.
 - C. HARP and concierge program: Mary said there were 4 HARP requests and no concierge requests last month. Transportation included 31 seniors (13 handicapped); 11 medical, 41 grocery, pharmacy & dentist.
9. Recreation Department and Library Programming Update: Joanne updated the Committee on upcoming speaker programs that are scheduled.
10. Consider rescheduling March 19th meeting: It was unanimously agreed to change the meeting to March 26th.
11. Other business: Jeff Jenks shared copies of the SEMCOG community profile outlining the current and projected increases in the 60+ population in Huntington Woods.

12. Adjournment: Moved by Chris and seconded by Melissa to adjourn at 4:30 p.m.
Approved unanimously.



Consent # 4d

Finance Department Memo

To: Mayor and City Commission
From: Tim Rowland, Finance Director
Date: June 30, 2020
Subject: May 2020 Treasurer's Report

The May 2020 financial statements are attached for your review. Year-end budget adjustments were passed at the last Commission Meeting, so we are within the amended budget in each fund. We have completed all the summer program and pool refunds for the Recreation Center. We are monitoring revenue sharing from the state and it does not appear the reductions will be as significant as we thought. Our March- April revenue sharing payment from the State was \$91,651. This was an 11.4% reduction from the prior two months.

The housing market in Huntington Woods remains strong despite the Covid-19 pandemic. We have had two recent sales of over \$1,000,000. This is a good sign that we will not see a drop in home values and property taxes.

Property tax bills have been printed and mailed out to residents on June 30th. Finance staff will now begin preparing year end schedules in preparation for our annual audit later this summer.

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 5/31/2020

| GENERAL FUND | | | | | | | | | |
|---------------------------------|--------------|---------------------|------------------------------|-------------------------------------|---|-----------------------------|----------------------------------|---|--------------------------------------|
| FUND | DESCRIPTION | 2018-19 ACTIVITY | 2019-20 AMENDED BUDGET | 2019-20 ACTIVITY THRU 5/31/20 | 2019-20 PERCENT OF BUDGET COLLECTED 5/31/20 | 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 | 6,401,796 | 99.99% | 91.67% | 6,401,790 | 99.99% | (960) |
| | | 6,202,945 | 6,402,750 | 6,401,796 | 99.99% | 91.67% | 6,401,790 | 99.99% | |
| TAX COLLECTIONS | | | | | | | | | |
| LICENSES & PERMITS | | | | | | | | | |
| 101 | GENERAL FUND | 472,700 | 399,750 | 305,785 | 76.49% | 91.67% | 377,200 | 94.36% | (22,550) |
| | | 472,700 | 399,750 | 305,785 | 76.49% | 91.67% | 377,200 | 94.36% | |
| LICENSES & PERMITS | | | | | | | | | |
| STATE SHARED REVENUE | | | | | | | | | |
| 101 | GENERAL FUND | 693,229 | 634,430 | 466,458 | 73.52% | 91.67% | 643,900 | 101.49% | 9,470 |
| | | 693,229 | 634,430 | 466,458 | 73.52% | 91.67% | 643,900 | 101.49% | |
| STATE SHARED REVENUE | | | | | | | | | |
| USER FEES | | | | | | | | | |
| 101 | GENERAL FUND | 655,497 | 599,580 | 550,265 | 91.78% | 91.67% | 613,070 | 102.25% | 13,490 |
| | | 655,497 | 599,580 | 550,265 | 91.78% | 91.67% | 613,070 | 102.25% | |
| USER FEES | | | | | | | | | |
| APPROPRIATION FROM FUND BALANCE | | | | | | | | | |
| 101 | GENERAL FUND | | 47,770 | | 0.00% | 91.67% | | 0.00% | (47,770) |
| | | | 47,770 | | 0.00% | 91.67% | 0 | 0.00% | |
| ESTIMATED REVENUES - FUND 101 | | 8,024,371 | 8,084,280 | 7,724,304 | 95.55% | 91.67% | 8,035,960 | 99.40% | (48,320) |

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 5/31/2020

GENERAL FUND

| ACCOUNT | DESCRIPTION | 2018-19 ACTIVITY | 2019-20 AMENDED BUDGET | 2019-20 ACTIVITY THRU 5/31/20 | 2019-20 PERCENT OF BUDGET COLLECTED 5/31/20 | 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% | 91.67% | 6,314,420 | 100.01% | 670 |
| 101-000-407.000 | TAX COLL/DELINQUENT | 79,731 | 62,500 | 61,234 | 97.97% | 91.67% | 61,230 | 97.97% | (1,270) |
| 101-000-445.000 | TAX COLL/PENALTIES | 33,765 | 26,500 | 26,140 | 98.64% | 91.67% | 26,140 | 98.64% | (360) |
| 101-000-452.000 | PERMITS/AIR CONDITIONING | 4,135 | 4,500 | 2,870 | 63.78% | 91.67% | 3,400 | 75.56% | (1,100) |
| 101-000-453.000 | PERMITS/BUILDING | 218,823 | 150,000 | 128,259 | 85.51% | 91.67% | 150,000 | 100.00% | - |
| 101-000-454.000 | PERMITS/ELECTICAL | 26,332 | 28,500 | 19,110 | 67.05% | 91.67% | 21,500 | 75.44% | (7,000) |
| 101-000-455.000 | PERMITS/HEATING | 14,380 | 15,500 | 10,530 | 67.94% | 91.67% | 11,500 | 74.19% | (4,000) |
| 101-000-456.000 | PERMITS/PLUMBING | 24,755 | 25,000 | 20,891 | 83.56% | 91.67% | 23,000 | 92.00% | (2,000) |
| 101-000-457.000 | BUSINESS REGISTRATION | 12,437 | 12,750 | 4,284 | 33.60% | 91.67% | 8,000 | 62.75% | (4,750) |
| 101-000-458.000 | ROW PARKING | 5,100 | 6,000 | 4,673 | 77.88% | 91.67% | 4,800 | 80.00% | (1,200) |
| 101-000-470.000 | CABLE TV FEES | 155,310 | 146,000 | 109,331 | 74.88% | 91.67% | 146,000 | 100.00% | - |
| 101-000-479.000 | NONBUSINESS LIC AND PERM | 2,921 | 2,500 | 1,837 | 73.48% | 91.67% | 2,500 | 100.00% | - |
| 101-000-480.000 | BUILDING INSPECTIONS | 4,540 | 4,500 | 2,580 | 57.33% | 91.67% | 3,000 | 66.67% | (1,500) |
| 101-000-481.000 | ALARM FEES | 3,967 | 4,500 | 1,420 | 31.56% | 91.67% | 3,500 | 77.78% | (1,000) |
| 101-000-529.000 | GRANTS CDBG | 2,895 | 3,000 | 1,420 | 0.00% | 91.67% | 2,640 | 88.00% | (360) |
| 101-000-543.000 | GRANTS PUBLIC SAFETY (302 FUNDS) | 2,926 | 3,250 | 4,155 | 127.85% | 91.67% | 4,150 | 127.69% | 900 |
| 101-000-566.000 | GRANTS LIBRARY/STATE | 6,715 | 6,500 | 7,025 | 108.08% | 91.67% | 7,020 | 108.00% | 520 |
| 101-000-567.000 | GRANTS STATE/ OTHER | 7,703 | 7,000 | 7,025 | 100.00% | 91.67% | 7,020 | 100.00% | 2,400 |
| 101-000-567.001 | DONATIONS- LIBRARY PROGRAMMING | 43,922 | 13,260 | 13,260 | 0.00% | 91.67% | 2,400 | 100.00% | - |
| 101-000-573.000 | SSR/ LCSA PPT REIMBURSEMENT | 7,209 | 5,976 | 5,976 | 0.00% | 91.67% | 5,980 | 100.00% | 5,980 |
| 101-000-576.000 | SSR/SALES TAX | 620,363 | 606,920 | 434,516 | 71.59% | 91.67% | 606,920 | 100.00% | - |
| 101-000-577.000 | SSR/LIQUOR | 1,496 | 1,500 | 1,526 | 101.73% | 91.67% | 1,530 | 102.00% | 30 |
| 101-000-607.000 | ADMINISTRATIVE FEES | 93,377 | 93,000 | 93,125 | 100.13% | 91.67% | 93,120 | 100.13% | 120 |
| 101-000-608.000 | SERVICE FEES | 336 | 700 | 400 | 57.14% | 91.67% | 400 | 57.14% | (300) |
| 101-000-656.000 | FINES/DISTRICT COURT | 118,161 | 80,000 | 73,535 | 91.92% | 91.67% | 77,000 | 96.25% | (3,000) |
| 101-000-657.000 | FINES/PARKING VIOLATIONS | 8,639 | 8,000 | 5,090 | 63.63% | 91.67% | 5,500 | 68.75% | (2,500) |
| 101-000-658.000 | FINES/LIBRARY FEES | 7,712 | 7,500 | 4,602 | 61.36% | 91.67% | 4,600 | 61.33% | (2,900) |
| 101-000-658.001 | LIBRARY CONTRACT REVENUE | 42,236 | 43,080 | 43,038 | 99.90% | 91.67% | 43,040 | 99.91% | (40) |
| 101-000-659.000 | FINES/LIBRARY PENAL | 18,327 | 18,500 | 18,719 | 101.18% | 91.67% | 18,720 | 101.19% | 220 |
| 101-000-664.000 | INVESTMENT INCOME | 114,969 | 110,000 | 117,944 | 107.22% | 91.67% | 120,000 | 109.09% | 10,000 |
| 101-000-670.000 | EQUIPMENT RENTAL | 450 | 500 | 500 | 0.00% | 91.67% | 500 | 0.00% | (500) |
| 101-000-673.000 | FIXED ASSET SALE | 10,000 | 250 | 7,545 | 0.00% | 91.67% | 50,140 | 111.42% | (250) |
| 101-000-676.000 | INSURANCE REIMBURSEMENT | 38,237 | 45,000 | 152,213 | 167.77% | 91.67% | 166,050 | 100.00% | 5,140 |
| 101-000-676.592 | TRANSFER/WATER ADMIN | 175,300 | 166,050 | 183,333 | 91.65% | 91.67% | 2,000 | 100.00% | - |
| 101-000-676.734 | TRANSFER/POST RET ADMIN | 2,000 | 2,000 | 1,833 | 91.65% | 91.67% | 2,000 | 100.00% | - |
| 101-000-695.000 | UNCLASSIFIED | 25,753 | 25,000 | 32,221 | 128.88% | 91.67% | 32,500 | 130.00% | 7,500 |
| 101-000-699.395 | DRAW FROM FUND BALANCE | 8,024,371 | 8,084,280 | 7,724,304 | 95.55% | 91.67% | 8,035,960 | 99.40% | (47,770) |
| | | | | | | | | | (48,320) |

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 5/31/2020

GENERAL FUND

| DEPARTMENT | 2018-19 ACTIVITY | 2019-20 AMENDED BUDGET | 2019-20 ACTIVITY THRU 5/31/20 | 2019-20 PERCENT OF BUDGET EXPENDED 5/31/20 | PERCENT OF YEAR COMPLETE | 2019-20 PROJECTED ACTIVITY | 2019-20 PROJECTED PERCENT OF BUDGET | PROJECTED OVER/(UNDER) BUDGET |
|----------------|---------------------|------------------------------|-------------------------------------|--|-----------------------------|----------------------------------|---|-------------------------------------|
| COMMISSION | 13,660 | 25,920 | 12,465 | 48.09% | 91.67% | 13,960 | 53.86% | (11,960) |
| ADMINISTRATION | 1,168,020 | 1,185,750 | 1,070,526 | 90.28% | 91.67% | 1,157,930 | 97.65% | (27,820) |
| PUBLIC SAFETY | 3,367,300 | 3,520,390 | 3,247,627 | 92.25% | 91.67% | 3,499,400 | 99.40% | (20,990) |
| PUBLIC WORKS | 441,810 | 426,330 | 384,426 | 90.17% | 91.67% | 426,300 | 99.99% | (30) |
| LIBRARY | 561,470 | 578,280 | 509,870 | 88.17% | 91.67% | 561,400 | 97.08% | (16,880) |
| INSURANCE | 226,400 | 185,650 | 185,657 | 100.00% | 91.67% | 185,650 | 100.00% | 0 |
| TRANSFERS | 2,194,670 | 2,161,960 | 2,045,964 | 94.63% | 91.67% | 2,161,960 | 100.00% | 0 |
| | 7,973,330 | 8,084,280 | 7,456,535 | 92.23% | 91.67% | 8,006,600 | 99.04% | (77,680) |

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 5/31/2020

GENERAL FUND

| ACCOUNT | DESCRIPTION | 2018-19 ACTIVITY | 2019-20 AMENDED BUDGET | 2019-20 ACTIVITY THRU 5/31/20 | 2019-20 PERCENT OF BUDGET EXPENDED 5/31/20 | PERCENT OF YEAR COMPLETE | 2019-20 PROJECTED ACTIVITY | 2019-20 PROJECTED PERCENT OF BUDGET | PROJECTED OVER/ (UNDER) BUDGET |
|-----------------|---------------------------------|---------------------|------------------------------|-------------------------------------|--|-----------------------------|----------------------------------|---|--------------------------------------|
| 101-101-702.000 | SALARIES | | 10 | | | | | | |
| 101-101-802.000 | PROFESSIONAL SERV | 7,540 | 2,500 | 900 | 36.00% | 91.67% | 900 | 100.00% | (1,600) |
| 101-101-860.000 | CONFERENCES AND WORKSHOPS | 5,148 | 9,000 | 132 | 1.47% | 91.67% | 130 | 1.44% | (8,870) |
| 101-101-860.001 | MEMBERSHIPS & DUES. | | 13,410 | 10,777 | 80.37% | 91.67% | 12,260 | 91.42% | (1,150) |
| 101-101-956.000 | MISCELLANEOUS | 970 | 1,000 | 656 | 65.60% | 91.67% | 660 | 66.00% | (340) |
| | COMMISSION | 13,658 | 25,920 | 12,465 | 48.09% | 91.67% | 13,960 | 53.86% | (11,960) |
| 101-172-702.000 | SALARIES | 257,255 | 291,970 | 232,673 | 79.69% | 91.67% | 257,630 | 88.24% | (34,340) |
| 101-172-706.000 | WAGES/HOURLY | 85,224 | 58,770 | 77,487 | 131.85% | 91.67% | 83,870 | 142.71% | 25,100 |
| 101-172-715.000 | BENEFIT/SOCIAL SECURITY | 26,770 | 26,830 | 24,028 | 89.56% | 91.67% | 26,550 | 98.96% | (280) |
| 101-172-716.000 | BENEFIT/HOSPITALIZATION/OPTICAL | 79,271 | 70,540 | 74,718 | 105.92% | 91.67% | 82,400 | 116.81% | 11,860 |
| 101-172-718.000 | BENEFIT/RETIREMENT | 346,875 | 322,730 | 310,211 | 96.12% | 91.67% | 312,570 | 96.85% | (10,160) |
| 101-172-719.000 | BENEFIT/DENTAL | 5,145 | 5,530 | 5,306 | 95.95% | 91.67% | 5,780 | 104.52% | 250 |
| 101-172-724.000 | BENEFITS | 18,717 | 23,380 | 20,881 | 89.31% | 91.67% | 22,750 | 97.31% | (630) |
| 101-172-727.000 | SUPPLIES/OFFICE | 9,383 | 10,500 | 8,516 | 81.10% | 91.67% | 9,500 | 90.48% | (1,000) |
| 101-172-727.001 | SUPPLIES/POSTAGE | 16,782 | 19,500 | 12,349 | 63.33% | 91.67% | 15,000 | 76.92% | (4,500) |
| 101-172-727.002 | SUPPLIES/ELECTIONS | 3,449 | 4,000 | 7,595 | 189.88% | 91.67% | 8,800 | 220.00% | 4,800 |
| 101-172-802.000 | PROFESSIONAL SERV | 36,369 | 58,030 | 42,193 | 72.71% | 91.67% | 50,000 | 86.16% | (8,030) |
| 101-172-802.008 | PROFESSIONAL SERV/AUDIT | 22,000 | 25,000 | 22,085 | 88.34% | 91.67% | 22,080 | 88.32% | (20) |
| 101-172-802.009 | PROFESSIONAL SERV/INSP | 57,840 | 46,360 | 58,000 | 125.10% | 91.67% | 51,000 | 107.85% | 4,640 |
| 101-172-802.010 | PROFESSIONAL SERV/ATTORNEY | 84,454 | 85,000 | 68,376 | 80.44% | 91.67% | 85,940 | 100.00% | (7,000) |
| 101-172-802.012 | PROFESSIONAL SERV/O.C. | 39,926 | 41,000 | 39,940 | 97.41% | 91.67% | 39,940 | 97.41% | (1,060) |
| 101-172-853.000 | COMMUNICATIONS/TELEPHONE | 2,796 | 3,020 | 1,302 | 43.11% | 91.67% | 1,700 | 56.29% | (1,320) |
| 101-172-860.000 | CONFERENCES & WORKSHOPS | 7,027 | 3,970 | 3,510 | 88.41% | 91.67% | 3,510 | 88.41% | (460) |
| 101-172-860.001 | MEMBERSHIPS & DUES | 3,686 | 1,920 | 1,495 | 77.86% | 91.67% | 1,920 | 100.00% | - |
| 101-172-880.000 | PROMOTION/COMMUNITY | 4,600 | 3,500 | 3,318 | 94.80% | 91.67% | 3,500 | 100.00% | - |
| 101-172-880.001 | COMMUNITY PROM/YOUTH ASSI | | 6,100 | 3,600 | 59.02% | 91.67% | 3,600 | 59.02% | (2,500) |
| 101-172-880.002 | COMMUNITY PROM/ CDBG | | 2,500 | | 0.00% | 91.67% | | 0.00% | (2,500) |
| 101-172-900.000 | PRINTING AND PUBLICATION | 3,004 | 4,500 | 5,650 | 125.56% | 91.67% | 6,000 | 133.33% | 1,500 |
| 101-172-900.001 | PRINTING/PUB NEWSLETTER | 18,504 | 18,000 | 14,835 | 82.42% | 91.67% | 17,180 | 95.44% | (820) |
| 101-172-920.000 | UTILITIES | 18,829 | 14,500 | 12,923 | 89.12% | 91.67% | 14,500 | 100.00% | - |
| 101-172-931-000 | MAINTENANCE/BUILDING | | 5,000 | 10,254 | 205.08% | 91.67% | 10,850 | 217.00% | 5,850 |
| 101-172-934.000 | MAINTENANCE/OFFICE EQUIP | 9,768 | 9,760 | 12,918 | 132.36% | 91.67% | 13,200 | 135.25% | 3,440 |
| 101-172-942.000 | VEHICLE REIMBURSEMENT | 5,100 | 5,100 | 4,675 | 91.67% | 91.67% | 5,100 | 100.00% | - |
| 101-172-956.000 | MISCELLANEOUS | 5,246 | 7,100 | 3,328 | 46.87% | 91.67% | 4,000 | 56.34% | (3,100) |
| | ADMINISTRATION | 1,168,020 | 1,185,750 | 1,070,526 | 90.28% | 91.67% | 1,157,930 | 97.65% | (27,820) |
| 101-301-702.000 | SALARIES | 1,738,815 | 1,492,980 | 1,291,105 | 86.48% | 91.67% | 1,434,580 | 96.09% | (58,400) |
| 101-301-702.001 | OVERTIME | | 220,000 | 242,836 | 110.38% | 91.67% | 260,000 | 118.18% | 40,000 |
| 101-301-710.000 | WAGES/CROSSING GUARDS | 17,981 | 17,500 | 15,052 | 86.01% | 91.67% | 15,050 | 86.00% | (2,450) |
| 101-301-712.000 | WAGES/VOLUNTEER FIRE | 4,110 | 5,000 | 2,500 | 50.00% | 91.67% | 2,500 | 50.00% | (2,500) |
| 101-301-715.000 | BENEFIT/SOCIAL SECURITY | 36,935 | 34,780 | 33,853 | 97.33% | 91.67% | 37,000 | 106.38% | 2,220 |
| 101-301-716.000 | BENEFIT/HOSPITALIZATION/OPTICAL | 337,567 | 326,780 | 295,825 | 90.53% | 91.67% | 323,000 | 98.84% | (3,780) |
| 101-301-718.000 | BENEFIT/RETIREMENT | 787,277 | 883,150 | 893,539 | 101.18% | 91.67% | 895,650 | 101.42% | 12,500 |
| 101-301-719.000 | BENEFIT/DENTAL | 23,467 | 23,970 | 20,608 | 85.97% | 91.67% | 22,640 | 94.45% | (1,330) |
| 101-301-724.000 | BENEFITS | 97,452 | 137,010 | 126,603 | 92.40% | 91.67% | 133,650 | 97.55% | (3,360) |
| 101-301-727.000 | SUPPLIES/OFFICE | 3,772 | 4,500 | 1,938 | 43.07% | 91.67% | 2,300 | 51.11% | (2,200) |
| 101-301-744.000 | UNIFORM/PURCHASE | 30,404 | 28,000 | 27,327 | 97.60% | 91.67% | 28,000 | 100.00% | - |
| 101-301-751.000 | SUPPLIES/GAS,OIL | 25,391 | 20,500 | 15,424 | 75.24% | 91.67% | 20,500 | 100.00% | - |
| 101-301-756.000 | SUPPLIES/OPERATING | 26,599 | 24,000 | 20,182 | 84.09% | 91.67% | 24,000 | 100.00% | - |

| | | | | | | | | | |
|-----------------|------------------------------------|-----------|-----------|-----------|---------|--------|-----------|---------|------------|
| 101-301-802.000 | PROFESSIONAL SERV | 114,520 | 110,000 | 85,054 | 77.32% | 91.67% | 110,000 | 100.00% | - |
| 101-301-802.014 | PROFESSIONAL SERVICES- INFORMANTS | | 500 | | 0.00% | 91.67% | | 0.00% | (500) |
| 101-301-853.000 | COMMUNICATIONS/TELEPHONE | 17,064 | 28,020 | 27,078 | 96.64% | 91.67% | 28,020 | 100.00% | - |
| 101-301-860.000 | CONFERENCES & WORKSHOPS | 2,147 | 1,000 | 280 | 28.00% | 91.67% | 500 | 50.00% | (500) |
| 101-301-860.001 | MEMBERSHIPS & DUES | | 4,060 | 7,735 | 190.52% | 91.67% | 7,730 | 190.39% | 3,670 |
| 101-301-920.000 | UTILITIES | 16,866 | 13,500 | 9,979 | 73.92% | 91.67% | 11,000 | 81.48% | (2,500) |
| 101-301-931.000 | MAINTENANCE/BUILDING | | 35,000 | 33,091 | 94.55% | 91.67% | 36,500 | 104.29% | 1,500 |
| 101-301-934.000 | MAINTENANCE/OFFICE EQUIP | 8,602 | 9,760 | 9,206 | 94.32% | 91.67% | 9,400 | 96.31% | (360) |
| 101-301-940.000 | RENTAL/EQUIPMENT | 62,400 | 80,000 | 73,333 | 91.67% | 91.67% | 80,000 | 100.00% | - |
| 101-301-942.000 | VEHICLE REIMBURSEMENT | 4,380 | 4,380 | 4,015 | 91.67% | 91.67% | 4,380 | 100.00% | - |
| 101-301-956.000 | MISCELLANEOUS | 1,944 | 2,000 | 1,552 | 77.60% | 91.67% | 2,000 | 100.00% | - |
| 101-301-956.001 | MISCELLANEOUS/TRAINING (302 FUNDS) | 9,606 | 14,000 | 9,512 | 67.94% | 91.67% | 11,000 | 78.57% | (3,000.00) |
| | PUBLIC SAFETY | 3,367,299 | 3,520,390 | 3,247,627 | 92.25% | 91.67% | 3,499,400 | 99.40% | (20,990) |
| 101-441-706.000 | WAGES/HOURLY | 165,215 | 163,220 | 145,188 | 88.95% | 91.67% | 160,000 | 98.03% | (3,220) |
| 101-441-715.000 | BENEFIT/SOCIAL SECURITY | 12,945 | 10,680 | 11,751 | 110.03% | 91.67% | 13,000 | 121.72% | 2,320 |
| 101-441-716.000 | BENEFIT/HOSPITALIZATION/OPTICAL | 43,845 | 32,020 | 39,495 | 123.34% | 91.67% | 43,700 | 136.48% | 11,680 |
| 101-441-718.000 | BENEFIT/RETIREMENT | 55,728 | 58,150 | 57,572 | 99.01% | 91.67% | 58,280 | 100.22% | 130 |
| 101-441-719.000 | BENEFIT/DENTAL | 2,818 | 2,590 | 2,631 | 101.58% | 91.67% | 2,870 | 110.81% | 280 |
| 101-441-724.000 | BENEFITS | 13,925 | 17,580 | 18,246 | 103.79% | 91.67% | 19,700 | 112.06% | 2,120 |
| 101-441-727.000 | SUPPLIES/OFFICE | 1,568 | 1,000 | 1,649 | 164.90% | 91.67% | 1,800 | 180.00% | 800 |
| 101-441-744.000 | UNIFORM/PURCHASE | 4,589 | 4,600 | 5,624 | 122.26% | 91.67% | 5,620 | 122.17% | 1,020 |
| 101-441-751.000 | SUPPLIES/GAS OIL | 20,630 | 16,330 | 6,900 | 42.25% | 91.67% | 10,000 | 61.24% | (6,330) |
| 101-441-756.000 | SUPPLIES/OPERATING | 9,689 | 8,500 | 11,182 | 131.55% | 91.67% | 11,500 | 135.29% | 3,000 |
| 101-441-776.000 | SUPPLIES/BLDG.GROUNDS | 1,591 | 3,000 | 3,698 | 123.27% | 91.67% | 3,700 | 123.33% | 700 |
| 101-441-853.000 | COMMUNICATIONS/TELEPHONE | 1,682 | 1,900 | 732 | 38.53% | 91.67% | 1,000 | 52.63% | (900) |
| 101-441-860.000 | CONFERENCES & WORKSHOPS | 990 | 2,300 | 2,091 | 90.91% | 91.67% | 2,090 | 90.87% | (210) |
| 101-441-860.001 | MEMBERSHIPS & DUES | | 450 | 425 | 94.44% | 91.67% | 420 | 93.33% | (30) |
| 101-441-920.000 | UTILITIES | 8,376 | 4,500 | 2,685 | 59.67% | 91.67% | 3,000 | 66.67% | (1,500) |
| 101-441-926.000 | UTILITIES/STREET LIGHTING | 62,935 | 75,000 | 59,858 | 79.81% | 91.67% | 72,000 | 96.00% | (3,000) |
| 101-441-931.000 | MAINTENANCE/BUILDING | 27,308 | 15,000 | 5,528 | 36.85% | 91.67% | 8,000 | 53.33% | (7,000) |
| 101-441-934.000 | MAINTENANCE/OFFICE EQUIP | 4,002 | 4,560 | 5,098 | 111.80% | 91.67% | 5,300 | 116.23% | 740 |
| 101-441-940.000 | RENTAL/EQUIPMENT | | 1,000 | 425 | 42.50% | 91.67% | 420 | 42.00% | (580) |
| 101-441-942.000 | VEHICLE REIMBURSEMENT | 3,078 | 3,000 | 2,750 | 91.67% | 91.67% | 3,000 | 100.00% | - |
| 101-441-956.000 | MISCELLANEOUS | 896 | 950 | 898 | 94.53% | 91.67% | 900 | 94.74% | (50) |
| | PUBLIC WORKS | 441,810 | 426,330 | 384,426 | 90.17% | 91.67% | 426,300 | 99.99% | (30) |
| 101-790-702.000 | SALARIES | 114,592 | 121,140 | 105,493 | 87.08% | 91.67% | 114,610 | 94.61% | (6,530) |
| 101-790-706.000 | WAGES/HOURLY | 149,013 | 125,580 | 109,652 | 87.32% | 91.67% | 114,110 | 90.87% | (11,470) |
| 101-790-715.000 | BENEFIT/SOCIAL SECURITY | 20,273 | 21,170 | 16,587 | 80.24% | 91.67% | 18,030 | 85.17% | (3,140) |
| 101-790-716.000 | BENEFIT/HOSPITALIZATION/OPTICAL | 25,833 | 26,450 | 23,210 | 87.75% | 91.67% | 26,000 | 98.30% | (450) |
| 101-790-718.000 | BENEFIT/RETIREMENT | 73,339 | 76,870 | 71,594 | 93.14% | 91.67% | 71,880 | 93.51% | (4,990) |
| 101-790-719.000 | BENEFIT/DENTAL | 2,063 | 2,060 | 1,891 | 91.80% | 91.67% | 2,060 | 100.00% | - |
| 101-790-724.000 | BENEFITS | 10,124 | 11,300 | 10,723 | 94.89% | 91.67% | 12,000 | 106.19% | 700 |
| 101-790-727.000 | SUPPLIES/OFFICE | 1,964 | 3,500 | 2,231 | 63.74% | 91.67% | 2,500 | 71.43% | (1,000) |
| 101-790-756.000 | SUPPLIES/OPERATING | 7,327 | 7,500 | 5,912 | 78.83% | 91.67% | 6,000 | 80.00% | (1,500) |
| 101-790-802.000 | PROFESSIONAL SERV | 45,902 | 50,000 | 34,469 | 68.94% | 91.67% | 50,000 | 100.00% | - |
| 101-790-802.015 | PROFESSIONAL SVCS- PROGRAMMING | 22,118 | 15,000 | 13,588 | 0.00% | 91.67% | 15,000 | 0.00% | - |
| 101-790-853.000 | COMMUNICATIONS/TELEPHONE | 2,865 | 3,020 | 1,830 | 60.60% | 91.67% | 2,200 | 72.85% | (820) |
| 101-790-860.000 | CONFERENCES & WORKSHOPS | | 850 | 122 | 14.35% | 91.67% | 120 | 14.12% | (730) |
| 101-790-860.001 | MEMBERSHIPS & DUES | 282 | 230 | 295 | 128.26% | 91.67% | 290 | 126.09% | 60 |
| 101-790-880.000 | PROMOTION/COMMUNITY | 1,045 | 1,500 | 413 | 27.53% | 91.67% | 500 | 33.33% | (1,000) |
| 101-790-920.000 | UTILITIES | 12,355 | 18,600 | 15,402 | 82.81% | 91.67% | 16,000 | 86.02% | (2,600) |
| 101-790-931.000 | MAINTENANCE/BUILDING | | 20,000 | 32,656 | 163.28% | 91.67% | 38,000 | 190.00% | 18,000 |
| 101-790-934.000 | MAINTENANCE/OFFICE EQUIP | 6,783 | 6,510 | 8,298 | 127.47% | 91.67% | 8,600 | 132.10% | 2,090 |
| 101-790-956.000 | MISCELLANEOUS | 1,756 | 3,000 | 362 | 12.07% | 91.67% | 500 | 16.67% | (2,500) |
| 101-790-978.000 | BOOK PURCHASE | 29,294 | 28,000 | 21,698 | 77.49% | 91.67% | 25,000 | 89.29% | (3,000) |

| | | | | | | | | | |
|-----------------|---------------------------|-----------|-----------|-----------|---------|--------|-----------|---------|----------|
| 101-790-978.002 | PERIODICALS | 7,180 | 15,000 | 11,125 | 74.17% | 91.67% | 15,000 | 100.00% | - |
| 101-790-978.003 | RECORDS, TAPES, DISKS | 27,359 | 21,000 | 21,919 | 104.38% | 91.67% | 23,000 | 109.52% | 2,000 |
| | LIBRARY | 561,467 | 578,280 | 509,870 | 88.17% | 91.67% | 561,400 | 97.08% | (16,880) |
| 101-954-911.000 | GENERAL LIABILITY COVERAG | 172,694 | 177,420 | 177,425 | 100.00% | 91.67% | 177,420 | 100.00% | - |
| 101-954-913.000 | LIABILITY ADDL/SPEC EVENT | 53,712 | | | 0.00% | 91.67% | | 0.00% | - |
| 101-954-914.000 | EXCESS OF DEDUCTABLE | | 8,230 | 8,232 | 100.02% | 91.67% | 8,230 | 100.00% | - |
| | LIABILITY INSURANCE | 226,406 | 185,650 | 185,657 | 100.00% | 91.67% | 185,650 | 100.00% | - |
| 101-958-965.001 | TRANSFER/LOCAL STREET | 150,000 | 75,000 | 75,000 | 100.00% | 91.67% | 75,000 | 100.00% | - |
| 101-958-965.208 | TRANSFER/RECREATION FUND | 950,000 | 975,000 | 893,750 | 91.67% | 91.67% | 975,000 | 100.00% | - |
| 101-958-965.257 | TRANSFER - BUD STABILIZAT | 50,000 | 50,000 | 45,833 | 91.67% | 91.67% | 50,000 | 100.00% | - |
| 101-958-965.661 | TRANSFER - EQUIPMENT FUND | 200,000 | 275,000 | 229,167 | 83.33% | 91.67% | 275,000 | 100.00% | - |
| 101-958-965.734 | TRANSFER/POST RETIREMENT | 444,670 | 406,960 | 373,047 | 91.67% | 91.67% | 406,960 | 100.00% | - |
| 101-958-965.970 | TRANSFER/CAPITAL PLANNING | 400,000 | 380,000 | 266,667 | 70.18% | 91.67% | 380,000 | 100.00% | - |
| | TRANSFERS | 2,194,670 | 2,161,960 | 1,883,464 | 87.12% | 91.67% | 2,161,960 | 100.00% | - |
| | | 7,973,330 | 8,084,280 | 7,294,035 | 90.22% | 91.67% | 8,006,600 | 99.04% | (77,680) |

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 5/31/2020

| RECREATION FUND | | | | | | | | | |
|-----------------|-----------------------------|---------------------|------------------------------|-------------------------------------|---|-----------------------------|----------------------------------|---|--------------------------------------|
| ACCOUNT | DESCRIPTION | 2018-19 ACTIVITY | 2019-20 AMENDED BUDGET | 2019-20 ACTIVITY THRU 5/31/20 | 2019-20 PERCENT OF BUDGET COLLECTED 5/31/20 | 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% | 91.67% | 71,030 | 98.86% | (820) |
| 208-000-407.000 | TAX COLL/DELINQUENT | 882 | | 682 | 0.00% | 91.67% | 680 | 100.00% | 680 |
| 208-000-567.000 | GRANTS STATE/OTHER | 4,325 | 6,000 | 2,676 | 44.60% | 91.67% | 2,600 | 100.00% | (3,400) |
| 208-000-575.000 | SSR/ LCSA PPT REIMBURSEMENT | | | 67 | 0.00% | 91.67% | 70 | 100.00% | 70 |
| 208-000-651.000 | RECREATION/FEES/RENTALS | 5,112 | 3,000 | 2,992 | 99.73% | 91.67% | 2,990 | 99.67% | (10) |
| 208-000-652.000 | RECREATION/SALES | 1,267 | | 754 | 100.00% | 91.67% | 940 | 0.00% | 940 |
| 208-000-653.000 | RECREATION/POOL | 274,670 | 155,090 | 234,329 | 151.09% | 91.67% | 155,090 | 100.00% | - |
| 208-000-654.001 | RECREATION/LEAGUE FEES | 43,067 | 32,000 | 32,509 | 101.59% | 91.67% | 32,510 | 101.59% | 510 |
| 208-000-654.002 | RECREATION/CLASSES, TRIPS | 144,917 | 84,950 | 85,135 | 100.22% | 91.67% | 85,510 | 100.66% | 560 |
| 208-000-654.003 | RECREATION/SR PROGRAMS | 14,052 | 3,670 | 3,667 | 99.92% | 91.67% | 3,670 | 100.00% | - |
| 208-000-654.004 | RECREATION/LATCH KEY | 218,836 | 177,150 | 189,411 | 106.92% | 91.67% | 189,280 | 106.85% | 12,130 |
| 208-000-654.005 | RECREATION/CAMP FEES | 318,874 | 225,100 | 231,116 | 102.67% | 91.67% | 231,120 | 102.67% | 6,020 |
| 208-000-654.006 | RECREATION/SPEC PROGRAMS | 8,540 | 11,000 | 9,683 | 88.03% | 91.67% | 9,730 | 100.00% | (1,270) |
| 208-000-654.007 | RECREATION/DREAM CRUISE | 5,000 | 5,000 | 5,956 | 119.12% | 91.67% | 5,960 | 119.20% | 960 |
| 208-000-654.008 | RECREATION/JULY 4TH | 23,406 | 4,550 | 6,646 | 146.07% | 91.67% | 6,650 | 146.15% | 2,100 |
| 208-000-654.009 | RECREATION/ PRE K | 94,719 | 85,000 | 85,191 | 100.22% | 91.67% | 85,190 | 100.00% | 190 |
| 208-000-664.000 | INVESTMENT INCOME | 13,648 | 7,500 | 13,685 | 182.47% | 91.67% | 14,500 | 193.33% | 7,000 |
| 208-000-669.000 | BUS RENTAL FEES | 24,559 | 25,000 | 16,619 | 66.48% | 91.67% | 24,100 | 96.40% | (900) |
| 208-000-669.001 | BUS CHARGES INTERNAL | | | 9,024 | 0.00% | 91.67% | 9,020 | 0.00% | 9,020 |
| 208-000-676.101 | TRANSFER/GENERAL FUND | 950,000 | 975,000 | 893,750 | 91.67% | 91.67% | 975,000 | 100.00% | - |
| 208-000-695.000 | UNCLASSIFIED | 4,500 | 4,500 | 1,451 | 32.24% | 91.67% | 1,450 | 32.22% | (3,050) |
| 208-000-699.395 | FUND BALANCE APPROPRIATION | | 86,720 | | 0.00% | 91.67% | | 0.00% | (86,720) |
| | | 2,218,663 | 1,963,080 | 1,896,374 | 96.60% | 91.67% | 1,907,090 | 97.15% | (55,990) |

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS

Calculations as of 5/31/2020

RECREATION FUND

| DEPARTMENT | 2018-19 ACTIVITY | 2019-20 AMENDED BUDGET | 2019-20 ACTIVITY THRU 5/31/20 | 2019-20 PERCENT OF BUDGET EXPENDED 5/31/20 | PERCENT OF YEAR COMPLETE | 2019-20 PROJECTED ACTIVITY | 2019-20 PROJECTED PERCENT OF BUDGET | PROJECTED OVER/ (UNDER) BUDGET |
|------------|---------------------|------------------------------|-------------------------------------|--|-----------------------------|----------------------------------|---|--------------------------------------|
| BUS | 50,943 | 44,420 | 41,302 | 92.98% | 91.67% | 42,980 | 96.76% | (1,440) |
| RECREATION | 694,914 | 722,400 | 645,955 | 89.42% | 91.67% | 696,770 | 96.45% | (25,630) |
| PROGRAMS | 906,504 | 810,470 | 764,024 | 94.27% | 91.67% | 785,010 | 96.86% | (25,460) |
| PARKS | 170,249 | 149,350 | 126,000 | 84.37% | 91.67% | 140,250 | 93.91% | (9,100) |
| POOL | 323,320 | 236,440 | 205,304 | 86.83% | 91.67% | 232,630 | 98.39% | (3,810) |
| | 2,145,930 | 1,963,080 | 1,782,585 | 90.81% | 91.67% | 1,897,640 | 96.67% | (65,440) |

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 5/31/2020

RECREATION FUND

| ACCOUNT | DESCRIPTION | 2018-19 ACTIVITY | 2019-20 AMENDED BUDGET | 2019-20 ACTIVITY THRU 5/31/20 | 2019-20 PERCENT OF BUDGET EXPENDED 5/31/20 | 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 | 1,505 | 76.01% | 91.67% | 1,500 | 75.76% | (480) |
| 208-290-724.000 | BENEFITS | 452 | 1,110 | 1,106 | 99.64% | 91.67% | 1,250 | 112.61% | 140 |
| 208-290-751.000 | SUPPLIES/GAS,OIL | 4,806 | 4,000 | 2,723 | 68.08% | 91.67% | 2,720 | 68.00% | (1,280) |
| 208-290-802.000 | PROFESSIONAL SERV | 25,427 | 18,830 | 18,657 | 98.08% | 91.67% | 18,660 | 99.10% | (170) |
| 208-290-853.000 | COMMUNICATIONS/TELEPHONE | 262 | 300 | 811 | 270.33% | 91.67% | 850 | 283.33% | 550 |
| 208-290-940.000 | RENTAL/EQUIPMENT | 18,000 | 18,000 | 16,500 | 91.67% | 91.67% | 18,000 | 100.00% | - |
| 208-290-956.000 | MISCELLANEOUS | 70 | 200 | | 0.00% | 91.67% | | 0.00% | (200) |
| Totals for dept 290 - BUS | | 50,943 | 44,420 | 41,302 | 92.98% | 91.67% | 42,980 | 96.76% | (1,440) |
| Dept 751 - RECREATION | | | | | | | | | |
| 208-751-702.000 | SALARIES | 123,663 | 126,590 | 113,693 | 89.81% | 91.67% | 121,000 | 95.58% | (5,590) |
| 208-751-706.000 | WAGES/HOURLY | 195,402 | 186,980 | 173,197 | 92.63% | 91.67% | 185,750 | 99.34% | (1,230) |
| 208-751-715.000 | BENEFIT/SOCIAL SECURITY | 24,831 | 26,970 | 23,115 | 85.71% | 91.67% | 25,500 | 94.55% | (1,470) |
| 208-751-716.000 | BENEFIT/HOSPITALIZATION/OPTICAL | 88,847 | 88,690 | 76,146 | 85.86% | 91.67% | 84,120 | 94.85% | (4,570) |
| 208-751-718.000 | BENEFIT/RETIREMENT | 114,415 | 110,580 | 107,067 | 96.82% | 91.67% | 108,650 | 98.25% | (1,930) |
| 208-751-719.000 | BENEFIT/DENTAL | 6,487 | 6,740 | 5,219 | 77.43% | 91.67% | 5,580 | 82.79% | (1,160) |
| 208-751-724.000 | BENEFITS | 30,386 | 38,800 | 34,314 | 88.44% | 91.67% | 37,000 | 95.36% | (1,800) |
| 208-751-727.000 | SUPPLIES/OFFICE | 3,029 | 5,000 | 1,708 | 34.16% | 91.67% | 2,500 | 50.00% | (2,500) |
| 208-751-744.000 | UNIFORM/PURCHASE | 2,700 | 2,700 | 2,723 | 100.85% | 91.67% | 2,720 | 100.74% | 20 |
| 208-751-751.000 | SUPPLIES/GAS,OIL | 584 | 750 | 828 | 110.40% | 91.67% | 1,200 | 100.00% | 450 |
| 208-751-756.000 | SUPPLIES/OPERATING | 11,880 | 15,000 | 10,128 | 67.52% | 91.67% | 12,500 | 83.33% | (2,500) |
| 208-751-853.000 | COMMUNICATIONS/TELEPHONE | 9,699 | 8,580 | 7,538 | 87.86% | 91.67% | 8,000 | 93.24% | (580) |
| 208-751-860.000 | CONFERENCES & WORKSHOPS | 2,027 | 2,050 | 1,157 | 56.44% | 91.67% | 1,500 | 73.17% | (550) |
| 208-751-860.001 | MEMBERSHIPS & DUES | | 750 | 720 | 96.00% | 91.67% | 750 | 100.00% | - |
| 208-751-920.000 | UTILITIES | 29,942 | 49,000 | 43,762 | 89.31% | 91.67% | 48,000 | 97.96% | (1,000) |
| 208-751-931.000 | MAINTENANCE/BUILDING | 27,116 | 29,000 | 20,718 | 71.44% | 91.67% | 27,000 | 93.10% | (2,000) |
| 208-751-934.000 | MAINTENANCE/OFFICE EQUIP | 21,285 | 21,020 | 22,383 | 106.48% | 91.67% | 23,000 | 109.42% | 1,980 |
| 208-751-940.000 | RENTAL/EQUIPMENT | 970 | 1,200 | | 0.00% | 91.67% | | 0.00% | (1,200) |
| 208-751-956.000 | MISCELLANEOUS | 1,651 | 2,000 | 1,539 | 76.95% | 91.67% | 2,000 | 100.00% | - |
| Totals for dept 751 - RECREATION | | 694,914 | 722,400 | 645,955 | 89.42% | 91.67% | 696,770 | 96.45% | (25,630) |
| Dept 753 - PROGRAMS | | | | | | | | | |
| 208-753-702.000 | SALARIES | 117,009 | 120,540 | 109,102 | 90.51% | 91.67% | 117,620 | 97.58% | (2,920) |
| 208-753-714.001 | WAGES/PROGRAM ATHLETIC LG | 1,698 | 2,800 | 941 | 33.61% | 91.67% | 940 | 33.57% | (1,860) |
| 208-753-714.003 | WAGES/PROGRAM SENIOR CITI | 42,746 | 43,180 | 38,683 | 89.59% | 91.67% | 41,630 | 96.41% | (1,550) |
| 208-753-714.004 | WAGES/PROGRAM LATCH KEY | 176,730 | 169,590 | 164,912 | 97.24% | 91.67% | 164,910 | 97.24% | (4,680) |
| 208-753-714.005 | WAGES/PROGRAM CAMPS | 112,144 | 72,910 | 72,906 | 99.99% | 91.67% | 72,910 | 100.00% | - |
| 208-753-715.000 | BENEFIT/SOCIAL SECURITY | 34,763 | 35,990 | 31,454 | 87.40% | 91.67% | 32,500 | 90.30% | (3,490) |
| 208-753-716.000 | BENEFIT/HOSPITALIZATION/OPTICAL | 66,073 | 62,360 | 54,843 | 87.95% | 91.67% | 60,160 | 96.47% | (2,200) |
| 208-753-718.000 | BENEFIT/RETIREMENT | 84,070 | 83,150 | 80,532 | 96.85% | 91.67% | 81,320 | 97.80% | (1,830) |
| 208-753-719.000 | BENEFIT/DENTAL | 4,973 | 5,220 | 3,454 | 66.17% | 91.67% | 3,720 | 71.26% | (1,500) |

| | | | | | | | | | |
|--------------------------------|---------------------------|---------|---------|---------|---------|--------|---------|---------|----------|
| 208-753-724.000 | BENEFITS | 21,215 | 23,040 | 20,012 | 86.86% | 91.67% | 21,900 | 95.05% | (1,140) |
| 208-753-787.001 | SUPPLIES/ATHLETIC LEAGUE | 5,160 | 3,800 | 1,389 | 36.55% | 91.67% | 1,390 | 95.58% | (2,410) |
| 208-753-787.002 | SUPPLIES/CLASS TRIPS | 1,849 | 2,800 | 2,774 | 99.07% | 91.67% | 2,770 | 98.93% | (30) |
| 208-753-787.003 | SUPPLIES/SENIOR PROGRAM | 1,782 | 1,300 | 1,232 | 94.77% | 91.67% | 1,250 | 96.15% | (50) |
| 208-753-787.004 | SUPPLIES/LATCH KEY | 14,820 | 13,000 | 14,037 | 107.98% | 91.67% | 14,100 | 108.48% | 1,100 |
| 208-753-787.005 | SUPPLIES/CAMPS | 10,006 | 3,700 | 3,621 | 97.86% | 91.67% | 3,700 | 100.00% | - |
| 208-753-787.006 | SUPPLIES/SPECIAL PROGRAM | 2,402 | 3,500 | 2,771 | 79.17% | 91.67% | 2,770 | 79.14% | (730) |
| 208-753-787.007 | SUPPLIES/ PRE K | 2,731 | 4,500 | 4,478 | 99.51% | 91.67% | 4,500 | 100.00% | - |
| 208-753-803.001 | CONTRACTS ATHLETIC LEAGUE | 13,950 | 13,300 | 13,296 | 99.97% | 91.67% | 13,300 | 100.00% | - |
| 208-753-803.002 | CONTRACTS CLASS TRIPS | 78,590 | 61,630 | 61,631 | 100.00% | 91.67% | 61,630 | 100.00% | - |
| 208-753-803.003 | CONTRACTS SENIOR TRIPS | 11,357 | 2,600 | 2,424 | 93.23% | 91.67% | 2,420 | 93.08% | (180) |
| 208-753-803.004 | CONTRACTS LATCH KEY | 7,216 | 5,500 | 5,216 | 94.84% | 91.67% | 5,220 | 94.91% | (280) |
| 208-753-803.005 | CONTRACTS CAMPS | 45,493 | 29,060 | 29,062 | 100.01% | 91.67% | 29,060 | 100.00% | - |
| 208-753-803.006 | CONTRACTS SPECIAL PROGRAM | 11,852 | 9,000 | 8,570 | 95.22% | 91.67% | 8,570 | 95.22% | (430) |
| 208-753-803.008 | CONTRACTS JULY 4th | 25,067 | 26,500 | 26,724 | 100.85% | 91.67% | 26,720 | 100.83% | 220 |
| 208-753-956.000 | MISCELLANEOUS | 12,808 | 11,500 | 9,960 | 86.61% | 91.67% | 10,000 | 86.96% | (1,500) |
| Totals for dept 753 - PROGRAMS | | 906,504 | 810,470 | 764,024 | 94.27% | 91.67% | 785,010 | 96.86% | (25,460) |

| | | | | | | | | | |
|-----------------------------|---------------------------------|---------|---------|---------|--------|--------|---------|--------|---------|
| Dept 754 - PARKS | | | | | | | | | |
| 208-754-702.000 | SALARIES | 8,109 | 8,360 | 7,484 | 89.52% | 91.67% | 8,060 | 96.41% | (300) |
| 208-754-706.000 | WAGES/HOURLY | 60,305 | 50,260 | 43,966 | 87.48% | 91.67% | 48,650 | 96.80% | (1,610) |
| 208-754-715.000 | BENEFIT/SOCIAL SECURITY | 5,370 | 5,250 | 4,204 | 80.08% | 91.67% | 4,600 | 87.62% | (650) |
| 208-754-716.000 | BENEFIT/HOSPITALIZATION/OPTICAL | 18,326 | 18,610 | 14,491 | 77.87% | 91.67% | 16,330 | 87.75% | (2,280) |
| 208-754-718.000 | BENEFIT/RETIREMENT | 36,543 | 34,350 | 33,467 | 97.43% | 91.67% | 33,900 | 98.69% | (450) |
| 208-754-719.000 | BENEFIT/DENTAL | 1,228 | 1,370 | 889 | 64.89% | 91.67% | 960 | 70.07% | (410) |
| 208-754-724.000 | BENEFITS | 5,742 | 6,850 | 6,307 | 92.07% | 91.67% | 6,750 | 98.54% | (100) |
| 208-754-744.000 | UNIFORM/PURCHASE | 199 | 250 | | 0.00% | 91.67% | | 0.00% | (250) |
| 208-754-776.000 | SUPPLIES/BLDG.GROUNDS | 20,932 | 14,500 | 9,843 | 67.88% | 91.67% | 13,500 | 93.10% | (1,000) |
| 208-754-802.000 | PROFESSIONAL SERV | 13,495 | 9,300 | 5,349 | 57.52% | 91.67% | 7,500 | 80.65% | (1,800) |
| 208-754-956.000 | MISCELLANEOUS | | 250 | | 0.00% | 91.67% | | 0.00% | - |
| Totals for dept 754 - PARKS | | 170,249 | 149,350 | 126,000 | 84.37% | 91.67% | 140,250 | 93.91% | (9,100) |

| | | | | | | | | | |
|----------------------------|---------------------------------|---------|---------|---------|---------|--------|---------|---------|---------|
| Dept 756 - POOL | | | | | | | | | |
| 208-756-702.000 | SALARIES | 24,341 | 25,110 | 22,869 | 91.08% | 91.67% | 24,670 | 98.25% | (440) |
| 208-756-709.000 | WAGES/PART TIME/SEASONAL | 180,832 | 108,500 | 107,892 | 99.44% | 91.67% | 108,020 | 99.56% | (480) |
| 208-756-715.000 | BENEFIT/SOCIAL SECURITY | 15,527 | 12,990 | 11,340 | 87.30% | 91.67% | 11,400 | 87.76% | (1,590) |
| 208-756-716.000 | BENEFIT/HOSPITALIZATION/OPTICAL | 10,741 | 10,970 | 9,968 | 90.87% | 91.67% | 11,050 | 100.73% | 80 |
| 208-756-718.000 | BENEFIT/RETIREMENT | 5,169 | 2,620 | 4,629 | 176.68% | 91.67% | 4,640 | 177.10% | 2,020 |
| 208-756-719.000 | BENEFIT/DENTAL | 651 | 830 | 653 | 78.67% | 91.67% | 720 | 86.75% | (110) |
| 208-756-724.000 | BENEFITS | 3,250 | 5,800 | 5,345 | 92.16% | 91.67% | 5,550 | 95.69% | (250) |
| 208-756-727.000 | SUPPLIES/OFFICE | 121 | 1,250 | | 0.00% | 91.67% | | 0.00% | (1,250) |
| 208-756-744.000 | UNIFORM/PURCHASE | 1,752 | 2,200 | 511 | 23.23% | 91.67% | 510 | 23.18% | (1,690) |
| 208-756-756.000 | SUPPLIES/OPERATING | 23,242 | 12,000 | 8,649 | 72.08% | 91.67% | 12,000 | 100.00% | - |
| 208-756-756.001 | CAFE SUPPLIES | 12,483 | 6,170 | 6,168 | 0.00% | 91.67% | 6,170 | 100.00% | - |
| 208-756-787.000 | SUPPLIES/REC PROGRAM | 87 | | | 0.00% | 91.67% | | 0.00% | - |
| 208-756-802.000 | PROFESSIONAL SERV | 3,707 | 1,500 | 135 | 9.00% | 91.67% | 200 | 13.33% | (1,300) |
| 208-756-920.000 | UTILITIES | 39,266 | 42,000 | 25,057 | 59.66% | 91.67% | 42,000 | 100.00% | - |
| 208-756-931.000 | MAINTENANCE/BUILDING | 2,082 | 4,000 | 2,088 | 52.20% | 91.67% | 5,700 | 142.50% | 1,700 |
| 208-756-956.000 | MISCELLANEOUS | 69 | 500 | | 0.00% | 91.67% | | 0.00% | - |
| Totals for dept 756 - POOL | | 323,320 | 236,440 | 205,304 | 86.83% | 91.67% | 232,630 | 98.39% | (3,810) |

APPROPRIATIONS - FUND 208

| | | | | | | | |
|-----------|-----------|-----------|--------|--------|-----------|--------|----------|
| 2,145,930 | 1,963,080 | 1,782,585 | 90.81% | 91.67% | 1,897,640 | 96.67% | (65,440) |
|-----------|-----------|-----------|--------|--------|-----------|--------|----------|

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 5/31/2020

SANITATION FUND

| GL NUMBER | DESCRIPTION | 2018-19 ACTIVITY | 2019-20 AMENDED BUDGET | 2019-20 ACTIVITY THRU 5/31/20 | 2019-20 PERCENT OF BUDGET 5/31/20 | 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 | 584,456 | 100% | 91.67% | 584,460 | 99.82% | (1,030) |
| 515-000-573.000 | SSR/ LSCA PPT REIMBURSEMENT | | | 646 | 0% | 91.67% | 650 | 100.00% | 650 |
| 515-000-664.000 | INVESTMENT INCOME | 9,064 | 6,500 | 9,241 | 142% | 91.67% | 9,500 | 146.15% | 3,000 |
| 515-000-695.000 | UNCLASSIFIED | 12,131 | 8,000 | 6,267 | 78% | 91.67% | 6,500 | 81.25% | (1,500) |
| 515-000-695.395 | FUND BALANCE APPROPRIATION | | | | 0% | 91.67% | | 0.00% | - |
| NET OF REVENUES/APPROPRIATIONS - 000 - | | 584,672 | 599,990 | 600,610 | 100% | 91.67% | 601,110 | 100.19% | 1,120 |
| Dept 500 - SANITATION | | | | | | | | | |
| 515-500-702.000 | SALARIES | 10,916 | 12,540 | 9,585 | 76.44% | 91.67% | 10,700 | 85.33% | (1,840) |
| 515-500-706.000 | WAGES/HOURLY | 31,004 | 34,460 | 31,083 | 90.20% | 91.67% | 34,460 | 100.00% | - |
| 515-500-715.000 | BENEFIT/SOCIAL SECURITY | 3,326 | 3,600 | 3,234 | 89.83% | 91.67% | 3,580 | 99.44% | (20) |
| 515-500-716.000 | BENEFIT/HOSPITALIZATION/OPTICAL | 10,645 | 10,640 | 10,829 | 101.78% | 91.67% | 12,000 | 112.78% | 1,360 |
| 515-500-718.000 | BENEFIT/RETIREMENT | 12,624 | 13,460 | 13,896 | 103.24% | 91.67% | 14,100 | 104.75% | 640 |
| 515-500-719.000 | BENEFIT/DENTAL | 644 | 850 | 700 | 82.35% | 91.67% | 770 | 90.59% | (80) |
| 515-500-724.000 | BENEFITS | 3,435 | 5,070 | 4,774 | 94.16% | 91.67% | 5,100 | 100.59% | 30 |
| 515-500-751.000 | SUPPLIES/GAS/OIL | 4,158 | 4,400 | 2,755 | 62.61% | 91.67% | 3,500 | 79.55% | (900) |
| 515-500-756.000 | SUPPLIES/OPERATING | 6,569 | 5,500 | 2,380 | 43.27% | 91.67% | 4,000 | 72.73% | (1,500) |
| 515-500-802.000 | PROFESSIONAL SERV | 418,213 | 430,510 | 346,558 | 80.50% | 91.67% | 420,000 | 97.56% | (10,510) |
| 515-500-853.000 | COMMUNICATIONS/TELEPHONE | 816 | 910 | 654 | 71.87% | 91.67% | 910 | 100.00% | - |
| 515-500-860.000 | CONFERENCES & WORKSHOPS | 817 | 300 | | 0.00% | 91.67% | 0 | 0.00% | (300) |
| 515-500-860.001 | MEMBERSHIPS & DUES | | 200 | 200 | 100.00% | 91.67% | 200 | 100.00% | - |
| 515-500-880.000 | PROMOTION/COMMUNITY | 803 | 2,500 | 968 | 38.72% | 91.67% | 1,000 | 40.00% | (1,500) |
| 515-500-920.000 | UTILITIES | 3,189 | 1,850 | 1,227 | 66.32% | 91.67% | 1,850 | 100.00% | - |
| 515-500-931.000 | MAINTENANCE/BUILDING | 4,520 | 5,550 | 1,426 | 25.69% | 91.67% | 1,750 | 31.53% | (3,800) |
| 515-500-934.000 | MAINTENANCE/OFFICE EQUIP | 1,696 | 1,950 | 1,670 | 85.64% | 91.67% | 1,950 | 100.00% | - |
| 515-500-940.000 | RENTAL/EQUIPMENT | 50,000 | 65,000 | 39,999 | 61.54% | 91.67% | 65,000 | 100.00% | - |
| 515-500-956.000 | MISCELLANEOUS | 852 | 700 | | 0.00% | 91.67% | | 0.00% | (700) |
| NET OF REVENUES/APPROPRIATIONS - 500 - SANITATION | | 564,227 | 599,990 | 471,938 | 78.66% | 91.67% | 580,870 | 96.81% | (19,120) |

Heidi Brown-Barckholtz

From: Amy Sullivan
Sent: Thursday, July 2, 2020 7:02 PM
To: Heidi Brown-Barckholtz
Subject: FW: Senior Advisory Committee meeting

From: Iris Parlangeli
Sent: Tuesday, June 16, 2020 8:09 AM
To: Amy Sullivan
Subject: Re: Senior Advisory Committee meeting

I really hate to do this but I am going to need to resign from the Senior Committee. I am dealing with a painful shoulder/ neck injury that, after three months, still does not have a clear diagnosis. I am currently doing physical therapy three times a week and, likely looking forward to spinal surgery. With all of this, I just don't think I have the time or energy to be a good committee member. Please let me know if you need a formal resignation letter. I am terribly sorry.

Iris

Heidi Brown-Barckholtz

From: Amy Sullivan
Sent: Monday, June 01, 2020 10:10 AM
To: Heidi Brown-Barckholtz
Cc: Hank Berry
Subject: FW: Formal Resignation from Huntington Woods Planning Commission

Please add the resignation to the July city commission agenda.

From: Hank Berry <hberry@hwmi.org>
Sent: Sunday, May 31, 2020 1:23:04 PM
To: Amy Sullivan <asullivan@hwmi.org>
Subject: Fwd: Formal Resignation from Huntington Woods Planning Commission

For city commission

Get [Outlook for iOS](#)

From: Kimberly Watts <ks_watts@yahoo.com>
Sent: Sunday, May 31, 2020 1:16 PM
To: Michael Wright; Hank Berry
Subject: Formal Resignation from Huntington Woods Planning Commission

Mike and Hank,

As indicated at the close of last week's meeting, I am resigning from my position on the Huntington Woods Planning Commission as I will no longer be a resident and homeowner effective June 15.

I've enjoyed serving this great community, first on the Community Fund Board and then the Planning Commission, and hope to become as deeply involved in my new community. It has been my pleasure to work with both of you.

Wishing you and Huntington Woods all the best,
Kimberly Watts

Heidi Brown-Barckholtz

From: Amy Sullivan
Sent: Tuesday, June 16, 2020 8:06 AM
To: Heidi Brown-Barckholtz
Subject: FW: Laura Archambault

Please add this to city commission communication.

From: ahage@huntingtonwoodslib.org
Sent: Monday, June 15, 2020 9:15 PM
To: Amy Sullivan; Heidi Brown-Barckholtz
Subject: Laura Archambault

Hi!

Just wanted to let you know that Laura Archambault is resigning from the library board. She is moving out of the city. Our next meeting is in September so there is time to find a replacement.

I'm going to miss her!

Anne

Sent from my iPhone

Agenda item
1

**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 renewalnew 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 ~~six~~three (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

Defenda Item
#2

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF HUNTINGTON WOODS

RESOLUTION ESTABLISHING FEES FOR BACKYARD CHICKEN PERMITS

RESOLUTION NO. _____

At a regular meeting of the City Commission of the City of Huntington Woods, County of Oakland, State of Michigan, held in the City Commission Chambers on _____, 2020, at 7:30 p.m., with those present and absent being:

PRESENT: _____

ABSENT: _____

the following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, on _____, 2020, the Huntington Woods City Commission amended the Huntington Woods Code of Ordinances, Chapter 4, Chickens, to permit, regulate, and establish requirements relating to the keeping of chickens; and

WHEREAS, the Ordinance requires the payment of a permit application fee in the amount established by City Commission Resolution.

IT IS THEREFORE RESOLVED that the City Commission hereby establishes the following fee to be payable to the City under Article III, Chickens, in Chapter 4, Animals, of the Huntington Woods Code of Ordinances:

Backyard Chicken Permit Fee:

First Year: \$180.00

Renewal: \$130.00

Reinspection fee if required: \$50

AYES:

NAYES:

ABSENT:

ABSTENTIONS:

RESOLUTION DECLARED ADOPTED _____, 2020.

STATE OF MICHIGAN)

COUNTY OF OAKLAND)ss.
)

I, the undersigned, the duly qualified and acting City Clerk of the City of Huntington Woods, County of Oakland, State of Michigan, do hereby certify that this Resolution was adopted by the City Commission of the City of Huntington Woods at a regular meeting held on _____, 2020.

IN WITNESS WHEREOF, I have hereunto set my official signature, this _____ day of _____, 2020.

Heidi Brown-Barckholtz, City Clerk
City of Huntington Woods

**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.

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ARTICLE III. - CHICKENS

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- (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.

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- (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.

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 - (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.
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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 six (6) 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 item
3

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 ⁽⁵⁾ | | 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 (5) | | Rear | | | | |
| | | | | | | Least One | Least Two | | | | | |
| | | | | | | | | | | lot size bonus | | |
| R-1B | 9,000 | 60 | 2.5 | 35 | 40 | 5 | 14 | 35 | 1,300 | Up to 3,000 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.) (1)(6) | 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 (5) | | 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 |

< 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 >

| 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 (3) | Minimum Lot Area to be Used or Set Aside for Accessory Buildings (In Sq. Ft.) |
|--------------|------------------------------|-------------|----------------------------|--------|---------------------------------------|-----------|-----------|------|--|--|-------------------------------------|---|
| | Sq. Ft. | Width (Ft.) | Stories | Ft. | Front (1) | Sides (2) | | 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 |

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>

| 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 ⁽³⁾ | Minimum Lot Area to be Used or Set Aside for Accessory Buildings (In Sq. Ft.) |
|--------------|------------------------------|-------------|----------------------------|-------------------|---------------------------------------|----------------------|-----------|------|--|--|--|---|
| | Sq. Ft. | Width (Ft.) | Stories | Ft. | Front ⁽²⁾ | 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 |

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**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



Agenda Item
#4

Finance Department Memo

To: Mayor and City Commission
From: Tim Rowland, Finance Director
Date: June 30, 2020
Subject: Roof Replacement Bid Award

The 2019-2020 adopted budget for the Capital Improvements Fund included \$60,000 for the Recreation Center Section E and \$45,000 for the DPW building Section A. Section E of the Recreation Center is the area with the HVAC equipment. This area has been prone to leaks and is very difficult to repair due to the equipment. We bid out this work in the fall of 2019 and the bids came in way over budget. We decided to postpone the work and rebid with our 2020-2021 roofing projects and hope for better results.

On June 18, 2020 the City opened sealed bids for the Recreation Center Section E, DPW Section A, and the Police Station. The results of the bids are as follows:

| | Recreation Center Section E | DPW A | Police Station |
|-----------|-----------------------------|--------|----------------|
| Schreiber | 105,100 | 25,000 | 54,000 |
| Schena | 165,373 | 33,855 | 58,950 |
| Lutz | 191,600 | 37,200 | 93,500 |
| TF Beck | 215,100 | 39,000 | 99,000 |
| Royal | 107,500 | 28,900 | 49,800 |

Due to the Covid-19 shutdown, a lot of commercial roofing projects got delayed. This allowed us to get very competitive pricing. The City budgeted \$110,000 in the 2020-2021 budget for roofing at the Recreation Center and DPW. This brings the total available funds to \$240,000. The total as bid is \$183,800. Because we received such competitive pricing, we reached out to the two low bidders and asked them to submit a price complete sections B and C of the DPW building. Royal Roofing had the low bid on the additional work at \$19,900. We will be able to complete the DPW and Public Safety Roofs, as well as the most difficult section of the Recreation Center, for \$203,700.



Finance Department Memo

Aerial photos are attached that show the sections that are being replaced. A budget amendment will be necessary to re-appropriate the funds from the 2019-2020 budget

Suggest Resolution: Moved by Commissioner _____ and seconded by Commissioner _____ that the City of Huntington Woods enter into a contract 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. 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

Further, be it resolved that the 2020-2021 Capital Projects Fund budget be amended as follows:

| | | |
|--------------------------------|-----------------|-----------|
| Draw from Fund Balance | 402-000-699.395 | \$68,700 |
| Recreation Center Improvements | 402-400-970-751 | \$35,100 |
| Public Safety Improvements | 402-400-970-301 | \$49,800 |
| DPW Public Improvements | 402-400-970-441 | -\$16,200 |



THE GARLAND COMPANY, INC.

6-23-20

Tim Rowland
City of Huntington Woods
SUBJECT: Huntington Woods Roof Project – 2020

Brad Konvolinka

Phone: (734) 770-4343

Email: Brad.Konvolinka@garlandind.com

Tim,

Assessments and surveys of the City of Huntington Woods roofing assets continue annually. This information is utilized to develop a budgetary plan for scopes of work to be completed at the appropriate time. Several roof sections are scheduled for significant work during this roofing season. Technical specifications were developed to establish a minimum performance criterion in both workmanship and material. Competitive bids were solicited from pre-qualified local contractors with favorable results for the City. Six quality roofing companies attended the pre-bid and five provided competitive numbers. Bid totals for the roof sections came in under budget.

Low Bids:

Recreation Center – Sections E, E1 & E2

Schreiber Roofing - \$105,100

DPW Section A-C, Police A/B

Royal Roofing - \$98,600

Bid Results

Scope of work, technical specifications, roof details and detailed installation instructions were reviewed with each of the roofing contractors to ensure bid quality as well as limit change orders. Schreiber and Royal Roofing both confirmed their bids. We recommend a split award to Schreiber Roofing for the Recreation Center E, E1 & E2 portion and Royal Roofing for the DPW Section A-C and Police Station portion.

Should you have any additional questions, please do not hesitate to call us directly.

Sincerely,

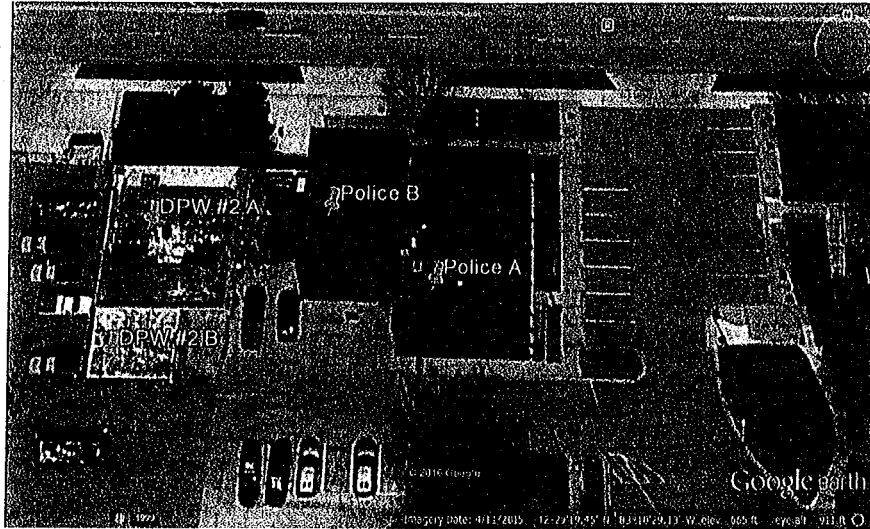
Brad Konvolinka & Matt Verhey
The Garland Company, Inc.



Facility Summary

Client: City of Huntington Woods

Facility: Police Station



Facility Data

Address 1 12755 W. 11 Mile Rd.

Address 2 -

City Huntington Woods

State Michigan

ZIP 48070

Type of Facility Municipal

Square Footage 4,662

Contact Person Tony Lehmann

Asset Information

| Name | Date Installed | Square Footage | Roof Access |
|-----------|----------------|----------------|---------------|
| Section A | 2005 | 2,917 | Ladder Needed |
| Section B | 2005 | 1,745 | Ladder Needed |



Facility Summary

Client: City of Huntington Woods

Facility: DPW #1



Facility Data

Address 1 26815 Scotia

Address 2 -

City Huntington Woods

State Michigan

ZIP 48070

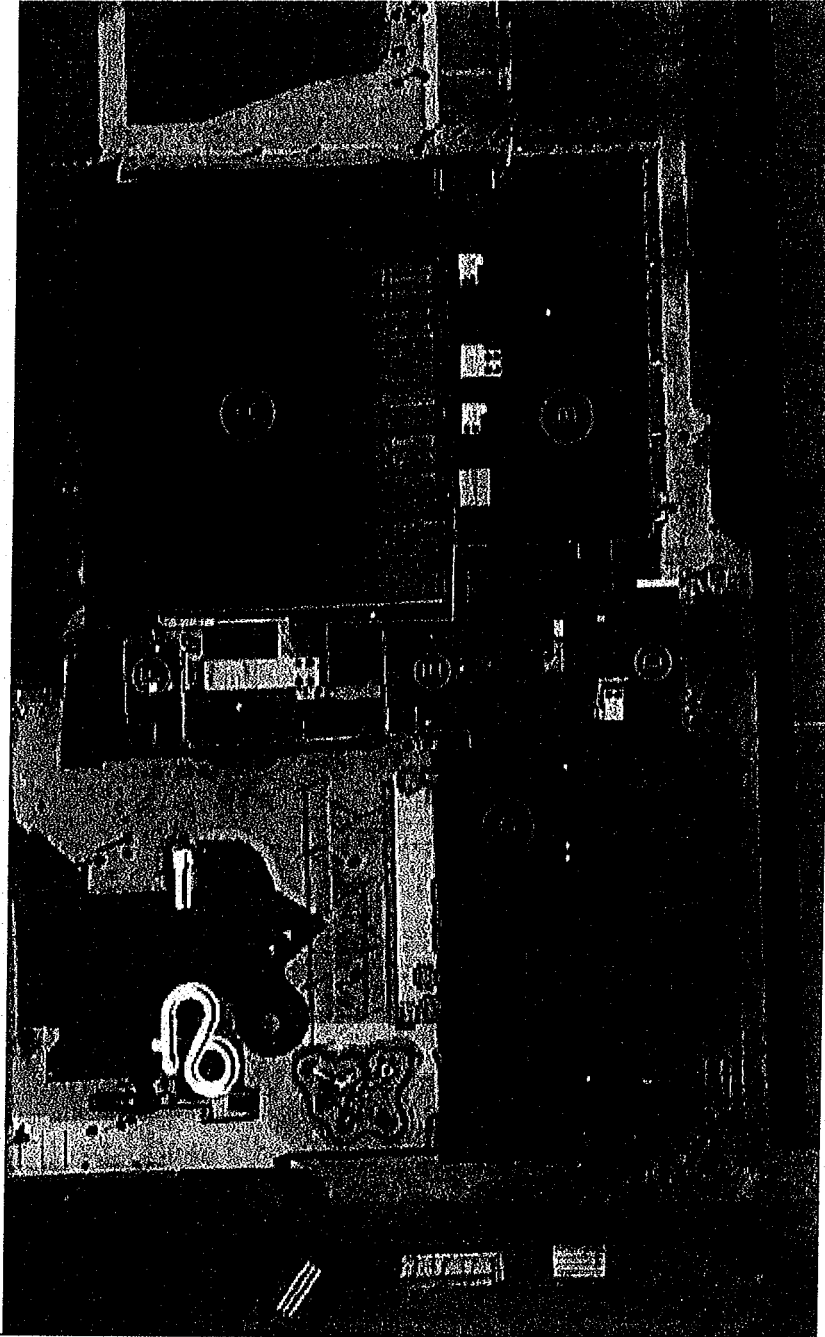
Type of Facility Municipal

Square Footage 6,066

Contact Person Tony Lehmann



CITY OF HUNTINGTON WOODS HUNTINGTON WOODS, MI



GENERAL ROOF NOTES:

- Multiple active leaks noted on roof Section A, C & E
- Flashing and roof detail concerns noted on Section E at transitions.
- Seams deterioration and adhesive failure found on Sections A, B & E.
- Perimeter Detail (Drip Edge) concerns present on Section C.
- Window glazing and substrate found to be in poor condition on roof Section C.
- Overall Condition: All roof sections shows signs of deterioration and several deficiencies have been noted. Sections A, B, D & E were found to have seam deterioration, multiple repairs and flashing detail issues. Section C shows multiple repair attempts and substantial weathering throughout.
- Recommendation:
 1. Roof Scan - Immediate
 2. Repairs to be based upon the results of the roof scan.
- Repair Scope Summary:
750

EXISTING ROOF COMPOSITION

- Sections A, B, D, E, F are EPDM (Black) rubber roof membrane.
- Section C is a BUR, multiple layer roof system.

EXISTING ROOF

- Section A - 9,500 SF
- Section B - 6,100 SF
- Section C - 9,000 SF
- Section D - 900 SF
- Section E - 4,200 SF
- Section F - 65 SF

EXISTING ROOF DETAILS

- Multiple slope profiles
- Drip Edge
- Gutters
- Internal Drains
- Mech. Equip. Curbs
- Solar Panels
- Parapet Wall

THE GARLAND COMPANY INC.
3000 EAST 91ST STREET, CLEVELAND, OHIO 44105-2107
PHONE (800) 327-8936 / FAX (216) 614-0033



JOB NUMBER: DATE: CDR BY:

RECREATION CENTER

SECTION

DATE: 11/15

SHEET: 1 OF 2

REVISION: 1



*Agenda Item
#5*

Finance Department Memo

To: Mayor and City Commission
From: Tim Rowland, Finance Director
Date: June 30, 2020
Subject: MERS Uniform Transfer Policy

The Public Safety Defined Benefit Pension Divisions were closed to new hires 1/1/19. Employees who are currently public safety officers may be promoted to command officers. Because the system is closed, we are required to pass the attached resolution in order to move the promoted officers from the Public Safety Officer Division to the Command Officer Division.

Employer Resolution Establishing Uniform Transfer Provision



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mers-michigan.org

WHEREAS, the City of Huntington Woods is a participating municipality or court in the Municipal Employees' Retirement System of Michigan ("MERS"); and

WHEREAS, the Standard MERS Transfer policy became effective in August 2007; and

WHEREAS, under the Standard Transfer policy, all transferred employees (and rehired employees) are covered under the open employee plan associated with the defined employee group. Where the new plan is MERS Defined Contribution or Hybrid, the accrued defined benefit of transferring employee is frozen as of transfer date. Where the new plan is the MERS Defined Benefit, the transferring employee's service and wages will transfer to the new plan for purposes of calculating their retirement benefit.

WHEREAS, pursuant to Retirement Board action on November 10, 2010, the employing municipality or court may adopt for all its MERS divisions (present and future) an alternate policy which allows all transferred employees an individual choice at the time of transfer to either be placed in: (1) the division's open plan, or (2) the closed plan if it is the same plan type, provided there are active employees remaining in the closed division.

WHEREAS, this alternate transfer provision applies to transferred employees only; rehired employees will continue to be enrolled into the open plan; and

NOW THEREFORE BE IT RESOLVED, that effective August 1st, 2020, the Governing Body adopts this Resolution (or for a participating court, the Chief Judge by Administrative Order) for all present and future employee divisions requiring that all transferred employees (select only one):

- ☐ shall be covered under the open plan in the division into which they are transferred.
- ☒ shall be given the individual choice to either be placed in the open or closed plan if it is the same plan type provided there are active employees remaining in the closed plan.

MERS' Standard Transfer policy is an administrative process. Changes to such policy may impact MERS' ability to administer alternate and standard transfers in the future.

SEE PAGE 2 FOR CHART OF TRANSFER GUIDELINES

CERTIFICATION FOR PARTICIPATING MUNICIPALITY OR COURT

I hereby certify that this Resolution was adopted by (check one):

☒ The Governing Body of the City of Huntington Woods at its meeting held on 07/07/2020
(Name of Municipality)
(dd/mm/yyyy)

☐ Administrative Order No. _____ adopted by the Chief Judge of the
(Order Number)

_____, on _____
(Name of Court) (dd/mm/yyyy)

Signature of Authorized Official: _____, Date: _____
(dd/mm/yyyy)

Printed name: _____ Title: _____

Employer Resolution Establishing Uniform Transfer Provision

In any transfer, employees' service is used toward vesting and eligibility in the new (active) plan. The employee takes on the benefit structure of the open plan on the first of the month that the plan is effective.

| | Transfer to DB | Transfer to DC | Transfer to Hybrid |
|-------------|--|---|--|
| From DB | <p>Where a DB is the new benefit</p> <ul style="list-style-type: none"> All accrued wages, service transfer to the new plan and retirement is calculated using new DB benefits | <p>Where DC is the new benefit</p> <ul style="list-style-type: none"> DB is frozen | <p>Where Hybrid is the new benefit</p> <ul style="list-style-type: none"> DB is frozen DB of Hybrid begins accruing benefit service |
| From DC | <p>Where DB is the new benefit</p> <ul style="list-style-type: none"> DC remains participant directed, no future contributions Service earned helps meet vesting in both DB and DC plans | <p>Where DC is the new benefit</p> <ul style="list-style-type: none"> Previous DC account balance and investment allocation are transferred into the new DC plan New contributions are directed to default fund until investment allocation is elected Future investment allocation / realignment is managed by the participant | <p>Where Hybrid is the new benefit</p> <ul style="list-style-type: none"> Previous DC account balance and investment allocations are transferred into the new DC of Hybrid plan DB of Hybrid begins accruing benefit service |
| From Hybrid | <p>Where DB is the new benefit</p> <ul style="list-style-type: none"> DB of Hybrid is frozen DC of Hybrid remains participant directed, no future contributions, same eligibility for distributions applies DB benefit accrual begins with effective date of the plan | <p>Where DC is the new benefit</p> <ul style="list-style-type: none"> DB of Hybrid is frozen DC of Hybrid account balance and investment allocations are transferred to the new DC plan New contributions are defaulted until participant changes investment allocation Future investment allocation/ realignment is managed by the participant | <p>Where Hybrid is the new benefit</p> <ul style="list-style-type: none"> For DB of Hybrid – all accrued wages, service are transferred to the new plan and retirement is calculated using DB of H benefits For DC of Hybrid – previous DC of Hybrid account balance and investment allocations are transferred into the new DC of Hybrid plan |



Agenda Item
6

Finance Department Memo

To: Mayor and City Commission

From: Tim Rowland, Finance Director

Date: June 30, 2020

Subject: MERS Authorized Signatories

MERS now requires the attached resolution to authorize signors for MERS contracts and documents. It is recommended that the authorized signors be the Mayor, City Manager, and Finance Director.

Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersonline.org

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution applies to reporting unit(s) # 6303 of the participating municipality listed below.

WHEREAS, City of Huntington Woods ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. Mayor

Optional additional job positions:

2. City Manager
3. Finance Director

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on July 7, 2020.

Authorized signature (must be currently in a position named above): _____

Name: _____

Title: _____

Witness signature: _____

Witness name: _____

Witness title: _____



Manager's Memo

*Agenda Item
17*

To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: June 11, 2020

Subject: Interlocal Agreement for COVID Reimbursement

Oakland County is making available \$30 million of the county's CARES Act allocation to local cities, villages and townships to remediate the impact of the COVID-19 pandemic.

Huntington Woods plans to request reimbursement for cleaning and other COVID-related supplies. A condition of the reimbursement is the approval of the attached interlocal agreement.

The appropriate action is to authorize the Mayor to sign the agreement on behalf of the City.

**AGREEMENT FOR CARES ACT DISTRIBUTION BETWEEN
OAKLAND COUNTY AND
[Insert Public Body]**

This Agreement (the "Agreement") is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and the [Insert Public Body] ("Public Body") [Insert Public Body Address]. County and Public Body may be referred to individually as a "Party" and jointly as "Parties".

PURPOSE OF AGREEMENT. County and Public Body enter into this Agreement pursuant to the Urban Cooperation Act of 1967, 1967 Public Act 7, MCL 124.501 *et seq.*, for the purpose of County distributing a portion of its CARES Act funds to Public Body. County has allocated a portion of its CARES Act funds to be distributed to CVTs within Oakland County, which will be used to assist CVTs in meeting certain areas of need caused by the COVID-19 pandemic.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - 1.1. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, Exhibit and attachment.
 - 1.2. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Public Body, or for which County or Public Body may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
 - 1.3. **Confidential Information** means all information and data that County is required or permitted by law to keep confidential, including records of County's security measures, including security plans, security codes and combinations, passwords, keys, and security procedures, to the extent that the records relate to ongoing security of County as well as records or information to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs relating to ongoing security measures, capabilities and plans for responding to violations of the Michigan Anti-terrorism Act, emergency response plans, risk planning documents, threat assessments and domestic preparedness strategies.
 - 1.4. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.
 - 1.5. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.

- 1.6. **Public Body** means the [Insert Public Body] including, but not limited to, its council, its Board, its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
- 1.7. **Public Body Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, representatives of Public Body, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above who use or have access to the Oakland Together CVT funds provided under this Agreement. "Public Body Employee" shall also include any person who was a Public Body Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity. "Public Body Employee" does not include an individual resident of Public Body who receives an authorized distribution of Oakland Together CVT funds.
- 1.8. **CARES Act funds** means the money distributed to the County by the United States Department of Treasury pursuant to section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act.
- 1.9. **CVTs** means Cities, Villages, and Townships.
- 1.10. **Oakland Together CVT funds** means that portion of the CARES Act funds which the County has allocated to CVTs within Oakland County.
- 1.11. **Expenditure Submission Form** means the form which Public Body must complete and submit to the Office of the County Executive (OCE) prior to any disbursement of Oakland Together CVT funds to Public Body.
- 1.12. **OCE** means the Office of the Oakland County Executive, which includes the Chief Deputy and other Deputy County Executives.
- 1.13. **Oversight Committee** means the committee established by the Oakland County Board of Commissioners in the resolution allocating the Oakland Together CVT funds.
2. **COUNTY RESPONSIBILITIES.**
 - 2.1. OCE will review Public Body's Expenditure Submission Form(s) to determine whether Public Body is eligible to receive a distribution of Oakland Together CVT funds. This determination will be in the OCE's discretion pursuant to the "Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Government" or other guidance issued by the Federal Government. OCE may request any supporting documentation it deems necessary to fully evaluate Public Body's eligibility.
 - 2.2. If OCE determines that Public Body is eligible to receive a distribution, County will distribute the eligible amount to Public Body.
 - 2.3. County is not obligated or required to distribute any Oakland Together CVT funds to Public Body if OCE determines that Public Body is not eligible to receive the funds, or if the amount of Oakland Together CVT funds available are not sufficient to fulfill Public Body's Expenditure Submission Form.
 - 2.4. After November 30, 2020, County will not accept any further Expenditure Submission Forms from Public Body, and County will retain the balance of any Oakland Together CVT funds for which Public Body was originally eligible, but which are not covered by an approved Expenditure Submission Form.

- 2.5. If County retains the balance of Oakland Together CVT funds not covered by an approved Expenditure Submission Form under Section 2.4, County may redistribute any or all of that amount to other eligible CVTs or as otherwise deemed appropriate by OCE.
- 2.6. OCE will work in collaboration with the Oversight Committee in determining Public Body's eligibility for Oakland Together CVT funds, and the amount of said funds to be distributed to Public Body.

3. PUBLIC BODY RESPONSIBILITIES.

- 3.1. Public Body may be eligible to receive a portion of Oakland Together CVT funds. Public Body shall complete and submit an Expenditure Submission Form to OCE and receive OCE approval prior to the receipt of any Oakland Together CVT funds.
- 3.2. In its first Expenditure Submission Form, Public Body shall only apply for Oakland Together CVT funds to pay for expenditures or programs already made by Public Body, or for funds to pay Public Body's required 25% "cost share" or "local match" required to obtain a FEMA grant.
- 3.3. Public Body shall follow all guidance established by the United States Treasury Department, and the County, when expending Oakland Together CVT funds, including, but not limited to, Section 601(d) of the Social Security Act and the "Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments."¹
- 3.4. Public Body shall not submit an Expenditure Submission Form for any expense which is eligible to be covered by a FEMA (Federal Emergency Management Agency) Public Assistance Reimbursement. Public Body may use Oakland Together CVT funds to pay the required 25% "cost share" or "local match" required to obtain a FEMA grant.
- 3.5. Public Body shall only expend Oakland Together CVT funds to pay for expenses incurred due to the COVID-19 public health emergency, and which expenses were not accounted for in Public Body's most recently approved budget as of March 27, 2020.
- 3.6. Public Body shall only expend Oakland Together CVT funds for expenses incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- 3.7. Public Body shall not use Oakland Together CVT funds as revenue replacement.
- 3.8. Public body shall not redistribute Oakland Together CVT funds, except Public Body shall be allowed to provide direct assistance to individual residents of Public Body, and pay vendors and service providers, as permitted by the CARES Act.
- 3.9. Public Body shall not expend Oakland Together CVT funds in any manner that Public Body did not include in a submitted and approved Expenditure Submission Form.
- 3.10. If Public Body receives an amount of funding from the federal or state government to cover expenses for which Public Body received Oakland Together CVT funds, Public Body shall return that amount of Oakland Together CVT funds to County.
- 3.11. Public Body shall keep records of all expenditures of Oakland Together CVT funds sufficient to demonstrate that said expenditures were in accordance with the guidance documents included in Section 3.3 for a period of 10 (ten) years, at a minimum.
- 3.12. Public Body shall produce said records of expenditures upon request by County or OCE, or as required by any future audit of the CARES Act program.

¹ This document is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

- 3.13. Public Body shall submit records to OCE within 30 (thirty) days after expenditure of Oakland Together CVT funds with a detailed description of how the funds were expended and how the expenditure of funds complied with the CARES Act guidance unless Public Body has already submitted said records with its Expenditure Submission Form.
- 3.14. In the event it is determined by OCE, or any other audit under the CARES Act program, that Public Body expended an amount of Oakland Together CVT funds in violation of the CARES Act requirements or this Agreement, Public Body shall be required to return that amount of money to County.
- 3.15. In any case where Public Body is required to return an amount of money to County under this Agreement, Public Body agrees that unless expressly prohibited by law, County or the Oakland County Treasurer, at their sole option, shall be entitled to set off from any other Public Body funds that are in County's possession for any reason, including but not limited to, the Oakland County Delinquent Tax Revolving Fund ("DTRF"), if applicable. Any setoff or retention of funds by County shall be deemed a voluntary assignment of the amount by Public Body to County. Public Body waives any Claims against County or its Officials for any acts related specifically to County's offsetting or retaining of such amounts. This paragraph shall not limit Public Body's legal right to dispute whether the underlying amount retained by County was actually due and owing under this Agreement.
- 3.16. Nothing in this Section shall operate to limit County's right to pursue or exercise any other legal rights or remedies under this Agreement or at law against Public Body to secure payment of amounts due to County under this Agreement. The remedies in this Section shall be available to County on an ongoing and successive basis if Public Body becomes delinquent in its payment. Notwithstanding any other term and condition in this Agreement, if County pursues any legal action in any court to secure its payment under this Agreement, Public Body agrees to pay all costs and expenses, including attorney fees and court costs, incurred by County in the collection of any amount owed by Public Body.
- 3.17. Public Body shall respond to and be responsible for Freedom of Information Act requests relating to Public Body's records, data, or other information.

4. **DURATION OF INTERLOCAL AGREEMENT.**

- 4.1. This Agreement shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party. The approval and terms of this Agreement shall be entered in the official minutes of the governing bodies of each Party. An executed copy of this Agreement and any amendments shall be filed by the County Clerk with the Secretary of State.
- 4.2. This Agreement shall remain in effect until January 31, 2021, or until cancelled or terminated by any of the Parties pursuant to the terms of the Agreement. Public Body shall comply with the record keeping, reporting, audit response, and fund return requirements of Section 3 after the termination of this Agreement if necessary.

5. **ASSURANCES.**

- 5.1. **Responsibility for Claims.** Each Party shall be responsible for any Claims made against that Party by a third party, and for the acts of its employees arising under or related to this Agreement.
- 5.2. **Responsibility for Attorney Fees and Costs.** Except as provided for in Section 3.16, in any Claim that may arise from the performance of this Agreement, each Party shall seek its own

legal representation and bear the costs associated with such representation, including judgments and attorney fees.

- 5.3. **No Indemnification.** Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.
- 5.4. **Costs, Fines, and Fees for Noncompliance.** Public Body shall be solely responsible for all costs, fines and fees associated with any misuse of the Oakland Together CVT funds and/or for noncompliance with this Agreement by Public Body Employees.
- 5.5. **Reservation of Rights.** This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
- 5.6. **Authorization and Completion of Agreement.** The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- 5.7. **Compliance with Laws.** Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.

6. TERMINATION OR CANCELLATION OF AGREEMENT.

- 6.1. County may terminate or cancel this Agreement at any time if it determines that Public Body has expended Oakland Together CVT funds in violation of CARES Act requirements or this Agreement. Either OCE or the Board of Commissioners is authorized to terminate this Agreement under this provision. If County terminates or cancels this Agreement, Public Body shall be liable to repay County the amount of money expended in violation of CARES Act requirements or this Agreement. County may utilize the provisions in Sections 3.15 – 3.16 to recoup the amount of money owed to County by Public Body.
- 6.2. Public Body may terminate or cancel this Agreement at any time if it determines that it does not wish to receive any Oakland Together CVT funds. If Public Body terminates or cancels this Agreement, it shall immediately return to County any and all Oakland Together CVT funds it has already received.
- 6.3. If either Party terminates or cancels this agreement they shall provide written notice to the other Party in the manner described in Section 13.

7. **DELEGATION OR ASSIGNMENT.** Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.
8. **NO THIRD-PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.
9. **NO IMPLIED WAIVER.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement.

No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

10. **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.
11. **PRECEDENCE OF DOCUMENTS**. In the event of a conflict between the terms and conditions of any of the documents that comprise this Agreement, the terms in the Agreement shall prevail and take precedence over any allegedly conflicting terms and conditions.
12. **CAPTIONS**. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
13. **NOTICES**. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three days after mailing first class or certified U.S. mail.
 - 13.1. If Notice is sent to County, it shall be addressed and sent to: Oakland County Executive, 2100 Pontiac Lake Rd., Waterford, MI, 48328, and the Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph Road, Pontiac, MI, 48341.
 - 13.2. If Notice is sent to Public Body, it shall be addressed to: [insert Public Body Address].
14. **GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE**. This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.
15. **SURVIVAL OF TERMS**. The following terms and conditions shall survive and continue in full force beyond the termination or cancellation of this Contract (or any part thereof) until the terms and conditions are fully satisfied or expire by their nature: Definitions (Section 1); Assurances (Section 5); No Third-Party Beneficiaries (Section 8); No Implied Waiver (Section 9); Severability (Section 10); Precedence of Documents (Section 11); Governing Law/Consent to Jurisdiction and Venue (Section 14); Survival of Terms (Section 15); Entire Agreement (Section 16), and the record keeping, reporting, audit compliance, and fund return provisions of Section 3.
16. **ENTIRE AGREEMENT**.
 - 16.1. This Agreement represents the entire agreement and understanding between the Parties regarding the Oakland Together CVT funds. With regard to the Oakland Together CVT funds, this Agreement supersedes all other oral or written agreements between the Parties.

16.2. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, [insert name and title of public body official] hereby acknowledges that he/she has been authorized by a resolution of the [insert public body], a certified copy of which is attached, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
[insert name of official, title, and name of public body]

WITNESSED: _____ DATE: _____
[insert name, title]

IN WITNESS WHEREOF, David Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
David Woodward, Chairperson
Oakland County Board of Commissioners

WITNESSED: _____ DATE: _____
Oakland County Board of Commissioners
County of Oakland



Clerk's Memo

To: Mayor and City Commission
From: Heidi Barckholtz, City Clerk
Date: July 3, 2020
Subject: Interlocal Agreement for Election Services

Due to the expected increase in absentee voting due to COVID-19, the State legislature adopted a bill that would allow a city or township to contract with the county for the tabulating of their absentee ballots on election day. This will be at no charge to the City of Huntington Woods.

Prior to COVID-19, the absentee count was conducted by the City's own absentee counting board in the basement of City Hall. The increased ballot count would create the need for more election workers. With the limited space in the basement and trying to maintain proper social distancing, it would have made counting ballots more challenging. The option to contract with Oakland County eliminated these challenges.

The appropriate action is to authorize the Mayor to sign the agreement on behalf of the City.

**AGREEMENT FOR ELECTION SERVICES BETWEEN
OAKLAND COUNTY AND
Huntington Woods**

This Agreement for Election Services Agreement (the "Agreement") is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and the City of Huntington Woods ("Public Body") 26815 Scotia Road, Huntington Woods, MI 48070. In this Agreement, the County shall be represented by the Oakland County Clerk, in her official capacity as a Michigan Constitutional Officer. County and Public Body may be referred to individually as a "Party" and jointly as "Parties".

PURPOSE OF AGREEMENT. County and Public Body enter into this Agreement pursuant to the Michigan Election Law, 1954 Public Act 116, MCL 168.764 *et seq.*, for the purpose of County providing Ballot Counting Services for Public Body.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - 1.1. **Act** means the Michigan Election Law, 1954 Public Act 116, MCL 168.764 *et seq.*
 - 1.1. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, Exhibit and attachment to this Agreement.
 - 1.2. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Public Body, or for which County or Public Body may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
 - 1.3. **Confidential Information** means all information and data that County is required or permitted by law to keep confidential, including records of County's security measures, security plans, security codes and combinations, passwords, keys, and security procedures, to the extent that the records relate to ongoing security of County as well as records or information to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs relating to ongoing security measures, capabilities and plans for responding to violations of the Michigan Anti-terrorism Act, emergency response plans, risk planning documents, threat assessments and domestic preparedness strategies.
 - 1.4. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners,

elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.

- 1.5. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.
- 1.6. **Election Services** means the following individual Election Services provided by County's Clerk's Elections Division, if applicable:

1.6.1. **Absentee Ballot Counting** means processing, including, but not limited to, opening, tabulating and reporting absentee ballots and related results.

- 1.7. **Exhibits** mean the following descriptions of Election Services which are governed by this Agreement only if they are attached to this Agreement and incorporated in this Agreement under Section 2 or added at a later date by a formal amendment to this Agreement:

☐ Exhibit I: Absentee Ballot Counting Services

- 1.8. **Local Clerk** means the local elected or appointed Clerk for Public Body or their designee.

- 1.8. **Public Body** means the City of Huntington Woods which is an entity created by state or local authority or which is primarily funded by or through state or local authority, including, but not limited to, its council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors. For purposes of this Agreement, Public Body includes any Michigan court, when acting in concert with its funding unit, to obtain Election Services.

- 1.9. **Public Body Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, representatives of Public Body, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above who use or have access to the Election Services provided under this Agreement. "Public Body Employee" shall also include any person who was a Public Body Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.

- 1.10. **Points of Contact** mean the individuals designated by Public Body and identified to County to act as primary and secondary contacts for communication and other purposes as described herein.

2. COUNTY RESPONSIBILITIES.

- 2.1. County, through its County Clerk Elections Division, will provide the Election Services described in Exhibit I which is attached and incorporated into this Agreement. County is not obligated or required to provide any additional services that are not specified in this Agreement.
- 2.2. County, through its Board of Election Commissioners and authorized representatives, shall take the necessary and appropriate actions to comply with Section 764d(8) of the Act in the appointment of election inspectors to a County absent voter counting board and all other provisions under the Act governing such board.

- 2.3. County may access, use, and disclose transaction information and any content to comply with the law such as a subpoena, court order or Freedom of Information Act request. County shall first refer all such requests for information to Public Body's Points of Contact for their response within the required time frame. County shall provide assistance for the response if requested by Public Body's Points of Contact, and if able to access the requested information. County shall not distribute Public Body's data to other entities for reasons other than when it is required by law.

3. PUBLIC BODY RESPONSIBILITIES.

- 3.1. Public Body shall comply with all terms and conditions in this Agreement, including Exhibit I to this Agreement, and the Act.
- 3.2. Public Body shall deliver the Agreement executed by its authorized representative(s) to County within the time-frame set forth in Section 764d(5) of the Act and, upon County's execution of the Agreement, the Agreement shall be deemed to be filed by Public Body with County in compliance with Section 764d(5) of the Act.
- 3.3. For each Election Service covered by an Exhibit to this Agreement, Public Body shall designate two representatives to act as a primary and secondary Points of Contact with County. The Points of Contact responsibilities shall include:
 - 3.3.1. Direct coordination and interaction with County staff.
 - 3.3.2. Communication with the general public when appropriate.
- 3.4. Public Body shall respond to and be responsible for Freedom of Information Act requests relating to Public Body's records, data, or other information.
- 3.5. Third-party product or service providers may require County to pass through to Public Body certain terms and conditions contained in license agreements, service agreements, acceptable use policies and similar terms of service or usage, in order to provide Election Services to Public Body. Public Body agrees to comply with these terms and conditions. Public Body must follow the termination provisions of this Agreement if it determines that it cannot comply with any of the terms and conditions.

4. DURATION OF INTERLOCAL AGREEMENT.

- 4.1. This Agreement and any amendments shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party or other written notice evidencing such Party's governing body's approval, except as otherwise specified below. The approval and terms of this Agreement and any amendments, except as specified below, shall be entered in the official minutes of the governing bodies of each Party. An executed copy of this Agreement and any amendments shall be filed by the County Clerk with the Secretary of State. If Public Body is a court, a signature from the Chief Judge of the court shall evidence approval by Public Body, providing a resolution and minutes do not apply. If Public Body is the State of Michigan, approval and signature shall be as provided by law.
- 4.2. Notwithstanding Section 4.1, the Chairperson of the Oakland County Board of Commissioners is authorized to sign amendments to the Agreement to add Exhibits that were previously approved by the Board of Commissioners. An amendment signed by the Board Chairperson under this Section must be sent to the Elections Division in the County Clerk's Office to be filed with the Agreement once it is signed by both Parties.
- 4.3. Unless extended by an amendment, this Agreement shall remain in effect until cancelled or terminated by any of the Parties pursuant to the terms of the Agreement.

5. **PAYMENTS.**

- 5.1. Election Services shall be provided to Public Body at the rates and for the charges specified in the Exhibits, if applicable.
- 5.2. If County is legally obligated for any reason, e.g. subpoena, court order, or Freedom of Information Request, to search for, identify, produce or testify regarding Public Body's records, data, or information that is stored by County relating to Election Services that Public Body receives under this Agreement, then Public Body shall reimburse County for all reasonable costs County incurs in searching for, identifying, producing or testifying regarding such records, data, or information. County may waive this requirement in its sole discretion.
- 5.3. County shall provide Public Body with an invoice/explanation of County's costs for Election Services provided herein and/or a statement describing any amounts owed to County. Public Body shall pay the full amount shown on any such invoice within sixty (60) calendar days after the date shown on any such invoice. Payment shall be sent along with a copy of the invoice to: Oakland County Treasurer – Cash Acctg, Bldg 12 E, 1200 N. Telegraph Road, Pontiac, MI 48341.
- 5.4. If Public Body, for any reason, fails to pay County any monies when and as due under this Agreement, Public Body agrees that unless expressly prohibited by law, County or the Oakland County Treasurer, at their sole option, shall be entitled to set off from any other Public Body funds that are in County's possession for any reason, including but not limited to, the Oakland County Delinquent Tax Revolving Fund ("DTRF"), if applicable. Any setoff or retention of funds by County shall be deemed a voluntary assignment of the amount by Public Body to County. Public Body waives any Claims against County or its Officials for any acts related specifically to County's offsetting or retaining of such amounts. This paragraph shall not limit Public Body's legal right to dispute whether the underlying amount retained by County was actually due and owing under this Agreement.
- 5.5. If County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay County any amounts due and owing County under this Agreement, County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.
- 5.6. Nothing in this Section shall operate to limit County's right to pursue or exercise any other legal rights or remedies under this Agreement or at law against Public Body to secure payment of amounts due to County under this Agreement. The remedies in this Section shall be available to County on an ongoing and successive basis if Public Body becomes delinquent in its payment. Notwithstanding any other term and condition in this Agreement, if County pursues any legal action in any court to secure its payment under this Agreement, Public Body agrees to pay all costs and expenses, including attorney fees and court costs, incurred by County in the collection of any amount owed by Public Body.
- 5.7. Either Party's decision to terminate and/or cancel this Agreement, or any one or more of the individual Election Services identified herein, shall not relieve Public Body of any payment obligation for any Election Services rendered prior to the effective date of any termination or cancellation of this Agreement. The provisions of this Section shall survive the termination, cancellation, and/or expiration of this Agreement.

6. **ASSURANCES.**

- 6.1. **Responsibility for Claims.** Each Party shall be responsible for any Claims made against that Party by a third party, and for the acts of its employees arising under or related to this Agreement.
- 6.2. **Responsibility for Attorney Fees and Costs.** Except as provided for in Section 5.6, in any Claim that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including judgments and attorney fees.
- 6.3. **No Indemnification.** Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.
- 6.4. **Costs, Fines, and Fees for Noncompliance.** Public Body shall be solely responsible for all costs, fines and fees associated with any misuse of the Election Services and/or for noncompliance with this Agreement by Public Body Employees.
- 6.5. **Reservation of Rights.** This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
- 6.6. **Authorization and Completion of Agreement.** The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- 6.7. **Compliance with Laws.** Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.

7. **USE OF CONFIDENTIAL INFORMATION**

- 7.1. The Parties shall not reproduce, provide, disclose, or give access to Confidential Information to County or to a Public Body Employee not having a legitimate need to know the Confidential Information, or to any third-party. County and Public Body Employees shall only use the Confidential Information for performance of this Agreement. Notwithstanding the foregoing, the Parties may disclose the Confidential Information if required by law, statute, or other legal process provided that the Party required to disclose the information: (i) provides prompt written notice of the impending disclosure to the other Party, (ii) provides reasonable assistance in opposing or limiting the disclosure, and (iii) makes only such disclosure as is compelled or required. This Agreement imposes no obligation upon the Parties with respect to any Confidential Information when it can be established by legally sufficient evidence that the Confidential Information: (i) was in possession of or was known by prior to its receipt from the other Party, without any obligation to maintain its confidentiality; or (ii) was obtained from a third party having the right to disclose it, without an obligation to keep such information confidential.
- 7.2. Within five (5) business days after receiving a written request from the other Party, or upon termination of this Agreement, the receiving Party shall return or destroy all of the disclosing Party's Confidential Information.

8. **DISCLAIMER OF WARRANTIES.**

- 8.1. THE ELECTION SERVICES, INCLUDING ANY GOODS, PARTS, SUPPLIES, EQUIPMENT, OR OTHER ITEMS THAT ARE PROVIDED TO PUBLIC BODY AS PART OF THE ELECTION SERVICES, ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS "WITH ALL FAULTS."
- 8.2. COUNTY EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON- INFRINGEMENT.
- 8.3. COUNTY MAKES NO WARRANTY THAT: (I) THE ELECTION SERVICES WILL MEET PUBLIC BODY'S REQUIREMENTS; OR (II) THE ELECTION SERVICES WILL BE UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE.

9. **LIMITATION OF LIABILITY.**

- 9.1. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY OTHER PERSON, FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, AND/OR PUNITIVE DAMAGES ARISING OUT OF THIS AGREEMENT, REGARDLESS OF WHETHER THE OTHER PARTY HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES.
- 9.2. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN AND TO THE EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY OF COUNTY UNDER THIS AGREEMENT (WHETHER BY REASON OF BREACH OF CONTRACT, TORT, OR OTHERWISE) SHALL NOT EXCEED THE AMOUNT PAID BY PUBLIC BODY TO COUNTY WITH RESPECT TO THE PARTICULAR ELECTION SERVICE GIVING RISE TO SUCH LIABILITY.

10. **DISPUTE RESOLUTION.** All disputes relating to the execution, interpretation, performance, or nonperformance of this Agreement involving or affecting the Parties may first be submitted to County's Director of Elections and Public Body's Agreement Administrator for possible resolution. County's Clerk and Public Body's Agreement Administrator may promptly meet and confer in an effort to resolve such dispute. If they cannot resolve the dispute in five (5) business days, the dispute may be submitted to the signatories of this Agreement or their successors in office. The signatories of this Agreement may meet promptly and confer in an effort to resolve such dispute.

11. **TERMINATION OR CANCELLATION OF AGREEMENT.**

- 11.1. Either Party may terminate or cancel this entire Agreement or any one of the Election Services described in the attached Exhibit(s), upon eighty-four (84) days written notice, or such other notice period as otherwise required by the Act, to the clerk of the other Party if either Party decided, in its sole discretion, to terminate this Agreement or one of the Exhibit(s), for any reason including convenience. Each Party shall also comply with the requirements under the Act for filing the notice of termination, in which case, Public Body's timely delivery of a notice of termination to County shall be deemed to comply with its filing requirement.
- 11.2. Early termination fees may apply to Public Body if provided for in the Exhibit(s).
- 11.3. The effective date of termination and/or cancellation shall be clearly stated in the written notice. Either the County Executive or the Board of Commissioners is authorized to terminate this Agreement for County under this provision. A termination of one or more of the Exhibits which does not constitute a termination of the entire Agreement may be accepted on behalf of County by its County Clerk.

12. **SUSPENSION OF SERVICES.** County, through its County Clerk, may immediately suspend Election Services for any of the following reasons: (i) requests by law enforcement or other governmental agencies; (ii) engagement by Public Body in fraudulent or illegal activities relating to the Election Services provided herein; (iii) breach of the terms and conditions of this Agreement; or (iv) unexpected technical or security issues. The right to suspend Election Services is in addition to the right to terminate or cancel this Agreement according to the provisions in Section 11. County shall not incur any penalty, expense or liability if Election Services are suspended under this Section.
13. **DELEGATION OR ASSIGNMENT.** Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.
14. **NO EMPLOYEE-EMPLOYER RELATIONSHIP.** Nothing in this Agreement shall be construed as creating an employee-employer relationship between County and Public Body. At all times and for all purposes under this Agreement, the Parties' relationship to each other is that of an independent contractor. Each Party will be solely responsible for the acts of its own employees, agents, and servants during the term of this Agreement. No liability, right or benefits arising out of an employer/employee relationship, either express or implied, shall arise or accrue to either Party as a result of this Agreement.
15. **NO THIRD-PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.
16. **NO IMPLIED WAIVER.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
17. **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.
18. **PRECEDENCE OF DOCUMENTS.** In the event of a conflict between the terms and conditions of any of the documents that comprise this Agreement, the terms in the Agreement shall prevail and take precedence over any allegedly conflicting terms and conditions in the Exhibits or other documents that comprise this Agreement.
19. **CAPTIONS.** The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
20. **FORCE MAJEURE.** Notwithstanding any other term or provision of this Agreement, neither Party shall be liable to the other for any failure of performance hereunder if such failure is due to any cause beyond the reasonable control of that Party and that Party cannot reasonably accommodate or mitigate the effects of any such cause. Such cause shall include, without limitation, acts of God, fire, explosion, vandalism, national emergencies, insurrections, riots, wars, strikes, lockouts, work

stoppages, other labor difficulties, or any law, order, regulation, direction, action, or request of the United States government or of any other government. Reasonable notice shall be given to the affected Party of any such event.

21. **NOTICES.** Except as otherwise provided in the Exhibits, notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three days after mailing first class or certified U.S. mail.
 - 21.1. If Notice is sent to County, it shall be addressed and sent to: Oakland County Clerk, Election's Division, 1200 N. Telegraph Road, Bldg. 16 East, Pontiac, MI 48341, and the Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph Road, Pontiac, Michigan 48341.
 - 21.2. If Notice is sent to Public Body, it shall be addressed to: The City of Huntington Woods.
 - 21.3. Either Party may change the individual to whom Notice is sent and/or the mailing address by notifying the other Party in writing of the change.
22. **GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.
23. **SURVIVAL OF TERMS.** The following terms and conditions shall survive and continue in full force beyond the termination, cancellation, or expiration of this Agreement (or any part thereof) until the terms and conditions are fully satisfied or expire by their nature: Definitions (Section 1); Assurances (Section 6); Payments (Section 5); Use of Confidential Information (Section 7); Disclaimer of Warranties (Section 8); Limitation of Liability (Section 9); Dispute Resolution (Section 10); No Employee-Employer Relationship (Section 14); No Third-Party Beneficiaries (Section 15); No Implied Waiver (Section 16); Severability (Section 17); Precedence of Documents (Section 18); Force Majeure (Section 20); Governing Law/Consent to Jurisdiction and Venue (Section 22); Survival of Terms (Section 23); Entire Agreement (Section 24).
24. **ENTIRE AGREEMENT.**
 - 24.1. This Agreement represents the entire agreement and understanding between the Parties regarding the specific Election Services described in the attached Exhibit(s). With regard to those Election Services, this Agreement supersedes all other oral or written agreements between the Parties.
 - 24.2. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, Robert Paul, City Mayor, hereby acknowledges that he/she has been authorized by a resolution of the Huntington Woods City Commission a certified copy of which is attached, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
Robert Paul, Mayor, Huntington Woods City Commission

WITNESSED: _____ DATE: _____
Heidi Barckholtz, City Clerk

AGREEMENT
ADMINISTRATOR: _____ DATE: _____
(IF APPLICABLE)

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners, a certified copy of which is attached, to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
David T. Woodward, Chairperson
Oakland County Board of Commissioners

WITNESSED: _____ DATE: _____

IN WITNESS WHEREOF, Lisa Brown, in her official capacity as the Oakland County Clerk, a Michigan Constitutional Office, hereby concurs and accepts the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
Lisa Brown, Clerk/Register of Deeds,
County of Oakland

WITNESSED: _____ DATE: _____

EXHIBIT I

ABSENT VOTER BALLOT COUNTING SERVICES

1. COUNTY RESPONSIBILITIES.

- 1.1. County, through its Board of Election Commissioners, shall, subject to Public Body's performance of its duties and obligations under this Agreement and the Act, render absent voter ballot counting services in compliance with the Act for absent voter ballots received by the clerk for Public Body prior to 4:00 p.m. on the day before an election. For clarification, County is not providing Election Services for absent voter ballots received by the clerk for Public Body after 4:00 p.m. on the day before an election; pursuant to Section 764d(10) of the Act, Public Body must deliver such ballots to the voting precinct of the elector on election day to be processed and counted.
- 1.2. Unless otherwise agreed upon in writing by the Parties, County shall cause absent voter ballots, including, the ballot return envelopes, secrecy sleeves, and ballots (collectively the "Ballots"), received by the clerk for Public Body prior to 4:00 p.m. on the day before an election to be picked up from the clerk by 6:00 p.m. that day by an authorized representative of County.
- 1.3. Upon completing the process for counting the ballots, County shall place the ballots in ballot containers either provided by Public Body that comply with the requirements described below or provided by County, as determined in County's sole discretion, and seal the ballot containers in compliance with all applicable laws. County shall notify Public Body of its decision to require Public Body to provide ballot containers or to provide ballot containers at least sixty (60) days prior to each election for which County is providing Election Services to Public Body under this Agreement.
- 1.4. County shall retain the sealed ballot containers containing the Ballots for thirty (30) days after the day of the election for which the Ballots were submitted. County shall make arrangements with Public Body for an authorized representative(s) of Public Body to, after the expiration of the thirty (30) day period, pick-up from County the Ballots, mail trails, ballot envelopes, ballot boxes provided by Public Body, qualified voter list, and any other items related to the Ballots transferred by Public Body to County.

2. PUBLIC BODY RESPONSIBILITIES.

- 2.1. Public Body shall perform its duties and obligations under this Agreement and the Act and take any other action necessary or appropriate to assist, and cooperate with, County in rendering the absent voter ballot counting services under this Agreement.
- 2.2. Public Body shall, by 4:30 on the day before an election, have available for transfer to County immediately upon arrival of County's representative, the Ballots received by the clerk for Public Body prior to 4:00 p.m. on that day properly organized in mailing trays, ballot containers, unless provided by County pursuant to this Agreement, in good condition and compliant with the required and appropriate sealing procedures, and a reconciled voter list from the qualified voter file that matches the number of Ballots being transferred to County.
- 2.3. Public Body shall, during any period County is actively rendering Election Services, provide to County access to Public Body's electronic qualified voter file for the sole purpose of County reconciling such list with the number of Ballot envelopes received by County and to make any necessary corrections to the list to reflect the number of Ballot envelopes received.

2.4. Public Body shall make arrangements with County to, no later than three (3) business days after the expiration of the thirty (30) day period described in Section 1.4, cause authorized representative(s) in number necessary to pick-up from County premises the Ballots, mail trays, ballot envelopes, ballot boxes provided by Public Body, qualified voter lists, and any other items related to the Ballots transferred by Public Body to County. At such time and on County premises, if County provided ballot boxes to seal the Ballots in providing the Election Services, Public Body shall bring ballot boxes for its authorized representatives to transfer into the Ballots from the County provided ballot boxes. If Public Body does not pick-up such items as required in this Section, at County's election exercised in its sole discretion, Public Body shall, within thirty (30) days of receiving an invoice from County, pay to County \$100_____ for each day beyond the three (3) period set forth above that County remains in possession of such items and/or County may have its authorized representatives deliver such items to Public Body on such date and at such time during Public Body's clerk's regularly scheduled office hours County determines, in which case Public Body shall be deemed to have accepted possession of all such items.

2.5. Upon the earlier to occur of the expiration of the three (3) period set forth in Section 2.4 and the transfer of items to Public Body under Sections 1.4 and 2.5, above, Public Body shall be deemed to be responsible for all such items.

3. **PAYMENT; EXPENSES AND FEES.**

3.1. Except as otherwise provided in Section 5 of this Agreement, until such time as County notifies Public Body otherwise, County shall provide the Election Services to Public Body for each election at no cost to Public Body.

3.2. At such time County determines it will require the payment of a fee and/or reimbursement for costs and expenses by Public Body for County's Election Services for an upcoming election(s), County shall provide written notice to Public Body in advance of such election(s) with sufficient time for Public Body to terminate this Agreement in accordance with its terms setting forth in detail such fees, costs, and expenses and Public Body shall pay such amounts in accordance with the terms of this Agreement for Election Services rendered by County.



Manager's Memo

Agenda item
#9

To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: June 16, 2020

Subject: GLWA PFAS Rule Amendment

GLWA implements and enforces an Industrial Pretreatment Program (IPP) to regulate discharge of commercial and industrial waste and wastewater. GLWA maintains a set of rules by which it implements and enforces IPP. On November 13, 2019 the GLWA board passed a resolution to add language to the rules regarding PFAS compounds.

The governing body of every municipality whose wastewater goes to the GLWA which includes the G W Kuhn drainage district must pass a resolution adopting the full, updated rules by September 1, 2020.

The rules are 89 pages long so have not been included in the agenda item. They are available at this link: <https://www.glwater.org/iwc/>

The new rules have no impact on any business in the City, including Huntington Cleaners.

The appropriate action is to authorize the Mayor to sign the agreement on behalf of the City.

**GLWA's Industrial Pretreatment Program
Updated Rules – Frequently Ask Questions
Prepared March 6, 2020**



What is the Industrial Pretreatment Program?

The Great Lakes Water Authority (GLWA) implements and enforces an Industrial Pretreatment Program (IPP) to regulate the discharge of commercial and industrial waste and wastewater. The IPP includes the following elements:

- **Pretreatment Program** – regulates the discharge of toxic pollutants to the sewer collection system and performs inspection, monitoring, enforcement control and administration of industrial and commercial wastewater discharges. All Users must comply with general requirements and Significant Industrial Users must comply with permit-based requirements.
- **Surcharge (High Strength) Program** – is a cost recovery program for commercial and industrial waste discharging conventional pollutants above Domestic Levels and payment of additional treatment costs (\$/lb) associated with these Users.
- **Special Discharge and General Permit Program** – authorizes the discharge of special wastes and wastewaters including groundwater, construction water, spent products, and other short-term projects through a permit program.
- **Hauled in Waste Program** – authorizes the discharge from waste haulers of septic tank and septage, and other domestic wastewater through a permit and ticket/token payment program.

What are the new IPP rules, and why were they changed?

GLWA maintains a set of rules by which it implements and enforces the IPP. On November 13, 2019 the GLWA Board of Directors passed a resolution to add language to the rules regarding regulation of PFAS compounds. The full set of rules—with the added language—can be found online at www.glwater.org/iwc.

What do I need to do?

The governing body of every municipality whose wastewater flow goes to the WRRF must pass a resolution adopting the full, updated set of rules (see page 2 for a sample resolution). Please email a copy of the adopted resolution to Stephen Kuplicki, PE, JD – GLWA Manager-Operations, Industrial Waste Control at Stephen.Kuplicki@glwater.org by September 1, 2020.

Who do I contact with questions?

Please contact Mr. Kuplicki, at Stephen.Kuplicki@glwater.org or (313) 297-5804 with any questions or concerns.





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

Mayor **Robert F. Paul III**

Mayor Pro-Tem **Joe Rozell**

City Manager **Amy Sullivan**

Commissioner **Jules B. Olsman**

Commissioner **Jeff Jenks**

Commissioner **Michelle Elder**

RESOLUTION OF THE CITY OF HUNTINGTON WOODS TO CONCUR IN THE RULES AND REGULATIONS CONCERNING INDUSTRIAL PRETREATMENT PROGRAM AS ADOPTED BY THE GREAT LAKES WATER AUTHORITY

WHEREAS, the Great Lakes Water Authority ("GLWA") is a Michigan municipal authority and public body corporation organized and existing pursuant to the provisions of Michigan Public Act No.233 of 1955, as amended, MCL 124.281, et seq. ("Act 233"), for the purpose of establishing a regional sewage disposal system to operate, control, and improve the sewage disposal system leased from the City of Detroit; and

WHEREAS, pursuant to Act 233, the City of Huntington Woods is a constituent municipality of the GLWA; and

WHEREAS, as authorized by Act 233, GLWA and the constituent municipalities are required by state and federal law to adopt binding rules and regulations (Exhibit A, attached hereto and incorporated herein by reference) as part of an Industrial Pretreatment Program (IPP) in order to comply with all applicable state and federal laws, including, without limitation, the requirements of the Federal Water Pollution Control Act, 33 USC Section 1251, et. seq., the General Pretreatment Regulations for Existing and New Sources of Pollution, 40 CFR 403, and the National Categorical Pretreatment Standards contained in 40 CFR Sections 405-471; and

WHEREAS, these rules and regulations were adopted by GLWA as a uniform code to: (1) regulate wastes and wastewaters discharged into the collection system for all participating municipalities; (2) prevent the introduction of pollutants into the wastewater systems which will interfere with the operation of the system, contaminate the resulting sludge, or pose a hazard to the health, safety or welfare of the people, the communities or to employees of GLWA; (3) prevent the introduction of pollutants into the wastewater system which will pass inadequately treated through the system and into the receiving waters, the atmosphere, and the environment, or will otherwise be incompatible with the system; (4) provide for the recovery of costs from users of the wastewater collection system sufficient to administer regulatory activities and meet the costs of operation, maintenance, improvement and replacement of the system; and

WHEREAS, after a 45-day public comment period and public hearing, the Board of the GLWA approved the IPP Rules on November 13, 2019.

NOW THEREFORE BE IT RESOLVED that the Huntington Woods City Commission in compliance with Act 233 and state and federal law, hereby concur in the IPP rules and regulations attached hereto as Exhibit A; including any subsequent amendments thereto, which amendments, if any, shall not require the approval of this governing body; and

BE IT FURTHER RESOLVED that the adoption and approval of the rules and regulations contained in Exhibit A shall be contractually binding on the parties, and no governing body of Huntington Woods shall be authorized or empowered to rescind or change the approval granted in this resolution without 180 days prior written notice to the GLWA.

IN WITNESS WHEREOF, Mayor Robert F. Paul acknowledges that he has been authorized by a resolution of the Huntington Woods City Commission to execute this Agreement on behalf of the City of Huntington Woods.

EXECUTED: _____
Robert F. Paul, Mayor

DATE: _____

WITNESSED: _____
Heidi Barckholtz, Clerk

DATE: _____



Managers Memo

Agenda item
#10

To: Mayor and City Commission
From: Amy Sullivan, City Manager
Date: June 15, 2020
Subject: Updated Personnel Manual

I have completed the annual update of the City's Personnel Manual for our full-time, part-time and temporary employees. The following areas have been updated:

- Revised the definition of a part-time employee to include employees that work less than 1,820 hours averaged over a year for employees that don't work all year-round
- Changed the minimum usage of paid time off to be more flexible for employees
- Vacation time minimum is changed from one-half day to 2 hours
- Sick time minimum is changed from one-half day to 2 hours
- Personal time minimum is set at 30 minutes
- A travel reimbursement policy that mirrors the City Commission policy was added

Because of the length of the Manuals, they have not been included in the agenda packet. If you would like a copy emailed to you or a hard copy provided, please let me know.

Moved by Commissioner _____ and supported by Commissioner _____ to approve the July 2020 update to the City's Employee Manual.



Agenda item
11

Mayor Robert F. Paul III
Commissioner Michelle Elder
City Manager Amy Sullivan

Mayor Pro-Tem Joe Rozell
Commissioner Jules Olsman
Commissioner Jeff Jenks

**A RESOLUTION OF THE CITY OF HUNTINGTON WOODS
AUTHORIZING A REQUEST FOR REIMBURSEMENT FOR MONIES SPENT TO COMBAT WEST
NILE VIRUS**

WHEREAS, the City of Huntington Woods has embarked on a program to combat West Nile Virus; and

WHEREAS, this program will include a concerted effort to educate the public and eliminate areas of standing water throughout the city; and

WHEREAS, the Department of Public Works will identify, eliminate or treat possible culex mosquito breeding areas in the city; and

WHEREAS, the Department of Public Works has identified city catch basins as a potential breeding ground for culex mosquitos, a major carrier of the West Nile Virus, and has embarked on a program to clean and larvicide all city catch basins; and

WHEREAS, the Natular XRT Briquets offer up to 180 days of control are deemed most appropriate for this application and are themselves eco-friendly; and

WHEREAS, the City of Huntington Woods has joined with other cities to purchase these briquettes through an open bidding process; and

WHEREAS, it is our best judgement that these briquettes will cost \$944.79 per case and that we will need four cases this year.

NOW THEREFORE BE IT RESOLVED, that the City of Huntington Woods authorizes the City Manager to request partial reimbursement from Oakland County in the amount of \$820.08 towards the purchase of Natular XRT Briquets.

Yeas:

Nays:

Absent:

I, Heidi Barckholtz, City Clerk for the City of Huntington Woods, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Huntington Woods City Commission at a Regular Meeting held on the 7th of July, 2020.

Heidi Barckholtz, City Clerk