

**City of Huntington Woods
Special Meeting of the City Commission
Wednesday, March 25, 2020
7:30 p.m.
Huntington Woods City Hall
Agenda**

CALL TO ORDER

ITEMS OF BUSINESS

1. Matter of Consideration of Temporary Modification to City Meeting Policies and Procedures
2. Matter of Consideration of an Emergency Declaration for Coronavirus COVID-19 Pandemic

PUBLIC PARTICIPATION

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

ADJOURNMENT OF SPECIAL CITY COMMISSION MEETING

Public Expression is encouraged. Comments are invited on each Agenda item when that item comes up for consideration. Matters not listed on the Agenda may be addressed under "Public Participation". Please be advised that the Commission Meetings are usually attended by the media and cablecast live, in addition to being re-cablecast following the meeting. The City of Huntington Woods will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed material being considered at the meeting, to individuals with disabilities attending the meeting upon three working days notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Tim Rowland, ADA Coordinator, Huntington Woods City Hall, 26815 Scotia, Huntington Woods, MI 48070, (1-248-541-4300). Deaf-Tel(1-248-541-1180).



Manager's Memo

To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: March 24, 2020

Subject: City Commission Meeting Policies and Procedures Modification

Now that the City's essential boards and commissions will meet remotely, there are modifications that need to be made to the adopted Policies and Procedures for public participation. These modifications are possible under the current adopted Policies and Procedures.

A Commission or Board may amend the rules for the conduct of a meeting at a particular meeting based on existing circumstances, including limiting the extent of public participation (e.g. a large number of people wishing to comment on an agenda item).

Staff recommends that the attached temporary modifications be adopted at the March 25th City Commission meeting until the Executive Order on remote meetings is rescinded.

Moved by _____ and seconded by _____
that strict compliance with section 3 of the Open Meetings Act, MCL 15.263 is temporarily suspended in order to alleviate any such physical-place or physical-presence requirements and the attached notice be implemented to ensure compliance with Executive Order 2020-15.



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**

NOTE: THIS MEETING WILL BE HELD ELECTRONICALLY AS AUTHORIZED UNDER EXECUTIVE ORDER 2020-15 SIGNED BY GOVERNOR WHITMER ON MARCH 18, 2020. MEMBERS OF THE PUBLIC BODY AND MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY, AS DESCRIBED BELOW. THE CITY HALL WILL BE CLOSED AS AUTHORIZED UNDER EXECUTIVE ORDER 2020-21 SIGNED BY GOVERNOR WHITMER ON MARCH 23, 2020.

Reason for allowing participation by electronic means:

As set forth in Executive Order 2020-15, "To mitigate the spread of COVID-19, protect the public health, and provide essential protections to vulnerable Michiganders, it is crucial that all Michiganders take steps to limit in-person contact. These critical mitigation measures include social distancing and limiting the number of people interacting at public gatherings." This includes public meetings.

Procedure for public participation by electronic means:

Under Executive Order 2020-15, in order for the City to allow electronic participation in the meeting, there must be full opportunity for both the general public and the members of the public body to both hear and be heard at appropriate times during the meeting: "A meeting of a public body held electronically must be conducted in a manner that permits two-way communication so that members of the public body can hear and be heard by other members of the public body and so that general public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period."

The City will be utilizing the video/audio conferencing platform ZOOM. Members of the public body will be able to hear and speak to each other for the entire meeting. Except for any closed session portions of the meeting, members of the public will be able to hear (and possibly see) members of the public body during the entire meeting but will only be able to speak when the Mayor opens the meeting for public comment.

In order to connect to the meeting through ZOOM a member of the public needs to do the following:

- Install Zoom App on mobile device or zoom.us on computer
- Click the link provided to join the meeting

Members of the public participating in the public comment via ZOOM will wait in a virtual queue until acknowledged by the Mayor. The public will have the opportunity to make comments under the Public Participation portion of the meeting and during each agenda item. Because of limitations on un-muting and re-muting members of the public, anyone wishing to speak is asked to do so only when recognized by the Mayor.

When public comment is permitted, members of the public will be called one at a time, as would happen during an in-person meeting. The Mayor will determine the order of public speakers. If you are participating online and want to speak, you must use the "Raise Hand" feature for the Mayor to know you need to be unmuted. To use this feature, click on Participants at the bottom of the screen. You will see a list of participants and the option to mute/unmute and raise your hand. If you are participating over the phone, you will speak up when asked by the Mayor if anyone participating on the phone wants to comment. When you are unmuted, or recognized for speaking over the phone, and you will have three (3) minutes to share your comments to the public body. At the conclusion of your comments or your three (3) minutes, you will be re-muted and then removed from the queue or asked to end your comments. The Mayor may extend the period for comment at his discretion.

If there are many persons who wish to comment on an agenda item, the Mayor may limit the amount of time for making comments at his discretion.

Participants may also choose to submit comments that can be read into the record. Comments can be submitted via an online "Let the City Know" form. Comments must be submitted prior to 7 p.m. on the day of the meeting. Forms can be found at:

<https://huntingtonwoods.seamlessdocs.com/f/RYyksW>

Procedures by which persons may contact members of the public body prior to a meeting.

The City of Huntington Woods government e-mail addresses of the City Commission are available on the City's website at:

https://www.hwmi.org/residents/mayor_and_commission/index.php

Procedures for participation by persons with disabilities.

The City will be following its normal procedures for accommodation of persons with disabilities. ***Those individuals needing accommodations for effective participation in this meeting should contact the City Manager at 248.581.2632 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.***

**CITY OF HUNTINGTON WOODS
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION DECLARING LOCAL STATE OF EMERGENCY
(COVID-19)**

RECITALS:

A. The President of the United States, the Governor of the State of Michigan, and the Oakland County Executive have all declared a State of Emergency, and federal, state, and county orders, directives, guidelines, and recommendations, including from the Centers for Disease Control ("CDC"), have been issued in an effort to control the COVID-19 Coronavirus pandemic declared by the World Health Organization (WHO).

B. These federal, state, and county orders, directives, guidelines, and recommendations have included closing business establishments; cancelling, postponing, and limiting the numbers at gatherings of people; postponing or limiting the number of persons required to physically attend public meetings; and calling for appropriate steps to be taken by local governments in an effort to control the spread of COVID-19.

C. These federal, state, and county orders, directives, guidelines, and recommendations have been changed or updated on a frequent basis, and further changes or updates are expected.

D. COVID-19, and the possible exposure to persons afflicted with it, constitute a clear and present danger to the health, safety, and welfare of City personnel and persons doing business with or residing in the City.

E. Under the authority and responsibilities provided in the State of Michigan's Emergency Management Act, MCL 30.410, and Chapter 12, Emergencies, of the Huntington Woods City Code, the Mayor has declared a Local State of Emergency due to COVID-19.

F. Under the Emergency Management Act, the Mayor's Declaration of a Local State of Emergency is limited to seven (7) days without City Commission consent.

G. The City Commission agrees with the Mayor's Declaration and finds it appropriate to extend such Declaration until its termination as set forth herein ~~and has further determined that emergency certain additional measures and actions should be taken or authorized and has further determined that an emergency exists and certain additional measures and actions should be taken or authorized.~~

IT IS THEREFORE DECLARED by the City Commission of the City of Huntington Woods, Oakland County, Michigan, that there is a Local State of Emergency in the City due COVID-19, on the basis of the States of Emergency already declared by the President of the United States, the Governor of the State of Michigan, and the Oakland County Executive.

IT IS FURTHER DECLARED THAT:

1. Except for legally required meetings and necessary exceptions that absolutely require physical presence, and subject to restrictions approved by the Mayor, City owned or occupied buildings are closed to the public, with the City Manager authorized and directed to determine and provide public notice of this closure and the manner in which the public may communicate with City offices, which shall continue to be staffed by City personnel in a manner and at a level determined by the City Manager.
2. The City Commission authorizes the City Manager to take appropriate measures, in his discretion, to respond to or protect City citizens, businesses, and personnel from the declared State of Emergency by adopting and enforcing all appropriate measures, including but not limited to:
 - a. Taking actions necessary to comply with a federal, state, or county order or directive that is binding on the City.
 - b. Limiting City meetings and functions to those required by law.
 - c. Extending deadlines for City responses to submissions and applications for City approvals, permits, and inspections.
 - d. Temporarily releasing all non-essential City personnel from reporting to the City offices for work.
 - e. Approving the payment of bills after additional approval of the City Treasurer as necessary to avoid interest, penalties, or delinquency.
 - f. Establishing appropriate measures for the payment and collection of City taxes and bills for City services while assuring the safety of the City taxpayers;
 - g. Authorizing temporary employees or contractors, equipment rental, supply and material purchases, and necessary contracts.
 - h. Cancelling, postponing, or establishing emergency rules for any public meeting of a City board, commission, or committee (not including City Commission).
3. For public meetings that are subject to the Open Meetings Act, the number of persons physically attending should be documented and limited, to the extent possible and legal, to protect the health and safety of persons that do attend by the following measures:
 - a. Persons that do physically attend a meeting shall be required to provide their name, address, and an email address or phone number for follow-up contact in the event someone at that meeting tests positive for COVID-19.
 - b. Members of the public desiring to attend a meeting shall be encouraged to refrain from doing so in person, in favor of attending remotely by viewing and participating in one of the ways approved by the City Manager and described on the City website and in the Notice of the Meeting.
 - c. Members of the public that attend a meeting in person shall refrain from all physical contact with, and maintain a minimum distance of six (6') feet from, other persons in attendance at the meeting or in the building in which it is held.
 - d. Members of the public that attend and speak at a meeting shall as much as possible refrain from touching the microphones, podium, and tables and from approaching the members or support staff for the board/commission/committee.
 - e. Public comment as required by the Open Meetings Act shall be at the beginning of the Agenda, only.

- f. Measures shall be taken as necessary to comply with the maximum number of persons at a gathering as ordered, directed, or recommended by the President, the CDC, the Governor, or the County Executive.
4. Public meetings may be conducted virtually in accordance with the Governor's Executive Order 2020-15 issued on March 18, 2020.
5. This Declaration shall remain in effect until the Governor's declared State of Emergency is terminated or the Mayor determines that the COVID-19 emergency upon which this Declaration is based no longer exists in the City.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Heidi Barckholtz, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Huntington Woods, County of Oakland, and State of Michigan, at a regular meeting held this _____ day of March, 2020, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Heidi Barckholtz, City Clerk
City of Huntington Woods