

**Agenda**  
**Regular Meeting of the City Commission**  
**Tuesday, October 6, 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 September 1, 2020
2. Special Meeting Minutes of September 22, 2020
3. Approval of Warrant 368
4. Reports and Minutes
  - a. Parks and Recreation Advisory Board – May 26, 2020
  - b. Library Advisory Board – June 15, 2020
  - c. Communication Advisory Committee – August 11, 2020
  - d. Environmental Advisory Committee – August 20, 2020
  - e. Senior Advisory Committee – August 20, 2020

**COMMUNICATIONS**

**COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS**

**PUBLIC PARTICIPATION**

**PROCLAMATION**

Matter of a proclamation in memory of John Jacobs

**ITEMS OF BUSINESS**

1. Resolution R- 2020: Matter of consideration to approve the City of Huntington Wood's Recruitment and Hiring Policy.
2. Resolution R- 2020: Matter of consideration to adopt the City of Huntington Woods Anti-Racism Plan.
3. Resolution R- 2020: Matter of consideration to approve the Resolution in support of the Parks Ballot Proposal.
4. Resolution R- 2020: Matter of consideration to approve the First Quarter 2020-2021 Budget Amendments.
5. Resolution R- 2020: Matter of consideration to enter into a contract with Radiant Asphalt of Northville, MI for as needed infrared concrete repairs at a price of \$1.77 per sq./ft for a three-year contract ending June 30, 2023.

6. Resolution R- 2020: Matter of consideration to enter into a contract with Pavement Technology, Inc of Westlake, Ohio for as needed asphalt rejuvenation repairs for a three-year contract ending June 30, 2023.
7. Resolution R- 2020: Matter of consideration to approve the 2021 Annual Permit for Work on State Trunkline Right of Way.
8. Ordinance No. : Matter of consideration of the Introduction of an Ordinance to amend the City Code of the City of Huntington Woods, Chapter 14, Environment, Article I, in General, Section 14-1, Public Nuisance Defined and Prohibited, and to Delete Section 14-4, Smoke Measurement.

**CITY MANAGER'S REPORT  
ADJOURNMENT OF REGULAR CITY COMMISSION MEETING**

**Topic: City Commission**

**Time: Oct 6, 2020 07:30 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/89107719536?pwd=eCtXdnRwQmdSZ1gvbjVXTTMwR1V5QT09>**

**Meeting ID: 891 0771 9536**

**Passcode: 861198**

**One tap mobile**

**+13126266799,,89107719536#,,,,,0#,,861198# US (Chicago)**

**+16465588656,,89107719536#,,,,,0#,,861198# US (New York)**

**Dial by your location**

**+1 312 626 6799 US (Chicago)**

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**Meeting ID: 891 0771 9536**

**Passcode: 861198**

**Find your local number: <https://us02web.zoom.us/u/keisT4OjqF>**

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).

CITY OF HUNTINGTON WOODS  
REGULAR MEETING OF THE CITY COMMISSION  
MINUTES

**Tuesday, September 1, 2020**

7:30 p.m.

Remote Meeting – Not at City Hall

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 Elder to  
approve the September 1, 2020 agenda as presented.

Ayes: Paul, Jenks, Rozell, Elder, Olsman

Nays: None

Absent: None

**The Motion Carried.**

**APPROVAL OF CONSENT AGENDA**

Moved by Commissioner Elder and seconded by Mayor Pro Tem Rozell  
to approve the September 1, 2020 Consent Agenda as presented.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

**The Motion Carried.**

**COMMUNICATIONS**

None

**PUBLIC COMMENTS**

None

**RESOLUTION R - 2020:** Matter of consideration to approve the Defined Benefit Plan Adoption Agreement.

Moved by Commissioner Jenks and seconded by Mayor Pro Tem Rozell to approve the Defined Benefit Plan Adoption Agreement.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

**The Motion Carried.**

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

- The Fall HomeTown Herald is available online. Hard copies were not printed nor mailed, if you would like a hard copy mailed to you please call Jen Furlong at 248-581-2712.

### **ADJOURNMENT**

Motion by Mayor Pro Tem Rozell seconded by Commissioner Jenks to adjourn the meeting.

Ayes: Paul, Rozell, Jenks, Olsman, Elder

Nays: None

Absent: None

**The Motion Carried, meeting adjourned at 7:42 p.m.**

\_\_\_\_\_  
Heidi Barckholtz, City Clerk

\_\_\_\_\_  
Robert F. Paul, III, Mayor

CITY OF HUNTINGTON WOODS  
SPECIAL MEETING OF THE CITY COMMISSION  
MINUTES

Tuesday, September 22, 2020

7:30 p.m.

Remote Meeting – Not at City Hall

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

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

**ABSENT:** None

City Staff Present: Finance Director Tim Rowland

**Public Participation**

None

**Budget Study Session**

Matter of review of the proposed 2020/2021 City Budget

Finance Director Tim Rowland provided an overview of the City's revenue picture three months into the fiscal year. He noted that some capital projects had been put on hold because of the uncertain revenue projections. City staff is now ready to make recommendations on what projects to move forward with and which ones to postpone for now.

The City Commission further discussed the capital project recommendations and asked for alternate wage increase scenarios.

The Special Meeting of the City Commission adjourned at 7:32 p.m.

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Heidi Barckholtz – City Clerk

AGENDA ITEM  
WARRANT #368

**RESOLUTION**

Moved by Commissioner \_\_\_\_\_ Supported by Commissioner \_\_\_\_\_ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by October 6, 2020 and paid between August 28, 2020 and October 1, 2020 on pages 1 through 10 in the amount of \$3,004,868.12 be approved and paid, subject to full audit.

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 6 FLAGSTAR BANK - AP ACCT						
09/02/2020	6	39315	MISC	AMERICAN POOL SERV CO	BOND REFUND 8601 HENDRIE	1,020.00
09/02/2020	6	39316	05173	BRUTTELL ROOFING	BOND REFUND 10455 BORGMAN BOND REFUND 10144 NADINE	108.00 93.00
09/02/2020	6	39317	MISC	CHRIS MORGAN & ASSOCIATES	BOND REFUND 13330 WINCHESTER	201.00
09/02/2020	6	39318	MISC	DAN WEST	BOND REFUND 26635 WOODWARD STE 200	1,200.00
09/02/2020	6	39319	09839	DETROIT BUILD	BOND REFUND 26345 HUMBER BOND REFUND 10734 TALBOT	75.00 450.00
09/02/2020	6	39320	MISC	DS2 CONSTRUCTION	BOND REFUND 26028 HUNTINGTON	2,009.00
09/02/2020	6	39321	06876	FATHER & SON CONSTRUCTION	BOND REFUND 10064 LINCOLN	2,459.00
09/02/2020	6	39322	MISC	FIX-IT	BOND REFUND 10504 TALBOT	1,970.00
09/02/2020	6	39323	MISC	G & G CEMENT CO	BOND REFUND 10494 LUDLOW	210.00
09/02/2020	6	39324	06044	GORDY OLIVA REMODELING	BOND REFUND 13305 LUDLOW	75.00
09/02/2020	6	39325	MISC	GREEN LEAF HOME SERVICES	BOND REFUND 8250 LINCOLN	654.00
09/02/2020	6	39326	MISC	HOMEWORKS CGO	BOND REFUND 25502 PARKWOOD DR	300.00
09/02/2020	6	39327	00442	ITALY AMERICAN CONSTRUCTION	BOND REFUND 25509 PARKWOOD DR	498.00
09/02/2020	6	39328	MISC	LAURA GITTLEMAN	BOND REFUND 13314 ELGIN	75.00
09/02/2020	6	39329	MISC	MHRAC INC	BOND REFUND 10135 VERNON	75.00
09/02/2020	6	39330	MISC	NICOLE PELTIER	BOND REFUND 13334 LASALLE BOND REFUND 13334 LASALLE	185.00 2,000.00
09/02/2020	6	39331	MISC	PAUL GRANT	BOND REFUND 26345 HUMBER	1,000.00
09/02/2020	6	39332	MISC	PYRAMID NETWORK SERVICES	BOND REFUND 10100 W 10 MILE RD	3,000.00
09/02/2020	6	39333	08808	RAMTRA REMODELING	BOND REFUND 13332 WALES	75.00
09/02/2020	6	39334	MISC	ROOT MASTERS SEWER & DRAIN	BOND REFUND 10547 W 11 MILE RD	3,800.00
09/02/2020	6	39335	10061	STONIK'S SERVICES	BOND REFUND 10784 LASALLE	80.00
09/02/2020	6	39336	04320	Templeton Building Co.	BOND REFUND 10045 ELGIN	100.00
09/02/2020	6	39337	MISC	THOMAS SEBOLD & ASSOCIATES, INC	BOND REFUND 8601 HENDRIE	1,386.00
09/02/2020	6	39338	MISC	TOOLS OF THE TRADE LLC	BOND REFUND 25831 SALEM	230.00
09/02/2020	6	39339	04204	WALLSIDE, INC.	BOND REFUND 8601 HENDRIE	6,270.00
09/02/2020	6	39340	MISC	WOWEE LLC	BOND REFUND 10754 BORGMAN BOND REFUND 10064 TALBOT	204.00 75.00
09/02/2020	6	39341	10833	ABSORPURE WATER COMPANY	BOND REFUND 26635 WOODWARD STE 200	75.00
09/03/2020	6	39342	00004	MICHIGAN AFSCME COUNCIL 25	5 GALLON WATER COOLER	150.00
09/03/2020	6	39343	08777	ALLIANCE MOBILE HEALTH	5 GALLON WATER	7,750.00
09/03/2020	6	39344	11011	AMERICAN UNITED LIFE INSURANCE CO	COOLER	36.25
09/03/2020	6	39345	04962	BATTERIES PLUS #377	5 GALLON WATER	12.00
09/03/2020	6	39346	00725	BERKLEY CHAMBER OF COMMERCE	MEMBERSHIP DUES	36.25
09/03/2020	6	39347	00024	BILLINGS LAWN EQUIPMENT	EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE	84.50 166.00
09/03/2020	6	39348	00024	BILLINGS LAWN EQUIPMENT	EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE	148.00 605.64
09/03/2020	6	39349	00024	BILLINGS LAWN EQUIPMENT	EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE	31.69 320.00
09/03/2020	6	39350	00024	BILLINGS LAWN EQUIPMENT	EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE	299.00 111.59

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/03/2020	6	39348	04117	BOB'S SANITATION SERVICE	PORTA POTTY- SKATE PARK	410.59
09/03/2020	6	39349	07501	CRANDALL-WORTHINGTON INC	DISINFECTANT SUPPLIES CLEANING SUPPLIES	90.00 206.20 68.19
09/03/2020	6	39350	10844	DEALER AUTO PARTS	SUPPLIES	274.39
09/03/2020	6	39351	05507	DETROIT DIAMOND DRILLING	EQUIPMENT BELT	373.45
09/03/2020	6	39352	11227	EMILY PRICE	VIRTUAL ZUMBA PARTY	33.50 80.50
09/03/2020	6	39353	03098	EZELL SUPPLY CORPORATION	GLOVES & TRASH BAGS TRASH BAGS	88.36 120.40 208.76
09/03/2020	6	39354	07934	FEDEX KINKO'S	PRINTING	13.48
09/03/2020	6	39355	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
09/03/2020	6	39356	09390	PAMELA HAXTON	ADOPT A GARDEN COORDINATOR	1,000.00
09/03/2020	6	39357	10744	TARA HAYES	VIRTUAL FILM DISCUSSION 8/26/2020	200.00
09/03/2020	6	39358	05509	HERSCH'S, INC.	INSECTICIDE FOR BEES BCP	58.00
09/03/2020	6	39359	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
09/03/2020	6	39360	09586	ITEDIUM, INC.	COBRA	25.00
09/03/2020	6	39361	11076	KANOPI INC	VIDEOS	238.00
09/03/2020	6	39362	00946	LITTLE CREATURES CO	FISH TANK CLEANING	75.00
09/03/2020	6	39363	01805	MICHIGAN MUNICIPAL LEAGUE	DPW CREW LEADER AD	146.52
09/03/2020	6	39364	06373	MIDWEST TAPE	MEDIA MEDIA	1,616.09 49.48 1,665.57
09/03/2020	6	39365	00132	MML WORKERS COMP FUND	WORKERS' COMP INSURANCE	13,161.00
09/03/2020	6	39366	01663	NBC TRUCK EQUIPMENT CO	SUPPLIES	108.48
09/03/2020	6	39367	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS POOL CHEMICALS	464.82 707.73 1,172.55
09/03/2020	6	39368	11032	OAKLAND COUNTY TREASURER	TAX 2017-2019	145.70
09/03/2020	6	39369	00181	POLICE OFFICERS ASS'N OF MICH	UNION DUES	390.48
09/03/2020	6	39370	10630	POLICE OFFICERS LABOR COUNCIL	UNION DUES	452.25
09/03/2020	6	39371	00108	RKA PETROLEUM COMPANIES, INC.	DIESEL FUEL	733.69
09/03/2020	6	39372	09914	ROSATI SCHULTZ JOPPICH AMTSBUECHLER	GENERAL MATTERS & TAX ISSUES RETAINER WORK ORDINANCE CODE VIOLATIONS	299.00 4,500.00 1,127.00 5,926.00
09/03/2020	6	39373	MISC	RUTH KHOURY	CLASS REFUND	186.00
09/03/2020	6	39374	11143	SHARE CORPORATION	GLOVES, SUPPLIES	304.40
09/03/2020	6	39375	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE SPECIAL WASTE JULY 2020	16,650.00 325.05 16,975.05
09/03/2020	6	39376	09614	TEAM EQUIPMENT COMPANY	TIRE REPAIR KIT	53.95
09/03/2020	6	39377	10932	TSP ENVIRONMENTAL	CURB REPAIR, TOP SOIL, SEED, STRAW	1,688.00
09/03/2020	6	39378	00594	WONSEY TREE SERVICE INC.	DIRT SWEEPINGS	700.00
09/11/2020	6	39379	11230	5 ALARM	CAIRNS LEATHERETTE FRONT	45.50



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/11/2020	6	39380	11228	ACCURATE BACKFLOW TESTING LLC	DEVICE TESTING	1,020.00
09/11/2020	6	39381	10695	AMERICAN LIBRARY ASSOCIATION	LIBRARY SUPPLIES	39.22
09/11/2020	6	39382	09219	ARC DOCUMENT SOLUTIONS	BLUEPRINTS	108.87
					BLUEPRINTS	73.21
						182.08
09/11/2020	6	39383	09838	BEDIENT CONSTRUCTION INC	ASBESTOS CHECK/ GARAGE DEMO	3,525.00
09/11/2020	6	39384	10560	KEN BORYCZ	MECHANICAL/PLBG INSPECTIONS	560.00
09/11/2020	6	39385	11229	CENGAGE LEARNING INC	BOOKS	60.78
					SUBSCRIPTION	300.00
						360.78
09/11/2020	6	39386	07736	CINTAS CORPORATION #31	BUILDING SUPPLIES	9.90
					BUILDING SUPPLIES	12.05
					BUILDING SUPPLIES	57.12
					BUILDING SUPPLIES	9.90
					BUILDING SUPPLIES	9.90
					BUILDING SUPPLIES	9.90
					BUILDING SUPPLIES	9.90
					BUILDING SUPPLIES	57.12
					BUILDING SUPPLIES	57.12
					BUILDING SUPPLIES	57.12
					BUILDING SUPPLIES	12.05
					BUILDING SUPPLIES	12.05
					BUILDING SUPPLIES	12.05
					BUILDING SUPPLIES	12.05
					BUILDING SUPPLIES	395.35
09/11/2020	6	39387	09216	CORELOGIC	HOMESTEAD ADDED 10784 ELGIN	2,686.10
09/11/2020	6	39388	07712	CUMMINS BRIDGEWAY LLC	GENERATOR MAINTENANCE	380.65
09/11/2020	6	39389	11060	CUSTOM CONCEPTS COLLISIONS	JEEP REPAIR	793.03
09/11/2020	6	39390	00056	DURST	BUILDING SUPPLIES	549.29
09/11/2020	6	39391	06403	EAGLE LANDSCAPING & SUPPLY CO.	WATER TREE BAG	53.98
09/11/2020	6	39392	04159	INTERSTATE BILLING SERVICE INC	DPW SUPPLIES	104.27
09/11/2020	6	39393	10788	JAY'S SEPTIC TANK SERVICE	REYNOLDS PARK UNIT	130.00
					11-MILE HUNTINGTON UNIT	105.00
						235.00
09/11/2020	6	39394	04943	JOE'S AUTO PARTS	AIR FILTER	61.06
					FILTER	22.06
					SEALED BEAM	10.69
					V-BELTS	44.28
					METER COMBO KIT	698.99
						837.08
09/11/2020	6	39395	10764	LEXISNEXIS RISK SOLUTIONS	MONTHLY SUBSCRIPTION FEE	50.00
09/11/2020	6	39396	07404	MFM NETWORKS INC	WEB CAMS PUBLIC SAFETY	140.96
09/11/2020	6	39397	10971	NATURAL COMMUNITY SERVICES	STATUE PARK AUG MAINTENANCE	150.00
					SCOTIA PARK AUG MAINTENANCE	425.00
						575.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/11/2020	6	39398	00331	NOWAK & FRAUS	K743- BOND PROGRAM J508- BOND PROGRAM L341- PIPE REPLACEMENT L377- PA 345 MILLAGE L374- PA 345 BOND PROGRAM	13,173.50 5,304.00 25,000.00 6,380.00 6,847.50 <u>56,705.00</u>
09/11/2020	6	39399	00586	OFFICE DEPOT	SIGN HOLDER OFFICE SUPPLIES TOTE BAGS SIGN HOLDER	43.32 52.31 85.68 41.76 <u>223.07</u>
09/11/2020	6	39400	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT 8/14/2020	1,038.00
09/11/2020	6	39401	04616	RADIANT ASPHALT, INC.	ASPHALT	7,775.52
09/11/2020	6	39402	11066	RED GUARD FIRE & SECURITY	FIRE ALARM SYSTEM JULY-SEPT 2020 MONITORING APRIL- JUNE 2020	309.00 309.00 <u>618.00</u>
09/11/2020	6	39403	09816	ROYAL ROOFING CO INC	ICE GUARDS LIBRARY ROOF	4,800.00
09/11/2020	6	39404	06817	WOLVERINE FREIGHTLINER -	VACTOR MAINTENANCE	40.44
09/11/2020	6	39405	07255	WOW INTERNET AND CABLE	CABLE	229.40
09/18/2020	6	39406	05643	AIR MASTER HEATING & AIR CONDITIONI	AIR UNIT REPAIR	210.00 V
09/18/2020	6	39407	10951	AMAZON CAPITAL SERVICES INC	BINDERS PRIME MEMBERSHIP FEE VOLLEYBALL NET FOR CLASSES DOG CAGE ACTION TARGETS	94.95 V 499.00 V 249.99 V 239.99 V 56.96 V <u>1,140.89</u>
09/18/2020	6	39408	09447	APPLIED IMAGING	COPIER METER COPIER METER	30.01 V 490.48 V <u>520.49</u>
09/18/2020	6	39409	08044	THE BANK OF NEW YORK MELLON	11 MILE ROAD BONDS	94,956.25 V
09/18/2020	6	39410	04962	BATTERIES PLUS #377	BATTERIES	106.20 V
09/18/2020	6	39411	00023	BIG D LOCK CITY	DUPLICATE KEY DEPARTMENT KEY	18.00 V 4.00 V <u>22.00</u>
09/18/2020	6	39412	00024	BILLINGS LAWN EQUIPMENT	EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE	155.99 V 33.06 V <u>189.05</u>
09/18/2020	6	39413	MISC	BRIAN SCHURGIN	TEEN REFUND	26.00
09/18/2020	6	39414	10587	CADILLAC ASPHALT LLC	RESTORATIONS RESTORATIONS	148.92 139.16 <u>288.08</u>
09/18/2020	6	39415	09035	CELTIC COMPANY LLC	GARAGE POWER DISCONNECT	140.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/18/2020	6	39416	MISC	DAN SAMSON	ZBA REFUND	150.00
09/18/2020	6	39417	09129	DIPONIO CONTRACTING INC	PROGRESS PAYMENT 3	32,187.20
					PROGRESS PAYMENT 3	43,175.28
					PROGRESS PAYMENT 3	88,554.61
					PROGRESS PAYMENT 2	268,921.83
					PROGRESS PAYMENT 1	130,705.39
						<u>563,544.31</u>
09/18/2020	6	39418	10120	EHIM	CLAIMS FUNDING	9,014.42
					ADMIN FEE- MEDICAL WRAP	638.00
						<u>9,652.42</u>
09/18/2020	6	39419	09373	FIRE SERVICE MANAGEMENT	UNIFORM REPAIR & CLEANING	121.50
09/18/2020	6	39420	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
09/18/2020	6	39421	02161	GUNNERS METER & PARTS	DPW SUPPLIES	60.00
09/18/2020	6	39422	10744	TARA HAYES	VIRTUAL FILM DISCUSSION 9/23/2020	200.00
09/18/2020	6	39423	09059	HUNTINGTON NATIONAL BANK	2014 STREET BOND	185,375.00
					2017 STREET BOND	283,200.00
					2012 STREET BOND	270,750.00
					2010 STREET BOND	372,531.25
					2019 SEWER BOND	415,850.00
					2020 CAPITAL IMPROVEMENT BOND	165,697.01
						<u>1,693,403.26</u>
09/18/2020	6	39424	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
09/18/2020	6	39425	MISC	JEN MARTIN	CAMP REFUND	251.00
					CAMP REFUND	200.00
					LATCHKEY REFUND	65.00
						<u>516.00</u>
09/18/2020	6	39426	MISC	KEVIN WEISS	LEAGUE REFUND	4.00
					LATCHKEY REFUND	328.70
						<u>332.70</u>
09/18/2020	6	39427	10171	JON LENCES	REIMBURSEMENT FOR FACE MASK	239.66
					REIMBURSEMENT FOR TRAINING LUNCH	16.96
						<u>256.62</u>
09/18/2020	6	39428	MISC	MAUREEN CLIFFEL	CLASS REFUND	25.00
09/18/2020	6	39429	10642	MICHIGAN PETROLEUM TECH	GARAGE SUPPLIES	311.16
09/18/2020	6	39430	07200	NYE UNIFORM	LONGO UNIFORMS	198.00
09/18/2020	6	39431	00586	OFFICE DEPOT	OFFICE SUPPLIES	51.21
					OFFICE SUPPLIES	51.79
						<u>103.00</u>
09/18/2020	6	39432	MISC	RACHEL UNGAR	CLASS REFUND	80.00
					CLASS REFUND	17.50
						<u>97.50</u>
09/18/2020	6	39433	09836	RAPID SHRED LLC	SHREDDING	45.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/18/2020	6	39434	00108	RKA PETROLEUM COMPANIES, INC.	DIESEL FUEL DIESEL FUEL	947.38 945.74 <u>1,893.12</u>
09/18/2020	6	39435	06784	ROYAL OAK FORD	CHARGING SYSTEM CHECK	500.00
09/18/2020	6	39436	11143	SHARE CORPORATION	SUPPLIES	30.58
09/18/2020	6	39437	11113	SITEONE LANDSCAPING SUPPLY, LLC	LIMESTONE	208.00
09/18/2020	6	39438	08116	STANLEY ACCESS TECH LLC	HANDICAP DOOR REPAIR	208.00
09/18/2020	6	39439	10633	STAR CRANE & HOIST	ANNUAL OSHA INSPECTION	264.00
09/18/2020	6	39440	MISC	STEVE MERTZ	CAMP REFUND CAMP REFUND CLASS REFUND LATCHKEY REFUND LATCHKEY REFUND	400.00 450.00 115.00 49.75 65.00 <u>1,079.75</u>
09/18/2020	6	39441	05639	TERMINAL SUPPLY CO.	FUSES	128.00
09/18/2020	6	39442	07255	WOW INTERNET AND CABLE	CABLE	55.05
09/18/2020	6	39443	05643	AIR MASTER HEATING & AIR CONDITIONI	AIR UNIT REPAIR	210.00
09/18/2020	6	39444	10951	AMAZON CAPITAL SERVICES INC	BINDERS PRIME MEMBERSHIP FEE VOLLEYBALL NET FOR CLASSES DOG CAGE ACTION TARGETS	94.95 499.00 249.99 239.99 56.96 <u>1,140.89</u>
09/18/2020	6	39445	09447	APPLIED IMAGING	COPIER METER COPIER METER	30.01 490.48 <u>520.49</u>
09/18/2020	6	39446	08044	THE BANK OF NEW YORK MELLON	11 MILE ROAD BONDS	94,956.25
09/18/2020	6	39447	04962	BATTERIES PLUS #377	BATTERIES	106.20
09/18/2020	6	39448	00023	BIG D LOCK CITY	DUPLICATE KEY DEPARTMENT KEY	18.00 4.00 <u>22.00</u>
09/18/2020	6	39449	00024	BILLINGS LAWN EQUIPMENT	EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE	155.99 33.06 <u>189.05</u>
09/24/2020	6	39450	07860	21ST CENTURY NEWSPAPERS	ADVERTISEMENTS	523.40
09/24/2020	6	39451	10951	AMAZON CAPITAL SERVICES INC	YOUTH MASK/ TOYS	250.18
09/24/2020	6	39452	02634	ARBOR OAKLAND GROUP	HOMETOWN HERALD	583.00
09/24/2020	6	39453	00027	BLUE CROSS/BLUE SHIELD OF MICH	MEDICARE ADVANTAGE	9,201.36
09/24/2020	6	39454	10560	KEN BORYCZ	MECHANICAL/PLUG INSPECTIONS	1,200.00
09/24/2020	6	39455	00040	CONSUMERS ENERGY	NATURAL GAS NATURAL GAS NATURAL GAS NATURAL GAS NATURAL GAS	105.46 17.15 84.60 97.22 14.00 127.96

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/24/2020	6	39456	00048	DTE ENERGY	NATURAL GAS	81.86
						528.25
09/24/2020	6	39457	11134	EASTON TELECOM SERVICES, LLC	ELECTRIC	466.75
09/24/2020	6	39458	10372	DAVID EGAN	ELECTRIC	24.34
09/24/2020	6	39459	04629	GENESEE CUT STONE & MARBLE CO.	ELECTRIC	18.56
09/24/2020	6	39460	10754	GREAT LAKES WATER AUTHORITY	ELECTRIC	22.86
09/24/2020	6	39461	10548	THE HUNTINGTON NATIONAL BANK	ELECTRIC	16.09
					ELECTRIC	13.99
					ELECTRIC	93.85
					ELECTRIC	64.11
					ELECTRIC	18.32
					ELECTRIC	14.48
					ELECTRIC	892.36
					ELECTRIC	17.80
					ELECTRIC	546.50
						2,210.01
09/24/2020	6	39457	11134	EASTON TELECOM SERVICES, LLC	PHONE SERVICE	70.80
09/24/2020	6	39458	10372	DAVID EGAN	CLASS REFUND	83.00
09/24/2020	6	39459	04629	GENESEE CUT STONE & MARBLE CO.	LIBRARY STEPS REBUILD	7,770.00
09/24/2020	6	39460	10754	GREAT LAKES WATER AUTHORITY	IWC CHARGES	272.09
09/24/2020	6	39461	10548	THE HUNTINGTON NATIONAL BANK	PAYING AGENT FEES	125.00
					PAYING AGENT FEES	125.00
					PAYING AGENT FEES	125.00
						375.00
09/24/2020	6	39462	10788	JAY'S SEPTIC TANK SERVICE	PEASLEY PARK PORTA POTTY	113.00
					LIBRARY PORTA POTTY	113.00
						226.00
09/24/2020	6	39463	07747	JIM PETERSON PLUMBING	REPLACE GARBAGE DISPOSAL	520.00
09/24/2020	6	39464	MISC	JOSHUA DUCHAN	POOL REFUND	264.00
					CAMP DEPOSIT REFUND	800.00
						1,064.00
09/24/2020	6	39465	11231	KAREN BONNICI	LIBRARY PROGRAM 9-30-2020	275.00
09/24/2020	6	39466	MISC	KATIE SUMNIGHT	CAMP REFUND	800.00
					POOL REFUND	264.00
					CLASS REFUND	105.00
					PRE-K REFUND	135.00
						1,304.00
09/24/2020	6	39467	11140	METRO WIRELESS	INTERNET SERVICE	288.33
09/24/2020	6	39468	07404	MFM NETWORKS INC	ACCESS POINT WIFI	334.40
09/24/2020	6	39469	00131	MICHIGAN MUNICIPAL RISK MANAGEMENT	LIABILITY INSURANCE	6,250.00
					LIABILITY INSURANCE	40,598.50
						46,848.50
09/24/2020	6	39470	10971	NATURAL COMMUNITY SERVICES	WEED SPRAY SCOITA PARK	187.50
09/24/2020	6	39471	00166	OAKLAND COUNTY	GWKDD- AUG 2020	97,574.16

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/24/2020	6	39472	MISC	RAMI GARRETT	EVENT REFUND CLASS REFUND	10.00 85.00 <u>95.00</u>
09/24/2020	6	39473	00198	CITY OF ROYAL OAK	WATER USAGE QUARTER 2	3,781.20
09/24/2020	6	39474	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	17,747.00
09/24/2020	6	39475	00210	SOC WATER AUTHORITY	WATER PURCHASES	49,455.34
09/24/2020	6	39476	04095	SONITROL TRI-COUNTY	POLICE ALARM	138.32
09/24/2020	6	39477	05054	SUPERFLEET MASTERCARD	FUEL	48.94
09/24/2020	6	39478	MISC	VIRGINIA MEISEL	TRIP/ EVENT REFUND SENIOR/ TEEN REFUND	199.00 20.00 <u>219.00</u>
09/24/2020	6	39479	11063	YOUR PEOPLE LLC	ANTI- RACISM PLAN	950.00
09/28/2020	6	39480	09663	POSTMASTER	60+ CROWD MAILING	500.00
10/01/2020	6	39481	11136	OAKLAND CO TACTICAL TRAINING CONSOR	2020 TACTICAL TRAINING	250.00
10/01/2020	6	39482	11230	5 ALARM	CARINS LEATHERETTE FRONT	45.50
10/01/2020	6	39483	11232	AARON PETERSON	50K MEDALS & MAILING	1,346.82
10/01/2020	6	39484	10833	ABSOPURE WATER COMPANY	5 GAL WATER 5 GAL WATER COOLER 5 GAL WATER	50.50 50.75 12.00 36.25 <u>149.50</u>
10/01/2020	6	39485	08254	ALERT-ALL CORP	PUBLIC SAFETY SUPPLIES	502.50
10/01/2020	6	39486	10951	AMAZON CAPITAL SERVICES INC	2021 PLANNER REFILL SPLINTER REMOVAL DESKTOP SPEAKERS	21.19 30.00 39.98 <u>91.17</u>
10/01/2020	6	39487	07150	AMERICAN PUBLIC WORKS ASSOC	MEMBERSHIP DUES	400.00
10/01/2020	6	39488	00011	APOLLO FIRE EQUIPMENT CO	STERLING ROPE ESCAPE SYS PUMP TEST	3,208.36 333.00 <u>3,541.36</u>
10/01/2020	6	39489	09447	APPLIED IMAGING	COPIER METER	24.31
10/01/2020	6	39490	08683	AQUATIC SOURCE	WINTERIZE POOL	2,793.25
10/01/2020	6	39491	09219	ARC DOCUMENT SOLUTIONS	BLUEPRINTS BLUEPRINTS	61.60 66.52 <u>128.12</u>
10/01/2020	6	39492	00403	CITY OF BERKLEY	AUGUST DISPATCH SERVICES	5,102.78
10/01/2020	6	39493	07754	BLUE CROSS BLUE SHIELD OF MICH	UNDER 65 ACTIVE MEDICARE	16,644.26 47,085.63 1,395.90 <u>65,125.79</u>
10/01/2020	6	39494	04682	BOOKPAGE	BOOKPAGE SUBSCRIPTION	588.00
10/01/2020	6	39495	11233	CHAMBERLIN PONY RIDES	HAY DAY EVENT	795.00
10/01/2020	6	39496	09945	CONTI CORPORATION	5 YR INSPECTIONS	1,500.00
10/01/2020	6	39497	07501	CRANDALL-WORTHINGTON INC	RECREATION SUPPLIES	259.80
10/01/2020	6	39498	11235	CSLP	BOOKMARKS	85.90

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/01/2020	6	39499	11191	D'ANGELO BROTHERS, INC	LEAD WATER SERVICE REPAIR LAWN RESTORATION	3,180.00 210.00 <u>3,390.00</u>
10/01/2020	6	39500	00047	DTE ENERGY-STREETLIGHTING	STREETLIGHTING	5,680.56
10/01/2020	6	39501	00536	ECOTEC PEST CONTROL	PEST CONTROL	325.00
10/01/2020	6	39502	10937	ENVISIONWARE, INC	SUBSCRIPTIONS	504.00
10/01/2020	6	39503	03098	EZELL SUPPLY CORPORATION	TRASH BAGS	303.20
10/01/2020	6	39504	07934	FEDEX KINKO'S	PRINTING	65.93
10/01/2020	6	39505	00070	FOUR SEASONS RADIATOR SERVICE INC.	RADIATOR	95.00
10/01/2020	6	39506	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
10/01/2020	6	39507	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
10/01/2020	6	39508	11076	KANOPI INC	VIDEOS	213.00
10/01/2020	6	39509	00543	THE LIBRARY NETWORK	OVERDRIVE	14.98
10/01/2020	6	39510	00110	LIGHTING SUPPLY CO	BIPIN BASE BULBS	46.50
10/01/2020	6	39511	00049	MATHESON TRI-GAS INC	HAZARDOUS MATERIALS	186.52
10/01/2020	6	39512	11140	METRO WIRELESS	PHONE SERVICE	207.00
10/01/2020	6	39513	06373	MIDWEST TAPE	MEDIA	1,400.50
10/01/2020	6	39514	00152	NATIONAL LEAGUE OF CITIES	MEMBERSHIP DUES	1,172.00
10/01/2020	6	39515	10971	NATURAL COMMUNITY SERVICES	MONTHLY MAINTENANCE SCOTIA PARK MONTHLY MAINTENANCE STATUE PARK	425.00 150.00 <u>575.00</u>
10/01/2020	6	39516	11036	NORTHSTAR MEDICAL EQUIPMENT	DEFIBRILLATOR	2,890.24
10/01/2020	6	39517	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS	418.96
10/01/2020	6	39518	00586	OFFICE DEPOT	LABELS FILE GUIDE	127.40 11.12 <u>138.52</u>
10/01/2020	6	39519	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT 8/28/2020 HW WEEKLY CUT 9/04/2020	1,038.00 1,038.00 <u>2,076.00</u>
10/01/2020	6	39520	11234	RECORD AUTOMATIC DOORS, INC	REPAIR HANDICAP DOOR REC	864.00
10/01/2020	6	39521	03986	RECORDED BOOKS, INC.	AUDIO BOOKS AUDIO BOOKS	263.40 582.00 <u>845.40</u>
10/01/2020	6	39522	09816	ROYAL ROOFING CO INC	ROOFING AND SHEET METAL ROOFING AND SHEET METAL	55,000.00 42,000.00 <u>97,000.00</u>
10/01/2020	6	39523	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	16,650.00
10/01/2020	6	39524	04781	VERIZON WIRELESS	CELL PHONES	699.65
10/01/2020	6	39525	00364	WEISKOPF INDUSTRIES	HAND CLEANER	173.79
10/01/2020	6	39526	02249	WOODWARD AVENUE ACTION ASSOC	2020-2021 MEMBERSHIP DUES	1,250.00
10/01/2020	6	39527	00249	ZIP PRINTING	BUSINESS CARDS LENCES	42.00

6 TOTALS:

Total of 213 Checks:  
 Less 7 Void Checks:

3,102,013.00  
97,144.88

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
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Total of 206 Disbursements:

3,004,868.12



**HUNTINGTON WOODS PARKS AND RECREATION  
ADVISORY BOARD AGENDA  
TUESDAY, May 26, 2020  
7:30 pm  
Remote Meeting – Not at Recreation Center**

**Consent  
# 4a**

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

Member absent: F. Spencer

- I. Call to Order by Chair, Jeff Aisen, 7:31pm
- II. Approval of Agenda for May 26, 2020, all approved
- III. Approval of Minutes from February 25, 2020: Motion: S. Cohen, all approved
- IV. Correspondence: None
- V. Public Participation
  - a. Gail Linden (Concord) – Expressed concern regarding budget shortfall due to pandemic. Mary explained that all programs are postponed and budget will be readdressed in September. Revenue was lost and staff are cutting back hours. No additional staff being hired. Building closed until August and running on skeleton crew. Capital projects have been tabled.
- VI. Items of Business
  - a. Library Update, Anne Hage: Library is closed until at least June 12. Online programming this summer including book clubs, story times, etc. Programs are on Zoom. Not accepting book donations at this time.
  - b. Summer Program Update: Colette, Bridget and Tracy have put in significant time to create summer program opportunities. Tracy – HW rap competition, cookie decorating event, no LIT program, fruit camp is now F.R.U.I.T. C.A.M.P and staff are volunteering time for virtual programs this summer. Fruit camp is coordinating with library. No cost for fruit camp programs. Beginning of fall when teen council year would start may put together some stuff together virtually. Looking to Eleanor and Alexa for advice on how to put camp videos together. Bridget – cancel run, walk, boom. 31 days to run 31 miles for virtual award. Offer classes kinder music. Jump a rama videos. Cartoon and drawing workshops. Looking for more classes and partnering with neighboring cities. Beer tasting zoom meeting, registration required. Colette – golf league started, porch pictures and looking to do Shutterfly album, cooperative programming among city departments, putting men's club money into family event series for 8 weeks, creating toolbox for families for special events to run at their own house (like family camp out), house decorating, flash mob, karaoke, obstacle course chalk drawing, etc., virtual 4<sup>th</sup> of July events (lunch, pie event, virtual parade), all concerts are canceled, public safety has said they cannot do anything that brings people together, sidewalk chalk

- c. Reynolds Park Update – Capital projects postponed due to budget shortfall, men's club auction is still taking place and proceeds will go towards park, grant application in to realtor's association, layout change to put exercise equipment closer to commercial property, opening of playgrounds is still unknown
- d. Public safety is making increased rounds at the pool. Pool needed to be opened to ensure motors working and algae doesn't form.

VII. Department Update: Building closed for foreseeable future, programs all moved to online, staff cutting back hours, staff working remotely or staggering shifts, fall plans are still unknown but staff are working on programming over the summer (including latchkey), plastic curtains to divide cubicles, senior outreach has been active with older residents and assisting with services grocery orders and providing education on how to use online resources, newsletter will be online on Thursday

VIII. Plan of Action for next Meeting: June meeting will not happen. Next meeting in September.

IX. Board Member Comments

- a. J. Zieldorff: Dog owners letting dogs off leash and not following laws
- b. J. Aisen: Thanks to Eleanor for her time on the Board. She is off to Arizona next year.

X. Adjournment, 8:33pm, J. Aisen

**Library Advisory Board Minutes**

Monday, June 15, 2020

- I. Call to order – Monday, June 15, 2020, 7:00 PM. Robert was not in attendance, so Steve ran the meeting.
- II. Present: Anne, Steve, Stacey, Judy, Manjula, Marty and Claire Galed
- III. Approval of minutes, February, 2020 – minutes approved
- IV. Statistics for March, April and May 2020 – reviewed. Digital/online usage has increased in the past 3 months. Ancestry.com has been added as a new library service.
- V. Friends Liaison Report: Marty Ferman reported that their last meeting was March 2<sup>nd</sup>. Their next planned meeting is in October. The recent used book sale was cancelled, and the next sale is planned for October. They have not made a decision on when they will start collecting used books again. They distributed one scholarship to a senior – Clark Fadoir – and will be donating \$2000 to the library fund shortly. Their cash balance is \$11,300.
- VI. Librarian's report:  
Upcoming Library Programs – all are online  
*Online Book Discussion Group*, Monday, June 22, 7:30 PM  
*Online Movie Discussion Series*, Wednesday, June 24, 6:30 PM *Lawrence of Arabia* (David Lean, 1962)  
*Monet to Dali: Birth of the Modern Art Movement*, Wednesday, July 15, 7:00 PM (virtual)  
*Online Film Discussion Series*, Wednesday, 22 July, 6:30 PM *Schindler's List* (Steven Spielberg, 1993)  
*Online Book Discussion Group*, Monday, July 27, 7:30 PM  
*Online Book Discussion Group*, Monday, August 24, 7:30 PM  
*Online Film Discussion Series*, Wednesday, August 26, 6:30 PM *The Wizard of Oz* (Victor Fleming, 1939)

Most fall programs will also be offered online. For project programs, there will be a time to come pick up your supplies curbside and then you can join the zoom meeting to get instructions.

Anne reported that she has been going into the library a few days each week (to feed the fish and empty the book drop box - which has remained open), but most staff are working remotely.

Claire asked Anne about quarantining returned books. They will place a 48 hour hold on books. Some libraries are using a 72-hour delay. There will be no fines during this time since it will be unclear exactly when the book was returned. See below...

VII. Old Business:

Library Steps – granite has been ordered and should be installed in August.

Library Survey – on hold until next meeting (September).

VIII. New Business:

Reopening the Library – see attached Reopening Plan – discussed. Highlights:

Phase 1 is mostly complete. Plastic barriers are ordered but have not yet been installed.

Anne still has to place decals on the floor prompting social distancing.

Phase 2 – curbside pickup began today (June 15<sup>th</sup>). They weren't that busy.

Phase 3 – open to the public – tentatively scheduled in two weeks (Berkley is doing curbside indefinitely; Oak Park has not made any decisions). The library has been completely sanitized. The library will be limited to 12 people, including staff – which will usually be 3 members. The inside drop box will be closed. All materials will be returned through the outside drop box and quarantined for 48 hours before handling. The Gallery will be open downstairs, but there will be no receptions.

Phase 4 – resume normal activities.

IX. Public Participation:

X. Library Director and Board Comments:

This will be Laura's last meeting. She is moving out of Huntington Woods this summer. The board will need to elect a new secretary in the fall. Stacey is also moving – but just down the street, so she will stay on the board.

XI. Next Meeting: Monday, September 21, 2020 – 7:00 PM

XII. Adjourned at 7:30 pm

## Library Statistics June 2020

	June 2020	June 2019	Year to Date
Circulation	752	4931	13,032
MAP Passes	NA	3	4
OverDrive	1144	825	6172
RBDigital	343	353	1,974
Freegal	129	133	1,068
Kanopy	107	50	555
Hoopla	870	712	4,793

## Library Statistics July 2020

	July 2020	July 2019	Year to Date
Circulation	2248	5758	15,280
MAP Passes	NA	0	4
OverDrive	1201	865	7,373
RBDigital	316	295	2,290
Freegal	126	133	1,194
Kanopy	107	52	662
Hoopla	797	720	5,590

## Library Statistics August 2020

	August 2020	August 2019	Year to Date
Circulation	2169	5392	17,449
MAP Passes	2	3	6
OverDrive	1161	972	8,534
RBDigital	415	371	2,705
Freegal	109	122	1,303
Kanopy	102	72	764
Hoopla	704	762	6,294

City of Huntington Woods  
Communication Advisory Committee  
August 11, 2020  
Minutes

The remote meeting called to order at 7:04 p.m.

Present: Erin Walker, Lauren Willens, Lynne Golodner, Amy Sullivan

Absent: Jeff Samoray, David Welch, Chera Reid, Ilene Cantor, Will Butler

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

Public participation – Clare Galed reminded the Committee to consider all opportunities to communicate with residents and not rely mostly on electronic forms. We need to drive residents to the website to get accurate information.

The first item of business was an update on implementing some of the recommendations from the communication audit. Last month the Committee had recommended consolidating the Public Safety and DPW Facebook pages with the City's main Facebook page. Amy said the DPW supported the idea and she was waiting to discuss it with the Public Safety Department administrator who managed the PS page. The other suggestion was to create an Instagram account for the City. When talking to Lynne about whether employees would be responsible for Instagram content or if it should be outsourced, we realized that we aren't sure what the purpose of an Instagram account would be for the City. Amy asked the Committee for their thoughts.

Erin thought it should be used to share the same information that is on Facebook because it is a platform that might reach non-Facebook users and would increase the City's reach. Instagram is a more visual platform so that would need to be taken into consideration when copying Facebook posts.

Lauren echoed Erin's thoughts. It is easy to post to both simultaneously.

Lynne said one improvement we could implement is to drive users to the website with actions items like "learn more here". Some of her clients use Instagram to build brand engagement and get more users. It is so visual that it should tell a story. Do we want to build relationships with residents and get as many followers as possible? We need to decide if it provides enough of a benefit to consider outsourcing it. Is there some goal that we are not meeting that can be met using Instagram? She recommends a structure so it is robust with regularly scheduled posts and employees could add content. Repetition is good so putting information in the eblast, on



NextDoor, Facebook and Instagram would be beneficial. She also recommended only one Instagram account for now with all departments posting to it.

Amy said she was comfortable with providing social media training for the employees that regularly post to our platforms and then creating a calendar for content and creating an account at that point.

The second item of business was discussion about a City app. Lauren thought it would be useful especially if there was a way to sync it to your personal calendar, i.e. set the date for camp sign up. Erin also thought it would be beneficial as long it doesn't just replicate what is on the website. Maybe we should ask residents what features that would use on an app. Would they use the city directory information? Pay a bill? Calendar? Report an issue? Lynne suggested that the app contain items that require action but that also doesn't interfere with residents who want to do things in person. We still want residents to get information from the website.

The last item was about the communication survey. Since attendance wasn't high at the meeting, it is being moved to September. In the meantime, Amy will create a Google doc to start the discussion on possible survey questions. She will send it to the rest of the committee and ask everyone to review it before the September meeting.

The meeting was adjourned at 7:41 p.m.

Environmental Advisory Committee  
August 20, 2020  
Remote meeting  
Minutes  
Call to Order at 7:03 p.m.

**1. Attendance:**

Member	
Julie Petrik	absent
Daniel Brooks	X
Mari Masalin-Cooper (Secretary)	absent
Sarah Jo Sautter	excused
Bridget McKinley	X
Vacancy	
Aaron Retish	X
Ben Falik (Chair)	X
David Egan	absent
Vacancy (student representative)	
Jeff Jenks (Commission Liaison)	X
Tara Pieron (DPW)	X
Amy Sullivan (City Manager)	X
<b>Public Participants:</b>	

- 2. July 2020 Minutes** - approved
- 3. Food compost media campaign** – Sarah Jo is preparing a Google doc for the project. She will send a link to the committee. The item is tabled until September.
- 4. Green Infrastructure:**
  - a. Rain barrel giveaway – the rain barrel giveaway was very well received. The 20 free barrels were all reserved within 30 minutes of the promotion in the eblast. The Committee would like to explore obtaining funding from the Men's Club or a grant and offer a 50% rain barrel promotion in the spring.
- 5. Solar ordinance update** – the discussion with the Planning Commission is this Monday. Ben and Aaron urged everyone to attend the remote meeting. The discussion points will be eliminating the need for any site plan approval for solar panels regardless of location and if there is opposition, what are those concerns so they can be addressed in future meetings.
- 6. Public Participation** - none
- 7. New Business** - none
- 8. Committee member remarks** - Ben noted that there is a special SOCRRA collection event in Oak Park next week. He wondered if Huntington Woods could host one. Tara thought it was unlikely given the size of the DPW yard, it could not accommodate the expected number of visitors from all SOCRRA communities. Aaron asked if COVID had impacted recyclable collection. Amy went over the SOCRRA tonnage analysis for July 2018, 2019 and 2020.
- 9.** Next meeting is on September 17, 2020
- 10.** Adjourned at 7:30 p.m.



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

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

Present: Chris Smith, Lenny Newman, Jim Speir, Kay Brady, Greg Gmerek, Recreation Director Mary Gustafson, Librarian Joanne Johnson, City Manager Amy Sullivan

Absent: Melissa Gadd

2. Approval of agenda: Moved by Lenny to approve the agenda as presented. Seconded by Kay. Approved unanimously.
3. Approval of minutes of the July 23, 2020 meeting: Moved by Kay and seconded by Greg to approve the minutes as submitted. Approved unanimously.
4. Public participation: Commissioner Jenks suggested a joint SAC and Parks and Recreation Advisory Board meeting and a joint SAC and Library Advisory Board meeting in the future when programming and services can be discussed. Jim said it is likely that the new subcommittees will work with both boards and the Communication Committee as they pursue the recommendations from the UM Amenities & Lifestyle report.
5. Oakland County Senior Advisory Council: Shenise did not attend the meeting
6. Items of Business
  - A. Senior contact outreach initiative: This item is tabled until further notice because the flyer that was to be distributed has some information on programs and services that are temporarily suspended.
  - B. Recreation Center railing: Amy said a contract has been signed to install a railing on the right side of the walkway and to be made of the same material as the railing at Burton School. Sue Tanner and Gail Linden expressed concern that the other side of the walkway was better suited for a railing. Amy explained the thought process behind her decision – there were pros and cons to either location and the contract has been signed for the right side of the walkway. The Committee felt that a railing was going to be an improvement regardless of location.

C. UM project reports:

- Social and community services – Melissa, Chris, Lenny

Lenny reviewed the notes taken from the subcommittee meeting and they are attached to the minutes. He suggested that the order of the notes be rearranged so item II should be the first item, and item I should be the third section. The main point was to create a full-time Professional Contact Liaison position and other seniors or students might be able to provide additional support. They identified many opportunities to make contact with seniors initially. Then seniors could be surveyed about their needs and interests and a plan could be developed that highlighted the City's resources tailored to individual needs. The subcommittee also brainstormed some programming and service ideas. They will discuss further with Mary and Amy. Next steps include drafting a job description for the full-time position and the survey to assess needs and interests. They realized that funding for the position is a challenge. They also discussed long-term infrastructure needs that could be addressed in section IV.

- Transportation and mobility – Kay, Jim, Greg

Jim reviewed the subcommittee report which is also attached. They reviewed several of the UM recommendations: **Streetlights** – the conversion to LED is being studied by the City. The City Commission is considering a 4000K and 3000K light fixture and are arranging a demonstration of both before the conversion will begin. **Sidewalk network gap** – the west side of Henley was identified in the UM report as a possible location for additional sidewalks but the subcommittee felt there was not enough space for a sidewalk. Also suggested was a walkway from the dead end of Talbot directly to the Recreation Center. There is a gate off of Talbot into the Burton Field so there is direct access to the Recreation Center already and a new sidewalk isn't necessary. **Sidewalk snow removal** – Jim will follow up with Claire on the process the DPW follows for snow removal. **Street signs** – there are no plans for replacing the street signs at this time. Perhaps the LED lighting will be helpful. **Internal shuttle service** – the subcommittee needs to identify if there is a need and whether a shuttle is feasible. **Expansion of SMART bus service** – This also needs to be explored further with SMART. **Education and Communication** – the subcommittee suggests that a dedicated page be created for the website on transportation options. The information should also be shared in the newsletter and 60+ Crowd.

Claire suggested the subcommittees also take this opportunity during the pandemic to look at the layout of city buildings to see if more space can be dedicated to seniors.

7. Project updates

- A. Senior/student interactions upcoming programs. This item is tabled until further notice.
- B. HARP and concierge program: There was no activity last month.

8. Recreation Department and Library Programming Update: Mary reported that Jen continues to make her daily reassurance calls. The plexiglass shields on the bus are not adequate so the transportation program has not resumed. The Hometown Herald is online and it contains many virtual and online programs. The library is also continuing with online programs.
9. Other business: Lenny asked if there was development along 11 Mile, how it would be coordinated with Berkley since HW and Berkley share jurisdiction of the road. Amy said that joint projects are possible like when 11 Mile was rebuilt. Claire pointed out that Oak Park and Berkley are discussing a possible joint project on 11 Mile between Greenfield and Coolidge.
10. Next meeting: The meeting was rescheduled to September 24<sup>th</sup>.
11. Meeting adjourned at 5:03 p.m.



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September 18, 2020

To the Honorable Mayor and  
Members of the City Commission  
City of Huntington Woods, Michigan

We are engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Huntington Woods for the year ended June 30, 2020. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated April 24, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we will consider the internal control of the City of Huntington Woods. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, budgetary comparison information, pension schedules, and OPEB schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on combining and individual nonmajor fund financial statements and budgetary comparison schedules for nonmajor funds, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on statistical data included for the issuance of a comprehensive annual financial report, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited, and we will not express an opinion or provide any assurance on it.

#### Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit in September 2020, and issue our report on or before November 30, 2020. Aaron M. Stevens, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the City Commission and management of the City of Huntington Woods and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Maney Costeiran PC*

**A PROCLAMATION**  
**OF THE CITY OF HUNTINGTON WOODS, MICHIGAN**  
**IN MEMORY OF JOHN JACOBS**

**WHEREAS,** John E. Jacobs, a 45-year resident of Huntington Woods, passed away on July 1, 2020. The Huntington Woods City Commission hereby proclaims as follows:

**WHEREAS,** John E. Jacobs was a dedicated and involved citizen of our City and supportive spouse to Gilda Jacobs throughout her many years of distinguished public service as City Commissioner, Oakland County Commissioner, State Representative and a State Senator. He at all times helped and supported Gilda as she provided exemplary representation to our City in her public life.

**WHEREAS,** John E. Jacobs was a distinguished lawyer in Michigan having graduated from Wayne State University and the University of Michigan Law School. He was well liked by his colleagues at Maddin Hauser Roth & Heller, P.C. as well as his clients and opposing counsel.

**WHEREAS,** John E. Jacobs served in many leadership positions in the community including as President of Temple Emanuel, the Jewish Community Center, and Jewish Family Services among many others. He was a recipient of the 2017 William Davidson Lifetime Achievement Award presented by the Jewish Federation of Metropolitan Detroit.

**WHEREAS,** John E. Jacobs is the proud father of Jessica Steinhart and the late Rachel Jacobs. He is the proud grandfather of Jacob Waldman and Lyle and Ruby Steinhart, and a loyal and caring friend to many.

**WHEREAS,** the City of Huntington Woods recognizes the life and accomplishments of John E. Jacobs and expresses our most profound condolences to the Honorable Gilda Jacobs and the members of the Jacobs family.

Proclaimed at the Regular City Commission meeting of October 6, 2020.

Robert F. Paul III, Mayor \_\_\_\_\_





## Manager's Memo

To: Mayor and City Commission  
From: Amy Sullivan, City Manager  
Date: September 29, 2020  
Subject: Recruitment and Hiring Policy

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The City Attorney's office has drafted the attached Recruitment and Hiring Policy for your consideration.

# **CITY OF HUNTINGTON WOODS RECRUITMENT AND HIRING POLICY**

## **Policy Statement**

The City recognizes the benefits of diversity and its contribution to the workplace.

The objective of this policy is to provide a framework for a transparent and unbiased recruitment and hiring process; one that results in the appointment of the best candidate, based solely on merit and best-fit with the organizational values, philosophies, and goals of the City.

The City's vision for the community requires teamwork and acknowledges the benefits of diversity. It is the policy of the City to embrace and afford equal employment opportunities regardless of a person's age, sex, race, disability, ethnicity, family or marital status, language, national origin, color, genetic information, political affiliation, religion, physical appearance (i.e., weight and height), sexual orientation, veteran status, and other characteristics or protected classes that make an employee unique.

## **Publication and Advertisement Procedure**

It is the goal of the City to make every effort to cast as wide a net as possible to recruit widely and to hire the best qualified person for every open position. In an effort to achieve that goal, the City will engage in the following:

1. City positions, with the exception of temporary or seasonal positions, will be posted publicly on the City website and the Michigan Municipal League (MML) website for a minimum of one (1) week. In emergency cases, as determined at the sole discretion of the City Manager, the City Manager may override this policy provision and approve a shorter timeframe.
2. The City will provide announcement/links in its weekly electronic newsletter and social media channels to the job postings on its website.
3. The City will make an effort to foster a relationship with its local professional channels and organizations to leverage their assistance with job postings and assistance to promote open positions with the City.

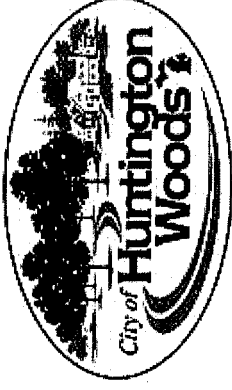
## **Administration**

The City Manager is responsible for the administration, revision, interpretation, and application of this policy. The City Manager will review and monitor recruitment procedures to verify that specific groups of individuals are not eliminated from the City's candidate pool.

Nothing in this Recruitment and Hiring Policy is intended to negate or limit the responsibility and power of the City Manager, granted under Article III, Section 11, of the City Charter, to hire or fire employees.

Adopted by the City Commission on \_\_\_\_ day of \_\_\_\_\_, 2020

# Agenda #2



## CITY OF HUNTINGTON WOODS ANTI-RACISM PLAN

### Introduction

In response to the tragic and senseless deaths of George Floyd, Breonna Taylor, Ahmaud Arbery, and too many others, on June 2nd our city issued the **Huntington Woods Statement Condemning Acts of Racial Injustice and Commitment for Justice, Fairness and Peace for All.**

It reinforced our commitment to work to make Huntington Woods a warm and welcoming city, free of fear and turmoil. Further, our city recognizes the need to take action to ensure diversity, equity, and inclusion in our community. We will now take the next steps to enact this commitment. This begins with a plan, demonstrable actions, and measurable outcomes.

Stating we are “not racist” is simply inadequate; we strive to be anti-racist. To be anti-racist is to understand that society has internalized and normalized racism and then be willing to examine and change public policies that may give rise to racial injustice and inequity.

The impact of policies that, actively or passively, led to the institutional oppression of people of color throughout our nation’s history should be changed or eliminated.

## Why is this issue relevant to Huntington Woods?

1. **We believe that when the system is more equitable, we all do better.** This is not an easy thing to accomplish. Our actions may seem small, but every act is a step forward to a better future. We would like to build a community that is sensitive to the issues of racial injustice and committed to diversity, equity and inclusion.

2. **Personal interactions between City to residents and neighbor to neighbor can impact whether we are warm and inclusive.** We must recognize that we all have different experiences living here. While we are 95% white in population, this is also home to 5% Black, indigenous, and people of color (BIPOC). While we strive for an inclusive community, it is important to acknowledge that we might not be there yet. From more opportunities for learning, to the way we interact with each other on an individual basis, to the examination of public policies, the better off we will be in our social responsibility to each other.

3. **Our lives extend outside of Huntington Woods and we can make an impact.** As a suburb of Detroit, Huntington Woods became an overwhelmingly white city due to a confluence of historical public policies enacted from all levels of government. Racism runs deep, and it doesn't stop at 11/Coolidge and 10/Woodward. Our lives don't stop at these borders. Parents understand the importance of preparing children for the real world and more importantly, preparing them to become contributing members of society who are equipped with knowledge and truth. Huntington Woods has a history of trying to improve the system, which include the following local legislative actions:

- 2001 Human Rights ordinance enacted
- 2017-ongoing Drag Queen Story Time program facilitation & support
- 2019 Conversion Therapy Ban ordinance
- 2020 Adoption of Huntington Woods Statement Condemning Acts of Racial Injustice and Commitment for Justice, Fairness and Peace for All (led to the creation of the Anti-Racism Plan)

We can do more by turning our words and pledges into actionable plans and measurable outcomes.

4. **This issue is vital to Huntington Wood's future.** The nation's demographics are changing. Half of the U.S. will be "minority white" by 2045.<sup>1</sup> If we want to remain the preferred place to raise a family, we need a plan for a more sustainable future to

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<sup>1</sup> The new statistics project that the nation will become "minority white" in 2045. During that year, whites will comprise 49.7 percent of the population in contrast to 24.6 percent for Hispanics, 13.1 percent for blacks, 7.9 percent for Asians, and 3.8 percent for multiracial populations.

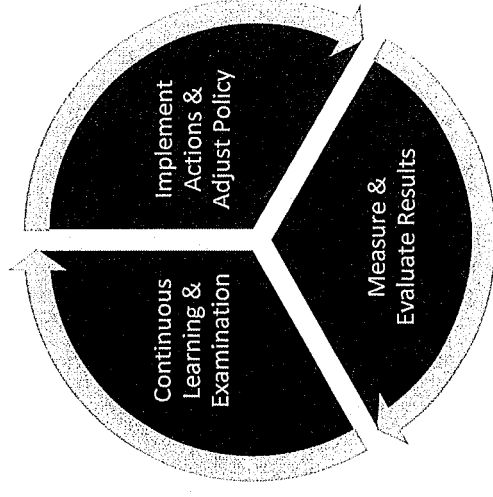
truly be a warm and inclusive community. Huntington Woods aspires to be known as a welcoming community to everyone who lives here, might chose to live here in the future and anyone who spends time here.

The framework below illustrates the process that will produce actionable change and serves as the foundation of our Anti-Racism Plan.

## Anti-Racism Framework

The Anti-Racism plan is a framework that provides Huntington Woods a pathway to better understand systemic racism, examine its relationship to our community, and implement actions and or adjust local policies to counter it. This framework includes three distinct approaches:

1. **Continuous Learning and Examination:** A commitment to continuous learning and examination.
2. **Implement Actions and/or Adjust Policy:** Identify opportunities for and implement anti-racist initiatives and actions.
3. **Measure and Evaluate Results:** Measure, evaluate and modify efforts and results on an ongoing basis using SMART metrics (Specific, Measurable, Attainable, Relevant, Time-bound).



## Goals & Objectives

The goals and objectives of this plan will likely change over time as the plan is meant to be a framework with the flexibility to evolve with our learning and understanding of anti-racism.

**At this time, the three main goals center on Learning & Recognition, Community Relations, and Public Policy**

## Learning & Recognition

**Goal:** Help our community understand the history of racism and its relevancy to our individual lives and community by providing accessible learning opportunities

### Achieve This Through:

- Programs
- Recognize & increase knowledge of significant events for BIPOC in U.S. history

## Community Relations

**Goal:** Provide an inclusive culture within City Administration to help ensure city programs and services offer warm and inclusive experiences for residents.

### Achieve This Through:

- Staff Training
- Development of City Administration's vision, mission, values

## Public Policy

**Goal:** Examine, adjust, and/or change local public policies that may unintentionally uphold racism.

### Achieve This Through:

- Diversity, Equity, & Inclusion with Master Plan
- Continued training and evaluation of Public Safety policies and procedures

KEY:



City Administration (all departments, DPW included)



Public Safety



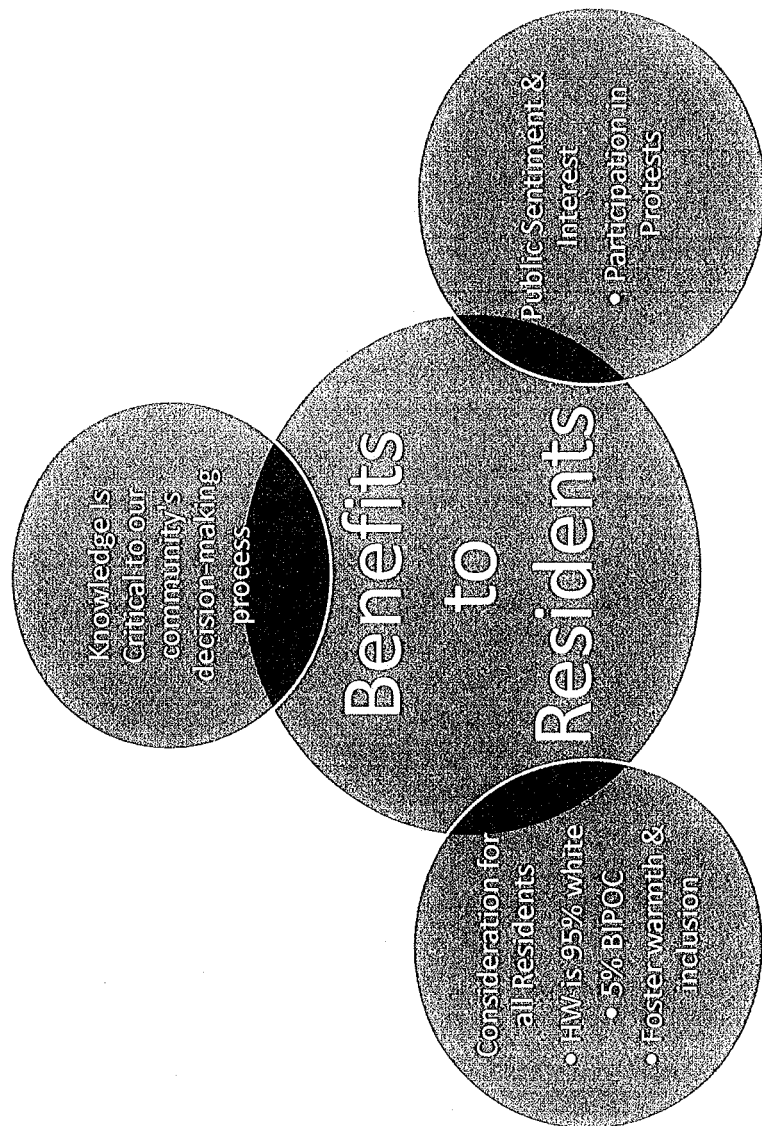
Library





Parks & Rec

## Goal 1: Learning & Recognition











Help our community understand the history of racism and its relevance to our individual lives and community by providing accessible opportunities for learning. We also aim for more knowledge and recognition of U.S. and local history and significant events of Black, indigenous, and people of color (BIPOC) in our nation's history.



## Objectives

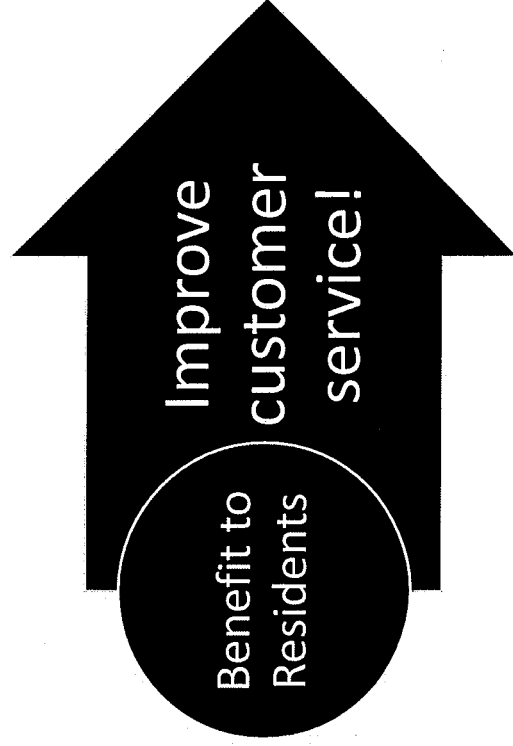
Area(s)	Objective Description	Timeframe*	Metric
	1. Make Juneteenth a city-recognized holiday.	0-3 months	Expand recognition of important U.S. events on social media and track reach of posts by benchmarking year 1 data and improve each year
	2. Expand the library's Read Woke program for children grade 3+ to expand number of participants & increase media coverage.	6-12 months	% Increased participation




	3. Curate lists of anti-racist library materials that teach how to recognize and combat racism.	0-3 months	# materials listed
	4. Start an anti-racism book club to invite discussion and interaction.	3-6 months	# of participants and participant reviews
	5. Create a speaker series dedicated to anti-racism hosted by the library, virtual & in-person.	6-12 months	# of attendees and participant reviews
	6. Create a film series at the library.	6-12 months	# of participants and participant reviews
	7. Incorporate anti-racism teaching units into latchkey and preschool curricula.	12-18 months	Training and adoption by educators
	8. Encourage the Teen Council to create and leverage anti-racism education programs for adolescents & include this group in other programming efforts.	0-6 months	# of Teens Involved and participant reviews
	9. Offer implicit bias workshops for residents.	6-18 months	# of residents participating and participant reviews
	10. Curate, fund, and promote a collection of material and related programs that focus on the voices and experiences of people of color.	0-12 months	# materials acquired
	11. Find opportunities to highlight diversity & inclusion – such as 4 <sup>th</sup> of July, Black History month, MLK Day & more.	0-12 months	# of programs
	12. Benchmark current demographics of city staff and vendors.	0 – 3 months	Completed report








## Goal 2: Community Relations

Provide an inclusive culture within City Administration that helps to ensure city programs and services offer welcoming, inclusive experiences for residents. This will include establishing shared vision, mission, & values, and implementing trainings, such as implicit bias, for city staff.



## Objectives

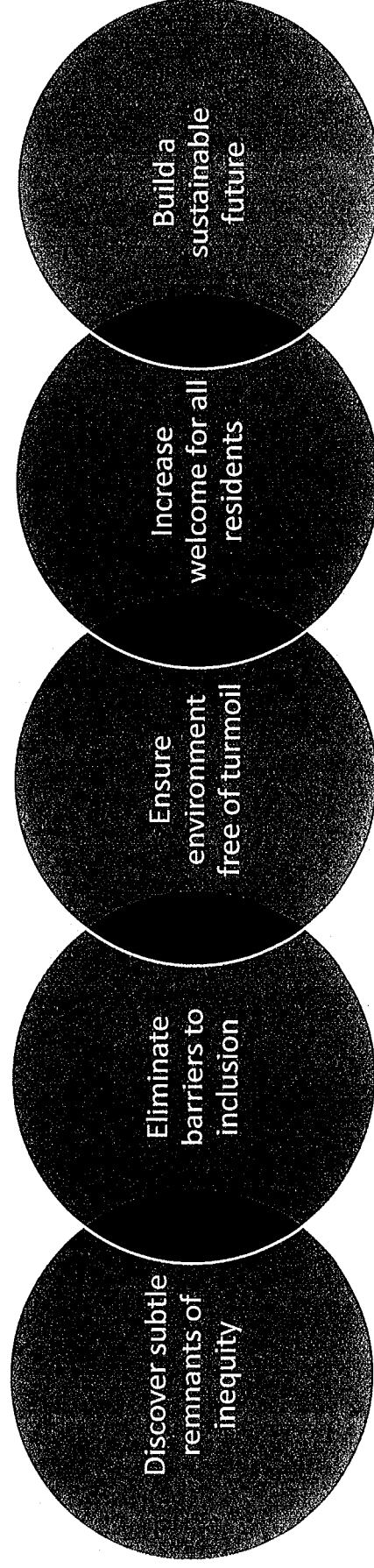
Area	Objective Description	Timeframe*	Metric
	1. Develop department vision and mission statements that align with the city's Anti-Racism plan and reflect community values.	6-12 months	Approval and adoption of statements

	2. Implement ongoing racial equity and awareness training including implicit bias training for staff and elected officials.	0-3 months	100% of all city staff complete at least one relevant training by end of this year
	3. Maintain CALEA accreditation for Public Safety Department. (The accreditation procedure is rigorous and includes a self-assessment, comprehensive review, and continual monitoring.)	ongoing	Obtain and maintain accreditation
	4. Public Safety Department to adopt recommended CALEA policy and procedures. (HW is one of 11 CALEA-accredited departments in Michigan.)	ongoing	Adoption of CALEA policy and procedures
	5. Continue public safety officer training in Use of Force, Bias in Policing, & Police Accountability and Transparency.	ongoing	100% of public safety staff complete training annually
	6. Public Safety Department continue to participate in Dialogue Day with the Tri-Community Coalition.	ongoing	Continued annual participation
	7. Set informal events for residents to meet with City staff & department heads to promote an open-door relationship.	0-6 months	# of events annually and community participation rate
	8. Staff responsible for hiring and consultant or vendor selection attend DEI training and make recommendations to increase diversity by working towards a more inclusive workplace culture	ongoing	# attending training






### **Goal 3: Public Policies**

**Examine, adjust, and change local public policies that may unintentionally uphold racism.** Through a long-term commitment of learning and self-examination, we aspire to identify and change local public policies that may unintentionally be racist.

#### **Benefits to Residents**



## Objectives

Area	Objective Description	Timeframe*	Metric
	1. Explore diversity, inclusion, and equity with residents during the 2020-21 Master Plan update process to include community-wide meetings.	6-12 months	Complete DEI session and integrate outcomes with Master Plan by end of 2021
	2. Publish a clear description of Public Safety Department policies on Use of Force and other relevant policies.	0-6 months	Posted on City website
	3. Prohibit storage of heavy armored vehicles to eliminate the optics of a militarized public safety department.	Ongoing	Advise Sheriff Department of City's commitment
	4. Continue to advocate for legislation that eliminates excessive fees and fines that are most often felt by poorer members of society and may lead to interaction with the Public Safety Department, which issues warrants for non-payment.	Ongoing	# of advocacy efforts per year
	5. City staff (City Manager, department directors, and employees involved with hiring decisions) take training on Diversity, Equity, and Inclusion in the workplace to learn about best practices, then make recommendations to amend City's hiring policy by December 31, 2022 with an aim to increase diversity by working towards a more inclusive workplace culture.	6-12 months	Amendment to HR Hiring Policy completed and adopted by City Commission

\* Timeframe window represents when the action item is estimated to be completed



## Manager's Memo

To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: August 31, 2020

Subject: Resolution in Support of Parks Ballot Proposal

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The statewide organization for parks and recreation, mParks has asked cities to adopt the attached resolution in support of an upcoming constitutional amendment on the November ballot.

Staff supports the resolution because the Natural Resources Trust fund provides grants to local governments for acquiring land for recreational use and for developing recreational facilities. The ballot measure would make projects to renovate and redevelop existing recreational facilities eligible for grant.

The **Michigan Use of State and Local Park Funds Amendment** is on the ballot in Michigan as a legislatively referred constitutional amendment on November 3, 2020.

A "yes" vote supports making changes to how revenue in the state's park-related funds can be spent, including (a) making projects to renovate recreational facilities eligible for grants and (b) allowing the parks endowment fund to be spent on park operations and maintenance, and (c) removing the cap on the size of the natural resources trust fund.

A "no" vote opposes making changes to how revenue in the state's park-related funds can be spent, thus (a) continuing to prohibit projects to renovate recreational facilities from receiving grants and (b) continuing to prohibit the parks endowment fund from being spent on park operations and maintenance, and (c) keeping the cap on the size of the natural resources trust fund.

**Resolution Supporting the Ballot Proposal to  
Amend the Michigan Natural Resources Trust Fund**

WHEREAS, the Michigan Natural Resources Trust Fund (MNRTF) has funded public land acquisition and recreation projects with royalties from oil, gas and minerals from public lands in all eighty-three counties in the state since its founding in 1976; and

WHEREAS, projects supported by the MNRTF help Michigan communities protect the state's lakes, streams, lands and wildlife habitats and build recreational facilities like parks, trails and river and beach access for the enjoyment of Michigan residents and visitors, with economic, quality-of-life and public health benefits; and

WHEREAS, every Michigan resident is within a one-hour drive of a state park or recreation area, which are critical contributors to Michigan's \$25.7 billion tourism industry that supports 237,733 direct jobs; and

WHEREAS, The Michigan Legislature unanimously voted to allow the MNRTF to again receive royalties from oil, gas and mining on public land to fund land conservation and recreation, to commit at least 25% of Trust Fund dollars to building and renovating public recreation facilities like trails, parks and rivers and lake access and at least 25% for land conservation, and requiring 20% of State Parks Endowment Fund expenditures be for improvements at state parks, without raising taxes;

WHEREAS, Michigan voters will now have the opportunity to approve these changes in the 2020 general election, thus amending Article IX, Section 35 and 35a of the Michigan Constitution.

Therefore be it RESOLVED that the Huntington Woods City Commission and Parks and Recreation Advisory Board support the ballot question placed before voters in the 2020 general election to update and expand the MNRTF, guaranteeing investment in conservation and outdoor recreation for generations to come, protecting our natural resources and invigorating our local economies.

### **Proposal 20-1**

A proposed constitutional amendment to allow money from oil and gas mining on state owned lands to continue to be collected in state funds for land protection and creation and maintenance of parks, nature areas, and public recreation facilities; and to describe how money in those state funds can be spent.

This proposed constitutional amendment would:

- Allow the State Parks Endowment Fund to continue receiving money from sales of oil and gas from state- owned lands to improve, maintain and purchase land for State parks, and for Fund administration, until its balance reaches \$800,000,000.
- Require subsequent oil and gas revenue from state- owned lands to go into the Natural Resources Trust Fund.
- Require at least 20% of Endowment Fund annual spending go toward State park improvement.
- Require at least 25% of Trust Fund annual spending go toward parks and public recreation areas and at least 25% toward land conservation.

Should this proposal be adopted?

☐ YES

☐ NO





## Finance Department Memo

Agenda  
# 4

To: Mayor and City Commission  
From: Tim Rowland, Finance Director  
Date: October 1, 2020  
Subject: First Quarter 2020-2021 Budget Amendments

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The 2020-2021 City Budget was created prior to the Covid-19 epidemic. When the budget was adopted in May, we placed a number of capital purchases on hold due to the uncertainty of Covid-19. A budget study session was held in September to review the current state of budget projections and determine which projects to fund and which to leave on hold.

The enclosed budget adjustments reflect the consensus of the budget study sessions to postpone the following projects:

Server Replacement \$12,000  
Burton Park Infield \$40,000  
DPW Pickup & Plow \$41,000

Budget adjustments are required in the General Fund for increased grant revenue from the CARES Act and decreased revenue from building permits, district court revenue, parking tickets, and library fees. Expenditure adjustments are needed to reduce transfers out for the projects on hold and increase the transfer to the Recreation Fund.

The Recreation Fund has numerous adjustments as a result of being closed. At this point we are assuming camps and the pool will operate as normal spring so have projected approximately 33% of budgeted revenue in those areas. We are planning conservatively and assuming that latchkey will not operate for the entire year. Corresponding expenditure adjustments are included for reduced staffing levels and program costs as a result of being closed.

Many unknowns still exist with the Covid- 19 epidemic. Additional budget amendments will likely be needed throughout the year as more information becomes available and programs begin to hopefully resume.

General Fund:

Revenue:

Federal Grants- Cares Act	101-000-528.000	\$ 197,990.00
Building Permits	101-000-453.000	(15,000.00)
District Court Revenue	101-000-657.000	(50,000.00)
Fines- Parking Violations	101-000-657.000	(5,500.00)
Library Fees	101-000-658.000	(5,000.00)
Total Revenue Adjustment		\$ 122,490.00

Expenditure:

Transfers Out- Recreation	101-958-965.208	\$ 200,330.00
Transfers Out- Capital Planning	101-958-965.402	(52,000.00)
Transfers Out- Equipment Fund	101-958-965.661	(25,840.00)
Total Expenditure Adjustment		\$ 122,490.00

Recreation

Revenue:

Pool	208-000-653.000	\$ (190,000.00)
League	208-000-654.001	(25,000.00)
Classes & Trips	208-000-654.002	(100,000.00)
Senior Trips	208-000-654.003	(5,500.00)
Latchkey	208-000-654.004	(260,000.00)
Camps	208-000-654.005	(227,800.00)
Special Events	208-000-654.006	(8,500.00)
Dream Cruise	208-000-654.007	(5,000.00)
July 4th	208-000-654.008	(16,000.00)
Pre K	208-000-654.009	(45,000.00)
Bus Rentals	208-000-669.000	(13,000.00)
Bus Charges- Internal	208-000-669.001	(30,000.00)
Transfer- General Fund	208-000-676.101	200,330.00
Original Budget surplus		12,160.00
Total Revenue Adjustment		\$ (713,310.00)

Expenditure:

Salaries- Admin	208-751-702.000	\$ (12,000.00)
Wages- Admin	208-751-706.000	(46,000.00)
Social Security- Admin	208-751-715.000	(6,000.00)
Office Supplies- Admin	208-751-727.000	(3,500.00)
Operating Supplies- Admin	208-751-756.000	(8,000.00)
Telephone	208-751-853.000	(4,000.00)
Utilities	208-751-920.000	(6,000.00)
Building Maintenance	208-751-931.000	(13,000.00)
Data Processing	208-751-934.000	(1,400.00)
Miscellaneous	208-751-956.000	(1,000.00)
Wages- Leagues	208-751-714.001	(2,000.00)

Wages- Latchkey	208-753-714.004	(135,000.00)
Wages- Camps	208-753-714.005	(74,000.00)
Social Security	208-753-715.000	(20,000.00)
Supplies- Leagues	208-753-787.001	(2,300.00)
Supplies- Latchkey	208-753-787.004	(15,500.00)
Supplies- Classes & Trips	208-753-787.002	(2,000.00)
Supplies- Senior Programs	208-753-787.003	(1,500.00)
Supplies- Camps	208-753-787.005	(9,000.00)
Supplies- Special Programs	208-753-787.006	(2,000.00)
Supplies- Pre K	208-753-787.007	(3,000.00)
Contracts- Athletic Leagues	208-753-803.001	(2,500.00)
Contracts- Classes & Trips	208-753-803.002	(62,610.00)
Contracts- Senior Trips	208-753-803.003	(5,000.00)
Contracts- Latchkey	208-753-803.004	(7,500.00)
Contracts- Camps	208-753-803.005	(33,500.00)
Contracts- Special Programs	208-753-803.006	(8,000.00)
Contracts- July 4th	208-753-803.008	(21,000.00)
Misc- Credit Card Fees	208-753-956.000	(10,000.00)
Wages- Parks	208-754-706.000	(20,000.00)
Supplies- Buildings & Grounds	208-754-776.000	(5,000.00)
Wages- Pool	208-756-709.000	(123,000.00)
Social Security- Pool	208-756-715.000	(9,000.00)
Supplies- Uniforms	208-756-744.000	(1,500.00)
Supplies- Pool	208-756-756.000	(8,000.00)
Supplies- Café	208-756-756.001	(8,000.00)
Professional Services- Pool	208-756-802.000	(4,000.00)
Wages- Bus Drivers	208-290-706.000	(15,000.00)
Gas & Oil- Busses	208-290-751.000	(2,500.00)
Total Expenditure Adjustment		\$ (713,310.00)

#### Capital Facilities Fund

##### Revenue:

Transfer- General Fund	402-000-676.101	\$ (52,000.00)
Total Revenue Adjustment		\$ (52,000.00)

##### Expenditure:

Parks CIP	402-400-970.208	\$ (40,000.00)
Admin CIP	402-400-970.171	(12,000.00)
Total Expenditure Adjustment		\$ (52,000.00)

#### Equipment Fund

##### Revenue:

Transfer- General Fund	661-000-676.101	\$ (25,840.00)
Total Revenue Adjustment		\$ (25,840.00)

Expenditure:

Capital Outlay- Vehicles	661-600-983.000	\$ (25,840.00)
Total Expenditure Adjustment		\$ (25,840.00)



Agenda  
#5

## Finance Department Memo

To: Mayor and City Commission  
From: Tim Rowland, Finance Director  
Date: October 01, 2020  
Subject: Infrared Asphalt Repairs Bid Award

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Based on the recommendation of the Long Range Budget Committee, The City went to the residents last spring with a ballot proposal for an Act 345 Public Safety Pension Millage. The passing of this millage freed up General Fund money to be used for other purposes. The City has committed to use a portion of these available funds to fund a 20-year road plan. This road plan commits to an initial infusion of money in the first three years for road replacement funded from a bond issue. It also commits to a new emphasis on road maintenance to preserve our roads and repair them before they get to the point of needing a complete reconstruction.

One type of road repair that the City will be doing is infrared asphalt repairs. Infrared repair is a process where you use infrared heat to remove damaged asphalt at the surface, and then replace with new or reclaimed material and reheat to bond the patch with undamaged areas.

Bids were solicited on the MITN bid network for a three-year contract to do this work. Bids were for a price per square foot, and work will be done within approved budget amounts each year. The bids proposal was viewed by twelve contractors, but only one bid was received from Radiant Asphalt with a price of \$1.77 per square foot for all three years.

Radiant Asphalt has been completing infrared asphalt repairs in the City for over 20 years. We are confident they can complete the additional quantity of work in an efficient and quality manner.

Suggest Resolution: Moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_ that the City of Huntington Woods enter into a contract with Radiant Asphalt of Northville, MI for as needed infrared concrete repairs at a price of \$1.77 per sq/ft for three years ending June 30, 2023.



Agenda  
#6

## Finance Department Memo

To: Mayor and City Commission  
From: Tim Rowland, Finance Director  
Date: October 01, 2020  
Subject: Asphalt Rejuvenation Bid Award

Based on the recommendation of the Long Range Budget Committee, The City went to the residents last spring with a ballot proposal for an Act 345 Public Safety Pension Millage. The passing of this millage freed up General Fund money to be used for other purposes. The City has committed to use a portion of these available funds to fund a 20-year road plan. This road plan commits to an initial infusion of money in the first three years for road replacement funded from a bond issue. It also commits to a new emphasis on road maintenance to preserve our roads and repair them before they get to the point of needing a complete reconstruction.

One type of road repair that the City will be doing is asphalt sealing with asphalt rejuvenation agent. This is a seal coating process that extends the useful life of roads by preventing weathering and surface deterioration. For the past few years the City has been applying this seal coating the year after roads have been redone. This is the most beneficial time to complete this type of work. The plan is to continue this process and seal the roads that were redone last year this fall and the road being done now next year.

Bids were solicited on the MITN bid network for a three-year contract to do this work. Bids were for a price per square yard, and work will be done within approved budget amounts each year. The bids proposal was viewed by twenty contractors, but only one bid was received from Pavement Technology, Inc. with the following prices:

Year ending 6/30/21	\$1.11 per sq/yd
Year ending 6/30/22	\$1.13 per sq/yd
Year ending 6/30/23	\$1.15 per sq/yd

Pavement Technology has been the City's asphalt rejuvenation contractor for the past several years, and we are confident they can complete the work as requested.

Suggest Resolution: Moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_ that the City of Huntington Woods enter into a contract with Pavement Technology, Inc of Westlake, Ohio for as needed asphalt rejuvenation repairs for three years ending June 30, 2023.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
OAKLAND TRANSPORTATION SERVICE CENTER

PAUL AJEGBA  
DIRECTOR

September 1, 2020

**2021 ANNUAL PERMIT FOR WORK ON STATE TRUNKLINE RIGHT OF WAY**

The MDOT Oakland TSC is now accepting 2021 Annual Permit applications. All permit applications are to be submitted via the MDOT electronic Construction Permit System (CPS). The 2021 Annual Permit will be effective January 1, 2021. Your current 2020 Annual Permit shall continue to be used for any work occurring between now and December 31, 2020.

The Performance Resolution for Governmental Agencies (Form 2207B) was revised in December 2016, therefore, if you haven't done so already, an updated Resolution will be required for 2021. The form shall include the name or title of the designated person(s) authorized to sign permits and shall be uploaded into CPS with your Annual Permit application. I have attached a copy of the form and it can also be found on the internet at [www.michigan.gov/mdot](http://www.michigan.gov/mdot).

Each time you perform work under your Annual Permit you will need to submit an electronic Advance Notice via the MDOT electronic CPS system. No work shall be performed until the Advance Notice is approved by MDOT.

An Individual Permit is required for all proposed operations in the MDOT right of way not covered under the Annual Permit.

Municipalities, when working within their municipal limits, are exempt from permit fees.

Thank you for your cooperation. If you have any additional questions, feel free to contact me at 248-895-2558.

Sincerely,

Stacey Gough  
Oakland TSC Utility/Permit Engineer  
[goughs@michigan.gov](mailto:goughs@michigan.gov)

cc: File

## PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

*This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_  
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.



5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_  
(Name of Board, etc)

of the \_\_\_\_\_ of \_\_\_\_\_  
(Name of GOVERNMENTAL AGENCY) (County)

at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day  
of \_\_\_\_\_ A.D. \_\_\_\_\_.

Signed \_\_\_\_\_ Title \_\_\_\_\_



## Manager's Memo

Agenda #8

To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: September 2, 2020

Subject: Dense Smoke Ordinance

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In our review of wood-burning apparatuses, staff realized that the ordinance regulating "dense smoke" was often being applied to complaints about campfires. The proposed changes to the ordinance are to clarify that it does not apply to wood-burning apparatuses like campfires and chimineas.

The definition of public nuisance is also being amended to make it less subjective. This definition is used to regulate complaints for littering, noise and blight.

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE CITY CODE OF THE CITY OF HUNTINGTON WOODS, CHAPTER 14, ENVIRONMENT, ARTICLE I, IN GENERAL, SECTION 14-1, PUBLIC NUISANCE DEFINED AND PROHIBITED, AND TO DELETE SECTION 14-4, SMOKE MEASUREMENT.**

**THE CITY OF HUNTINGTON WOODS ORDAINS:**

**Section 1 of Ordinance. Ordinance Amendment.**

Chapter 14, Environment, Article I, In General, is hereby amended to read as follows:

**ARTICLE I. - IN GENERAL**

**Sec. 14-1. - Public nuisance defined and prohibited.**

Whatever annoys, injures or endangers the safety, health, ~~comfort or repose~~ welfare of the public; offends public decency; or ~~interferes with~~, obstructs or renders dangerous any street, highway, navigable lake or stream; ~~or in any way renders the public insecure in life or property~~ is hereby declared to be a public nuisance. Public nuisances shall include, but not be limited to, whatever is forbidden by any provision of this chapter. No person shall commit, create, or maintain any nuisance.

**Sec. 14-2. - Violations; penalties.**

- (a) Except as otherwise specifically provided, a person who violates any provision of this chapter is responsible for a municipal civil infraction.
- (b) Nothing contained in this section shall limit the availability of injunctive relief to the city in appropriate circumstances, or otherwise limit, in any way, such police and remedial actions as are available to the city under law.

**Sec. 14-3. - Dense smoke prohibited.**

No person shall operate any stove, furnace, boiler or combustion apparatus of any kind except those approved by fire safety, UL listed, approved and permitted as part of a structure or accessory structure, nor shall any person owning any stove, furnace, boiler or combustion apparatus except those listed permit the same to be operated, in a manner so as to emit dense smoke and/or the ingredients thereof; ~~provided that the emission of dense smoke and/or the ingredients thereof for a period of 20 minutes in any one hour, once in every 24 hours, when a new fire is being kindled, shall not constitute a violation of this chapter; and provided further that the emission of dense smoke and/or the ingredients thereof for a period aggregating six minutes in any one hour, and not exceeding two minutes of continuous emission, shall not be deemed a violation of this chapter.~~ Specifically excluded from regulation are legally installed chimneys, screen covered firepits, chiminea, smokers, barbeques and similar appliances.

**Sec. 14-4. ~~Smoke measurement.~~**

~~For the purpose of defining the term "dense smoke" which shall constitute a prohibited density hereunder, the standards established by the "Ringelmann Smoke Chart," 1955 edition, are hereby~~

~~adopted, as published by the Department of Interior, Bureau of Mines (I.C. 7718) with its accompanying publication written by Ralph Rudolph Kudlich and revised by L. R. Durdiek, as published by Bureau of Mines, Publication Distribution Section, 4800 Forbes Street, Pittsburgh 13, Pennsylvania, in accordance with Department of Interior Public Notice Number 84932. Smoke of a density equal to or greater than the density described as number two on the Ringelmann Smoke Chart shall be considered and held to be "dense smoke" as the term is used in this chapter.~~

Secs. 14-~~54~~—14-22. - Reserved.

**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.

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HEIDI BARCKHOLTZ, City Clerk  
City of Huntington Woods