

Regular Meeting of the City Commission

Tuesday, April 6, 2021

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 March 16, 2021
2. Approval of Warrant 375
3. Reports and Minutes
 - a. Library Advisory Board – February 22, 2021
 - b. Senior Advisory Committee – February 18, 2021
 - c. Environmental Advisory Committee – February 18, 2021
 - d. Parks and Recreation Advisory Board – February 23, 2021

COMMUNICATIONS

COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS

PUBLIC PARTICIPATION

PROCLAMTION

1. Honoring Helaine Zack
2. Honoring Robert Wittenberg
3. Recognizing the Month of May 2021 as Older American Month
4. In Support of the Asian American Community

ITEMS OF BUSINESS

1. Resolution R- 2021: Matter of receiving the City Budget for the Fiscal Year commencing July 1, 2021 and ending June 30, 2022.
2. Resolution R- 2021: Matter of setting a public hearing on the proposed 2021/2022 City Budget.
3. Ordinance No. : Matter of consideration of an ordinance to amend the City of Huntington Woods Code of Ordinances, Chapter 2, Administration, Article IV, Boards and Commissions, Division 6, Senior Advisory Committee, to amend the powers and duties of the committee.
(First reading)

4. Ordinance No. : Matter of consideration of an ordinance to amend the City of Huntington Woods Code of Ordinances, Chapter 4, Animals, to add a new Article IV, Beekeeping; and to provide penalties for violations thereof. (First reading)
5. Resolution R- 2021: Matter of consideration of a Diversity, Equity, and Inclusion Plan preparation.
6. Resolution R- 2021: Matter of consideration to change the name of the Environmental Advisory Committee to the Environmental Sustainability Committee.
7. Resolution R- 2021: Matter of consideration to extend the Right-of-Way Telecommunication Permit to MCImetro Access Transmission Services, L.L.C. for five years.
8. Matter of consideration to approve the April 2021 update to the Personnel Manual.

CITY MANAGER'S REPORT
ADJOURNMENT OF REGULAR CITY COMMISSION MEETING

Topic: City Commission

Time: April 6, 2021 07:30 PM Eastern Time (US and Canada)

Members of the public wishing to comment during the remote electronic meeting or listen only may do so by dialing the phone number below and enter the meeting ID.

Traditional Telephone (Residents / General Public)

1.312.626.6799 US (Chicago)
Or 1.888.788.0099 US Toll-free

Meeting ID: 827 0897 2572

Members of the public wishing to view the meeting live may do so on our YouTube channel. The public will not be able to comment during the meeting unless the number above is called.

YouTube link: <https://www.youtube.com/channel/UCVvH7h5ZIoSmSevE0t7RUcg>

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

Consent Agenda #2

AGENDA ITEM WARRANT #375

RESOLUTION

Moved by Commissioner _____ Supported by Commissioner _____ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by April 2, 2021 and paid between March 12, 2021 and April 1, 2021 on pages 1 through 4 in the amount of \$496,452.63 be approved and paid, subject to full audit.

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank 6 FLAGSTAR BANK - AP ACCT					
03/18/2021	40498	10951	AMAZON CAPITAL SERVICES INC	EQUIPMENT CLEANING SUPPLIES TENNIS COURT ROLLERS, PRE K SUPPLIES PRE K SUPPLIES	210.80 217.36 40.85 <u>469.01</u>
03/18/2021	40499	04962	BATTERIES PLUS #377	12V BATTERIES	46.00
03/18/2021	40500	00410	CITY OF BERKLEY	SALT USED FEBRUARY	17,518.41
03/18/2021	40501	07754	BLUE CROSS BLUE SHIELD OF MICH	MEDICARE ADV. APRIL ACTIVE APRIL UNDER 65 APRIL	1,985.74 45,953.23 10,478.68 <u>58,417.65</u>
03/18/2021	40502	04117	BOB'S SANITATION SERVICE	PORTA POTTY	90.00
03/18/2021	40503	09035	CELTIC COMPANY LLC	REROUTE WIRING FIRE SUPPRESSION SYSTEM	281.84
03/18/2021	40504	00040	CONSUMERS ENERGY	NATURAL GAS CITY HALL NATURAL GAS DPW NATURAL GAS DPW NATURAL GAS PUBLIC SAFETY NATURAL GAS LIBRARY NATURAL GAS POOL HOUSE NATURAL GAS REC CENTER	601.05 839.37 15.00 603.90 717.75 123.39 2,847.72 <u>5,748.18</u>
03/18/2021	40505	07501	CRANDALL-WORTHINGTON INC	DISINFECT WIPES RECREATION SUPPLIES	50.00 105.00 <u>155.00</u>
03/18/2021	40506	10844	DEALER AUTO PARTS	PARTS #75	282.15
03/18/2021	40507	09129	DIPONIO CONTRACTING INC	KINGSTON- COOLIDGE TO HENLEY	67,475.70
03/18/2021	40508	00048	DTE ENERGY	ELECTRIC LIBRARY ELECTRIC POOL ELECTRIC TRIANGLE PARK ELECTRIC LASALLE FOUNTAIN ELECTRIC ALLIGATOR PARK ELECTRIC CITY HALL LOT ELECTRIC MENS CLUB FIELD ELECTRIC WALES SPRINKLERS ELECTRIC HASSIG PARK ELECTRIC DPW	72.89 59.27 18.85 15.33 15.44 11.57 25.30 14.95 116.49 367.89 <u>717.98</u>
03/18/2021	40509	11134	EASTON TELECOM SERVICES, LLC	PHONE LINE PUBLIC SAFETY	73.27
03/18/2021	40510	10120	EHIM	ADMIN FEBRUARY CLAIMS FUNDING FEBRUARY	594.00 12,452.54 <u>13,046.54</u>
03/18/2021	40511	01866	ETNA SUPPLY CO	WATER METERS	3,400.00
03/18/2021	40512	03098	EZELL SUPPLY CORPORATION	PARKS CAN LINERS	60.20
03/18/2021	40513	10447	FIRST ADVANTAGE LNS OCCUPATIONAL	EMPLOYEE TESTING	45.00
03/18/2021	40514	10950	DVAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
CHECK DATE FROM 03/12/2021 - 04/01/2021

Check Date	Check	Vendor	Vendor Name	Description	Amount
03/18/2021	40515	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
03/18/2021	40516	00090	INDUSTRIAL BROOM SERVICE	SWEEPER SUPPLIES	560.04
03/18/2021	40517	10788	JAY'S SEPTIC TANK SERVICE	PORTABLE UNIT LIBRARY	113.00
03/18/2021	40518	11180	JTM KITCHEN	DJ DADDY DAUGHTER DANCE	350.00
03/18/2021	40519	04943	JOE'S AUTO PARTS	AUTO PARTS	154.88
03/18/2021	40520	05477	MARY ANN KASHEF	TAI CHI INSTRUCTOR	420.00
03/18/2021	40521	MISC	KRISTI HILL	LATCHKEY REFUND	65.00
03/18/2021	40522	00112	MADISON NATIONAL LIFE INS CO.	INSURANCE	2,052.63
03/18/2021	40523	11241	MERGE LIVE	COMMISSION MEETING HOSTING	235.00
03/18/2021	40524	01805	MICHIGAN MUNICIPAL LEAGUE	EMPLOYMENT AD	57.72
03/18/2021	40525	06146	MMRMA/ECP	ELECTRIC PROGRAM	3,414.38
03/18/2021	40526	03979	NORTHWEST POOLS, INC.	POOL CHEMICALS	418.96
03/18/2021	40527	00586	OFFICE DEPOT	OFFICE SUPPLIES	56.54
				OFFICE SUPPLIES LIBRARY	76.42
				OFFICE SUPPLIES	119.99
					252.95
03/18/2021	40528	10820	SEAN PETERS	POOL REFUND	65.00
03/18/2021	40529	10186	PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE APRIL	4,246.70
03/18/2021	40530	00407	ROAD COMMISSION FOR OAKLAND COUNTY	COLD PATCH	488.08
				TRAFFIC SIGNAL ENERGY	91.79
					579.87
03/18/2021	40531	03914	ROSATI SCHULTZ JOPPICH AMTSBUECHLER	PROSECUTION FEBRUARY	954.50
				GENERAL MATTERS & TAX ISSUES	676.00
				RETAINER	4,500.00
					6,130.50
03/18/2021	40532	MISC	SABINA GORIVODSKY	SWIM TEAM REFUND	331.00
03/18/2021	40533	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	16,650.00
				SPECIALS FEBRUARY	327.31
					16,977.31
03/18/2021	40534	04095	SONITROL TRI-COUNTY	PUBLIC SAFETY CAMERAS	146.62
03/18/2021	40535	05639	TERMINAL SUPPLY CO.	CABLE TIES & SUPPLIES	84.70
03/18/2021	40536	10701	TRIPLE F FACILITY SERVICES INC.	CLEANING SERVICE MARCH	1,865.00
03/18/2021	40537	07255	WOW INTERNET AND CABLE	CABLE PUBLIC SAFETY	79.33
03/18/2021	40538	11063	YOUR PEOPLE LLC	COMMUNICATION CONSULTANT	2,550.00
03/19/2021	40539	00166	OAKLAND COUNTY	SEWAGE DISPOSAL	97,574.16
03/25/2021	40540	01505	AERO FILTER INC	FURNACE FILTERS	403.27
03/25/2021	40541	10951	AMAZON CAPITAL SERVICES INC	PAPER BAGS FOR PICKUPS	51.98
				KITCHEN SUPPLIES	57.29
				LIBRARY SUPPLIES	55.97
					165.24
03/25/2021	40542	09447	APPLIED IMAGING	COPIER METER	12.56
03/25/2021	40543	08474	THE BANK OF NEW YORK MELLON TRUST	PAYING AGENT FEE	750.00
03/25/2021	40544	04962	BATTERIES PLUS #377	BATTERIES FOR FLASHLIGHTS	35.90
03/25/2021	40545	00023	BIG D LOCK CITY	KEYS NEW TRUCK #4	21.10
03/25/2021	40546	00027	BLUE CROSS/BLUE SHIELD OF MICH	MEDICARE ADVANTAGE APRIL	9,556.12
03/25/2021	40547	10560	KEN BORYCZ	MECHANICAL/PLBG INSPECTIONS	1,040.00
03/25/2021	40548	MISC	CARTERS PLUMBING	BOND REFUND 13328 KINGSTON	1,000.00
03/25/2021	40549	MISC	CHRISTINE MARSALESE	BOND REFUND 13101 LINCOLN	1,000.00
03/25/2021	40550	06403	EAGLE LANDSCAPING & SUPPLY CO.	RESTORATIONS	96.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
04/01/2021	40575	03098	EZELL SUPPLY CORPORATION	BUILDING SUPPLIES	57.12
04/01/2021	40576	10950	DUAINE FRANKS LLC	BUILDING SUPPLIES	57.12
04/01/2021	40577	04613	HUNT SIGN COMPANY, LTD.	BUILDING SUPPLIES	51.42
04/01/2021	40578	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	BUILDING SUPPLIES	57.12
04/01/2021	40579	09586	ITEDIUM, INC.		
04/01/2021	40580	11211	JOSH'S BARREL COMPANY, LLC		
04/01/2021	40581	11076	KANOPY INC		
04/01/2021	40582	00543	THE LIBRARY NETWORK		
04/01/2021	40583	11140	METRO WIRELESS		
04/01/2021	40584	09472	OAKLAND SCHOOLS		
04/01/2021	40585	00586	OFFICE DEPOT		
04/01/2021	40586	09663	POSTMASTER		
04/01/2021	40587	05018	PREMIER BUSINESS PRODUCTS INC.		
04/01/2021	40588	05052	PRINT STOP INC.		
04/01/2021	40589	11066	RED GUARD FIRE & SECURITY		
04/01/2021	40590	00108	RKA PETROLEUM COMPANIES, INC.		
04/01/2021	40591	00407	ROAD COMMISSION FOR OAKLAND COUNTY		
04/01/2021	40592	11143	SHARE CORPORATION		
04/01/2021	40593	07069	ZEP SALES & SERVICE		
6 TOTALS:					
Total of 96 Checks:					
Less 0 Void Checks:					
Total of 96 Disbursements:					
					579.79
					60.20
					1,000.00
					648.00
					650.00
					25.00
					1,200.00
					103.00
					217.00
					217.00
					537.00
					813.70
					207.00
					939.66
					62.32
					226.49
					288.81
					435.24
					51.93
					177.00
					309.00
					1,539.62
					195.66
					2,116.71
					2,312.37
					378.08
					198.71
					496,452.63
					0.00
					496,452.63

CONSENT AGENDA #3a

Library Advisory Board A

Monday, February 22, 2021

- I. Call to order – Monday, February 22, 2021- 7:01 PM
- II. Present: Anne, Judy, Nina, Beth, Stacey, Steve, Marty, Judy, Mary, Mia
- III. Approval of minutes, January 25, 2021: Minutes approved
- IV. Statistics for January, 2021: Circulation number includes checkouts and renewals. All libraries around us are curbside only; Birmingham is open.
- V. Friends Liaison Report: Membership is down; an effort will be made to remind residents of HW and PR to renew their membership; lifetime members should also renew yearly. The Senior Advisory Board asked the Friends to help support a 5/26/21 program of arts and music and the Friends happily said yes.
- VI. Librarian's report:
Library Programs:
Book Discussion Group, *Monday, February 22, 7:30 PM, **the Years of Lyndon Johnson***
Black History Month Tribute, *Tuesday, February 23, 4:00 PM (kids program)*
Single Family Zoning & the Master Plan, *Tuesday, February 23, 7:00 PM*
Anti-racism Film Discussion Series, *Wednesday, Feb. 24, 6:30 PM, **Daughters of the Dust***
Read across America Challenge, *Photo Submission, March 2-March 21 (kids program)*
Zoom Cooking with Jane Alkon, *Wednesday, March 10, 7:00 PM, **Fabulous Apple Crisp***

Tanya will join us at the next meeting so everyone can meet her.
- VI. Old Business:
Library Survey-Anne tweaked the survey; she will put it out in the City E-blast and will have it posted on the HW Parents FB page.
- VII. New Business:
Nat Pernick held a contest for whoever had the largest voter turnout;

Huntington Woods won and a \$1,000 donation was made to purchase anti-racism books that include adult and children's titles, fiction and non-

fiction.

VIII. Public Participation: None

IX. Library Director and Board Comments-snowbirds will be returning in March.

X. Next Meeting: Monday, March 15, 2021, 7:00 p.m.

XI. Adjourned at 7:26 p.m.

Library Statistics February 2021

	February 2021	February 2020	Year to Date
Circulation	2,058	3,771	3,999
MAP Passes	1	1	2
OverDrive	1,177	833	2,478
RBDigital	405	419	800
Freegal	122	168	252
Kanopy	103	95	229
Hoopla	779	628	1,558



City of Huntington Woods
Senior Advisory Committee
Thursday, February 18, 2021
Minutes

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

Present: Chris Smith, Lora Frankel, Heidi Coffman, Greg Gmerek, Lenny Newman, Melissa Gadd, Recreation Director Tracey Shanley, Outreach Coordinator Jen Furlong, Librarian Joanne Johnson, City Manager Amy Sullivan, Recreation Supervisor Colette Nutton, Charlie Cavell County Commissioner.

Absent: None

2. Approval of agenda: Moved by Lora and seconded by Heidi to approve the agenda as presented. Approved unanimously.
3. Approval of minutes of the January 21, 2021 meeting: Moved by Heidi and seconded by Lora to approve the minutes as presented. Approved unanimously.
4. Oakland County update by County Commissioner Charlie Cavell: Discussed the progression of the COVID vaccine rollout. It is anticipated that this week there will be 18,000 doses supplied to Oakland County. At this time, there are discussions with the federal government and the Area Agency on Aging to provide vaccinations to home bound seniors much like the flu shots. There was discussion regarding the Recreation Center becoming a distribution center but at this time the available supply is an issue.
5. Review of Committee by-laws and purpose of the Committee: discussion about updating the by-laws with a subcommittee identified to discuss considering adding Aging in Place and Universal Design to the purpose. Members of sub-committee: Lora, Heidi, Lenny and Greg. Discussed the process of making changes to the by-laws. Discussed the committee positions: Chair: Lenny Newman, Co Chairs Melissa and Greg, and Secretary shared by Chris Smith and Melissa Gadd.
6. Discussion of Committee member interests and strengths for future project assignments: went through different interests and specialties of the Committee members.
7. Items of Business

12. Next meeting: March 18, 2021.

13. Meeting adjourned at 5:05 p.m.

Environmental Advisory Committee
February 18, 2021 at 7 PM
Remote meeting
Minutes

1. Attendance:

Member	
Julie Petrik	Absent
Daniel Brooks	X
Mari Masalin-Cooper (Secretary)	X
Sarah Jo Sautter	X
Bridget McKinley	Excused
Kate Zenlea	Excused
Aaron Retish	X
Ben Falik (Chair)	Excused
David Egan	X
Vacancy (student representative)	
Bob Paul (Commission Liaison)	
Tara Pieron (DPW)	X
Amy Sullivan (City Manager)	X
Public Participants:	
Clair Galed	X

2. Call to Order: 7:05pm
3. Approval of January 2021 Minutes - Approved, Unanimous
4. Food compost media campaign: Tabled to next meeting.
5. Cardboard recycling update: Sarah Jo had a good conversation with Claire, there are some nuances with communication about the cardboard. We need to discuss what can and cannot go in our bins. We need to understand what the issues are concerning the recycling of cardboard. Claire SOCCRA will accept broken down boxes next to the recycling bin, they will take a refrigerator box is separated from the trash. Issue is boxes have lots of other materials mixed together. Aaron, are there any new updates since January, from the city. Tara - boxes must be broken down and placed in the recycling bin. Claire thought Box your boxes. Consolidated. Group thoughts: "Cart your cardboard." Mask up (comma) Friends. Amy, put in a request to the Men's Club to support acquiring additional recycling cart. Amy asked for funding for 48 additional carts. Mari, not necessary to remove cardboard tape. Sarah Jo, has identified several social media for the cardboard recycling campaign. Residents would benefit by understanding recycling saves everyone money
6. Solar ordinance discussion: Aaron felt there was a lot of resistance, the speaker Amy brought in was terrific. Moving forward with the survey to then move forward to a public hearing. Bridget's idea of appealing to environmentalists and those who oppose city government interference. "Energy independence and align with other neighborhood ordinances". Aaron will finalize language for the survey by Monday. The Planning

Commission cancelled their February meeting. Next meeting is March 2021. Use the PR survey and add emphasis "Energy independence and align with other neighborhood ordinances" Get the survey stats for their meeting in March. Aaron, could we send survey questions to Mark Hagarity. Get the survey questions approved by Monday February 22, 2021

7. **Consider changing name of Committee:** Aaron brought up the idea of changing the name of the committee. Proposed name: Environmental Sustainability Committee. Original group was called the Recycling Committee. Committee will consider a vote on a new name in March.
8. **Public Participation**
9. **Committee member remarks**
10. **Next meeting:** March 18, 2021
11. **Adjournment:** 7:52 PM

Topic: EAC

Time: Feb 18, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89409245519?pwd=TGtlaWVNOHJ1bmZYytDRWZ5dVR3UT09>

Meeting ID: 894 0924 5519

Passcode: 341161

One tap mobile

+13126266799,,89409245519#,,,,*341161# US (Chicago)

**HUNTINGTON WOODS PARKS AND
RECREATION
ADVISORY BOARD MINUTES
TUESDAY, FEBRUARY 23, 2021
7:30 pm Remote Meeting**

Members Present- M. Caesar, J. Steinhart, A. Philko, T. Shanley, S. Potter, K. Tarnopol,
J. Aisen, J. Jenks – City Commission Liaison

Guests Present – C.Galed, Sue Tanner

I. Call to Order by Kim Tarnopol, 7:30pm

II. Approval of Agenda for February 23, 2021- Motion- Jeff Aisen; Second- Suzie Potter

III. Approval of Minutes from January 26, 2021- Motion- Jeff Aisen; Second- Jessica Steinhart

IV. Correspondence- Frank is sorry he couldn't be here tonight and sends regards.

V. Public Participation

Sue Tanner- She believes the committee needs to rethink placement of gym equipment at Reynolds Park. Her concerns are for the significantly disabled who may not be able to get to the back of the park. She understands it has been thought out but thinks it needs to be rethought so it's accessible to everyone.

VI. Items of Business

a. Mission Statement- Discussed last month's mission statement which is "The Huntington Woods Parks & Recreation Board is committed to ensuring that programs and services align to equity, inclusion, and diversity in order to meet the needs of all residents." Motion- Alexa Philko; Second- Mia Ceaser. Unanimous vote in favor.

VII. Department Update

a. 4th of July Events Update- No Run Walk Boom, discussed if fundraising was needed for anything this year. City Manager & Commission are working now to decide on the fireworks. J. Jenks commented that it might not happen due to the amount of people that would view and Covid regulations. Planning for the pet pageant, family night, food trucks, concerts, and a baby stroller parade. Adjusting due to Covid protocols.

b. Fruit Camp lottery went out to the public last Thursday. Hurricane information is going out March 4th through the email system. Open gym on Saturdays has been a success with around 36 people a day. Due to February break, the gym was open and 97 people registered utilized the program. Looking to do a Tuesday and Thursday gym time for

community members. Thanked everyone for coming to Mary's goodbye zoom. Pool information will be released in the Hometown Harold in April. Colette has been working on summer concerts in the park.

VIII. Plan of Action for Next Meeting - More information on security cameras at Val Jones Park.

IX. Board Member Comments-

- Jeff is excited for "THE NEW BOSS", Tracy Shanley.
- Alexa reported on the Teen Council Bonfire and all the exciting teen events.
- Board talked about the pickleball nets and excited the court is shoveled. Tons of people participating.
- Looking at other hours for open-gym time.

XI. Adjournment, Kim Tarnopol at 7:57pm

**A PROCLAMATION
OF THE CITY OF HUNTINGTON WOODS, MICHIGAN
RECOGNIZING THE MONTH OF MAY 2021 AS
OLDER AMERICAN MONTH**

WHEREAS, The City of Huntington Woods includes 1,792 citizens aged 60 and older; and

WHEREAS, the City of Huntington Woods is committed to helping all individuals maintain their health and independence in later life; and

WHEREAS, the older adults in the City of Huntington Woods, have an important role in sharing knowledge, wisdom, and understanding of the history of our community through interactions with children, youth, and adults from other generations; and

WHEREAS, the fruits of knowledge and experience can be effectively transferred from generation to generation through meaningful social interactions; and

WHEREAS, their interactions with family, friends, and neighbors across generations enrich the lives of everyone involved; and

WHEREAS, our community can provide opportunities to enrich citizens young and old by:

- * Emphasizing the value of including elders in public and family life.
- * Creating opportunities for older Americans to interact with people of different generations.
- * Providing services, technologies, and support systems that allow older adults to participate in social activities in the community.

NOW, THEREFORE, We the City of Huntington Woods do hereby proclaim May 2021 to be Older Americans Month. We urge every citizen to take time this month to engage with our older citizens through enjoyable social interactions such as sports, games, contests, and other forms of play.

Proclaimed at the Regular City Commission meeting of April 6, 2021

Robert F. Paul, III, Mayor

CITY OF HUNTINGTON WOODS
PROCLAMATION

Proclamation #4

WHEREAS, Huntington Woods has 2% of our population identifying as part of the Asian American community, a group that has contributed and continues to contribute to our country's progress, culture and success; and

WHEREAS, beginning in 2020 there has been a documented regional and nationwide trend of increased discrimination, hate and violence against Asian American communities – from young adults to our most vulnerable elderly – exacerbated by false narratives and xenophobia around the coronavirus; and

WHEREAS, these ongoing and reprehensible displays of hate have often gone unnoticed and unreported, perpetuating a model minority myth that Asians will be complacent and stay silent, even when targeted and harmed; and

WHEREAS, hate, violence and bias are not accepted in our community especially when targeting or scapegoating individuals based on their race or identity; and

WHEREAS, the City Commission remains committed to our vision of not just welcoming the world and recognizing our diversity as a key strength for the city and our character, but that we are a city where everyone has a deep sense of belonging; and

WHEREAS, each of us has a personal responsibility to prevent the spread of misinformation, condemn violent acts in any form, support all fellow community members and reject stigma, hate and bias in all its forms; and

WHEREAS, there is an urgent need for the community at large to unite and come together to support the Asian American community and report incidences of hate and bias, especially as we continue to recover together from the impacts of the COVID-19 pandemic; and

WHEREAS, the City will continue the implementation of the Anti-Racism plan and promote opportunities to combat this virulent type of racism, intolerance and xenophobia.

NOW THEREFORE, I, Robert Paul, Mayor of Huntington Woods, and on behalf of its City Commission, do hereby proclaim our renewed and ongoing commitment to be a diverse and inclusive community free from racism, so all who live, work and visit Huntington Woods feel welcomed.

Huntington Woods strongly stands against hate, bias or violence based on race, nationality, gender, disability, sexual orientation or religion, and I urge all residents to unite in solidarity with our Asian American neighbors.

Robert F. Paul, III
Huntington Woods Mayor



Finance Department Memo

AGENDA ITEM #1

To: Mayor and City Commission

From: Tim Rowland, Finance Director

Date: April 1, 2021

Subject: Receipt of 2021-2022 Budget

The 2021-2022 City Budget is required to be received by the City Commission by the first meeting in April each year. The proposed budget was delivered with the commission packets and is available online for residents to view. A budget study session will be held on April 20, 2021 at 7:30 p.m. to present the budget in detail. A public hearing will be held during the May 18th City Commission meeting to receive public comment on the budget.

Suggested Resolution: Moved by Commissioner _____ and second by Commissioner _____ to receive the City Budget for the fiscal year commencing July 1, 2021 and ending June 30, 2022.



Finance Department Memo

AGENDA ITEM #2

To: Mayor and City Commission
From: Tim Rowland, Finance Director
Date: April 1, 2021
Subject: Budget Public Hearing

A public hearing needs to be set to receive input on the 2021-2022 Proposed City Budget. The public hearing is planned for the May 18, 2021 City Commission Meeting.

Suggested Resolution: Moved by Commissioner _____ and second by Commissioner _____ to set a public hearing on May 18th, 2021 to receive public comment on the 2021-2022 City Budget.



Manager's M

AGENDA ITEM #3

To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: March 22, 2021

Subject: Senior Advisory Committee By-law Amendment

The Senior Advisory Committee voted at their March meeting to amend their by-laws to include making recommendations on aging in place in the purpose of the Committee. A red-lined copy of the by-laws is attached. If the City Commission concurs with the change, the appropriate action is to amend the Senior Advisory Committee ordinance.

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

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CITY OF HUNTINGTON WOODS CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE IV, BOARDS AND COMMISSIONS, DIVISION 6, SENIOR ADVISORY COMMITTEE, TO AMEND THE POWERS AND DUTIES OF THE COMMITTEE.

THE CITY OF HUNTINGTON WOODS ORDAINS:

Section 1 of Ordinance

Chapter 2 Administration, Article IV, Boards and Commissions, Division 6, Senior Advisory Committee, shall be amended to read as follows:

Sec. 2-522. - Powers and duties.

The senior advisory committee shall have the general duty of considering senior related issues and advising the recreation department and the city commission concerning such issues. Duties of the committee shall specifically include:

- (1) Providing a forum for seniors to present issues of concern to them for consideration by the city.
- (2) Studying the need for and feasibility of senior housing options in the city.
- (3) Making recommendations regarding senior services, including those that enable seniors to age in place.
- (4) Encouraging senior involvement in senior related activities in the city.
- (5) Considering additional related issues based upon changing needs and circumstances.

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 _____, 2021, 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 _____, 2021, the original of which is on file in my office.

HEIDI BARCKHOLTZ, City Clerk
City of Huntington Woods

**CITY OF HUNTINGTON WOODS
SENIOR ADVISORY COMMITTEE
BYLAWS**

ARTICLE I: PURPOSE OF THE BOARD

The Senior Advisory Committee was created by City Ordinance No. 432 and amended by Ordinance No. 557. The purpose of the Committee is to:

- a) ~~Providing-Provide~~ a forum for seniors to present issues of concern to them for consideration by the City.
- b) ~~Studying-Study~~ the need for and feasibility of senior housing options in the City of Huntington Woods.
- c) ~~Making-Make~~ recommendations regarding senior services, including those that enable seniors to age in place.
- d) ~~Encouraging-Encourage~~ senior involvement in senior related and other activities in the City of Huntington Woods.
- e) ~~Additional-Consider additional~~ related issues ~~may be considered by the Committee~~ based upon changing needs and circumstances.

ARTICLE II: MEMBERSHIP

- Section 1. The Committee shall consist of seven (7) members each serving 3 year terms. Terms are staggered in expiration. Committee members will be appointed by the City Commission in December, and take their position in January.
- Section 2. Members may serve no more than two consecutive terms.
- Section 3. Members shall serve without pay.
- Section 4. The absence for three (3) consecutive meetings of any member of the Committee, without a submitted excused absence shall constitute a vacancy on the Committee.

ARTICLE III: COMMITTEE ORGANIZATION AND MEETINGS

- a) The Senior Advisory Committee shall organize by electing annually from its members a Chairperson, Vice-Chairperson and Secretary.
- b) The Senior Advisory Committee shall meet a minimum of 4 times each year.
- c) Meetings should be scheduled and posted regularly in accordance with the Open Meeting Act, Public Act No. 267 of 1976 (MCL Section 15.265)
- d) Public Notice of the meeting time, date and place of each meeting shall be given in a matter as required by the Act.
- e) Four (4) members of the Committee shall constitute a quorum for the transaction of business.
- f) Four members (4) shall also be necessary for the Committee to pass a resolution and/or recommendation.
- g) The Senior Advisory Committee shall adopt minutes of all resolutions and recommendations which will become a public record.
- h) The Chairperson will preside at all meetings of the Committee and perform all duties generally pertaining to the office of Chairperson.
- i) The Vice-Chairperson shall perform these duties in the absence of the Chairperson.
- j) The Secretary shall record the minutes of all Committee meetings and submit them to the Committee prior to the next regularly scheduled meeting as well as to the City Manager and/or Director of Parks and Recreation.
- k) Items may be added to the Agenda by vote of a quorum at a regularly scheduled meeting.
- l) Meetings may be cancelled by the Chairperson or if a majority of members at any time deem it necessary or desirable to cancel a meeting. The Committee, as all city Boards, Commissions and Committees, shall operate under Robert Rules of Order 14th edition.

- m) The Committee may create sub-committees or ad hoc committees to study specific subject matters. The creation of any such sub-committee or ad hoc committee shall be by a majority vote of the full Committee with a designated special purpose and time limit for any such study and report to the full Committee.
- n) All formal recommendations of the Senior Advisory Committee shall be submitted to the Huntington Woods City Commission. The Senior Advisory Committee may seek input from other City committees as necessary prior to a formal recommendation to the Huntington Woods City Commission. While financial support of the Senior Advisory Committee will be minimal, occasionally special reports and recommendations may require a project budget. All such project budgets must be approved by the Huntington Woods City Commission before being authorized by the Committee.

Article IV Amendment of By-Laws

- a) Amendments to By-Laws shall require a 2/3 vote of appointed members of the Senior Advisory Board.

Adopted on September 19, 2013

Amended on June 5, 2014

Memo

To: City Commission

From: Hank Berry

Subject: Apiary Ordinance

Date: 3-29-2021

This proposed ordinance was brought about by complaints from concerned residents. While beekeeping is growing in popularity and we do have several hives in the city, it can provide problems for neighbors. Complaints have been fielded that range from allergies, fear for children to just being uncomfortable with the quantity of bees involved. While there are some larger lots where this may be acceptable most of our complaints come from the Bronx (middle section) or similar smaller lots 50' to 60' in width.

The proposed ordinance takes into consideration lot sizes and flight lines of the bees and establishes criteria based on best practice. Our fee recommendation is based on a similarity to the chicken ordinance as we have to send inspectors out to verify location as well as construction and there is a cost associated with that. We are also consistent with our other ordinances in that there is a form included for neighbor's signatures for permission , as referenced in the ordinance, which would allow neighbors objections to trump any proposed apiary.

Thank you for your consideration in this matter.

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

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CITY OF HUNTINGTON WOODS CODE OF ORDINANCES, CHAPTER 4, ANIMALS, TO ADD A NEW ARTICLE IV, BEEKEEPING; AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF.

THE CITY OF HUNTINGTON WOODS ORDAINS:

Section 1 of Ordinance

Chapter 4, Animals, shall be amended to add a new Article IV, Beekeeping, which shall read as follows:

ARTICLE IV. - BEEKEEPING

Sec. 4-47. - Definitions.

As used in this article, the following words and terms shall have the meanings ascribed in this section unless the context of their usage clearly indicates another meaning:

Apiary means the assembly of one or more colonies of bees at a single location.

Beekeeper means a person who owns or has charge of one or more colonies of bees.

Beekeeping equipment means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.

Colony/hive means an aggregate of bees consisting principally of workers, but having, when perfect, one queen and at time many drones, including brood, combs, honey and the receptacle inhabited by the bees.

Honey bee means all life stages of the common domestic honey bee, *Apis mellifera* species.

Tract means a contiguous parcel of land under common ownership.

Sec. 4-48. - Purpose.

The purpose of this article is to establish certain requirements of sound beekeeping practices, which are intended to avoid problems that may otherwise be associated with the keeping of bees in populated areas.

Sec. 4-49. - Other beekeeping unlawful.

Notwithstanding compliance with the various requirements of this article, it shall be unlawful for any beekeeper to keep any colony or colonies of bees and the beekeeper and/or property owner may be cited for a civil infraction pursuant to section 1-15 of the City Code.

Sec. 4-50. - Permit required.

A person who wishes to keep bees in the city shall obtain a permit from the city prior to acquiring the bees or constructing the beehive and pay a permit fee set by the city commission. The applicant shall provide written approval for keeping bees from all adjacent property owners when applying for the permit. This permit shall be kept by the owner and presented upon demand by any city official or police officer. Permits are non-transferable and do not run with the land. Permits shall expire after two (2) years unless renewed before their expiration. A permit constitutes a limited license granted to the beekeeper by the city and in no way creates a vested zoning right.

Sec. 4-52. - Hive type.

All honeybee colonies shall be kept in hives with movable frames, which shall be kept in sound and usable condition.

Sec. 4-53. - Flyways.

In each instance in which any colony is situated within 25 feet of a public or private property line of the tract upon which the apiary is situated, as measured from the nearest point on the hive to the property line, the beekeeper shall establish and maintain a flyway barrier at least six (6) feet in the height, subject approval in accordance with Sec. 40-10.10, consisting of a solid wall, fence, dense vegetation or combination thereof that is parallel to the property line and extends ten (10) feet beyond the colony in each direction so that all bees are forced to fly at an elevation of at least six feet above ground level over the property lines in the vicinity of the apiary.

Sec. 4-54. - Water.

Each beekeeper shall ensure that a convenient source of water is available to the bees at all times during the year so that the bees will not congregate at swimming pools, pet watering bowls, bird baths or other water sources where they may cause human, bird or domestic pet contact.

Sec. 4-55. - General maintenance.

Each beekeeper shall ensure that no bee comb or other materials are left upon the grounds of the apiary site. Upon their removal from the hive, all such materials shall promptly be disposed of in a sealed container or placed within a building or other bee-proof enclosure.

Sec. 4-56. - Queens.

In any instance in which a colony exhibits unusual aggressive characteristics by stinging or attempting to sting without due provocation or exhibits an unusual disposition toward swarming, it shall be the duty of the beekeeper to promptly re-queen the colony with another queen. Queens shall be selected from European stock bred for gentleness and non-swarming characteristics.

Sec. 4-57. - Colony density and posting.

- (a) It shall be unlawful to keep any colonies of bees on property less than one-half (1/2) acre in size.
- (b) No colony shall be located within 25 feet of a public or private property line of the tract upon which the apiary is situated, as measured from the nearest point on the hive to the property line.
- (c) It shall be unlawful to keep more than two colonies on any tract within the city.
- (d) A colony must be kept upon the same tract upon which the owner of the tract resides.

Sec. 4-58. - Michigan law.

The beekeeper shall fully comply with all State of Michigan Apiary Laws, MCL 286.801 et al., including future revisions to Michigan Apiary Law, as well as the Generally Accepted Agricultural and Management Practices for Beekeeping and Apiary Management (GAAMPs) published by the Michigan Department of Agriculture and Rural Development. Additionally, a beekeeper selling honey must obtain and maintain a food establishment license if required to do so by the Michigan Food Law of 2000, MCL 289.4101 et al.

Sec. 4-59. - Compliance.

- (a) Upon receipt of information that any colony situated within the city is not being kept in compliance with this article, the zoning administrator shall cause an investigation to be conducted. If he/she finds that grounds exist to believe that one or more violations have occurred, he/she shall issue a municipal civil infraction to the beekeepers.
- (b) A civil infraction citation may be issued to the beekeepers once a day until such time as the bees are destroyed, removed, or the problem is corrected.
- (c) If, after a civil infraction is issued and the beekeeper does not cause the violation to be corrected in a prompt manner, the city may, at its discretion, revoke the beekeeper's permit and cause the colony or colonies to be destroyed.
- (d) The provisions of this section shall not prevent the city from destroying bees or a bee colony in the event that there is an immediate need to protect the public safety. Such circumstances include, but are not limited to:
 - (1) A bee colony not residing in a hive structure intended for beekeeping;
 - (2) A dangerous swarm of bees that poses an immediate risk to the safety of humans;
or
 - (3) A colony residing in a standard or man-made hive which, by virtue of its condition, has obviously been abandoned by the beekeeper.

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.

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Section 4 of Ordinance. Savings.

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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 _____, 2021, 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 _____, 2021, the original of which is on file in my office.

HEIDI BARCKHOLTZ, City Clerk
City of Huntington Woods



Backyard Apiary Permit Application

New ☐ Renewal ☐

Fill out this form in its entirety and return to the Building Department along with the permit and inspection application fee of \$180. If you have questions, contact the Building Department at 248.581.2633. Permits are valid for one year, shall expire on December 31st, shall be non-transferrable and are site specific.

APPLICANT NAME

APPLICANT ADDRESS

PHONE

EMAIL ADDRESS

NUMBER OF COLONIES (maximum 2 hives)

SITE PLAN

Provide a site plan of the property showing the entire rear yard, the size and location of any accessory structures and the proposed dimensions and location of the hives. The site plan must include the distance from the hive to the property line and distance from the hives to abutting homes, along with the proposed flyway barrier design.

NEIGHBOR APPROVAL

All adjoining property owners must consent to the permit for apiaries. Please attach a signed Neighbor Consent Form to the application for each adjoining neighbor.

APPLICANT CERTIFICATION

I hereby certify that the information submitted is true and correct. In submitting the signed application, I acknowledge and agree that the application is subject to all terms and conditions for a Backyard Apiaries found in Chapter 4, 4-5 Apiaries of the City Code. I further acknowledge that I have read the applicable ordinance attached to the permit application and agree to fully comply with the regulations set forth in the ordinance.

APPLICANT SIGNATURE _____ DATE _____

OFFICE USE ONLY

Building inspector approval _____

Code enforcement approval _____

Fee paid ☐

Permit expires December 31, 20____



Backyard Apiary Neighbor Consent Form

I verify that I am the abutting property owner to _____.
(Address for backyard apiary permit)

I understand that my neighbor desires to raise bees and that my approval is required before a permit will be approved.

I hereby give my consent to my neighbor for bees to be raised during _____.
(Permit year)

NEIGHBOR NAME _____

NEIGHBOR ADDRESS _____

PHONE _____

EMAIL ADDRESS _____

SIGNATURE _____

GENERALLY ACCEPTED AGRICULTURAL AND MANAGEMENT PRACTICES FOR BEEKEEPING AND APIARY MANAGEMENT

MANAGEMENT OVERVIEW

European honey bees (*Apis mellifera* L.) play a critical role in Michigan and U.S. agriculture. At least 60 of Michigan's important fruit and vegetable crops (including apple, blueberry, cherry, cucumber, and pumpkins) rely on honey bee pollination. Without honey bees to supply pollination services, much of Michigan's rich fruit and vegetable production would not be possible, and producers would be forced out of business. In short, Michigan's agricultural industry would be devastated.

Despite the importance of honey bees, the beekeeping industry has struggled since the introduction of two parasitic mites to the U.S. in the mid-1980s. The introduction of the Tracheal Mite (*Acarapis woodii*) and Varroa mite (*Varroa destructor*) has nearly eliminated the feral (wild) honey bee population in the U.S. (Kraus and Page, 1995). The number of beekeepers managing honey bee colonies also declined due to the more complicated management requirements caused by the mites. In 1993, Michigan's Apiary law was changed to open the state for free movement of honeybee colonies as beekeepers sought to take colonies to southern states where they could better manage for mite control during the winter months. In recent years, Michigan beekeepers have moved bees to California for almond pollination, Florida for pickle pollination, and to Maine and Mississippi for blueberry pollination. Michigan has become a migratory beekeeping state.

The Michigan Department of Agriculture and Rural Development provides inspection service to beekeepers needing a certificate of health for movement of their bees. However, because of the varied requirements for health certificates for movement, many of them voluntary, there is not a reliable estimate of the number of colonies moved into and out of the state each year.

Beekeepers now use an array of management tools, including miticides, antibiotics, and insecticides for the management of mites, the small hive beetle (*Aethina tumida*), brood diseases, and microsporidian parasites. As research on colony strength continues, the use of dietary supplements for stimulating hive buildup and to maintain colony health has increased.

MANAGEMENT PRACTICES

Understanding some basic bee biology and beekeeping will facilitate your inspection of the hives, gauging of quality/strength of the hives, and help maximize the use of bees for your pollination.

Social Structure: Honey bees are social insects and only the sterile female workers do all the in-hive work (cleaning, drying nectar into honey, feeding young) and outside work (foraging for water, pollen, nectar and propolis, and colony defense). The queen's only job is to lay about 2,000 eggs per day and releases queen mandibular pheromone to let the workers know that she is present and healthy. The males' (drones) only job is to mate with queens and are produced only during May to August. A typical colony of bees has about 30,000 – 60,000 workers, one queen and a few to hundreds of drones. About 1/3 of these workers are foragers. Foragers show flower constancy so they tend to focus on flowers of a single species, resulting in more efficient pollination.

Internal Factors Affecting Foraging Behavior: To provide adequate pollination, honey bee colonies must be of sufficient strength, free of diseases and parasites, have a laying queen, and have adequate "brood" (immature stages which include eggs, larvae and pupae). A newly installed package bee colony, with 2 pounds of bees, would start with about ~9,000-11,000 workers and would not be considered ready for pollination work. Such a colony would concentrate heavily on brood rearing and only have about 1,000-2,000 foragers. Stronger colonies would send out about 30% of bees as foragers. A typical median strength over-wintered colony would have about 30,000 workers and can send out 10,000 foragers. With adequate resources, colonies can develop a work force of 60,000 or more workers at the peak of the season. Brood frames should be inspected for the presence of chalkbrood, American and European foulbrood, parasitic mites and symptoms of virus or other pathogens of honeybees. In general, 3-5 frames of solid brood suggest a fertile queen and a healthy colony. Bees should be periodically inspected for presence of Nosema disease.

External Factors Affecting Foraging Behavior: Environmental factors affect honey bee foraging. Bees do not work in the rain and work less on cloudy days. Foraging activity is positively related to temperature, with a linear relationship from 60-90°F. Foraging activity slows when it gets too hot (over 90°F). High winds (above 20 mph) will alter or inhibit flying activity, with bees choosing flight paths that are less affected by wind. As an example, honey bees placed for pollination of orchards will concentrate their efforts near the orchard floor under windy conditions, leaving the orchard crop poorly pollinated. By contrast, bumble bees can forage at lower temperature and lower light conditions.

Hive Density Recommendations for Pollination: Because Varroa mites had wiped out most of our feral (wild) honey bee populations, recommended rates for pollination prior to 1987 have to be increased to compensate for the lack of "free" honey bees. The table below lists recommended rates for hive density. From an economic point of view, it is best to start with the highest number of hives you can afford, and then alter your hive count based on your observations. As new fruit and vegetable varieties are released, review pollination recommendations made by the developer, and then monitor pollination activity. (See also: <http://www.pollinator.ca/canpolin/>)

Table 1. Recommended density of honey bee colonies (per acre) for Michigan crops

Crop	Colonies	Notes
Apple	1-3	The more high density varieties need more hives
Sweet cherry	1	Balaton may need more
Pear, Plum, Peach	1	
Blueberry	3	Cultivars vary in their dependence on pollination
Cranberry	3	
Raspberry, strawberry	1	
Pickles	3	

Hive Density Recommendations for Neighbor Relations: One of the primary limitations to keeping bees is the real or perceived interaction between the bees and the people who live in or use the surrounding area. The following practices are intended to minimize potential conflicts between people and honeybees. Hive density (colonies per acre), placement and orientation of hives in relation to property boundaries, and providing a barrier between hives and neighboring properties to interrupt and prevent the direct line of flight from a colony into living areas on neighboring properties are important factors to accomplish this objective.

Table 2a. Recommended maximum density of honey bee colonies relative to lot size

Lot/Acreage	Number of Colonies
Up to 1/4 acre (1/4 acre=10,890 sq. ft., roughly 50 ft. x 215 ft.)	2
More than 1/4 acre, less than 1/2 acre (1/2 acre = 21,780 sq. ft., roughly 100 ft. x 218 ft.)	4
More than 1/2 acre, less than 1 acre (1 acre = 43,560 sq. ft., roughly 150 ft. x 290 ft.)	6
1 acre or more	8

Table 2a provides general guidelines for the maximum number of bee colonies to keep on small lots. Other limitations for placement of bees on small lots include the orientation of colonies in relation to adjacent and nearby developed property as described in the sections for 'Hive Placement' and 'Recommendations for Considerate Hive Management'.

Table 2b. Recommended density of honey bee colonies regardless of lot size

Condition	Number of Colonies
If all hives are situated at least 200 feet in any direction from all property lines of the lot on which the apiary is situated	No limit
As long as all adjoining property that falls within a 200-foot radius of any hive is undeveloped property	No Limit

Table 2b is used when lot size is larger than one acre, where colonies will be located at least 200 feet from property lines and any adjoining or nearby developed portion of property.

Hive Placement: Correct placement of hives is an important consideration for responsible beekeeping in urban/suburban situations.

- Hives must be located in a quiet area of the lot.
- Hives must be oriented so that a direct line of flight from the hive entrance does not impact living areas on neighboring properties.
- When placing hives on small lots (Table 2a) or at locations within 200 feet of any developed portion of property, a solid fence, wall, or dense vegetative barrier capable of interrupting the direct flight of bees shall be used to redirect the bee's flight pattern and prevent a direct line of flight from the hives into neighboring properties. The barrier shall start at the ground, be a minimum of six feet in height and shall extend beyond the direct line of sight from the entrance of the hive to the neighboring or adjacent property.
- Hives must not be placed along property lines unless a solid fence, wall or dense vegetative barrier capable of interrupting the direct flight of bees forms the property boundary.
- Hives placed in elevated locations need to be placed so bees do not have a direct line of flight to neighboring properties with elevated living areas.
- Do not place hives next to roads, sidewalks, and public rights of way.
- Hive entrances should face so that bees fly across your property. If this is impossible, use barriers (hedges, shrubs, or fencing six to twelve feet high) to redirect the bees' flight pattern.

Swarming: Swarming is a natural instinct of honeybees that occurs chiefly from spring to early summer. Swarms should be collected to prevent their becoming a nuisance. Honeybee colonies can and should be managed to prevent or minimize swarming. For example, brood chamber manipulation, colony division, adding supers for brood rearing and honey storage, and replacing old or failing queens can all reduce the swarming impulse. These and other management practices to control swarming are explained in detail in good beekeeping textbooks. Beekeepers who learn of a swarm should take reasonable measures to see that the swarm is retrieved.

Provision of Water: Beekeepers should assure an adequate source of fresh water for their bees prior to establishing an apiary. Where adequate fresh water from a nearby pond or stream is not available, beekeepers should establish a water source that will be available throughout the active flight season. Bees prefer a sunny place where they can gather surface moisture, for example wet sand or gravel or the edge of a birdbath. If you establish such water sources, your bees will become habituated to them and will be less likely to visit swimming pools or hot tubs. Remember that in very hot weather, bees use a large amount of water to maintain temperature and humidity within the hive.

Queens: In most cases, European honeybees are considered gentle. When a colony exhibits unusually defensive characteristics (stinging or attempting to sting without provocation), or exhibits a frequent tendency to swarm, it is the beekeeper's duty to requeen from European stock. Queens should also be replaced as they get older, or as they begin to fail to ensure that the colony maintains strong numbers of healthy brood.

Robbing Behavior: When nectar is scarce, honeybees may rob honey from other hives. Under such conditions, beekeepers should work hives for only a very short time, if at all. Exposing honey (especially sticky honeycombs) outdoors often encourages robbing. All spilled honey should be cleaned up immediately. To prevent robbing, buildings and trailers used for honey extraction must be made bee-proof, as far as is practicable.

Transportation of Hives: Beekeepers must take appropriate care when transporting hives of honeybees. All loads of hives and supers of honey should be secured. Bees being transported should have entrance screens or be secured under netting.

Migratory Movement of Honeybees and use of Consolidation Yards: Migratory beekeeping practices include the use of temporary consolidation yards where beekeepers bring hundreds to thousands of honeybee colonies together to facilitate inspection and shipment of colonies for migratory purposes. Likewise large number of colonies may be temporarily unloaded upon return from migratory movement.

Beekeepers must be aware of the impact caused by congregating large numbers of colonies in one location, and take appropriate steps to mitigate the impact to their neighbors.

In most cases it is to the beekeepers benefit to quickly disperse excess colonies from a consolidation yard. However, unforeseen factors including weather and the timing of pollination needs can inhibit the dispersal of colonies and must be taken into account when deciding where to unload the bees.

During periods of cold, honeybees cluster in the colony and little or no activity is observed. On sunny or mild days, honeybees will leave the colony for cleansing flights, but they quickly return to their colony. Overwintering large numbers of colonies in one location has benefits to the beekeeper and is considered an acceptable practice as long

as the beekeeper arranges to disperse the colonies before the bees become active in the spring.

Honeybees being prepared for migratory movement are brought to one location to facilitate loading and shipping. A beekeeper may consolidate from 100 to several thousand colonies of honeybees in one location, depending on the number of colonies to be placed on a truck, and the number of trucks to be loaded at a single time. If warm weather is anticipated, large numbers of colonies should not be consolidated in a location where they can impact developed properties.

The beekeeper must anticipate the length of time colonies will be at the site and provide adequate food and water to address the foraging needs of the colonies for the time of year. The beekeeper must anticipate the time needed to complete inspections, prepare the colonies for movement, and schedule transportation to move the bees. A beekeeper must provide a consolidation yard with enough setback from developed property that, with appropriate food and water resources, the beekeeper will mitigate the activity of honeybees around neighboring homes and farmsteads. Tables 2a and 2b address setback distances for normal beekeeping activity and should not be considered as guides for consolidation yards.

Colonies brought to Michigan from southern states are, in general, stronger than colonies that were overwintered in Michigan. When moved into Michigan, southern raised colonies will have an active field force and will immediately begin searching for water and food resources. Adequate food and water must be provided no later than at the time the bees are unloaded. A consolidation yard must be located so that the distance from developed properties coupled with adequate food and water resources prevents honeybees from invading developed properties.

Disbursal of colonies from receiving yards to pollination or honey production locations should occur as soon as possible. It is to the beekeepers advantage to minimize the number of times bees are moved. For this reason, unload large numbers of colonies further from neighbors if constraints of weather or the timing of pollination activities prohibits immediate movement.

Recommendations for Considerate Hive Management: Beekeepers should take into account that weather conditions influence bee behavior and plan to work bees when conditions are favorable. They should make sure that neighbors are not working or relaxing outdoors when they open hives and should try to perform hive manipulations as quickly as possible, with minimum disturbance to the bees. Extended hive manipulations, particularly removing honey, should be carefully planned to accommodate neighbors' activities. Beekeepers should use smoke when working bees and should smoke hive entrances before mowing or trimming in the hive area. Clippings and exhaust should be directed away from hive entrances.

Adherence to the following list of beekeeping and apiary management practices will help beekeepers avoid conflicts with neighbors and demonstrate good beekeeping management:

1. Situate hives away from lot (property) lines and occupied buildings.
2. Locate hives away from roads and areas frequented by pedestrian and animal traffic.
3. In populated areas, use fences and hedges as screens to conceal hives and to elevate the bees' flight path. Vegetation and fences also serve as windbreaks.
4. Do not situate hives on or next to utility right- of -ways (power lines, pipelines or underground cables).
5. Avoid placement of hives near schools, recreation areas, picnic grounds or other locations that may result in adverse honey bee/public interactions.
6. Provide a water source so the bees don't fix on neighborhood swimming pools, birdbaths, livestock/pet water sources, etc. The water source must be established before the weather gets hot so the bees are trained to it. Provide fresh water on a regular basis.*
7. Keep no more than 4 hives on a lot less than 1/2 acre.
8. Maintain gentle colonies. If hives become defensive, determine the cause and requeen with gentle stock if necessary. Skunks are often the reason for hives to suddenly become defensive.
9. Work bees when neighbors are not in their yard. Minimize robbing behavior.
10. Manage hives for swarm prevention.
11. When mowing the grass in front of hives, direct the clippings and exhaust away from the entrance.
12. Share your enthusiasm and knowledge of beekeeping with the community.

* Common water sources include birdbaths, pebble filled sections of gutter with end caps, plastic wading pools and entrance feeders. Pieces of carpet screen stapled to wooden frames, styrofoam floats, and stones and pebbles provide ample footing for the bees to prevent drowning. The addition of salt (water softener, pickling, and sea) or sugar often aids in the training process of honey bees.

HEALTH CARE

Disease Control: There are a number of honeybee diseases and pests, of which American Foulbrood (AFB) is the most serious. Other brood diseases, including European Foulbrood, Chalkbrood, Nosema, and viruses must be considered when caring for honeybee colonies. Beekeepers should be extremely cautious about mixing hive equipment or purchasing hives from sources that are not certain to be disease-free. Finally, it is incumbent on beekeepers to manage parasitic mites and other pests responsibly for both colony health and honey quality.

Pharmaceutical Use: It is imperative that those engaged in raising livestock (including bees) and poultry for human consumption understand the prudent and legal use of pharmaceutical products. To help ensure that health and welfare of livestock and poultry and the safety of food they produce for the public, a veterinary-client-patient relationship (VCPR) is highly recommended. In most cases, a valid VCPR is mandatory for acquiring and using pharmaceutical products in food producing animals. Michigan currently follows the federal definition for a VCPR which states that a VCPR is considered valid if the following is observed (Code of Federal Regulations 530.3) (<http://www.fda.gov/AnimalVeterinary/DevelopmentApprovalProcess/ucm460406.htm>):

1. A veterinarian has assumed the responsibility for making medical judgments regarding the health of (an) animal(s) and the need for medical treatment, and the client (the owner of the animal or animals or other caretaker) has agreed to follow the instructions of the veterinarian;
2. There is sufficient knowledge of the animal(s) by the veterinarian to initiate at least a general or preliminary diagnosis of the medical condition of the animal(s); and
3. The practicing veterinarian is readily available for follow-up in case of adverse reactions or failure of the regimen of therapy. Such a relationship can exist only when the veterinarian has recently seen and is personally acquainted with the keeping and care of the animal(s) by virtue of examination of the animal(s), and/or by medically appropriate and timely visits to the premises where the animal(s) are kept.

Pest Management during Pollination: Always make growers mindful that honeybees are active on their farm and that they need to follow appropriate practices to protect your honeybees. The use of broad-spectrum insecticides when flowers are open should always be avoided. Pesticide labels, as well as precautions regarding honeybee toxicity to a pesticide or combination of pesticides should be heeded by growers.

Bee hives should be removed immediately after pollination if post-bloom pesticide applications are planned. By monitoring for pest problems carefully during bloom, growers can help minimize the need for pest control. If an insecticide application is necessary during bloom, the compounds that are least toxic to bees should be used,

with careful observation of the pollinator-restrictions on the label. If an application is required, the beekeeper should carefully determine whether the bees need to be moved prior to the application event.

In general dusts, wettable powers and emulsifiable concentrate formulations are more harmful to honey bees. Applications conducted in the morning or daytime are not as safe for bees as evening applications. Ask the grower to inform the beekeeper before a spray so that colonies can be moved or shut down for 1-2 days with wetted-burlap blocking entrances, especially if highly toxic insecticides have to be used. This database lists the toxicity of various pesticides to honey bees:
<http://apiculture.com/databases/pesticides.htm>.

Our appreciation to the Maine State Beekeepers Association for allowing us to use their excellent material in this document. Their full document can be seen at mainebeekeepers.org.

DEFINITIONS

Apiarist and beekeeper: A person keeping bees

Apiary: A place where honeybee hives are kept

Apiculture and Beekeeping: The management of beehives

Bee sting: Injury sustained and inflicted by a worker honeybee

Beehive: Removable framed housing for a honeybee colony

Brand: Identification for marking frames and hives

Consolidation Yard: A location where large numbers of colonies are placed temporarily to accommodate migratory shipping needs or winter management practices

Flight path: The distinct route taken by many bees leaving from or returning to their hive

Foraging bees: Bees seeking water or food - Bees naturally forage flowers for nectar and pollen. In abnormal circumstances, when natural sources of food and water are scarce, bees may forage supplies of animal feed, water or protein.

Hive: A honey bee hive, being a nucleus colony or a standard size colony

Honey extraction: The removal of honey from combs

Honey flow: The gathering of nectar from flora by honeybees

Honeycomb: Removable frames, containing wax cells which house honey, pollen, and/or brood (eggs, larvae, pupae)

Package bees: A number of adult bees, with or without a queen, contained in a ventilated shipping cage transported via USPS or other carriers

Pollination: The transfer of pollen by honeybees from anthers to stigmas of flowers for the purpose of plant fertilization

Robbing: Bees attempting to access honey stored or spilled in another hive

Strong hive: A populous honeybee colony

Super: Box or boxes containing frames placed above the bottom or brood

Swarm: Cluster of flying mass of honeybees including workers, queen, and drones

Undeveloped Property: Means idle land that has no structures or facilities intended for human use or occupancy. Property used exclusively for streets, highways, or commercial agriculture is considered undeveloped property.

Water supply: Taps, hoses, pools, hot tubs, streams, ponds, puddles, etc.

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agdev.anr.udel.edu/maarec/

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<http://www.omafra.gov.on.ca/english/foodinspections/bees/recommendations.htm>

Pett, Walter. Apiculture and Pollination Specialist, Michigan State University, Department of Entomology. pett@msu.edu

Pollination and pesticides <http://cyberbee.net/column/pollinator/pesticides.pdf>

REVIEW COMMITTEE

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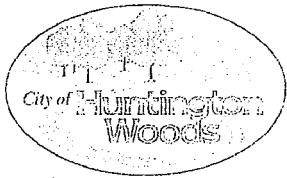
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To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: March 26, 2021

Subject: Diversity, Equity & Inclusion Plan Preparation

In December, the City released a Request for Proposals for the preparation of a diversity, equity and inclusion (DEI) plan. The DEI plan is an important component of the broader framework of the City's Anti-Racism Plan and Master Plan update.

After reviewing the proposals and interviewing two firms, staff is recommending awarding the contract to Volar Consulting at a cost not to exceed \$22,000.



Make your workplace Soar! | 248-705-9008 | VolarConsulting.com

City of Huntington Woods
Attn: Heidi Barckholtz, City Clerk
26815 Scotia Road
Huntington Woods, MI 48070

Project: Diversity, Equity, and Inclusion (DEI) Planning

Hello Ms. Barckholtz and Ms. Sullivan,

On behalf of Jade Strategies, Inc., and Volar Consulting, LLC, we are excited to submit this RFP for a Diversity, Equity, and Inclusion Strategic Plan to the City of Huntington Woods. As a resident of the City of Huntington Woods, I know first-hand how hard the City Administration and City Commission strive to make Huntington Woods a welcoming and inclusive community. As a professional with deep expertise in Change Management, DEI, and leadership development, I am impressed and inspired by your willingness and commitment to self-examine, understand, and leverage DEI as a strategy.

Joscelyn Davis of Jade Strategies, Inc. and I look forward to demonstrating how our extensive experience preparing DEI strategic plans, engaging the community to gather and leverage critical input, and applying our proven DEI approach will result in an impactful strategy that will empower the City to achieve its DEI goals. Additionally, due to our extensive work with cities throughout Michigan, we know how to work within the context of community development and a Master Plan. Finally, we have the skills and experience required to ensure that the DEI work is integrated with the valuable Anti-Racism framework that you recently developed.

Included in the RFP you will find all the content requested. Due to client confidentiality, we could not include deliverable samples. However, we have provided two very relevant client examples as well as testimonials and a letter of recommendation. Should you need any further information to validate our credentials, please let us know.

We are grateful for this opportunity with the City of Huntington Woods and cannot wait to get started.

Thank you for your consideration,


Michelle Cantor
Certified Diversity Executive®
Volar Consulting, LLC
248-705-9008



Are you ready to build and sustain an effective DEI Strategy?



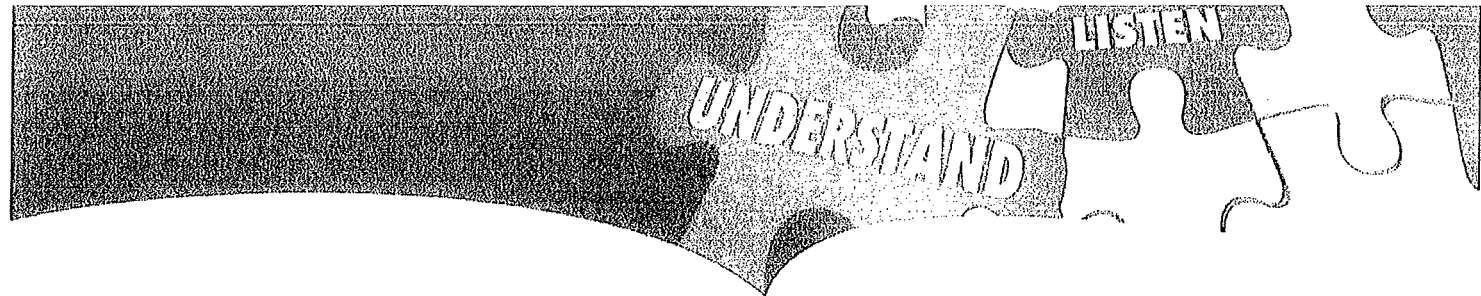


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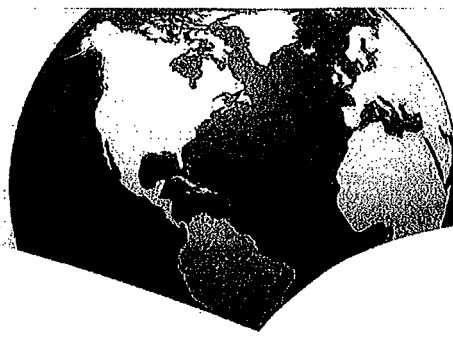
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A Dream Team for the City of Huntington Woods

Providing unparalleled expertise in:



*DEI Strategic Planning and
implementation*

*DEI Consulting for cities and
municipalities*

*Leveraging multiple community
engagement
tools and approaches*

*Integrating change management
and DEI into community development
and Master Plans*

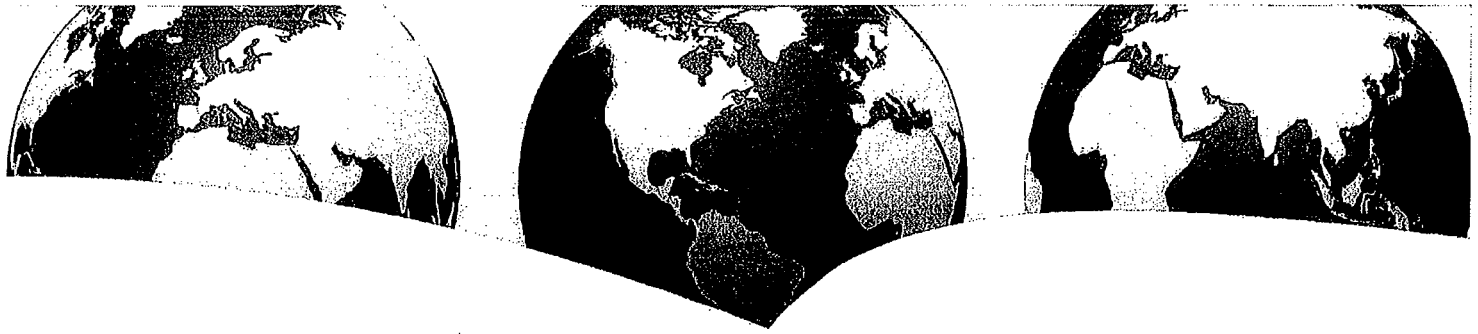


Female-business owners, Michelle Cantor of Volar Consulting, LLC, and Joscelyn Davis of Jade Strategies, Inc. have worked together on projects, associations, and custom workshops for almost four years. They were connected by a mutual colleague and their shared passion and commitment to Change Management, DEI, and consulting excellence created the optimal opportunity for collaboration. **Michelle and Joscelyn have a “secret sauce” that optimizes each other’s skill-sets and provides exceptional client service.**

With more than twenty years of human performance and DEI expertise, Michelle has consulted for numerous **Fortune 500 companies** including Chrysler, Ford Motor Company, Dow Chemical, and Accenture, as well as highly visible non-profits such as **Jewish Federation of Metropolitan Detroit and the Detroit Symphony Orchestra.**

For ten years, Jade Strategies, a minority-owned business, has been providing strategic planning, leadership and team development, **community engagement, and change management consulting to numerous associations, cities, and counties,** including Detroit, Pontiac, Oak Park, and Oakland County.





Background & Experience



Michelle Cantor

Earned her BA in Spanish from the University of Michigan. She then taught English as a Second Language to Hispanic immigrants gaining U.S. citizenship. Wanting to advance in management, Michelle pursued an MBA from Indiana University's Kelley School of Business. For more than twenty years, she has been providing thought leadership and strategic direction relative to organizational and talent development. Michelle is a **Certified Diversity Executive®** and a **Leadership Oakland Cornerstone alumna**.

As Founder and President of Volar Consulting, LLC., Michelle has a demonstrated track record of designing and implementing successful Diversity, Equity, and Inclusion programs, which integrate strategic planning, leadership coaching, and organizational culture development. She is the creator of **Conscious Leadership™**, an interactive training experience that gets to the heart of understanding the power of unconscious biases and how people can both individually and collectively create a more inclusive and productive environment.

Michelle initiated her consulting career at Accenture and rose through the ranks from a Change Management consultant to Manager to Operations Lead for Accenture's North America Behavioral Interview Center. She honed expertise in strategic planning as a **Program Lead for Accenture's Global Smart Grid Consulting Practice, a \$500 million dollar business**.

In 2016, Michelle was asked to help Accenture's North America Strategy Consulting practice improve their DEI efforts. Working with leadership, Michelle determined the strategic direction of Diversity and Inclusion, defined a phased plan, and created the operational infrastructure to implement the roadmap.

Since then, Michelle has applied her experience and skills to focus exclusively on helping clients achieve DEI excellence.

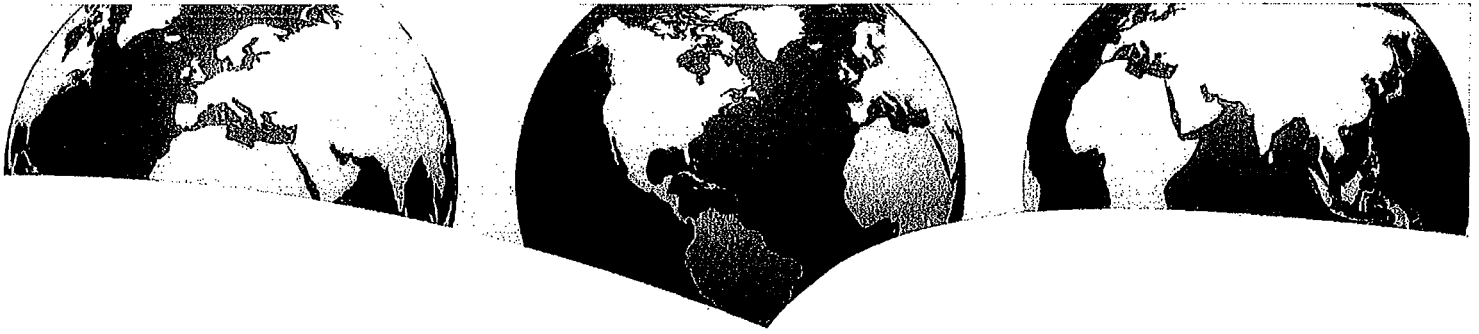
She serves on the Board of Directors for two non-profits that are very different but share a common core of enabling opportunities and access for diverse populations: Living Arts and Jewish Vocational Services.

Michelle is a Huntington Woods resident who has interacted with every aspect of this city. Her family has spent hours at the rec center, pool, tennis courts, parks, and Detroit Zoo. Her three kids attended Burton, Latchkey, and HW Fruit Camp.

Michelle knows how incredible and inclusive this community has been for her and her family. But she is also acutely aware, except for being Jewish (which doesn't feel like a minority in Huntington Woods), she represents every majority statistic of the community.

Michelle shares the City's desire and intent to leverage its strengths, identify its weaknesses, and strive to make Huntington Woods a model of diversity, equity, and inclusion.





Background & Experience



Joscelyn Davis

Has served in several, significant leadership positions in the private, public, and nonprofit sectors for more than 25 years, in which she has been responsible for strategic planning, leadership coaching and employee development, strategic communications, and organizational change management. She is a graduate of the University of Michigan and University of New Haven, where she earned BA and MBA degrees, respectively.

As Chief Strategist at JADE Strategies, Joscelyn works closely with clients to execute approaches to complex challenges that align operations with mission, define stakeholder relationships, and result in operational efficiencies.

Joscelyn is well-versed in leadership, organization, and management development. She has facilitated hundreds of workshops on strategic planning, high-functioning teams, collaborative cultures, emotional intelligence and business etiquette.

Joscelyn is the former Director of Strategy for United Way Community Services, and Oakland County Director of Community Engagement for United Way for Southeastern Michigan.

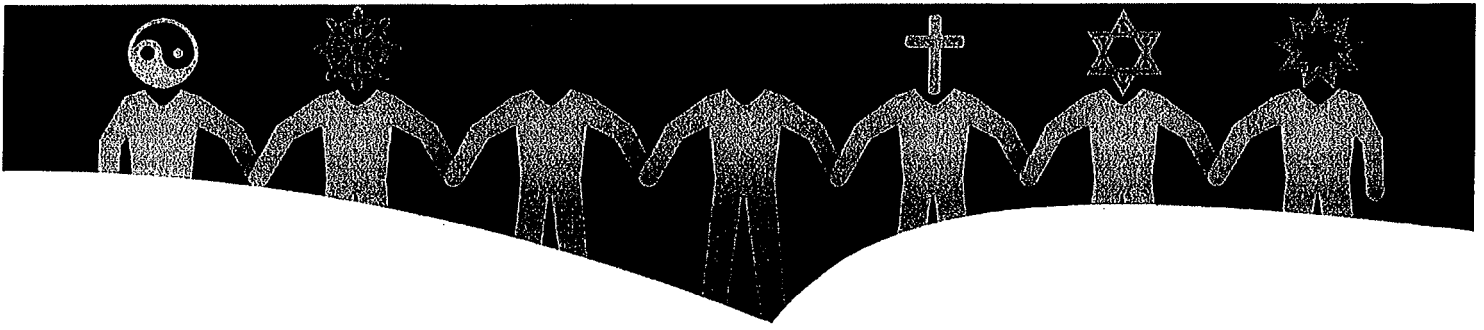
She previously served as Vice Chair of the Oakland County Women's Commission, responsible for strategic planning. Joscelyn also served on the Oakland County Business Roundtable and was appointed to the Main Street Oakland County board of directors.

Joscelyn holds an international certification in **Personality Dimensions®** Awareness Workshops, which assess personal temperaments, explores unconscious biases, and strengthens collaboration.

Joscelyn has applied her community engagement, communications, and strategic planning expertise to **numerous associations and cities throughout Oakland County, such as:**

- Leading focus groups and community conversations for Oak Park related to construction of the new municipal complex and development of the Communications Department.
- Leading focus groups, a community survey, and hosting community conversation/public presentation for West Bloomfield Township's Cable Communications Commission, which resulted in a comprehensive, redesign and five-year strategic plan for the commission.
- Leading focus groups, team collaboration training, and strategic planning for the Michigan Association of Fire Chiefs in Lansing last year.
- Facilitating focus groups/community conversations for the Alliance of Coalitions for Healthy Communities; North Oakland Community Coalition; and Genesee County Prevention Coalition.

She currently serves on the executive committee of the Auburn Hills Chamber of Commerce's board of directors. Joscelyn is an Inforum Michigan-certified executive leadership coach and founder/co-chair of Inforum's Lady Bosses Affinity Group.



Approach for Huntington Woods

A proven approach customized for each client:

Jade Strategies, Inc. and Volar Consulting, LLC. have honed their combined 40+ years of human performance and DEI consulting, coaching, training and facilitation experience and established proven tools and methodologies to ensure **DEI excellence for cities and municipalities**. These include Volar Consulting, LLC's systematic approach called **SOAR** for developing, implementing and maintaining an effective DEI strategic plan.

Below is an overview of the **process customized for the City of Huntington Woods** to enable the community to leverage its strengths, identify its weaknesses, and develop a clear path to develop and implement a successful DEI Strategy.

Scope of current RFP

Additional Services

S

Set the Stage

ASSESS the current and desired DEI state of the City of Huntington Woods

O

Open Your Eyes

DEVELOP a relevant and effective DEI Strategic Plan for the City of Huntington Woods

A

Address the Gaps

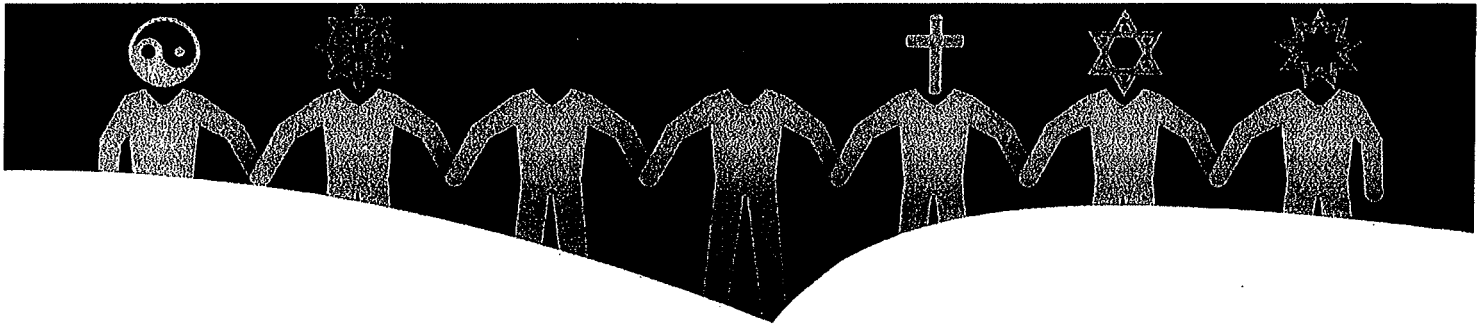
IMPLEMENT the City of Huntington Woods DEI Strategic Plan

R

Reap the Rewards

STAY the course, assess, and adjust DEI activities as necessary in order to optimize the benefits of the DEI Strategy

Continuous integration with the City Master Plan and Anti-Racism framework



Approach for Huntington Woods

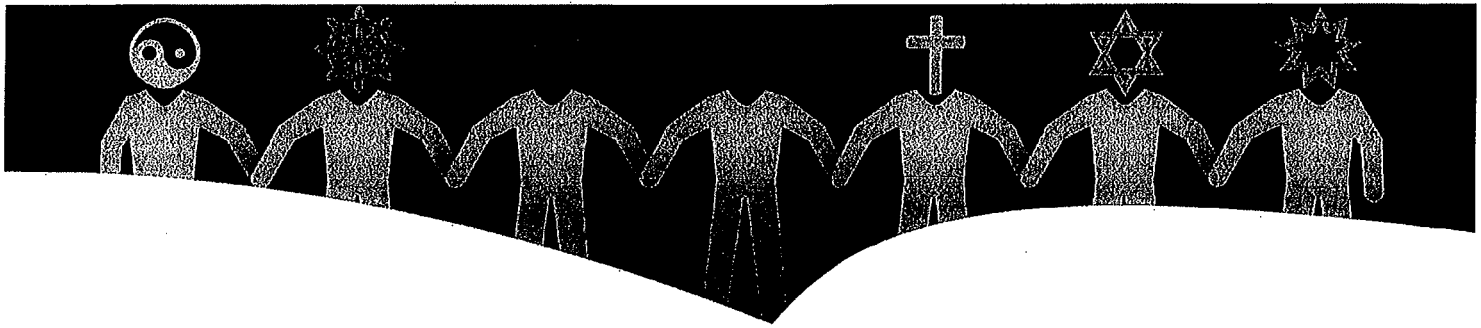
Key Principles and Deliverables

Key Guiding Principles:

- **Provide transparency** and clarity of timeline, dates, roles and responsibilities.
- **City Staff and Commissioners are well informed and prepared** for a successful project.
- Ensure productive and effective DEI conversations and outcomes that are **aligned with the Master Plan and the Anti-racism Framework**.
- Due to COVID-19 and the sensitive topic of DEI, **a community-wide engagement session is not feasible or recommended**.
- **Provide community multiple ways to engage** that are safe both physically and emotionally, understanding that one size does not fit all.
- Provide opportunity for **ALL residents to easily provide anonymous feedback**.
- Huntington Woods includes a large infrastructure of culture and support including: the Rec Center, police station, library, and City Hall. These are all **critical touchpoints that either reinforce or rebuke a community of warmth and welcome that need to be factored into the assessment process**.

Key Deliverables:

- **Plan with timeline, dates, roles and responsibilities**
- **Assessment questions and discussion guide**
- **Focus Groups**
- **Community wide anonymous survey**
- **One on one deep dives**
- **Comprehensive DEI report/strategy that includes:**
 - Current Huntington Wood's DEI strengths and weaknesses
 - Undercurrent of perceived or real biases
 - Areas to address to be a more inclusive and welcoming community
 - Recommendations that are aligned with Master Plan and Anti-racism Framework



Approach for Huntington Woods

Set the Stage

Scope of current RFP

Additional Services

S

O

A

R

Set the Stage

ASSESS the current and desired DEI state of the City of Huntington Woods

Open Your Eyes

DEVELOP a relevant and effective DEI Strategic Plan

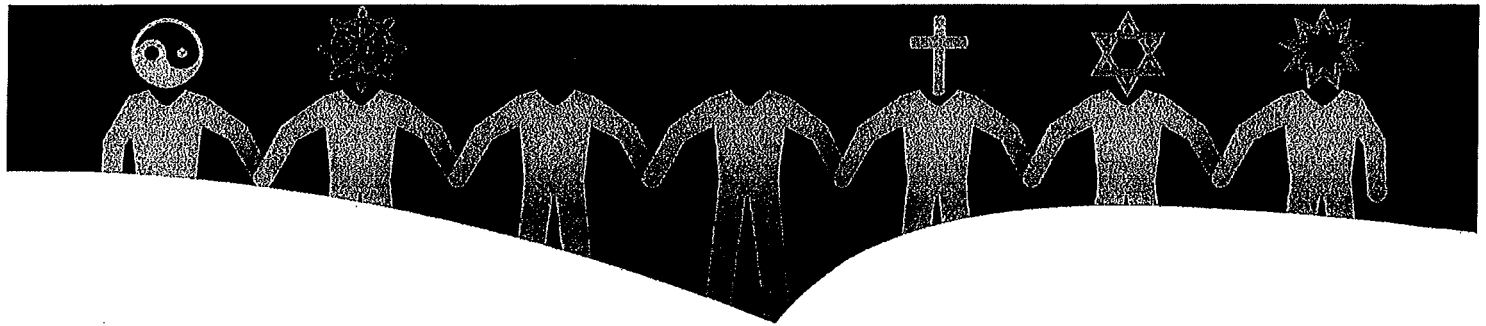
Address the Gaps

IMPLEMENT the City of Huntington Woods DEI Strategic Plan

Reap the Rewards

STAY the course, assess, and adjust DEI activities as necessary

Activity Name	Participants	Objective Overview	Duration
Project Kick-Off	City Manager and 1-2 additional key stakeholders	Establish the foundation to begin DEI work including overall timeline, specific dates, roles and responsibilities	1 hour
Leadership Visioning Session	City Commissioners	Ensure that City Commissioners are well-positioned to understand and represent the work	1 hour
Q&A Community Discussion Guide	City Manager and 1-2 additional key stakeholders	Review key questions and discussion guide that will be used for community assessments	1 hour
Community Conversations	Focus Groups (recommend 6)	Capture expectations and experiences related to DEI from key community stakeholders	1.5 hrs/session (virtual)
Deep-Dive Conversations	One-on-One Sessions (optional but recommend at least 5)	Have more in-depth conversations with key community leaders and residents that may not be comfortable participating in Focus Groups	45 min/session (virtual)
Community-wide survey	All Huntington Woods residents	Opportunity for ALL to participate in providing ANONYMOUS expectations and experiences related to DEI	5-10 minute survey

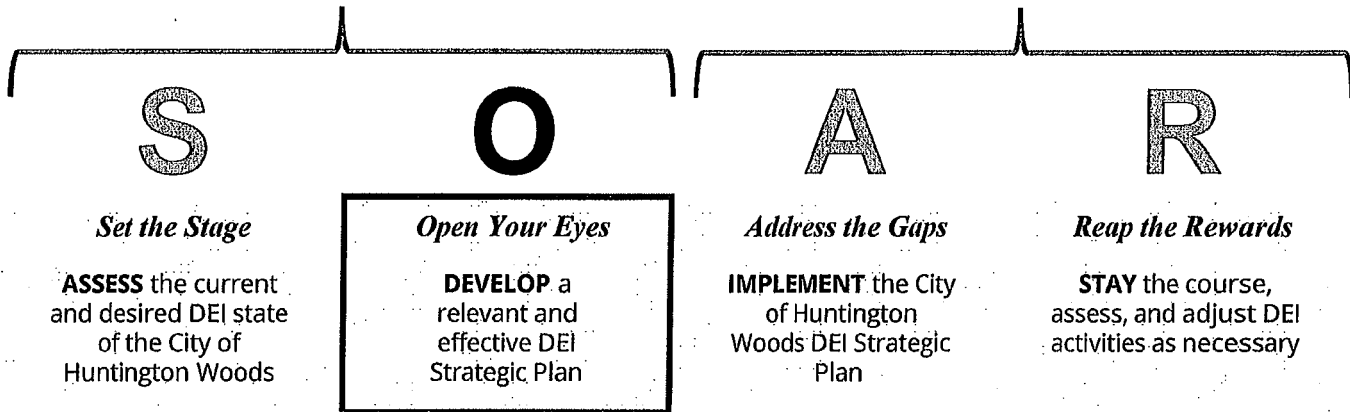


Approach for Huntington Woods

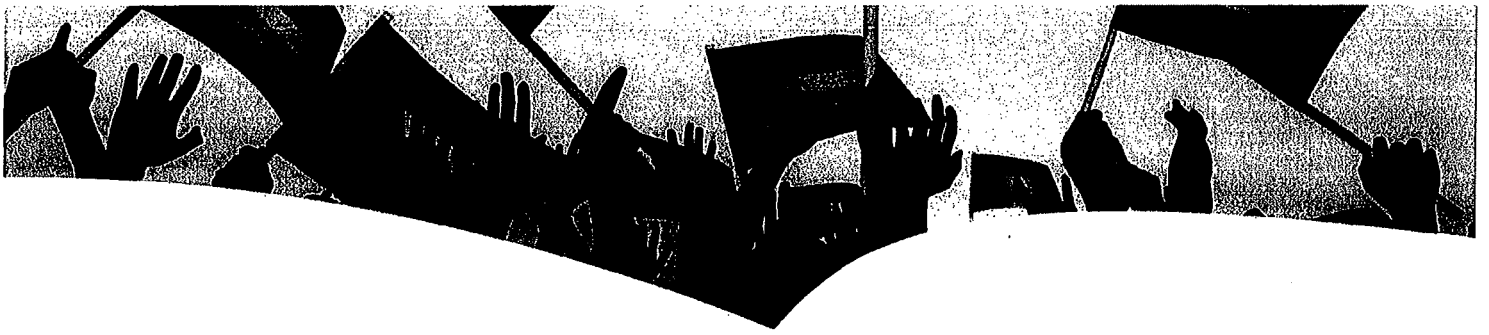
Open Your Eyes

Scope of current RFP

Additional Services



Activity Name	Participants	Objective Overview	Duration
DEI Strategic Plan Debrief with City Administration	City Manager and 1-2 additional key stakeholders	Review DEI Strategic Plan that includes: <ul style="list-style-type: none"> Assessment results Recommended next steps DEI best practices from comparable cities 	1 hour
DEI Strategic Plan Debrief with City Commission	City Commissioners	Review DEI Strategic Plan that includes: <ul style="list-style-type: none"> Assessment results Recommended next steps DEI best practices from comparable cities 	1 hour



Proposed Fee Range

Range 18,500-22,000



Scope of current RFP

Range 15,000-20,000



Additional Services

S

Set the Stage

ASSESS the current and desired DEI state of the City of Huntington Woods

O

Open Your Eyes

DEVELOP a relevant and effective DEI Strategic Plan for the City of Huntington Woods

A

Address the Gaps

IMPLEMENT the City of Huntington Woods DEI Strategic Plan

R

Reap the Rewards

STAY the course, assess, and adjust DEI activities as necessary in order to optimize the benefits of the DEI Strategy

Continuous integration with the City Master Plan
and Anti-Racism framework





Similar Projects

Collective Client Roster

- Advisa
- Accenture
- Center for Financial Planning, Inc.
- City of Auburn Hills
- City of Detroit
- City of Oak Park
- City of Pontiac
- Detroit Symphony Orchestra
- Gabriel, Roeder, Smith & Company
- Genesee County Prevention Coalition
- Happier Valley Comedy
- Henkel
- Jewish Federation of Metropolitan Detroit
- Jewish Vocational Services
- Kelly Services
- Living Arts Michigan Association of Fire Chiefs
- Michigan Professional Fire Fighters Association
- Oakland County
- Pontiac Community Foundation
- Purple Squirrel Advisors
- Schechter Wealth
- University of Michigan, Ross School of Business



“Engaging, thoughtful and skilled at weaving concepts together.”

“Exceeded expectations.”

“The biggest change is the top of mind awareness with all of our team members in general. There is increased understanding of differences and greater openness to speak the kind truth when needed to support cultural norms and aspirations”

Laurie Renchik , Partner for the Center for Financial Planning, Inc.





Similar Projects *A Symphony for All*

*The City of Huntington Woods, and the Detroit Symphony Orchestra
share more than the Woodward Corridor.*

They both are committed to creating a culture of warmth and welcome.

Since 2019, Michelle has been working with the DSO to create just that.

Located in Detroit, a city with an average age of 35 and is predominantly Black, the Detroit Symphony Orchestra has had a challenge attracting its residents. Like many orchestras, it continues to draw predominantly older and White audiences. But the organization and its Executive Director Anne Parsons are **determined to have the DSO be experienced and enjoyed by ALL.**

In June 2019, Volar Consulting, LLC (Volar) was contracted by the DSO to develop a DEI strategy and roadmap. Since then, Volar has been guiding every aspect of their organization– Executives, employees, musicians, and Board Members– through the steps necessary **to create and implement a realistic, achievable and impactful plan.**

An essential component of that **plan has required engaging their varied constituents** to understand both where the DSO currently stands with regards to DEI, and where it wants to go.

In order to gather this essential feedback and data, as planned with the City of Huntington Woods, **Michelle has effectively leveraged several successful activities and resources that ensure an inclusive and comprehensive assessment.**

These include:

- an anonymous survey to all employees and musicians to assess the current state of DEI
- 1-1 sessions with individuals from multiple constituencies to assess their DEI expectations and experiences, including executives, staff, musicians, and board members

Having an accurate and expansive understanding of the current state of DEI at the DSO has enabled Michelle **to lead the DSO through the steps necessary to create and implement an effective and impactful DEI Strategy.**

This comprehensive DEI approach is empowering the Detroit Symphony Orchestra **to positively impact leadership, employees, orchestra members, patrons, and the Detroit community.**



Similar Projects

Detroit Symphony Client Testimonials

Michelle has been an amazing guide through the Detroit Symphony's DEI work this past year. As a musician, sometimes it feels like we are not heard [by the organization], but Michelle took time to get to know many of us personally and has given us opportunities to be involved every step of the way.

Even through this pandemic, Michelle adapted wonderfully and has been able to keep us focused. She has helped put the DSO in the position to affect positive change in our community for years to come.

Abe Feder
Orchestra Committee Co-Chair

"...More than with any other diversity work I've been a part of, I feel confident that what we create in the way of actions and next steps will be implemented and seen to fruition, thanks to Michelle's orderly methods and commitment to change management done well.

Lisa Bradley
Senior Director of Talent and Culture

"Michelle's DEI knowledge and process have been invaluable. With her guidance, the DSO is developing a systematic and purposeful DEI plan. And even more, since her approach has leadership being an active and critical part of the entire process, our leadership team is already embedding a more inclusive and equitable mindset into everything we do."

Linda Lutz
Chief Financial Officer





Similar Projects *A Neighborly Example*



As the City of Oak Park “strives to provide the highest quality of life for its residents”,

Jade Strategies, Inc. has been offering the highest quality of service

to help make that happen.

The well-defined relationship between Jade Strategies, Inc. (JSI) and the City of Oak Park is based on a track record of significant successes. **Since 2013, Joscelyn Davis of JSI has been providing strategic planning, community engagement, leadership development, and communications expertise to the City and its diverse constituents.**

As the City continues to evolve through expanded economic development, increased stakeholder engagement, and the assembly of an experienced leadership team, **Joscelyn is a critical contributor to this growth.** Key accomplishments include:

- Initiating the city's first strategic planning process with the City Council and executive staff, **resulting in a detailed five-year plan, mission, vision, core values, branding, and tagline.**
- Developing and advancing a communication strategy that **successfully incorporates community and stakeholder engagement.**
- Playing a prominent role in establishing the **city's existing communication tools and protocols, which have been emulated by multiple neighboring communities.**
- Creating a COVID-19 communication response that includes **a coordinated plan and timeline.**
- Delivering **critical workshops to City leaders and stakeholders such as:**
 - Culture, Workplace Policy & Zero Tolerance **(DEI Training)** to the Department of Public Works.
 - City Council training series in governance, leadership, and teambuilding.
 - Emotional Intelligence: Interpersonal & Inter-Professional Relations to all City employees.

Through her years of service and impact at the City of Oak Park, there is no doubt that **Joscelyn is a critical component of enabling the City and its leaders to better serve, support, and engage its diverse community members.**



References



Caen Thomason-Redus | Detroit Symphony Orchestra

Senior Director of Community and Learning

3711 Woodward Avenue, MI 48201

cthomasonredus@dso.org | 313.576.5596

DEI Strategic Planning by Volar Consulting, LLC | June 2019 – Present

Laurie Renchik | Center for Financial Planning, Inc.

Partner

24800 Denso Drive, Suite 300 | Southfield, MI 48033

Laurie.Renchik@Centerfinplan.com | 248.559.5000

Leadership Development and DEI Workshops by Jade Strategies, Inc. and
Volar Consulting, LLC. | May – September 2018

Marian McClellan | The City of Oak Park

Mayor

14000 Oak Park Blvd | Oak Park, MI 48237

mmcclellan@oakparkmi.gov | 248.398.3429

Communications and Public Information by Jade Strategies, Inc. | 2013 - Present



December 15, 2020

To Whom it May Concern:

As a City of Huntington Woods Resident and Oakland County Commissioner, I have had the good fortune of interacting and working with Joscelyn Davis and Michelle Cantor. Therefore, when I learned of this RFP and their submission, I offered to write a letter of recommendation.

I have known Michelle Cantor for over 20 years both personally and professionally. She is fiercely committed to diversity, equity, and inclusion, and with over twenty years of consulting experience has a consistent and demonstrated track record of delivering excellence to her clients. Michelle is a genuine and authentic leader who I know will help our city develop the optimal DEI Strategy. We are lucky to have her in our community and we should seize the opportunity to leverage her unique skill set.

I first connected with Joscelyn when she worked as the Oakland County Director of Community Engagement for United Way for Southeastern Michigan about seventeen years ago. Since then, we have crossed paths multiple times on different projects such as strategic planning for the Area Agency 1B board, the Oakland County Women's Commission and other associations. Joscelyn is the consummate professional and has an outstanding track record of working with multiple cities throughout our state including the City of Oak Park, Southfield, and Auburn Hills.

I highly recommend this dynamic duo. If you have any questions, please do not hesitate to reach out at 248.506.1903 or helainezack@gmail.com.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Helaine Zack".

Helaine Zack



VOLAR-1

OP ID: DL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/15/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Korotkin Insurance Group P O Box 431 Southfield, MI 48037-0431 Glenn H. Warsh	248-352-5140	CONTACT NAME: Daniel Leone	
		PHONE (A/C, No, Ext): 248-352-5140	FAX (A/C, No): 248-352-0305
		E-MAIL ADDRESS: danell@getkig.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Chubb Group	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			D9574882A	12/15/2020	12/15/2021	EACH OCCURRENCE \$ 1,000,000
X	Business Owners						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
X	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	AUTOMOBILE LIABILITY						
	ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS			D9574882A	12/15/2020	12/15/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
X	HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/>						EACH OCCURRENCE \$
	RETENTION \$						AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Business Consultant - Diversity, Inclusion, Equality

CERTIFICATE HOLDER

SPECIME

CANCELLATION

**FOR INSURANCE PURPOSES ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**Thank you for your consideration.
We look forward to hearing from you.**



248-705-9008
VolarConsulting.com



248-860-8858
JadeStrategies.com



To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: March 23, 2021

Subject: Environmental Advisory Committee Name Change

At the March 18th EAC meeting, the Committee recommended changing the name of the Committee to the **Environmental Sustainability Committee**. The Committee by-laws may be amended upon approval of the Committee and the City Commission.

The Committee wants to broaden their scope of work to include promoting long-term change to improve the environment and the way the community thinks about it.

If the City Commission concurs with the Committee recommendation, the appropriate action is to approve the name change to the Environmental Sustainability Committee.

**City of Huntington woods
Environmental Advisory Committee Bylaws**

Article I: **The name of the committee shall be the Environmental Advisory Committee (EAC).**

Article II: Objectives

- A. To encourage a goal of zero-waste and zero-carbon emissions by the City of Huntington Woods through reducing toxicity, conserving resources, and facilitating economic development.
- B. To advise and make recommendations to the City Commission on issues related to this goal as well as other environmental topics including, but not limited to, air, land, and water quality and the ongoing efforts to protect the Clinton River Basin.
- C. To examine issues of environmental concern at the direction of the City Commission.
- D. To inform and educate the public about the importance of s waste and carbon emissions reduction, appropriate/environmentally safe solid waste removal, recycling, composting and other environmental issues.
- E. To carry out activities which promote the reduction, reuse, and recycling of materials and other environmental issues.
- F. To work in conjunction with other communities to promote reuse, reduction, and recycling of solid waste and the proper disposal of all other waste materials and other environmental issues.

Article III: Membership

- Section 1. The EAC shall consist of nine adult members, each serving three-year terms, and a student member who shall serve for a period of one year. In addition, a City Commission member shall serve as a non-voting member of the committee. A city staff person from the Department of Public Works shall be assigned as a liaison to the EAC.
- Section 2. Committee members will be appointed by the City Commission in December and will take their positions in January.
- Section 3. Term years for all adult members are staggered.
- Section 4. Adult members may serve no more than two terms consecutively.
- Section 5. The student member shall be eligible for reappointment for up to two additional one-year terms for the total of three years. A student member shall be defined as any Huntington Woods resident presently in grades 7 through 12.
- Section 6. Members shall serve without pay.

- Section 7. The absence of any member of the Committee for three (3) meetings in a year without having the absence excused by the body, shall constitute a resignation by the member and a vacancy on the Committee.
- Section 8. A Committee member shall represent the EAC at all City Commission meetings when issues of environmental concern are on the agenda.

Article IV: Officers

- Section 1. At each January meeting, the members of the EAC shall select, from their membership, a Chairperson and a Secretary. Those selected will take office immediately and serve for the duration of the year or until replaced.
- Section 2. The Chairperson shall preside at meetings of the Committee, appoint sub-committees, and perform all duties generally pertaining to the office of Chairperson. In the absence of the Chairperson, a member present shall be selected to serve as temporary Chair. The Chair shall notify the Commission of any vacancy.
- Section 3. A quorum shall consist of 50% of the current voting membership.

Article VI: By-laws / Amendments

- Section 1. The Committee shall operate under the adopted bylaws as approved by the Huntington Woods City Commission.
- Section 2. The bylaws may be amended by two-thirds vote of the members present at any meeting, provided written notice of the proposed action has been given to each member at the last known address at least thirty (30) days prior to such meeting. Any amendment must be ratified by the City Commission.

THESE BYLAWS WERE REVISED ON March 21, 2019 by the Environmental Advisory Committee and ratified by the City Commission on April 2, 2019.

AGENDA ITEM #7

JOELLEN SHORTLEY
jshortley@rsjalaw.com

27555 Executive Drive, Suite 250
Farmington Hills, Michigan 48331
P 248.489.4100 | F 248.489.1726
rsjalaw.com



ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

MEMORANDUM

TO: Huntington Woods City Commission

FROM: Joellen Shortley

DATE: March 25, 2021

SUBJECT: Right-of-Way Telecommunications Permit Amendment with MCImetro Access Transmission Services, Corp. d/b/a Verizon Access Transmissions Services

Provided with this Memorandum is the referenced Amendment being requested by MCImetro. As indicated in the first paragraph, this would be the second amendment of a Telecommunications Permit originally issued in 2006 and amended in 2017. This is being presented to you based on Section 34-25(g) of the City Ordinance Code, which calls for your approval prior to issuance by the City Manager.

Although the primary purpose of this Amendment is to extend the term of this Unilateral form of METRO Act Permit for an additional 5 years through March 21, 2026, it also updates the lineal feet of right-of-way (ROW) MCImetro may use (and Route Maps of that ROW) and the Contacts and Notice information for MCImetro.

Since we have not identified any basis to deny this Amendment under the METRO Act, we recommend approval and understand the City Manager concurs with this recommendation. To follow those recommendations, your motion could be as follows:

Motion to approve the Right-of-Way Telecommunications Permit Amendment with MCImetro Access Transmission Services, Corp. d/b/a Verizon Access Transmissions Services presented by the City Attorney for issuance by the City Manager.

RIGHT-OF-WAY TELECOMMUNICATIONS PERMIT AMENDMENT

The Right-of-Way Telecommunications Permit ("Permit") originally issued by the City of Huntington Woods ("Municipality") on March 21, 2006, to MCImetro Access Transmission Services, LLC, as the Company, and amended on April 24, 2017 to among other things change the company name to MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services, is amended to extend the Term and update information by modifying the Sections included in this Amendment to read as indicated.

2.1 Municipality hereby grants a permit under the METRO Act to Company for access to and ongoing use of the Public Right-of-Way identified on the Amended Exhibit A attached to this Amendment, to construct, install and maintain Telecommunication Facilities on the terms set forth herein.

3.1 Company Contacts.

3.1.1 The address, e-mail address, phone number and contact person at Company's local office is: John Irving, Senior Technician, 4401 Stecker Avenue, Dearborn, MI 48126; (313) 220-8688; john.t.irving@one.verizon.com.

3.1.3 The name, title, address, e-mail address and phone number of Company's engineering contact person is John Irving, Senior Technician, 4401 Stecker Avenue, Dearborn, MI 48126; (313) 220-8688; john.t.irving@one.verizon.com.

7.1 Term. The term ("Term") of this Permit shall be until the earlier of:

7.1.1 March 21, 2026; or

7.1.2, 7.1.3, 7.1.4, and 7.1.5 [Unchanged]

12.1 Notices. All notices under this Permit shall be given as follows:

12.1.2 If to Permittee, to MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services, 600 Hidden Ridge- E02E90, Irving, TX 75038.

With a copy to Verizon Legal Department, Attn: Network Legal Team, 1300 I Street, NW 5th Floor, Washington DC 20005.

City of Huntington Woods

By: _____

Amy Sullivan, City Manager

Date: _____

Acknowledgement of Receipt: Permittee acknowledges receipt of this Permit Amendment granted by Municipality.

MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services

By: _____

Dina Dye, Senior Manager, Network Engineering & Operations

Date: _____

AMENDED EXHIBT A

Public Right-of-Way to be Used by Telecommunication Facilities

The Public Right-of-Way that Company is granted access to and the use of is for approximately 26,470 linear feet, consisting of approximately 23,585 linear feet of Buried fiber and 2,885 linear feet of Aerial fiber as shown on the attached Existing Routes and Planned Routes Maps dated 3/11/2021.

MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services
METRO Act Permit
City of Huntington Woods, MI



Aerial - 74 Linear Feet
Buried - 21,834 Linear Feet
Huntington Woods

Verizon/MCImetro Confidential and Proprietary. May Contain Trade Secrets, or Sensitive Commercial or Financial Information. Any Unauthorized Review, Use, Disclosure, Distribution, or Copying Is Prohibited.

Data Source: VZB
 Projection: GCS_WGS_1984
 Map Created: 3/11/2021
 Map Created By: Brett Parker



NTS

MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services
METRO Act Permit
City of Huntington Woods, MI





Manager's Memo

AGENDA ITEM #8

To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: March 29, 2021

Subject: Updated Personnel Manual

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

- Personal days for new employees are pro-rated
- Vacation time for new employees can be adjusted based on years of prior work experience with the approval of the City Manager

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

Moved by Commissioner _____ and seconded by Commissioner _____ to approve the April 2021 update to the City's Personnel Manual.