

CITY OF HUNTINGTON WOODS
REGULAR MEETING OF THE CITY COMMISSION
MINUTES
January 17, 2023
7:30 p.m.
City Hall

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

PRESENT: Mayor Paul, Mayor Pro Tem Jenks, Commissioner Olsman, and Commissioner Rozell

ABSENT: Commissioner Elder (excused)

City Staff Present: City Manager Wilson,
Finance Director/Treasurer Haan, City Clerk Barckholtz and City
Attorney Rosati

APPROVAL OF AGENDA

Moved by Commissioner Olsman and seconded by Commissioner Rozell
to approve the January 17, 2023 agenda as presented.

Ayes: Paul, Jenks, Olsman, Rozell

Nays: None

Absent: Elder (excused)

The Motion Carried.

APPROVAL OF CONSENT AGENDA

Moved by Mayor Pro Tem Jenks and seconded by Commissioner
Olsman to approve the January 17, 2023 Consent Agenda.

Ayes: Paul, Olsman, Rozell, Jenks

Nays: None

Absent: Elder (excused)

The Motion Carried.

COMMUNICATIONS

Mayor Paul noted the resignation of Ben Falik from the Environmental Sustainability
Committee

Moved by Mayor Pro-Tem Jenks and seconded by Commissioner Olsman to accept the resignation of Ben Falik from the Environmental Sustainability Committee with thanks for timed served.

Ayes: Paul, Jenks, Olsman, Rozell

Nays: None

Absent: Elder (excused)

The Motion Carried.

COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS

None

PUBLIC PARTICIPATION:

None

DIVERSITY EQUITY AND INCLUSION REPORT

Manager Wilson noted for the Commission that in 2021 the City procured an assessment of Diversity, Equity and Inclusion in the City of Huntington Woods. This assessment was completed by Volar Consulting. Michelle Cantor of Volar will be presenting the DEI report and the findings and recommendations for future implementation via Zoom.

Michelle Cantor presented the process of the report starting with the Leadership Visioning Session, the assessment of the current and desired DEI state of Huntington Woods, develop a report of assessment findings and recommendations for next steps and finally the review and discussion process with key stakeholders. She further noted the five key findings she felt important to highlight for the Commission. The first was why DEI is so important in the City of Huntington Woods, second was the misconception racial diversity and socioeconomic diversity are co-dependent, the third key finding was the residents want all aspects of Diversity within the City, the fourth was in relation to Equity and Inclusion and room for improvement felt by residents and lastly, there was an unanimous openness to learning and discussing the topics within DEI by both City staff and residents

Commissioner Comments

Rozell:

Noted concern on the educational portion of the report which mentioned the investigation of comments made by school administrators which clearly fall within the Board of Education and not the City. He also noted his struggle with the home purchasing process being promoted or regulated relative to a City DEI plan. These are objectives that are hard to control and measure. He feels that these areas of the report need to be tweaked or re-framed.

Olsman:

Also noted concern with the City having a role in promoting DEI within the real estate market. He agrees with Commissioner Rozell that there is measurable content the City can promote and engage in but feels some of the areas are too broad and certain content he received from the report would not help govern decisions the City needs to make.

Jenks:

Noted that the Board of Realtors met with the Anti-Racism Advisory Committee and presented ideas on how to make Huntington Woods more known to the general community especially the minority community in relation to the housing market. The City should find different ways to make this community more diverse.

Rozell:

Further noted that with things like land use, hiring practices and purchasing policy are measurable things the board is responsible for but again feels there a couple of areas that should be tweaked and brought back to the next meeting, specifically home purchasing and the educational piece of the report.

Public Comments

Katie Beaulieu – Anti Racism Advisory Committee Chair:

Noted she feels all the information is important for not only the City Administration and Commission but for the residents and the areas of concern noted by the Commission should be included in the final report.

Carrie MaGee – Anti-Racism Advisory Committee member:

Asked for clarification from Michelle Cantor on why minorities are choosing not to live in the City and what mechanisms can be used to promote diversity in the home buying process. Feels that education within the housing market and realtors is vital for promoting DEI within the community.

Commissioner Comments

Jenks:

Promoting diversity in the housing market can be done with education and not legislatively. He would like the allegation made about the Berkley School administration removed.

Further discussion continued amongst the Commission on what is measurable in regard to promoting DEI and what seems to be more concerning or too conceptual to actually put into action and what is too difficult to put into a timeline in regard to incorporating a DEI plan. Commissioner Rozell again noted that certain content of the report be re-framed using different language allowing to still reach the objective and next steps of DEI plan.

Moved by Commissioner Rozell and seconded by Commissioner Olsman to table the acceptance of the DEI Report until the next scheduled meeting.

Ayes: Paul, Olsman, Rozell, Jenks

Nays: None

Absent: Elder (excused)

The Motion Carried.

CITY OF HUNTINGTON WOODS LIBRARY PRESENTATION

Deb Hemmye, Library Director, presented the Commission with the following update on Library activity.

- Recently hired Children Services Coordinator, Shannon Rourke, is doing very well with programming broadening her audience to teen programming. She has continued with the Burtonberry and started a STEAM program that has grown to full participation with a waiting list. She also conducted a practice SAT program for teens.
- In adult services they have started to add Spine Labels on the fiction books which will make finding and putting away books much easier for staff and patrons.
- Pre-Covid, the library had an adult art program which suspended due to the pandemic. It has since re-started and has been well received and attended.
- The Library will be hosting Jamon Jordan, Detroit Historian, to speak about Black Bottom and Paradise Valley in honor of Black History Month.
- The Library's room rental policy has been changed to offer the middle basement room free of charge to the public for three-hour blocks. The room is now used daily for various activities and seems to be a really nice service for residents and patrons.
- The Library has received another shipment of free COVID tests.
- The Library is conducting a survey to see if there is interest in the library being open seven days a week, how residents use the library and what services would they like to see offered.
- The Woods Gallery is doing well under the direction of Joan Kallio with each show selling multiple pieces of art. The shows are well attended and the library then receives thirty percent of each sale.

RESOLUTION R-1-2023:

Matter of consideration to authorize City Administration to issue request for proposal, (RFP) for landscape design, maintenance and mowing for City properties.

Manager Wilson noted that over the last year City Administration monitored the condition of the of the City parks and grounds and found them to be lacking or inadequate. In evaluating how the City maintains the grounds some deficiencies became apparent. City Staff is handling the mowing of some grounds with other areas being handled by contractors. General landscaping and maintenance of flower beds and plantings are handled by City staff; staff that is also busy with

other building maintenance issues. It became apparent that the current model is inadequate. The number of parks and public areas maintained by the City are extensive and cannot be properly attended by one person. It is the opinion of City Administration that the use of professional landscaping firm would be the most efficient and effective way to address the varied landscaping and grounds maintenance issues facing the City.

Moved by Commissioner Rozell and seconded by Commissioner Olsman to authorize City Administration to issue request for proposal, (RFP) for landscape design, maintenance and mowing for City properties.

Ayes: Paul, Olsman, Rozell, Jenks

Nays: None

Absent: Elder (excused)

The Motion Carried.

RESOLUTION R-2-2023:

Matter of consideration to approve the quote from Conti for the purchase, installation, and programming of two (2) Jace N4Controllers for the Library at a cost of \$12,879.00.

Moved by Commissioner Jenks and seconded by Commissioner Olsman to approve the quote from Conti for the purchase, installation, and programming of two (2) Jace N4Controllers for the Library at a cost of \$12,879.00.

Ayes: Paul, Rozell, Olsman, Jenks

Nays: None

Absent: Elder (excused)

The Motion Carried.

RESOLUTION R-3-2023:

Matter of consideration to designate Ethan Haan as single Street Administrator for the City of Huntington Woods in all transactions with the State Transportation Department as provided in Section 13 of the Act.

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Olsman to designate Ethan Haan as single Street Administrator for the City of Huntington Woods in all transactions with the State Transportation Department as provided in Section 13 of the Act.

Ayes: Paul, Olsman, Jenks, Rozell

Nays: None

Absent: Elder (excused)

The Motion Carried.

RESOLUTION R-4-2023:

Matter of Authorizing 2022-2023 Budget Amendments Mid-Year.

Finance Director Haan noted that amendments were needed because of higher costs due to inflation, an increase in utility costs, and several emergency pool repairs.

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Rozell to authorize 2022-2023 Budget Amendments mid-year.

Ayes: Paul, Jenks, Olsman, Rozell

Nays: None

Absent: Elder (excused)

The Motion Carried.

RESOLUTION R-5-2023:

Matter of consideration to approve an update to the City of Huntington Woods Credit Card Usage Policy.

Manager Wilson noted the last update to the policy was in 2017. The changes are primarily to assist monitoring who is using the cards and that the correct fraud protections are in place.

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Olsman approve an update to the City of Huntington Woods Credit Card Usage Policy.

Ayes: Paul, Jenks, Olsman, Rozell

Nays: None

Absent: Elder (excused)

The Motion Carried.

BOARDS, COMMISSIONS, AND COMMITTEE RE-APPOINTMENTS AND NEW APPOINTMENTS:

MAYORAL APPOINTMENTS

Mayor Paul noted the Mayoral appointments for the Planning Commission include Blake Moore to be re-appointed for a second term, Sara Gutierrez appointed for a three-year term, and Michelle Elder as the Commission Liaison, voting member, for a one-year term.

Moved by Commissioner Rozell and seconded by Commissioner Olsman to confirm the Mayoral appointments for the Planning Commission.

Ayes: Paul, Olsman, Jenks, Rozell

Nays: None

Absent: Elder (excused)

The Motion Carried.

Mayor Paul noted for the Mayoral appointment to the Library Advisory Board, appoint Angie Povilaitis to a three-year term and two student representatives, Nadia Ceaser and Eliza Bressack for a one-term.

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Olsman to confirm the Mayoral appointments for the Library Advisory Board.

Ayes: Paul, Jenks, Olsman, Rozell

Nays: None

Absent: Elder (excused)

The Motion Carried.

Mayor Paul noted for the Mayoral appointments to the Historic District Commission, appoint Michael Wright to a three-year term and Joe Rozell as the Commission Liaison, voting member, for a one-year term.

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Olsman to confirm the Mayoral appointments for the Historic District Commission.

Ayes: Paul, Rozell, Olsman, Jenks

Nays: None

Absent: Elder (excused)

The Motion Carried.

NON-MAYORAL APPOINTMENTS

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Rozell to re-appoint Marci Bykat and Deborah Hecht to the Arts and Garden Board for a three-year term.

Ayes: Paul, Rozell, Olsman, Jenks

Nays: None

Absent: Elder (excused)

The Motion Carried.

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Rozell re-appoint Robert Horowitz and Chuck Chandler to the Board of Review for a three-year term.

Ayes: Paul, Olsman, Rozell, Jenks

Nays: None

Absent: Elder (excused)

The Motion Carried.

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Rozell to re-appoint Cori Starr and Andrew Franklin to the Ethics Board for a three-year term.

Ayes: Paul, Rozell, Olsman, Jenks

Nays: None

Absent: Elder (excused)

The Motion Carried.

Moved by Commissioner Rozell and seconded by Mayor Pro Tem Jenks to re-appoint Lauren Willens and Char Reid to the Communication Committee for a three-year term.

Ayes: Paul, Jenks Rozell, Olsman

Nays: None

Absent: Elder (excused)

The Motion Carried.

Moved by Commissioner Rozell and seconded by Mayor Pro Tem Jenks to appoint to the Parks and Recreation Advisory Board, Susan Potter and Kim Tarnopol for a three year term and appoint Mark Feiler and Ben Black to a one-year term and Sarah MacDonald to a two-year term.

Ayes: Paul, Olsman, Jenks Rozell

Nays: None

Absent: Elder (excused)

The Motion Carried.

Moved by Commissioner Rozell and seconded by Mayor Pro Tem Jenks to appoint Penney Phipps to the Environmental Sustainability Committee for a three-year term.

Ayes: Paul, Jenks, Olsman, Rozell

Nays: None

Absent: Elder (excused)

The Motion Carried.

Moved by Commissioner Olsman and seconded by Mayor Pro Tem Jenks to the Senior Advisory Committee, re-appoint Greg Gmerek to a three-year term and appoint Sally Gaft to a three-year term.

Ayes: Paul, Rozell Jenks, Olsman

Nays: None

Absent: Elder (excused)

The Motion Carried.

Moved by Commissioner Olsman and seconded by Mayor Pro Tem Jenks to re-appoint Daniel Dena to the Anti-Racism Advisory Committee for a three-year term.

Ayes: Paul, Jenks, Olsman, Rozell

Nays: None

Absent: Elder (excused)

The Motion Carried.

Moved by Commissioner Olsman and seconded Mayor Pro Tem Jenks to the Zoning Board of Appeals, re-appoint James Park to a three year term and appoint Adam Tonge to a three year term.

Ayes: Paul, Rozell Jenks, Olsman

Nays: None

Absent: Elder (excused)

The Motion Carried.

CITY MANAGER'S REPORT

- City Hall will be hosting a meeting on Wednesday night at 7:00 p.m. for residents that will be directly impacted by sewer repairs scheduled for spring of 2023. Letters were hand delivered to approximately fifteen homes and the repair will affect two different locations within the City. The goal is to introduce the repair process and discuss the restoration plans with the residents.
- Francesco Ferrara will be working on getting the Communication Committee back to meeting on a regular basis and will address various pending issues with them once they start meeting.
- The City Hall Roof was re-done last week. Repairs versus total replacement was originally planned but after inspection of the roof, it was determined the roof needed to be completely redone.
- The City used the thousand dollars received by the 2022 Voter Challenge to join the Government Alliance on Race and Equity.
- The City hosted a twenty-yard dumpster for holiday cardboard that was placed by the Library after it was offered for free by SOCCRA. The dumpster was so well received, he will order a thirty-yard dumpster next year.

ADJOURNMENT:

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Rozell to adjourn the regular City Commission meeting.

Ayes: Paul, Elder, Rozell, Jenks, Olsman

Nays: None

Absent: None

The Motion Carried, meeting adjourned at 8:56 p.m.

Heidi Barckholtz, City Clerk

Robert F. Paul, III, Mayor