

Regular Meeting of the City Commission
Tuesday, January 17, 2023
7:30 p.m.
Huntington Woods 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 December 6, 2022
2. Approval of Warrant 396
3. Reports and Minutes
 - a. Anti-Racism Advisory Committee – November 9, 2022
 - b. Anti-Racism Advisory Committee – December 14, 2022
 - c. Library Advisory Board – November 21, 2022
 - d. Treasurer's Report November 2022

COMMUNICATIONS

1. Resignation of Ben Falik from the Environmental Sustainability Committee.
2. 2023 Planning Commission Meeting Dates
3. 2023 Zoning Board of Appeals Meeting Dates
4. 2023 Historic District Commission Meeting Dates

COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS

PUBLIC PARTICIPATION

ITEMS OF BUSINESS

1. Diversity Equity and Inclusion Report – Michelle Cantor
2. City of Huntington Woods Library Presentation – Deb Hemmye
3. Resolution R- 2023: Matter of consideration to authorize City Administration to issue request for proposal, (RFP) for landscape design and maintenance and mowing for City properties.
4. Resolution R- 2023: Matter of consideration to approve the quote from Conti for the purchase, installation and programming of two (2) Jace N4 Controllers for the Library at a cost of \$12,879.00
5. Resolution R- 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.
6. Resolution R- 2023: Matter of Matter of authorizing 2022-2023 Budget Amendments Mid-Year.
7. Resolution R- 2023: Matter of consideration to approve an update to the City of Huntington Woods Credit Card Usage Policy.
8. Boards, Commissions and Committee Appointments: Matter of reappointments of residents to various Boards, Commissions and Committees.
9. Boards, Commissions and Committee Appointments: Matter of new appointments of residents to various Boards, Commissions and Committees.

CITY MANAGER'S REPORT

ADJOURNMENT OF REGULAR CITY COMMISSION MEETING

Public Expression is encouraged. Comments are invited on each Agenda item when that item comes up for consideration. Matters not listed on the Agenda may be addressed under "Public Participation". Please be advised that the Commission Meetings are usually attended by the media and captured live. In addition to being in attendance following the meeting, the City of Huntington Woods will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and subtitles 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 needing auxiliary aids or services should contact the City by writing or calling: Ethan Haan, ADA Coordinator, Huntington Woods City Hall, 22515 Scotts, Huntington Woods, MI 48070, (248) 581-2540; Email: Tel (1-248-541-1140).

CITY OF HUNTINGTON WOODS
REGULAR MEETING OF THE CITY COMMISSION
MINUTES
December 6, 2022 - 7:30 p.m.
City Hall
DRAFT

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

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

ABSENT: None

City Staff Present: Finance Director/Treasurer Haan, City Clerk
Barckholtz, Zoning Administrator Berry and City Attorney Rosati

APPROVAL OF AGENDA

Moved by Commissioner Olsman and seconded by Commissioner Rozell
to approve the December 6, 2022 Agenda as presented.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

The Motion Carried.

APPROVAL OF CONSENT AGENDA

Moved by Commissioner Elder and seconded by Commissioner Olsman
to approve the December 6, 2022 Consent Agenda as presented.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

The Motion Carried.

COMMUNICATIONS

1. SOCRRA Quarterly Report – October 2022
2. Resignation of Jeff Aisen from the Parks & Recreation Advisory Board
3. New COMCAST Government Affairs Liaison

4. 2023 Arts and Garden Board Meeting Dates
5. 2023 Parks and Recreation Meeting Dates
6. 2023 Library Advisory Board Meeting Dates
7. 2023 Senior Advisory Board Meeting Dates
8. 2023 Anti-Racism Advisory Board Meeting Dates

COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS

None

PUBLIC PARTICIPATION:

None

NOVEMBER 8, 2022 VOTER CHALLENGE AWARD PRESENTATION

Mr. Pernick presented a check to the City of Huntington Woods for \$1000.00 after winning his 2022 Voter Challenge for the November 8, 2022 Election. The winnings will be donated to a charitable cause of the City's choosing, Government of Alliance for Race and Equity. Huntington Woods had a 79.9% turnout ahead of Pleasant Ridge, Royal Oak, Southfield, Berkley, and Oak Park.

2021-2022 ANNUAL COMPREHENSIVE FINANCIAL REPORT:

Aaron Stevens from Maner Costerisan presented a PowerPoint Presentation of the 2021-2022 Financial Statements.

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Olsman to accept the 2021-2022 Financial Statements as presented by City Auditor Maner Costerisan Certified Public Accountants.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

The Motion Carried.

PUBLIC HEARING

2023 CDBG Grant Allocation

Moved by Commissioner Elder and seconded by Mayor Pro Tem Jenks to open a public hearing for the 2023 CDBG Grant Allocation.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

The Motion Carried.

Public Hearing opened at 7:55 p.m.

No public comment.

Public Hearing closed at 7:57 p.m.

RESOLUTION R-45-2022:

Matter of Authorizing 2023 CBDG Allocations.

Finance Director Haan noted the City will receive approximately \$8,488 in funding for CDBG Program Year 2023. The requested allocations amounts are \$4,988 for Removal of Architectural Barriers and \$3500 for Transportation Services.

Moved by Commissioner Rozell and seconded by Mayor Pro Tem Jenks to approve Program PY 2023 Community Development Block Grant Application in the amount of \$8,488 as follows and authorize the Mayor to sign the application and submit the document to Oakland County; Transportation Drivers' Wages \$3500 and for Removal of Architectural Barriers, \$4,988.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

The Motion Carried

RESOLUTION R-46-2022:

Interlocal Agreement with Oakland County for Assessing Services

The City of Huntington Woods engages the services of Oakland County Equalization Department for Assessing Services which are governed by an Interlocal Agreement. By State law, all local units of government are to have a Designated Assessor on file with the State Tax Commission. Recently, the Oakland County Board of Commissioners approved by resolution an amended Interlocal Agreement for all Assessing Districts naming Mr. Lohmeier as the Assessor of Record at their October 20, 2022 meeting. The amended agreement has been reviewed by the City Administration and Attorney and requires the Commission approval effective January 1, 2023 through December 31, 2027.

Moved by Commissioner Olsman and seconded by Mayor Pro Tem Jenks to approve the City Manager to execute the Interlocal Agreement with Oakland County as the Designated Assessor for the period of January 1, 2023 to December 31, 2027.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

The Motion Carried

RESOLUTION R-47-2022

Resolution in support of the Spark Grant Application for renovations to the Gilham Recreation Center locker rooms and pool.

Moved Commissioner Olsman and seconded by Mayor Pro Tem Jenks to approve the resolution in support of the Sparks Grant Application for renovations to the Gilham Recreation Center locker rooms and pool.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

The Motion Carried

RESOLUTION R-48-2022

Approval of a quote from Interstate Security Inc. for an Access Control and Buzz-in System for the Gilham Recreation Center

Moved by Mayor Pro Tem Jenks and seconded by Commissioner Elder to approve the quote from Interstate Security Inc. for an Access Control and Buzz-in System for the Gilham Recreation Center in the amount of \$7,785.00.

Ayes: Paul, Jenks, Rozell, Elder, Olsman

Nays: None

Absent: None

The Motion Carried

RESOLUTION R-49-2022

Approval of a Right-of-Way (ROW) Parking Space at 13133 Victoria

Mr. Goldman presented to the Commission his appeal for a parking space in the right-of-way as allowed per the Code section Sec. 32-273 – A written application, waiver for parking in right-of-way, may submitted and appealed to the City Commission.

Per Hank Berry, Zoning Administrator, a tree was removed by the City leaving a stump in which Mr. Goldman thought he was responsible to grind and remove. Mr. Goldman then installed pavers for additional parking and a basketball court with out City approval as required by code. He was informed by the City that this was not allowed but Mr. Goldman continued the installation process for several additional days.

Mr. Goldman stated due to the fact that his street has no overnight parking, the property is a corner lot with very limited parking, the pavers are aesthetically pleasing, and the space keeps within the essential character of the area, the Commission should evaluate and approve his request according to the rules.

The Commission continued discussion on placement of the parking space, the timing of his installation in relation to the stop work order Mr. Goldman received and the

implications of approving this request. Attorney Rosati clarified that in 2015 an ordinance was adopted to discontinue ROW parking spaces. At the time of the ordinance adoption there were existing ROW parking spaces that were non-conforming and considered grandfathered but to be removed as roads were re-constructed.

Moved by Commissioner Olsman and seconded by Commissioner Elder that the request for a Right-of-Way parking space at 13133 Victoria be denied.

Ayes: Paul, Jenks, Elder, Rozell, Olsman

Nays: None

Absent: None

The Motion Carried

CITY MANAGER'S REPORT

- Road Construction is complete minus some punch list items that need to be completed, but restoration has been completed this week and will be reevaluated in the spring to make sure all plantings took.
- City Administration will meet with the engineers later this week to begin planning for 2023 road projects and sewer repair work.
- Leaf collection has been completed. DPW is now chipping and street sweeping. The last day for bagged yard waste pickup curbside will be December 13. After that, residents can take up to ten (10) bags of yard waste to the MRF for disposal. Curbside yard waste collection will begin again in early April.
- A list is being put together for Boards and Commissions appointments of all terms that are expiring at the end of the month and will be getting confirmation on those interested and eligible for reappointment. Vacancies will need to be filled at the meeting of January 17, 2023. Given the number of appointments and potential interviews, it may not be possible to do them all prior to the January Commission meeting. We may need to hold a special meeting to interview applicants
- Deb Hemmye, Library Director, will be present at the January meeting to give an update on the Library.

ADJOURNMENT:

Moved by Commissioner Rozell and seconded by Commissioner Elder to adjourn the regular City Commission meeting.

Ayes: Paul, Jenks, Olsman, Elder, Rozell

Nays: None

Absent: None

The Motion Carried, meeting adjourned at 8:47 p.m.

Heidi Barckholtz, City Clerk

Robert F. Paul, III, Mayor

DRAFT

CONSENT AGENDA #2

AGENDA ITEM WARRANT #396

RESOLUTION

Moved by Commissioner _____ Supported by Commissioner _____ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by January 13th, 2023 and paid between December 3rd, 2022 and January 13th, 2023 on pages 1 through 9 in the amount of \$1,252,272.37 to be approved and paid, subject to full audit.

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
CHECK DATE FROM 12/03/2022 - 01/13/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 6 FLAGSTAR BANK - AP ACCT						
12/08/2022	6	45090	07860	21ST CENTURY NEWSPAPERS	PUBLIC NOTICES	307.05
12/08/2022	6	45091	01505	AERO FILTER INC	FILTERS	528.79
12/08/2022	6	45092	06100	AERO-PACIFIC DRAPERIES	ROLLER SHADES IN PRE-K CLASSROOM	2,185.00
12/08/2022	6	45093	03659	AFLAC	ACCT #M7996 EMPLOYEE PAID PREMIUMS	356.64
12/08/2022	6	45094	00004	MICHIGAN AFSCME COUNCIL 25	DECEMBER 2022 UNION DUES	166.00
12/08/2022	6	45095	11527	AFTERMATH	BIO-HAZARD CLEANING	300.00
12/08/2022	6	45096	10951	AMAZON CAPITAL SERVICES INC	CHILDREN'S PROGRAMMING SUPPLIES	11.98
					BULLETIN BOARD BORDERS	21.79
					BANDAIDS	33.69
					CREDIT MEMO	(11.98)
						55.48
12/08/2022	6	45097	09447	APPLIED INNOVATION	COPIER METER	39.49
12/08/2022	6	45098	00023	BIG D LOCK CITY	KEYS FOR DPW	27.90
12/08/2022	6	45099	11528	BRETT HOLMES	LABOR TO BUILD PLAYHOUSE	100.00
12/08/2022	6	45100	07736	CINTAS CORPORATION #31	WEEKLY MAT/MOP SERVICE	97.54
12/08/2022	6	45101	00047	DTE ENERGY-STREETLIGHTING	ACCT #910040563975 - STREET LIGHTS	6,420.12
12/08/2022	6	45102	00056	DURST	FIRE HALL HOSE BIB	61.13
12/08/2022	6	45103	00536	ECOTEC PEST CONTROL	PEST CONTROL	200.00
12/08/2022	6	45104	11307	SCOTT GLOWINSKI	NOVEMBER 2022 INSPECTIONS	2,530.00
12/08/2022	6	45105	11532	JOE RICKARD	LABOR TO BUILD PLAYHOUSE	100.00
12/08/2022	6	45106	11529	JON LOREE	LABOR TO BUILD PLAYHOUSE	100.00
12/08/2022	6	45107	05374	LB OFFICE PRODUCTS	OFFICE SUPPLIES	133.34
12/08/2022	6	45108	11530	LENNY NEWMAN	2022 SENIOR PROGRAM SUPPLIES REIMBURSEME	262.83
12/08/2022	6	45109	10764	LEXISNEXIS RISK SOLUTIONS	MONTHLY SUBSCRIPTION FEE	50.00
12/08/2022	6	45110	00110	LIGHTING SUPPLY CO	BULBS	146.32
12/08/2022	6	45111	11003	LINGO COMMUNICATIONS	ALARM LINES	154.51
12/08/2022	6	45112	11420	MACQUEEN EMERGENCY	NAME PATCH	79.05
12/08/2022	6	45113	11531	MARCY PETERS	REIMBURSEMENT FOR SENIOR HOLIDAY PARTY R	150.00
12/08/2022	6	45114	11140	METRO WIRELESS	BUSINESS VOICE/DATA SERVICES	495.33
12/08/2022	6	45115	07200	NYE UNIFORM	EMBROIDERY	38.00
					UNIFORMS	59.00
						97.00
12/08/2022	6	45116	00586	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	124.27
12/08/2022	6	45117	00181	POLICE OFFICERS ASS'N OF MICH	UNION DUES - DECEMBER 2022 #CO73	398.64
12/08/2022	6	45118	10630	POLICE OFFICERS LABOR COUNCIL	UNION DUES - DECEMBER 2022	351.75
12/08/2022	6	45119	MISC	RASHID CONSTRUCTION	BD Bond Refund	464.00
12/08/2022	6	45120	00407	ROAD COMMISSION FOR OAKLAND COUNTY	COST SHARE FOR TRAFFIC SIGNAL MAST ARM I	230.12
12/08/2022	6	45121	00210	SOC WATER AUTHORITY	WATER PURCHASES	26,520.97
12/08/2022	6	45122	01262	SOCFWA	MEMBERSHIP DUES FORTUNA/WAYNE	125.00
12/08/2022	6	45123	11323	STEVEN H. SCHWARTZ & ASSOCIATES	NOVEMBER LEGAL FEES	43.75
					NOVEMBER 2022 LEGAL FEES	43.75
						87.50
12/08/2022	6	45124	MISC	THE GREEN PANEL INC	BD Bond Refund	397.00
12/08/2022	6	45125	11287	TRUE CUT TREE CARE	TREE TRIMMING	2,700.00
12/08/2022	6	45126	04781	VERIZON WIRELESS	CELL PHONES ACCT #9920647701	699.68
12/08/2022	6	45127	00041	VERSANT HEALTH	NOVEMBER 2022 VISION INSURANCE	451.06
					OCTOBER 2022 VISION INSURANCE	457.88
					DECEMBER 2022 VISION INSURANCE	464.68
						1,373.62

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
CHECK DATE FROM 12/03/2022 - 01/13/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/08/2022	6	45128	11299	VHM ENTERPRISES, INC	NOVEMBER 2022 JANITORIAL SERVICES	3,455.00
12/08/2022	6	45129	06817	WOLVERINE FREIGHTLINER -	VACTOR MAINTENANCE	130.64
12/15/2022	6	45130	10833	ABSOPURE WATER COMPANY	BOTTLED WATER BOTTLED WATER BOTTLED WATER	71.30 63.60 12.00
						146.90
12/15/2022	6	45131	05643	AIR MASTER HEATING & AIR CONDITION	PERMIT REFUND - 13313 LUDLOW	70.00
12/15/2022	6	45132	10951	AMAZON CAPITAL SERVICES INC	BOOK ITEMS FOR HOLIDAY GIFTS COOKIE CUTTERS RIBBON WIRELESS DOORBELL CHIME KIT	14.99 32.26 19.96 13.99 39.19
						120.39
12/15/2022	6	45133	11321	AMERICAN SOCIETY OF EMPLOYERS	2023 MEMBERSHIP DUES	1,020.00
12/15/2022	6	45134	00017	BAKER & TAYLOR BOOKS	BOOKS BOOKS BOOKS BOOKS BOOKS BOOKS BOOKS BOOKS BOOKS BOOKS BOOKS	40.28 1,231.49 223.39 468.18 108.51 690.57 240.27 332.46 361.30 33.03
						3,729.48
12/15/2022	6	45135	00023	BIG D LOCK CITY	KEYS	12.00
12/15/2022	6	45136	07754	BLUE CROSS BLUE SHIELD OF MICH	MEDICARE ADVANTAGE 007006045-0009 RETIREE UNDER 65 007006045-0008 ACTIVE EMPLOYEES - 007006045-0010	2,014.65 10,882.05 49,909.85
						62,806.55
12/15/2022	6	45137	04682	BOOKPAGE	BOOKPAGE SUBSCRIPTION	256.82
12/15/2022	6	45138	10141	BROOKES BUNCH	CHEER, DANCE, POM CLASS	2,085.60
12/15/2022	6	45139	11229	CENGAGE LEARNING INC	BOOKS BOOKS	92.77 61.58
						154.35
12/15/2022	6	45140	10945	CAL CHAMPINE	PIANO TUNING	150.00
12/15/2022	6	45141	10586	CMP DISTRIBUTORS INC	VEST & VEST CARRIER FOR PUBLIC SAFETY	1,179.00
12/15/2022	6	45142	09129	DIPONIO CONTRACTING INC	PAY ESTIMATE #4 - WYOMING (VERNON TO NAD PAY ESTIMATE #4 LASALLE (MEADOWCREST TO PAY ESTIMATE #4 WYOMING (BORGMAN TO 11 M	169,929.27 105,551.18 193,692.72
						469,173.17
12/15/2022	6	45143	10568	DONE-RITE AUTO WASH	PUBLIC SAFETY CAR WASHES	532.00
12/15/2022	6	45144	10120	EHIM	CLAIMS FUNDING CLAIMS FUNDING	649.00 8,341.88
						8,990.88

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
CHECK DATE FROM 12/03/2022 - 01/13/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/15/2022	6	45145	07934	FEDEX KINKO'S	PRINTING	20.17
12/15/2022	6	45146	10447	FIRST ADVANTAGE LNS OCCUPATIONAL	EMPLOYEE TESTING	559.90
12/15/2022	6	45147	10950	DUARNE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
12/15/2022	6	45148	03798	GRAINGER	DPW SUPPLIES	223.34
12/15/2022	6	45149	06651	IAN KINDER LLC	FIRST AID/CPR CLASS INSTRUCTOR FEES	213.00
12/15/2022	6	45150	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
12/15/2022	6	45151	04159	INTERSTATE BILLING SERVICE INC	DPW SUPPLIES	323.99
12/15/2022	6	45152	04943	JOE'S AUTO PARTS	AUTO PARTS	123.80
					AUTO PARTS	60.64
					AUTO PARTS	19.00
					AUTO PARTS	164.59
					AUTO PARTS	261.78
						629.81
12/15/2022	6	45153	05477	MARY ANN KASHEF	TAI CHI INSTRUCTOR	1,294.40
12/15/2022	6	45154	MISC	KROLL CONSTRUCTION CO	BD Bond Refund	145.00
					BD Bond Refund	155.00
						300.00
12/15/2022	6	45155	11184	LANZO CONSTRUCTION COMPANY	PAY ESTIMATE #1 PIPE LINING PROJECT	99,597.56
12/15/2022	6	45156	11159	MANER COSTERISAN	AUDIT FIELDWORK REPORTS	9,000.00
12/15/2022	6	45157	00049	MATHESON TRI-GAS INC	HAZARDOUS MATERIALS	322.38
12/15/2022	6	45158	MISC	MCCLEURE, WARREN	UB refund for account: 6018430	10.00
12/15/2022	6	45159	11050	MCGRATH ELECTRIC, LLC	ELECTRICAL WORK ON SECURITY GATE	3,200.00
12/15/2022	6	45160	05626	MI ASSN. OF CHIEFS OF POLICE	DUES	280.00
12/15/2022	6	45161	06373	MIDWEST TAPE, LLC	MEDIA	13.49
					MEDIA	68.21
						81.70
12/15/2022	6	45162	MISC	MOSHER & ASSOCIATES	BD Bond Refund	600.00
12/15/2022	6	45163	MISC	NELSON BROS PLUMBING	BD Bond Refund	1,000.00
12/15/2022	6	45164	00331	NOWAK & FRAUS	2022 HWER GRADING REVIEW	200.00
					WATER RELIABILITY STUDY UPDATE	2,585.00
					WYOMING RD (NADINE TO VERNON)	80.00
					WYOMING (11 MILE TO BORGMAN)	80.00
					CIPP LINING PROJECT	2,788.00
						5,733.00
12/15/2022	6	45165	00166	OAKLAND COUNTY	SEWAGE DISPOSAL SERVICES	101,644.09
12/15/2022	6	45166	MISC	OLAX INC	BD Bond Refund	348.00
12/15/2022	6	45167	09324	PIRTEK MADISON HEIGHTS	DPW SUPPLIES	223.56
12/15/2022	6	45168	MISC	RENEWAL BY ANDERSON	BD Bond Refund	731.00
12/15/2022	6	45169	00108	RKA PETROLEUM COMPANIES, INC.	GASOLINE	1,662.04
					DIESEL FUEL	2,153.69
						3,815.73
12/15/2022	6	45170	09914	ROSATI SCHULTZ JOPPICH AMTSBUECHLER	NOVEMBER 2022 LEGAL FEES - RETAINER	4,504.60
					NOVEMBER LEGAL FEES - PROSECUTIONS	1,035.00
						5,539.60
12/15/2022	6	45171	00198	CITY OF ROYAL OAK	WATER USAGE	2,626.80
12/15/2022	6	45172	MISC	S- CON	BD Bond Refund	1,000.00
12/15/2022	6	45173	00463	SCHOOLCRAFT COLLEGE	EVO TRAINING	700.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/15/2022	6	45174	00209	SOC RESOURCE RECOVERY AUTHORITY	NOVEMBER SPECIALS	340.01
12/15/2022	6	45175	04095	SONITROL GREAT LAKES - MICHIGAN	PUBLIC SAFETY ALARM	155.42
12/15/2022	6	45176	05019	STATE OF MICHIGAN	2023 MIDEAL MEMBERSHIP #140	180.00
12/15/2022	6	45177	MISC	SWIFT SERVICES LLC	BD Bond Refund	127.00
12/15/2022	6	45178	11287	TRUE CUT TREE CARE	TREE REMOVAL TREE REMOVAL	21,025.00 31,650.00
12/15/2022	6	45179	MISC	WALLSIDE WINDOWS	BD Bond Refund	52,675.00 75.00
12/15/2022	6	45180	07255	WOW INTERNET AND CABLE	CABLE - ACCT \$015091935 CABLE	237.98 64.42
12/15/2022	6	45181	MISC	ZHIMEI ZHAO	BD Bond Refund	302.40
12/22/2022	6	45182	MISC	AL MERIAN CONSTRUCTION	BD Bond Refund	500.00
12/22/2022	6	45183	10951	AMAZON CAPITAL SERVICES INC	STICKERS LATCH KEY SUPPLIES SALAD BOWLS RUBBER BANDS KITCHEN SUPPLIES BAND-AIDS HOLIDAY HOOPLA SUPPLIES HOLIDAY HOOPLA SUPPLIES ART SUPPLIES PRE-K SUPPLIES	1,250.00 5.16 53.76 15.89 15.40 89.49 15.24 13.99 13.99 5.40 236.83
12/22/2022	6	45184	11535	ANDREW STARR	CLASS REFUND CAMP REFUND	465.15 145.00 375.00
12/22/2022	6	45185	09447	APPLIED INNOVATION	COPIER METER	520.00
12/22/2022	6	45186	11226	CHRISTOPHER AUGER	SERVICE CALL TO CITY HALL/CITY COMM MEET	315.04 165.00
12/22/2022	6	45187	00017	BAKER & TAYLOR BOOKS	BOOKS BOOKS	5.04 183.89
12/22/2022	6	45188	04117	BOB'S SANITATION SERVICE	PORTA POTTY	188.93 69.00
12/22/2022	6	45189	11534	CARLY KARDON	CAMP REFUND CAMP REFUND	500.00 200.00
12/22/2022	6	45190	11229	CENGAGE LEARNING INC	BOOKS BOOKS	700.00 60.78 61.58
12/22/2022	6	45191	07736	CINTAS CORPORATION #31	WEEKLY MAT SERVICE WEEKLY MAT/TOWEL SERVICE WEEKLY MAT SERVICE WEEKLY MAT SERVICE	122.36 28.86 85.38 19.84 16.35

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/22/2022	6	45192	00040	CONSUMERS ENERGY	WEEKLY MAT SERVICE	28.86
					WEEKLY MAT/TOWEL SERVICE	85.38
					WEEKLY MAT SERVICE	19.84
					WEEKLY MAT SERVICE	16.35
					WEEKLY MAT SERVICE	28.86
					WEEKLY MAT/TOWEL SERVICE	85.38
					WEEKLY MAT SERVICE	19.84
					WEEKLY MAT SERVICE	16.35
						451.29
12/22/2022	6	45192	00040	CONSUMERS ENERGY	ACCT #1000 0022 3410 - 26325 SCOTIA STE	116.29
					ACCT #1000 1256 6020 - 1275 W. 11 MILE	893.43
					ACCT #1000 0022 3469 - 26325 SCOTIA - ST	3,255.57
					ACCT #1000 1256 5857 - 12775 W. 11 MILE	16.00
					ACCT #1000 1256 6087 - 12755 W. 11 MILE	1,169.36
					ACCT #1000 1256 5949 - 26415 SCOTIA	499.95
					ACCT #1000 1256 6178 - 26815 SCOTIA	697.77
						6,648.37
12/22/2022	6	45193	10989	CONTRACTORS FENCE	INSTALL CANTILEVER SLIDE GATE	18,116.70
12/22/2022	6	45194	09216	CORELOGIC	TAX OVERPAYMENT 12923 VICTORIA AVE	3,766.02
12/22/2022	6	45195	11533	DETROIT DOOR SERVICES	DPW DOORS/INSTALLATION CHARGES	3,900.00
12/22/2022	6	45196	00048	DTE ENERGY	ACCT #9100 068 0871 1 - 26415 SCOTIA RM	80.32
					ACCT #9100 084 6344 0 - 8621 NADINE	15.32
					ACCT #9100 075 2082 8 - 26325 SCOTIA	59.36
					ACCT #9100 084 6321 8 - 10514 LASALLE BL	15.18
					ACCT #9200 098 8205 0 - 8020 HENDRIE	20.05
					ACCT #9100 067 3500 5 - 12779 W. 11 MILE	372.69
					ACCT #9100 084 7615 2 - 25820 SCOTIA	16.23
					ACCT #9100 084 6333 3 - 13203 WALES	14.79
					ACCT #9100 084 7601 2 - 12801 W. 11 MILE	25.14
					ACCT #9100 084 6395 2 - 8725 W. 11 MILE	51.31
						670.39
12/22/2022	6	45197	00056	DURST	BUILDING SUPPLIES	524.64
12/22/2022	6	45198	11134	EASTON TELECOM SERVICES, LLC	ALARM LINES	81.51
12/22/2022	6	45199	10754	GREAT LAKES WATER AUTHORITY	IWC CHARGES	288.19
12/22/2022	6	45200	02161	GUNNERS METER & PARTS	DPW SUPPLIES	345.00
12/22/2022	6	45201	05509	HERSCH'S, INC.	RESTORATIONS	260.00
12/22/2022	6	45202	06651	IAN KINDER LLC	BABYSITTER/PET SITTER CLASS INSTRUCTOR	271.00
12/22/2022	6	45203	04943	JOE'S AUTO PARTS	AUTO PARTS	56.19
					AUTO PARTS	81.65
						137.84
12/22/2022	6	45204	11536	LORRIE BOONE	HOLIDAY WREATH INSTRUCTOR	255.00
12/22/2022	6	45205	09888	MARINE CITY NURSERY CO	TREES	690.00
					TREES	34,920.00
						35,610.00
12/22/2022	6	45206	MISC	MCCLURE, ANTONETTE	UB refund for account: 6018430	10.00
12/22/2022	6	45207	11537	MICHIGAN.COM #1008	FREE PRESS SUBSCRIPTION THROUGH 10/31/23	589.25
12/22/2022	6	45208	06373	MIDWEST TAPE, LLC	MEDIA	45.72
					MEDIA	221.91
						267.63

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
CHECK DATE FROM 12/03/2022 - 01/13/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/22/2022	6	45209	MISC	MILLENNIUM BLDG CO	BD Bond Refund	600.00
12/22/2022	6	45210	06146	MWRMA/ECP	ELECTRIC PROGRAM	3,377.22
12/22/2022	6	45211	MISC	MR ENCLOSURE SUNROOM LLC	BD Bond Refund	215.00
12/22/2022	6	45212	00879	MURRAY BUILT CONSTRUCTION	ROOF REPAIR AT CITY HALL	400.00
12/22/2022	6	45213	MISC	OAKES ROOFING	BD Bond Refund	109.00
12/22/2022	6	45214	00586	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	125.69
12/22/2022	6	45215	MISC	PMS DIVERSIFIED CONSTRUCTION	BD Bond Refund	185.00
12/22/2022	6	45216	MISC	PRIME HOME REMOD	BD Bond Refund	75.00
12/22/2022	6	45217	09836	RAPID SHRED LLC	SHREDDING	50.00
12/22/2022	6	45218	MISC	RENEWAL BY ANDERSON	BD Bond Refund	79.00
12/22/2022	6	45219	00108	RKA PETROLEUM COMPANIES, INC.	GASOLINE	1,485.10
12/22/2022	6	45220	11143	SHARE CORPORATION	DPW SUPPLIES	131.24
12/22/2022	6	45221	10870	SHELVING.COM	DPW SUPPLIES	699.00
12/22/2022	6	45222	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	17,835.00
12/22/2022	6	45223	10868	STATE OF MICHIGAN- DETROIT	CITY OF DETROIT INCOME TAX WITHHOLDING	121.82
12/22/2022	6	45224	10777	TASC	FSA ADMINISTRATION FEES	518.40
12/22/2022	6	45225	MISC	TRAVIS, CHARLES	BD Bond Refund	1,000.00
12/22/2022	6	45226	11299	VHM ENTERPRISES, INC	DECEMBER 2022 JANITORIAL SERVICES	3,455.00
12/22/2022	6	45227	06966	YOUNG REMBRANDTS WAYNE & OAKLAND	YOUNG REMBRANDTS INSTRUCTOR PAYMENT	2,892.00
12/29/2022	6	45228	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00
12/29/2022	6	45229	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
01/05/2023	6	45230	08585	ADVANCED MARKETING PARTNERS	TAX BILL PRINTING	315.30
01/05/2023	6	45231	00004	MICHIGAN AFSCME COUNCIL 25	UNION DUES - JANUARY 2023	166.00
01/05/2023	6	45232	09977	JOSEPH AJLOUNY	REIMBURSE EMS LICENSE RENEWAL FEE	50.00
01/05/2023	6	45233	10951	AMAZON CAPITAL SERVICES INC	NOTICE BOARD & PUSH PINS	69.59
01/05/2023	6	45234	09447	APPLIED INNOVATION	COPIER CONTRACT	604.31
					COPIER METER	35.88
						640.19
01/05/2023	6	45235	05702	APWA-MICHIGAN CHAPTER-MPSI	MPSI REGISTRATION - D. CHMIEL	725.00
01/05/2023	6	45236	02634	ARBOR OAKLAND GROUP	WINTER HOMETOWN HERALD	4,620.00
01/05/2023	6	45237	10924	AXON ENTERPRISES, INC	TASER HOLSTER/AXON RAPID LOCK BOOKS	227.58
01/05/2023	6	45238	00017	BAKER & TAYLOR BOOKS	BOOKS	171.19
01/05/2023	6	45239	00024	BILLINGS LAWN EQUIPMENT	EQUIPMENT MAINTENANCE	184.08
01/05/2023	6	45240	11010	LAUREN BROOKS	SIT & FIT INSTRUCTOR PAYMENT FALL 2022	357.00
01/05/2023	6	45241	MISC	CEDAR WORKS	BD Bond Refund	251.00
01/05/2023	6	45242	07736	CINTAS CORPORATION #31	WEEKLY MAT SERVICE	16.35
					WEEKLY MAT SERVICE	19.84
					WEEKLY MAT/TOWEL SERVICE	85.38
					WEEKLY MAT SERVICE	28.86
						150.43
01/05/2023	6	45243	09945	CONVI CORPORATION	SERVICE CALL TO PUBLIC SAFETY	723.00
01/05/2023	6	45244	07501	CRANDALL-WORTHINGTON INC	JANITORIAL SUPPLIES	307.19
01/05/2023	6	45245	00056	DURST	BUILDING SUPPLIES	277.04
01/05/2023	6	45246	00536	ECOTEC PEST CONTROL	PEST CONTROL	200.00
01/05/2023	6	45247	MISC	HANSONS WINDOW & CONSTRUCTION INC	BD Bond Refund	75.00
					BD Bond Refund	75.00
						150.00
01/05/2023	6	45248	00300	KRISTINE HYRE	BI-ANNUAL HEALTH INSURANCE WAIVER	600.00
01/05/2023	6	45249	06651	IAN KINDER LLC	LIVE SAFE BABYSITTING CLASS	446.00
01/05/2023	6	45250	11304	JCR SUPPLY INC	TRASH CAN LINERS	258.68
01/05/2023	6	45251	11486	JESSICALYN EDWARDS	GYMNASTICS REFUND	85.00
01/05/2023	6	45252	06293	KEILOGRAPHICS	TEEN COUNCIL TUMBLERS	451.00
01/05/2023	6	45253	MISC	KHOURY, KARL	BD Bond Refund	390.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/05/2023	6	45254	11538	LAPEER COUNTY EMS AUTHORITY	PEDIATRIC MEDICATION ADMINISTRATION	30.00
01/05/2023	6	45255	05374	LB OFFICE PRODUCTS	OFFICE SUPPLIES	68.44
01/05/2023	6	45256	05454	LEISURE UNLIMITED LLC	KIDDIE SPORTS INSTRUCTOR	1,164.80
01/05/2023	6	45257	00110	LIGHTING SUPPLY CO	LIGHT BULBS	83.40
					LIGHT BULBS	83.40
						166.80
01/05/2023	6	45258	00946	LITTLE CREATURES CO	LATCHKEY FIELD TRIP	300.00
01/05/2023	6	45259	11140	METRO WIRELESS	BUSINESS VOICE/DATA SERVICES	495.33
01/05/2023	6	45260	MISC	MICHELLE NIESE- MENDEL	BD Bond Refund	160.00
01/05/2023	6	45261	04331	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYMENT CONTRIBUTION 4TH QTR 2022	49.20
01/05/2023	6	45262	06373	MIDWEST TAPE, LLC	MEDIA	18.74
					MEDIA	11.24
					MEDIA	33.56
					MEDIA	135.41
					MEDIA	11.24
					MEDIA	99.67
						309.86
01/05/2023	6	45263	07200	NYE UNIFORM	UNIFORMS	149.50
01/05/2023	6	45264	05376	CITY OF OAK PARK	PRESSURE VESSEL TESTING	994.42
01/05/2023	6	45265	09472	OAKLAND SCHOOLS	PRINTING TAX BILLS	1,110.03
01/05/2023	6	45266	00586	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	68.59
01/05/2023	6	45267	00181	POLICE OFFICERS ASS'N OF MICH	UNION DUES - JANUARY 2023	398.64
01/05/2023	6	45268	10630	POLICE OFFICERS LABOR COUNCIL	UNION DUES - JANUARY 2023	402.00
01/05/2023	6	45269	05018	PREMIER BUSINESS PRODUCTS INC.	COPIER CHARGES	90.00
01/05/2023	6	45270	10186	PRINCIPAL LIFE INSURANCE COMPANY	DENTAL INSURANCE	4,075.96
01/05/2023	6	45271	05052	PRINT STOP INC.	ENVELOPES	90.00
					BOOKMARKS	187.50
						277.50
01/05/2023	6	45272	MISC	QUALITY LUMBER BUILDING WHOLESALERS,	BD Bond Refund	720.00
01/05/2023	6	45273	00655	RACKHAM GOLF COURSE	GOLF LEAGUE GREEN FEES	13,248.00
01/05/2023	6	45274	10823	RC SYSTEMS, INC.	REC PRO SOFTWARE SUPPORT	5,600.00
01/05/2023	6	45275	11066	RED GUARD FIRE & SECURITY	FIRE ALARM SYSTEM MONITORING	309.00
01/05/2023	6	45276	09473	REFRIGERATION SERVICE PLUS	ICE MAKER REPAIR	469.00
01/05/2023	6	45277	MISC	RHONDA BIDINGER	UB Receipt Refund for Account #: 2004940	78.48
01/05/2023	6	45278	00108	RKA PETROLEUM COMPANIES, INC.	GASOLINE	1,528.24
01/05/2023	6	45279	00407	ROAD COMMISSION FOR OAKLAND COUNTY	COLD PATCH	803.70
01/05/2023	6	45280	09744	KATHLYN ROSENTHAL	ART EXHIBIT SALES	297.50
01/05/2023	6	45281	04745	KATHLEEN SEIDL	INSURANCE OPT OUT	1,500.00
01/05/2023	6	45282	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	18,932.00
01/05/2023	6	45283	00210	SOC WATER AUTHORITY	WATER PURCHASES	28,362.53
01/05/2023	6	45284	01983	ERICK STINER	INSURANCE OPT OUT	1,500.00
01/05/2023	6	45285	05054	SUPERFLEET MASTERCARD	FUEL	21.94
01/05/2023	6	45286	04781	VERIZON WIRELESS	CELL PHONES	446.57
01/05/2023	6	45287	00428	SHIRLEY VETTRAINO	INSURANCE OPT OUT	600.00
01/05/2023	6	45288	07255	WOW INTERNET AND CABLE	CABLE	237.98
01/12/2023	6	45289	11539	ADRIAN DISTRICT LIBRARY	SPARK JO PROGRAM CO-HOST FEE	67.00
01/12/2023	6	45290	03659	AFLAC	PAYROLL DEDUCTION	158.88
01/12/2023	6	45291	10951	AMAZON CAPITAL SERVICES INC	ENVELOPES	38.83
					DESK CALENDAR	13.96
					CLOCK/OFFICE SUPPLIES	48.87
					LIBRARY SUPPLIES	234.02
						335.68

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
CHECK DATE FROM 12/03/2022 - 01/13/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/12/2023	6	45292	09447	APPLIED INNOVATION	COPIER METER	33.31
01/12/2023	6	45293	00017	BAKER & TAYLOR BOOKS	BOOKS	32.51
					BOOKS	179.18
					BOOKS	207.03
					BOOKS	36.87
						455.59
01/12/2023	6	45294	MISC	BRUTTELL ROOFING INC	BD Bond Refund	245.00
					BD Bond Refund	237.00
					BD Bond Refund	232.00
						714.00
01/12/2023	6	45295	MISC	CARLESIMO CONSTRUCTION	BD Bond Refund	250.00
01/12/2023	6	45296	09945	CONFI CORPORATION	SERVICE CALL TO LIBRARY	1,155.00
					SERVICE CALL TO REC CENTER	2,320.38
						3,475.38
01/12/2023	6	45297	MISC	DETROIT BUILD	BD Bond Refund	391.00
01/12/2023	6	45298	00048	DTE ENERGY	ACCT #9100450563975 - STREETLIGHTS	7,314.07
01/12/2023	6	45299	01866	ETNA SUPPLY CO	DPW SUPPLIES	3,240.00
01/12/2023	6	45300	11307	SCOTT GLOWINSKI	DECEMBER 2022 INSPECTIONS	3,245.00
01/12/2023	6	45301	00299	HUNTINGTON WOODS VOLUNTEER FIRE CO	VOLUNTEER FIRE COMPANY 2022 HOURS	1,451.25
01/12/2023	6	45302	MISC	JACK'S JOBS USA	BD Bond Refund	684.00
					BD Bond Refund	2,229.00
						2,913.00
01/12/2023	6	45303	11304	JCR SUPPLY INC	TRASH CAN LINERS	435.11
01/12/2023	6	45304	11486	JESSICALYN EDWARDS	CLASS REFUND	85.00
01/12/2023	6	45305	04943	JOE'S AUTO PARTS	AUTO PARTS	289.79
					AUTO PARTS	76.88
					AUTO PARTS	17.08
						443.75
01/12/2023	6	45306	10764	LEXISNEXIS RISK SOLUTIONS	MONTHLY SUBSCRIPTION FEE	50.00
01/12/2023	6	45307	00543	THE LIBRARY NETWORK	SCANNER W/CABLE & STAND	370.00
					NEW PUBLIC COMPUTERS	1,501.28
					SUBSCRIPTION ORDERING AND INVOICES	503.09
						2,374.37
01/12/2023	6	45308	11510	LISA WARE	PRESENTER FEE FOR 1/14/23	150.00
01/12/2023	6	45309	11477	LUCAS RICE	RECORDING SECRETARY FEES	540.00
01/12/2023	6	45310	11140	METRO WIRELESS	BUSINESS VOICE/DATA SERVICES	495.33
01/12/2023	6	45311	MISC	MICHELLE GERSHONOWICZ	FACILITY REFUND	100.00
01/12/2023	6	45312	10642	MICHIGAN PETROLEUM TECH	GARAGE SUPPLIES	73.62
01/12/2023	6	45313	10471	MOBILE MAINTENANCE INC	BUS MAINTENANCE	45.00
01/12/2023	6	45314	11540	MOTOR CITY AQUARIUM	FISH TANK CLEANING/AQUARIUM PLANTS	127.00
01/12/2023	6	45315	MISC	MURRAY BUILT CONST CO	BD Bond Refund	75.00
01/12/2023	6	45316	00165	OAKLAND COUNTY	SEWAGE DISPOSAL SERVICES - DECEMBER 2022	101,644.09
					BS&A TAX SUPPORT FEE	574.58
						102,218.67

CONSENT AGENDA #3a

CITY OF HUNTINGTON REGULAR MEETING OF THE ANTI-RACISM ADVISORY COMMITTEE MINUTES

Wednesday, November 9, 2022

7:00 p.m.

Huntington Woods City Hall

Beaulieu called the Meeting to order at 7:04pm

PRESENT: Christina Kozlowski, Maria LaLonde, Katie Beaulieu, Jessicalyn Edwards, Cary McGehee, Daniel Dena in person;

Also: Brandon Mar

ABSENT: None.

City Staff Present: City Manager Chris Wilson

APPROVAL OF AGENDA

Moved by Kozlowski and seconded by LaLonde to approve the November 2022 agenda as proposed.

Ayes: Kozlowski, LaLonde, Edwards and Beaulieu, Dena, McGehee

Nays: None

Absent: None

The Motion Carried.

APPROVAL OF LAST MEETINGS MINUTES

Moved by Kozlowski and seconded by Beaulieu to approve the October 2022 minutes.

Ayes: Kozlowski, LaLonde, Edwards and Beaulieu, Dena, McGehee

Nays: None

Absent: None

The Motion Carried.

PUBLIC PARTICIPATION

Claire Galed recommends finding a high school student to serve on the Committee.
Would preferably be a sophomore or junior for continuity.

ITEMS OF BUSINESS

- a. Setting 2023 Meeting Dates
 - i. Oath for Christina Kozlowski and Cary McGehee
 - ii. Reminder that committee members
- b. DEI Report – Plan for Sharing?
 - i. Plan to share in the future, but no concrete date
 - ii. The City Commission will be making an action plan based on DEI Report
- c. Future Projects
 - i. Next year, plan Diwali celebration
 - ii. Would be useful to obtain list of holidays, can be obtained from already popular diversity and inclusion calendars
 - iii. Promote DEI calendar for the city
 - iv. Look into realtor situation because affordability is not the problem
 - v. Social redlining continues to be the issue
 - vi. Economic diversity should be on the agenda
 - vii. Restrictions make housing more expensive (for example, making everything brick)
 - viii. Perhaps we should talk to individuals departments about the results of the DEI study
 - 1. Perhaps talk to fair housing advocate representative
 - 2. Working with the library
 - 3. Working with other groups hosting events
 - ix. Library could use some help with social justice library reading group
 - x. Michigan Coalition for Human Rights brings in folks from the civil rights movement to tell stories
 - xi. Promote 21-day racial equity challenge
 - xii. GARE

1. Only \$1000 per year
2. Could build relationships with other communities
3. Concern about preaching to the choir

xiii. Invite Deb, from library, and Francesco, new community engagement officer, to next meeting.

xiv. GARE's next information session is dec. 6 at 1pm

ADJOURNMENT

Moved by Dena, and seconded by Kozlowski.

Ayes: Kozlowski, LaLonde, Edwards and Beaulieu, Dena, McGehee

Nays: None

Absent:

The Motion Carried, meeting adjourned.

Daniel S. Dena

Kate Beaulieu, Chairperson

CONSENT AGENDA #3b

CITY OF HUNTINGTON REGULAR MEETING OF THE ANTI-RACISM ADVISORY COMMITTEE MINUTES

Wednesday, December 14, 2022

7:00 p.m.

Huntington Woods City Hall

Beaulieu called the Meeting to order at 7:05pm

PRESENT: , Maria LaLonde, Kia Essien, Katie Beaulieu, Jessicalyn Edwards, Cary McGehee, Daniel Dena in person;

Also: Brandon Mar, Christina Kozlowski by Zoom

ABSENT: None.

City Staff Present: Francesco Ferrara

APPROVAL OF AGENDA

Moved by Dena and seconded by McGehee to approve the December 2022 agenda as proposed.

Ayes: Essien, LaLonde, Edwards and Beaulieu, Dena, McGehee

Nays: None

Absent: Kozlowski

The Motion Carried.

APPROVAL OF LAST MEETINGS MINUTES

Moved by LaLonde and seconded by Edwards to approve the November 2022 minutes.

Ayes: Essien, LaLonde, Edwards and Beaulieu, Dena, McGehee

Nays: None

Absent: Kozlowski

The Motion Carried.

PUBLIC PARTICIPATION

Claire Galed makes an inquiry about when the DEI report would be made public.

- January is when the Commission will meet regarding publication.
- Idea of listening session on the DEI Report
- Bring in community to comment on the report
- Plan on March for DEI Listening session
- Invite Michelle Cantor to facilitate discussion, moderate
- Perhaps have it be in-person and on Zoom
- Ask that the plan is publicized before the meeting

Deb Hemmye clarified that Vital Voices library group is about amplifying non-traditional voices in literature.

ITEMS OF BUSINESS

i. Conversation with Greater Metro Assoc of Realtors

1. Had to cancel planned visit, but hoping to raincheck
2. GMAR can provide information on DEI work that they do for the association
3. Hopefully coming in for January meeting

ii. Development of DEI Calendar

1. Possible to send weekly blurbs to Francesco
2. Have liaison to library advisory council or librarian to have continuity for library events
3. Make sure calendar is built with what library already planning
4. Increasing awareness is major goal, as is amplifying what the library is already doing
5. There is a middle school kids group that is focused on exposure to different religions
6. National Day of Racial Healing is coming up in January

b. Other Business

i.Appointment Terms

1. 3-year term renewal for Daniel Dena, but resigns as Secretary
2. Maria LaLonde stepping down and not seeking renewal

ii.New Vice Chair and Secretary

1. Jessicalynn Edwards elected as Vice Chair
2. Christine Kozlowski elected as as Secretary

ADJOURNMENT

Moved by Essien, and seconded by McGehee.

Ayes: Essien, LaLonde, Edwards and Beaulieu, Dena, McGehee

Nays: None

Absent: Kozlowski

The Motion Carried, meeting adjourned.

Daniel S. Dena

Kate Beaulieu, Chairperson

CONSENT AGENDA #3C

MINUTES

Huntington Woods Library Advisory Board

Meeting Date: Monday, November 21, 2022

Present: Deb Hemmye, Beth Applebaum, Stacey Stutcher, Mary Foreman, Judy Schram, Nina Abrams, Steve Pollack,

- I. Call to Order-7:05 p.m.
- II. Approval of minutes of October 17, 2022 meeting -Approved
- III. Friends of the Library liaison report: Judy Schram

Pop Up Book Sales are scheduled for Thursday, Dec 1 (noon-8:30) and Saturday, December 3 (10:30-4:30).

Books are selling well from the new Friends area/display.

Friends are in the process of planning a social event for all members. There was input from the LAB on ideas.

(This led to a side discussion on the pros and cons of bringing in authors for library sponsored programs.)

IV. Librarian's report

- a. Library Survey: Tabled for later discussion.
- b. Tech update: Deb Hemmye provided information about the continuing technology issues faced by the Library on a daily basis, including (but not limited to) nonfunctioning workstations, security software glitches, WIFI problems. These are chronic unacceptable tech problems at the Library that frequently interfere with staff functions and Library activities. Deb is working with the City Manager Chris Wilson for upgrades and reported that he has been supportive. Deb received authorization to switch the library internet provider to TLN, which should be a huge help in resolving many of the issues.

In addition, the Library HVAC system is scheduled to be upgraded.
- c. Deb Hemmye advised the Board of an ongoing issues with the cleaning service contracted by the City of Huntington woods. The City is looking for a new service.
- d. Fish Tank-no updates.
- e. PSAT test program. The program is set to go in January.

f. Library Statistics-Deb Hemmye presented a report on usage statistics. There was a discussion about the door counter statistics and adjusting Library hours.

g. New Board Members-There was a discussion about the vacancies on the Board and process for filling them.

h. (Added). Weeding policy and practices. There was a general discussion on this topic.

V. Public Participation-None.

VI. Comments-December meeting is cancelled.

Next Meeting is January 16, 2023.

2023 Meetings:

The Library Advisory Board meets at 7 p.m. on the third Monday of each month in the Friends Room on the lower level of the library.

January 16

February 20

March 20

April 17

May 15

June 19

July 17

August - No Meeting

September 18

October 16

November 20

December - No Meeting

Adjournment -8:10 pm

Minutes prepared by Beth E. Applebaum



CONSENT AGENDA #3d

Finance Department

To: Honorable Mayor and City Commission

From: Ethan Haan, Finance Director

Date: January 9, 2022

Subject: Treasurer's Report November 2022

The cash and investment positions for November 2022 are attached.

Investment returns will continue to rise as the Federal Reserve continues its incremental interest rate increases. The City strives to strike a balance between a return on investments and protection of the principle as well as ensuring all of its financial obligations are met. Finance staff continues to keep this in mind while investing City funds.

Winter property taxes are due February 14th, 2023 with a final due date for all 2022 taxes on February 28th, 2023. Summer taxes have been accruing penalties and winter taxes will accrue penalties if they are not paid before February 14th. Any 2022 property taxes not paid by February 28th, 2023 will be considered delinquent and payable to the Oakland County Treasurer with added penalties.

FINANCE REPORT - CASH POSITIONS

FUND	FUND #	CURRENT INVESTMENTS	CURRENT CASH	TOTAL AVAILABLE
GENERAL FUND	101	5,219,656.62	5,250,186.11	10,469,843
MAJOR STREET FUND	202	694,863.25	(20,627.48)	674,236
LOCAL STREET FUND	203	160,644.40	(231,949.84)	(71,305)
ACT 345 PENSION FUND	205	84,079.47	774,234.10	858,314
RECREATION FUND	208	1,207,486.58	178,550.76	1,386,037
GWK DRAIN FUND	225	201,011.61	(5,408.56)	195,603
RACKHAM DEFENSE FUND	250	34,166.72	284.87	34,452
BUDGET STABILIZATION FUND	257	1,318,703.24	13,121.01	1,331,824
ELEVEN MILE - DEBT FUND	303	33,271.73	(125,374.37)	(92,103)
2010 UTGO DEBT	304	319,986.78	(85,388.09)	234,599
2012 UTGO DEBT	305	159,703.09	7,230.12	166,933
2014 UTGO DEBT	306	292,142.24	14,555.42	306,698
2017 UTGO DEBT	307	149,970.55	38,752.29	188,723
2019 UTGO DEBT	308	228,038.06	85,601.43	313,639
2020 CAPITAL IMP. BONDS	309	604,927.25	(584,767.21)	20,160
CAPITAL PLANNING FUND	402	954,386.23	(58,104.61)	896,282
SEWER CONSTRUCTION FUND	492	5,585,504.10	3,286.70	5,588,791
ROAD & SEWER CONSTRUCTION FUND	493	6,570,813.66	(1,901,522.71)	4,669,291
ROAD MAINTENANCE FUND	494	135,372.40	22,230.20	157,603
SANITATION FUND	515	170,538.79	394,516.27	565,055
WATER FUND	592	1,757,031.28	1,085,203.04	2,842,234
EQUIPMENT FUND	661	765,943.21	(47,116.80)	718,826
TRUST & AGENCY FUND	701	275,800.00	111,879.72	387,680
POST RETIREMENT FUND	734	867,268.18	(208,871.94)	658,396
TOTAL ASSETS - INVESTMENTS/CASH		27,791,309	4,710,500	32,501,810

FIDUCIARY (TRUSTEE)	TYPE	AMOUNT INVESTED	PERCENT INVESTED	YIELD
MICHIGAN CLASS	Interlocal	1,012,356	3.83%	3.77%
OAKLAND COUNTY POOL- OPER	Pool	265,243	1.01%	1.04%
FIFTH THIRD SECURITIES	Agency	1,335,283	5.06%	0.90%
COMMERICA - J FUND - 4438	Pool	161,103	0.61%	3.74%
COMERICA SECURITIES - 2362	Agency	3,980,137	15.07%	2.56%
HUNTINGTON BANK	Agency	1,228,128	4.65%	1.10%
MULTIBANK SECURITIES	Agency	4,436,868	16.80%	2.16%
FLAGSTAR INVESTMENT ACCOUNT	Savings	2,038,490	7.72%	2.89%
FLAGSTAR BOND ACCOUNT	Savings	265,907	1.01%	2.90%
OAKLAND COUNTY BOND ACCOUNT	Pool	11,681,637	44.24%	1.04%
TOTAL INVESTMENTS		26,405,152	100.00%	
WEIGHTED AVERAGE YIELD				1.74%
OPERATING CASH ACCOUNT				4,710,500
INVESTMENT ACCOUNT				27,791,309
TOTAL DOLLARS AVAILABLE				32,501,810

From: Ben Falik <ben.falik@gmail.com>
Sent: Thursday, December 29, 2022 5:20 PM
To: Chris Wilson
Cc: Daniel Brooks; dmichaelegan@yahoo.com; Francesco Ferrara; Heidi Brown-Barckholtz; Jane Heller; Kate Zenlea; Mari Masalin-Cooper; Michelle Elder; Rachael; Sarah Jo Sautter; Sean Kristl; Betsy Zobl-Tar
Subject: ESAC: Thank You and Good Luck

Chris and Co,

I am writing to send season's greetings and to tender my resignation as chair of the Environmental Sustainability Committee. I have been taking stock of my professional and personal responsibilities and it is clear that I do not have the bandwidth to chair or be a contributing member of the committee in the new year. I believe too strongly in the work and the potential of our city to hold things back.

Please let me know if there is anything I can do to support you -- institutional memory, outreach or otherwise -- going forward.

Sincerely,

Ben



COMMUNICATIONS #2

2023 PLANNING COMMISSION MEETING SCHEDULE

The Planning Commission meets on the 4th Monday of the month, 7:00 pm at City Hall.

JANUARY 23 Materials due by January 2

FEBRUARY 27 Materials due by February 3

MARCH 27 Materials due by March 3

APRIL 24 Materials due by April 3

MAY 22 Materials due by May 1

JUNE 26 Materials due by June 2

JULY 24 Materials due by June 30

AUGUST 28 Materials due by August 4

SEPTEMBER 25 Materials due by September 1

OCTOBER 23 Materials due by October 2

NOVEMBER 27 Materials due by November 3

DECEMBER Call of the chairman

Staff Contact: Hank Berry

Please contact 248.541-4300 to confirm time and location of the meeting.



COMMUNICATIONS #3

2023 ZONING BOARD OF APPEALS MEETING SCHEDULE

The Zoning Board of Appeals meets on the 2nd Monday of the month, 7:30 pm at City Hall.

JANUARY 9 Materials due by December 11, 2022

FEBRUARY 13 Materials due by January 23

MARCH 13 Materials due by February 13

APRIL 10 Materials due by March 13

MAY 8 Materials due by APRIL 10

JUNE 12 Materials due by MAY 8

JULY 10 Materials due by JUNE 12

AUGUST 14 Materials due by JULY 10

SEPTEMBER 11 Materials due by AUGUST 14

OCTOBER 9 Materials due by SEPTEMBER 11

NOVEMBER 13 Materials due by OCTOBER 9

DECEMBER 11 Materials due by NOVEMBER 13

Staff Contact: Hank Berry

Please contact 248.541-4300 to confirm time and location of the meeting.



COMMUNICATIONS #4

2023 HISTORIC DISTRICT COMMISSION MEETING SCHEDULE

The Historic District Commission meets on the first Wednesday of the month, as needed, 7:30 pm at City Hall.

JANUARY 4 Materials due by December 7, 2022

FEBRUARY 1 Materials due by JANUARY 4

MARCH 1 Materials due by FEBRUARY 1

APRIL 3 (Monday) Materials due by MARCH 1

MAY 3 Materials due by APRIL 5

JUNE 7 Materials due by May 3

JULY 5 Materials due by June 7

AUGUST 2 Materials due by July 5

SEPTEMBER 6 Materials due by August 2

OCTOBER 4 Materials due by September 6

NOVEMBER 1 Materials due by October 4

DECEMBER 6 Materials due by November 1

Staff Contact: Hank Berry

Please contact 248.541-4300 to confirm time and location of the meeting.



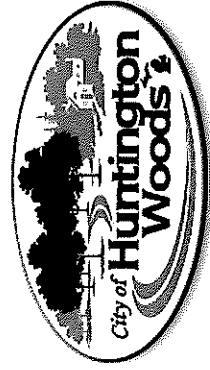
AGENDA #1

MANAGER'S MEMO

To: Honorable Mayor Paul; City Commission
From: Chris D. Wilson, City Manager
Date: January 12, 2023
Subject: DEI Report

In 2021 the City Commission procured an assessment of Diversity, Equity and Inclusion in the City of Huntington Woods. This assessment has been completed by Volar Consulting. Michelle Cantor of Volar will be present via Zoom to present the DEI report and its findings and recommendations for future implementation of this report.

DEI Assessment and Recommendation Report for City of Huntington Woods



Make your workplace soar!



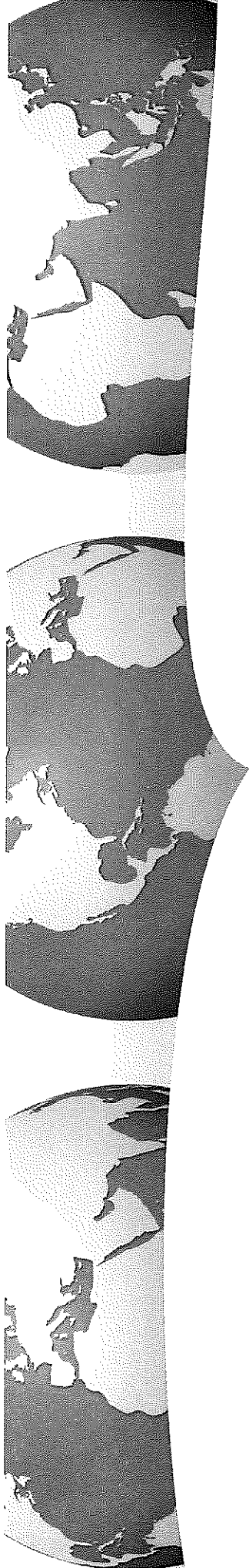
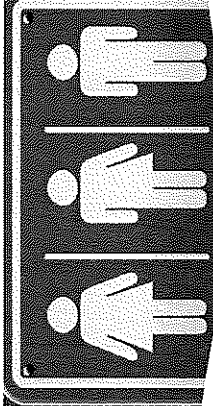
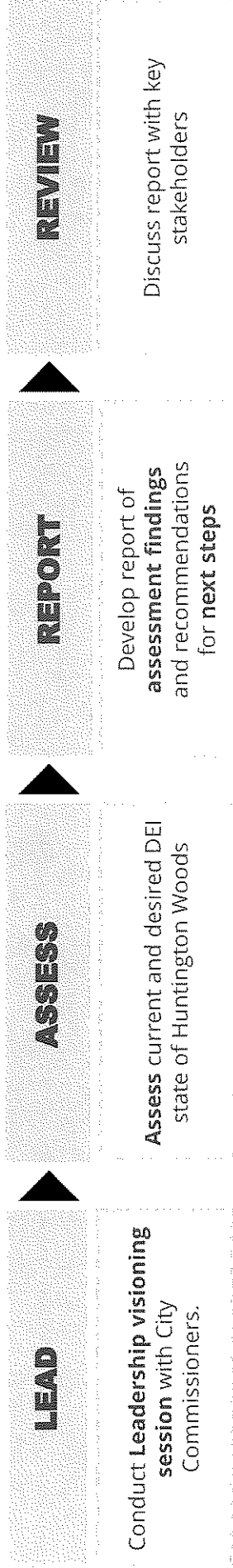


Table of Contents

<i>Overview of the Work.....</i>	<i>3</i>
<i>Key Findings and Recommendations.....</i>	<i>4-14</i>
<i>Custom DEI Survey.....</i>	<i>15-28</i>
<i>Focus Groups by Jade Strategies Inc.....</i>	<i>29-42</i>
<i>One-on-One Discussions.....</i>	<i>43-45</i>



Overview Scope of Work



Key Guiding Principles:

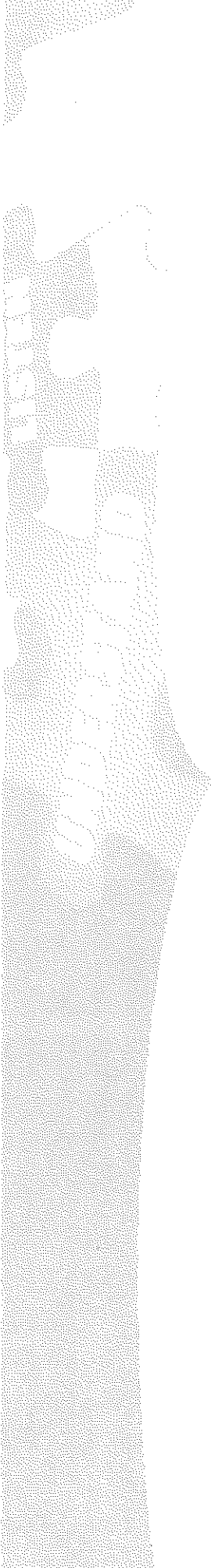
- **Provide transparency** and clarity of timeline, dates, roles and responsibilities.
- **City Staff and Commissioners are well informed and prepared** for a successful project.
- Ensure productive and effective DEI conversations and outcomes that are **aligned with the Master Plan and the Anti-Racism 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 many resources such as the Gilham Recreation Center, Public Safety, the Huntington Woods Library, City Hall, and the Department of Public Works. 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**.

Sources:

- | | | | |
|---|--|---|---|
| <ul style="list-style-type: none"> ✓ Commissioners Visioning Session <ul style="list-style-type: none"> • Ensured that work began with clear understanding of DEI direction • Solicited individual and collective perspective on how to define diversity, equity, and inclusion | <ul style="list-style-type: none"> ✓ Anonymous and Customized Community-Wide Survey <ul style="list-style-type: none"> • Distributed via email blasts and on website • Used easy format and software: Survey Planet • Hard-copies provided at City Hall and Library • 553 respondents: 546 online, 7 hardcopy • Response rate ('18 or older)*: ~12% | <ul style="list-style-type: none"> ✓ 6 Focus Groups with Targeted Demographics: <ul style="list-style-type: none"> • Staff • Seniors • Community leaders • Parents • Youth • Minorities • Total of 36 participants | <ul style="list-style-type: none"> ✓ 1-1 Discussions <ul style="list-style-type: none"> • Conducted 3 one-on-one discussions with residents/staff who were not able to participate in Focus Groups but felt strongly about sharing their perspectives. |
|---|--|---|---|

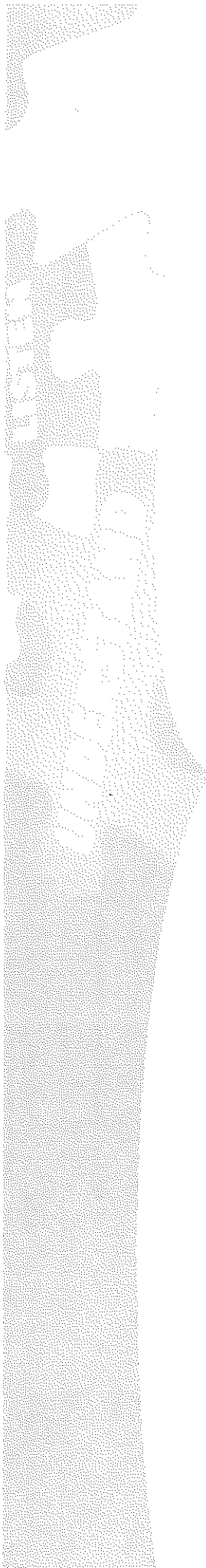
*Data used to make calculation: (due to minimal response rate from 18 or younger and most reliable target residents' data available):

- 2019 census data: 4479 residents 18 or older
- 551 of survey respondents were 18 or older.



Key Findings & Recommendations

This section provides an analysis of all the different data and feedback that was received by residents via the survey, the Focus Groups and the one-one conversations. It provides the key outcomes and then provides recommendations for next steps.



Key Findings with Residents

Key Outcomes:

- LARGE majority of HW residents who provided feedback via survey, focus groups, and one-one conversations desire diversity in Huntington Woods.
- Majority of participants in the focus groups identified HW lacks diversity in race, ethnicity, politics, socioeconomic, and religion beyond Judaism and Christianity. Age and LGBTQ+ representation was not highlighted.
- Several people in the survey mentioned a lack of political diversity and their discomfort in the community for their conservative and political beliefs. There were also comments about the City being a Jewish majority.
- In every aspect of diversity, survey respondents expressed a higher individual desire than what they think HW community desires (see charts to right). For example, 83% of respondents indicated that they want more racial/ethnic diversity. But only 66% think that is what the entire community wants. The aspects of diversity where there is the largest disconnect are income level, race/ethnicity, and persons with disabilities.
- When aggregating the different data inputs (survey, focus groups, and one-one discussions), residents expressed that the areas most lacking in diversity are race/ethnicity and income.
- There is a pervasive misconception amongst many residence (regardless of their race/ethnicity) that racial diversity and socioeconomic diversity are dependent on each other (this will be highlighted again later in this section).
- Every focus group had consensus that racial diversity was the most desired.
- According to survey responses, the top compelling reasons for diversity are:
 1. Creating an inclusive environment for every resident
 2. Attracting new residents
 3. Modeling the community's moral responsibility
 4. Preparing children to effectively appreciate and navigate an increasingly diverse world

"I'm uncomfortable with how homogenous our community is. Changing this is a big part of if we choose to stay here now that our kids are done with school."

Resident feedback in survey

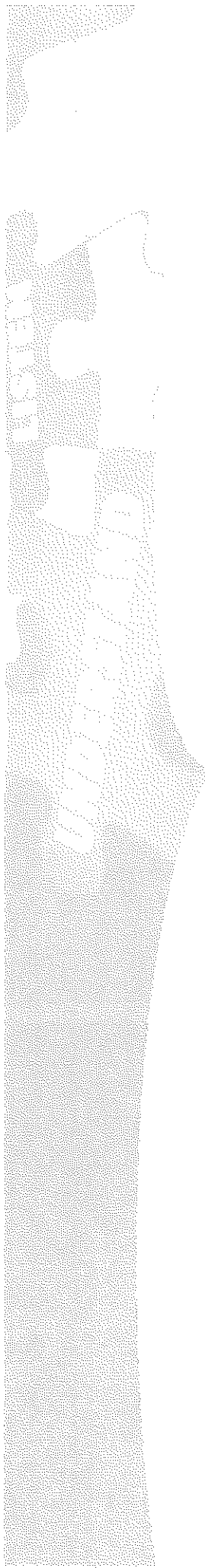
Value of Diversity



- Develop a clear DEI Mission for the City of Huntington Woods that will include:
 - HW specific definitions for Diversity, Equity, and Inclusion (leverage from Commissioners DEI Visioning Session).
 - Residents overwhelming desire for diversity.
 - The priority areas of focus for the City based on this report.
 - Why diversity is an important priority for the City.
 - A clear explanation that racial/ethnic diversity and income diversity are not the same, nor does one create the other. They are separate aspects of diversity that need to be approached and discussed independently.
- To date, data confirms that the City is a Jewish majority. However, Volar Consulting, LLC recommends a further analysis into this data and/or additional sources to ensure that the City has the most accurate data. Current sources:
 - Per Wikipedia, the Jewish population in Huntington Woods is 65 percent. [Wikipedia on Jewish Population in HW](#)
 - Per The 2018 Detroit Jewish Population Study: A Portrait of the Detroit Jewish Community, page 81, there are 1,575 Jewish households [Main-Report-Volume-I-Detroit-2018.pdf \(amazonaws.com\)](#)

... desire a diverse Huntington Woods community in terms of	Personally Desire	Believe resident of HW desire	Delta
Age	85%	80%	5%
Race/Ethnicity	83%	66%	17%
Gender identity	72%	58%	14%
Income Level	65%	43%	22%
Persons with disabilities	75%	60%	15%
Religion	80%	69%	11%
Sexual orientation (e.g., lesbian, gay, bisexual)	77%	68%	9%
None of the above	6%	7%	-1%
Other or additional (please explain below)	9%	9%	0%

Recommended Next Steps:



Key Findings with Residents

Key Outcomes:

Recommended Next Steps:

Public Communication

- The city events over-rely on word of mouth, assuming everyone knows the norms. There is a disconnect between what the city explains explicitly and what is implied, to the detriment of residents who are not “in the know” from family or friends who have been a part of the city for years, often spanning generations.



“There are small pockets of diversity in HW. The way the City communicates and organizes events and programs doesn’t recognize that diversity”

Resident quote from focus groups

- The City needs to continue its work on conducting a Communication Audit and developing a Communication Plan that ensures the City is intentional in how it communicates, what it communicates and who it is communicating with. This plan must assume that every resident is new to Huntington Woods and needs ALL the information. Whenever possible, communication must leverage multiple channels of communication to ensure messaging is reaching as many residents as possible.
- The City should have a full-time Communications resource who is a key part of leadership and is consistently “in the know”.
- Additional resources:
 - City of Modesto Communications Plan
 - 10 tips to level up your city’s communication strategy

- Participants from three demographically different focus groups mentioned the existence of exclusive social cliques which are difficult to join. Some of the clubs and committees were associated with these cliques and an “invitation only” process, e.g., Men’s Club.



- Have a consistent and equitable process for joining ALL committees.
- Provide better transparency, communication and outreach to all residents about how to join EVERY committee/club.
- ENCOURAGE and SOLICIT participation by ALL.

Branding

- Photography at events and promotional materials are not inclusive of diverse populations. Makes residents who are not the majority feel “othered”.



“The city photographer is noticeably biased in the photos that he takes. He does not take photos of people of color and it feels intentional. It emphasizes the whiteness of this community.”

Resident quote from focus groups

- Invest in an official photographer.
- Make it a priority to capture and include a wide variety of participants in pictures and branding materials. Let people see themselves and/or others like them reflected in the City’s visuals.
- Website needs to be redone so it is more welcoming and user friendly. See the following examples and resources:
 - City of Berkley Michigan
 - City of Auburn Hills Michigan
 - Best municipal state websites (in particular, Chattanooga, TN)

Key Findings with Residents

Key Outcomes:

Recommended Next Steps:

Resident Programming & Accessibility

- City sanctioned/sponsored events are key opportunities for residents to interact and offer the opportunity for the most inclusive interactions between residents.
- Many events unintentionally send biased messages and exclude participation. Examples from residents include Daddy-Daughter Dance, Santa Claus event, and the 4th of July parade (using "token" Black performers at the end with no context or explanation of who they were).
- Although survey responses indicated that Age is one of the City's strongest areas in terms of promoting equity and diversity, many of the general comments in the survey focused on the need for improving older adult/senior programming and accessibility especially when compared with what is provided for youth.



- Own the importance of City events in helping to provide an inclusive and welcoming culture. Be intentional and structure opportunities for residents to mingle and meet new people at these events.
- Be mindful and purposeful with all programming. Ensure that you have a DEI lens during the entire lifecycle of an event: developing, communicating, and implementing. Be neutral, transparent, and consistent in working with community stakeholders to prevent perceived preferences that could be mistaken for City endorsement or special privileges.
- Move beyond "this is the way it has always been done" mindset and conduct an audit of current programming to eliminate existing biases and inequities. Then determine what programming should be added/enhanced. Communicate your findings with residents for full transparency of where the City needs to improve and to debunk any misperceptions from reality.

Neighboring Cities Programming & Accessibility

- Every focus group expressed a desire to give more access to residents of neighboring cities. They suggest it will provide 2 key benefits central to improving DEI within HW: 1. Provide opportunities for HW residents to meet and interact with more diverse populations; 2. Provide a welcoming and inclusive approach to bordering neighbors.
- HW should be thinking about how to leverage and share neighboring city DEI programs and events. Should be asking "What do we do well and can share?" And vice versa, "What do our neighboring cities do well and can share?" For example: the City could actively participate with Southfield and/or Ferndale with their already established Juneteenth programming; or HW partner with other cities for DEI/Anti-racism trainings.



- Demonstrate a true interest in having participation from other communities and work to find ways to include them in City amenities such as Recreation Center offerings, parks, senior trips/services, pool, events. Options to explore:
 - Starting with the cities who are part of Berkeley School District—Oak Park and Berkeley.
 - Preserving a certain percentage of registration for non-residents.
 - Opening registration to non-residents the day after.
 - Investigating Southfield approach where registration is open to all at the same time, but they charge more to non-residents.
- Begin by sharing the Anti-racism Plan and Calendar of Events with neighboring cities and see where HW can collaborate and share offerings.
 - City of Southfield Celebrates Juneteenth
 - City of Ferndale Celebrates Juneteenth



Key Findings with Residents

Key Outcomes:

Recommended Next Steps:

Government Leadership

- Every Focus Group expressed a sincere interest in taking action to become a more diverse and inclusive community, but they don't know how to do that and seek guidance from the City.
- City Commission is all white males except for one woman of color.
- City Commission is not turning over to get new thought leadership and diversity.
- Youth (15-21) feel like they are an ignored voice by the City government. They also have a strong conviction that their perspective and suggestions are extremely valuable.
- There was a complaint about how women are treated by all levels of government and although it was just one, it should be taken seriously and addressed.



"My female friends and I have experienced sexism during commission meetings, zoning meetings, the master plan open-house, and general attitude from city employees and representatives."

Resident quote from survey

Anti-Racism Plan

- Residents want clarity around:
 - Specific action items that will be integrated into City practices and policies.
 - How progress will be tracked and evaluated.
 - How residents will know the actions and progress that is being made.

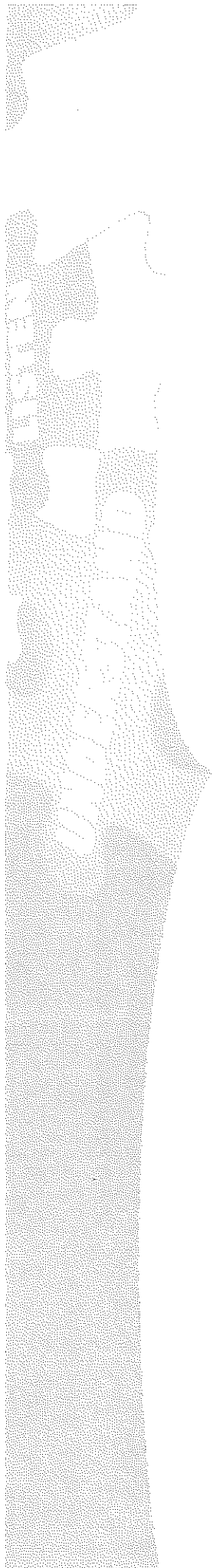


- Develop a collective DEI Vision that includes the who, what and why of DEI to provide the vision and guidance.
- Consider instituting term limits.
- Be intentional in mentoring and supporting diverse candidates in leadership positions, including committees and boards. Create a diverse pipeline of leadership. The value for diverse leadership for ALL stakeholders is well documented. Article below provides a good summary:
Important benefits of a more diverse leadership team
- Be more proactive in soliciting youth involvement and incorporating their participation and input into committee/commission meetings and actions.
- Follow up with acknowledgement and replies within 48 hours to all constituents.
- Leadership starts at the top so the City Commissioners should participate in ongoing trainings such as an unconscious bias, allyship, etc. to identify and address some of their own blind spots and areas where they may not be as inclusive and equitable as they can be, such as age and gender.

- DEI and anti-racism become a standing agenda topic for the City Commission meetings.
- City needs to keep the Anti-racism Plan up to date with progress, issues, and outcomes. The Plan has identified "Timeframe" and "Metrics". However, they are not being updated so stakeholders cannot determine if Objectives have happened, are happening, and if the "Timeline and Metrics" are being tracked and progress is being made and/or if there are issues.

*"Words are important as the first step in deciding what the policy is.
My hope is that (the policy) isn't just meaningless words, but that there's action."*

Resident quote from Focus Group



Key Findings with Residents

Key Outcomes:

Recommended Next Steps:

City Services

- Overall, survey participants ranked the City significantly higher in promoting equity than diversity. However, income was the biggest pain point for both diversity and equity (see charts below).
- Despite the overall positive scores regarding equitable treatment, there was some negative feedback regarding being treated with respect.
"The majority of the employees that work at city hall begrudgingly help me when I have needs that require a trip to city hall. This has been my experience nearly every time I present to the front desk and sometimes at the rec center. I have spoken to other residents with similar experiences."
Resident comment in survey
- Additionally, as there were comments complaining about senior programming, there were also several comments about senior services and special needs deserving more attention such as railings at the Rec Center entrance, providing a larger park area than Hassig Park, and special pool hours for individuals with special needs.
- Focus group input highlights that penalties and fees may be unintentionally inequitable. For example, the preschool is inexpensive but speeding tickets are expensive. Is this benefitting/targeting certain populations?

- Need to make sure that part of policies and practices for staff is treating everyone with respect. Also see Staff page for recommendations regarding a review of unconscious biases since these may be impacting how residents are being treated.
- Take a look at services with regards to age and physical disabilities and ensure that the City is providing equitable and inclusive access and services .
- Penalties and service fees should be audited and addressed for potential inequities. If particular fines/fees cannot be controlled by the City, that should be clarified to residents.

*"There should be inclusive programming for kids/adults w/ special needs (autism, etc).
A support group for parents with special needs in the neighborhood would be a great idea.
Recommend dedicated time during pool hours for people w/ special needs (less crowded, music off, etc)."*
Resident comment in survey

I think the City of Huntington Woods' policies and practices proactively promote a diverse community in terms of			
	Total Number	Percentage	
Age	409	74%	
Race/Ethnicity	274	50%	
Gender identity	280	51%	
Income Level	172	31%	
Persons with disabilities	268	48%	
Religion	321	58%	
Sexual orientation (e.g., lesbian, gay, bisexual)	325	59%	
None of the above	54	10%	
Other or additional (please explain below)	62	11%	

I think the City of Huntington Woods' policies and practices proactively promote equitable treatment of all residents, regardless of their			
	Total Number	Percentage	
Age	433	78%	
Race/Ethnicity	353	64%	
Gender identity	356	64%	
Income Level	292	53%	
Persons with disabilities	349	63%	
Religion	395	71%	
Sexual orientation (e.g., lesbian, gay, bisexual)	372	67%	
None of the above	44	8%	
Other or additional (please explain below)	60	11%	

Key Findings with Residents

Key Outcomes:

- During the resident focus groups there were several experiences shared where people of color were treated differently and/or more harshly by police.
- There was also feedback about a police officer who is patronizing to women.
- There is a disconnect between the Staff's perception of and experiences with Public Safety and some residents' perceptions and experiences.

Feedback from Staff Focus Group:

Public Safety has general orders, rules and regulations, and a mission statement that speaks to fair treatment.

"I'm the only female police officer within this department. There's always a stigma with female law enforcement. It's a predominantly male career... but coming here, I never felt looked down upon. I was always included – even with residents, city hall, the other officers – it was never a factor."

Resident quotes from survey and focus groups:

"I live close to 11 Mile and I see firsthand that Public Safety disproportionately stops more people of color"

"My neighbor expressed fear that his Black son might be harassed by Public Safety because of his skin color and considered taking him down to the station just to introduce him. It was very sad."

"My biggest complaint is that the HW Police perform too many traffic stops on black drivers. We also need more black officers in our police department. The merger with Berkley also exacerbates the driving while black traffic stops. And it seems that when they pull over a black driver, they have 2-3 police cars respond. I do not see such a response with white drivers."

"I was uncomfortable walking my child to school when I saw a public safety officer wearing a Betsy Ross/Blue Lives Matter ski cap with his uniform as we crossed the street. I have noticed that this officer does not speak to me and sometimes looks away when my child and I are walking. We are people of color."

"There's one public safety officer that women find patronizing and misogynistic and that they dread being pulled over by."

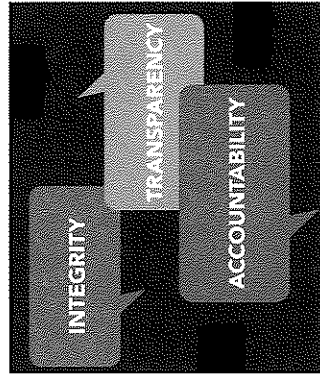
Public Safety

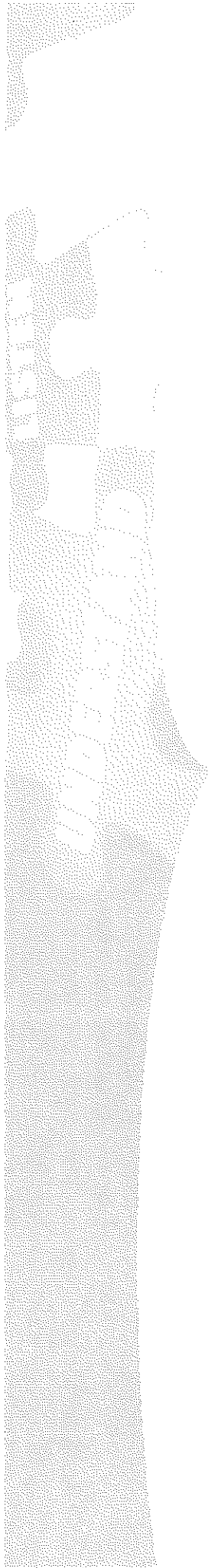
- It is perfectly aligned with CALEA principles of Integrity, Transparency, and Accountability to take these comments and concerns seriously by conducting productive and potentially anonymous opportunities for Public Safety to **listen and learn** from these stories. (note: the open forum for CALEA certification on Monday, October 18th although potentially very informative, does not address these specific concerns and comments)
- Go beyond feedback in this report provided and continue to be intentional in building community relationships and trust. Some effective practices include:
 - Communicate: Establish a PIO (Public Information Officer) to be the conduit between Public Safety and the community in a way that builds open communication and trust.
 - Acknowledge: It is hard to deny that the social justice system is riddled with conscious and unconscious biases. It is critical that HW acknowledge this and make it clear to the community that it is willing to work with residents to learn and address.
 - Act: In addition to CALEA and former trainings, continue education and improvement around implicit biases, community engagement, and police practices.
- Recommended articles/resources:
 - Bridging the gap
 - Three ways to reduce implicit bias in policing
 - Sensitivity training for law enforcement

"It is imperative now, more than ever, that law enforcement agencies have a consistent, proactive presence in conversations (both online and, when possible, in person) to listen and create a place not just for education, but for an exchange of experiences and ideas. The conversations both on a national and local scale around police reform—the questions, the concerns, and even the misinformation around the profession—will not go away."

Bridging the gap, Katie Nelson, Public Information Officer, Mountain View Police Department, California

Recommended Next Steps:





Key Findings with Residents

Key Outcomes:

Recommended Next Steps:

Land Use

- When able to create the necessary distinction between socioeconomic diversity and racial diversity, residents demonstrate more acceptance of racial diversity than socioeconomic diversity, the latter creating concerns about property values.
- However, there is still a lot of recognition that housing costs are a huge barrier to entry into Huntington Woods and many participants suggested the need to provide affordable housing, especially for younger families and older adults.



- Per resident feedback, suggest that the City investigate 2 options:
 1. Allow for mixed-use land and make the City's interests public.
 2. Create public-private partnerships in property development.

Home Purchasing Process

- Many of the home buying processes in HW enable and encourage a lack of diversity and make it difficult for people without community connections to buy a home.
- Per the survey, 80 percent of respondents were introduced to HW via their own experience, (growing up, living nearby, driving or running through), or learning about the City from friends and family. Only 12 percent first learned of the City from a real estate agent. It highlights how strongly word-of-mouth and personal experience currently determine the City's population.



- Since the City does not have jurisdiction over the home buying process, further discussion and collaboration with residents, potential residents, realtors, the anti-racism advisory committee, and the DEI Consultant is needed to determine how a more equitable and inclusive home buying process can be supported and instituted.
- Actively engage realtors who work with underrepresented populations in the City.

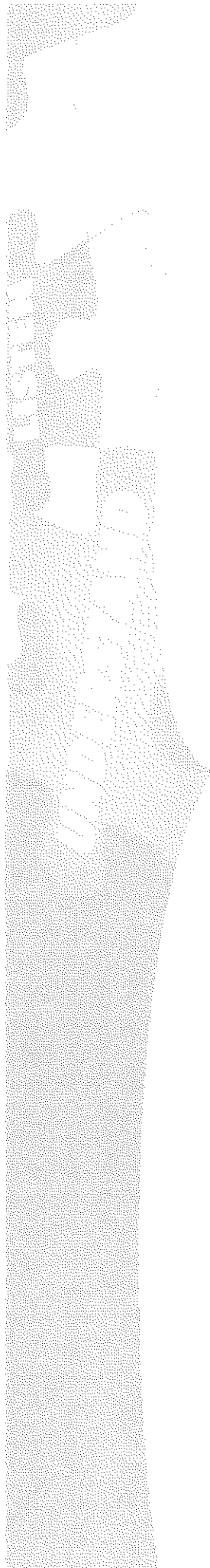
Socioeconomic Diversity vs. Racial/Ethnic Diversity

- There is a pervasive misconception amongst many residents (regardless of race/ethnicity) that racial diversity and socioeconomic diversity are dependent on each other. The most common example that was consistently referenced was providing more affordable housing as a means of attracting under-represented/minority populations.

"Unlike Troy, Huntington Woods is not a community of choice for minority families because it lacks diversity"

Resident quote from Minority Focus Group

- This City and Planning Commissions should lead by example and make it clear that socioeconomic diversity and racial/ethnic diversity are NOT the same and need to be addressed separately. This important distinction should be incorporated into the City's Master Plan both in its verbiage and its approach.
- Investigate why BIPOC are CHOOSING not to live in HW. There are people of color who have the income to live in HW but are choosing to live elsewhere. For example, Bloomfield Township: Median Income is \$132,929 (HW 136,331), Median Value of Owner-Occupied Housing is \$427,700 (HW 362,900), and population is 81.5% White while HW's is 93.7% according to 2019 Census data..



Key Findings with Residents

Recommended Next Steps:

Key Outcomes:

Education

- Every focus group was grateful for the opportunity to share, listen, and learn. They want more dialogue and learning amongst each other.
- People of color are often asked if they live in the neighborhood whereas white people are not.
- Many white parents are eager to embrace diversity and have important conversations with their children, but do not feel equipped to do so. Additionally, BIPOC parents have cited the imperative for white parents to have those conversations.



- Host additional, structured and intentional DEI conversations with residents. Specific requests were:
 - Have them expertly facilitated.
 - Leverage format that breaks-up the “cliques” and provides an opportunity to meet other residents.
 - Enable sharing of stories and experiences in HW.

- There is a lack of racial and cultural competency by staff and administration at Burton.
- Rumored that Burton principal vowed to “never let that happen” in reference to becoming a school of choice (school of choice is often associated with diversifying the student body).



- Berkley School District and Burton need to be brought into the conversation around Huntington Woods DEI findings and become a proactive participant in identifying and implementing solutions. Parents with all kinds of identities and personal characteristics need to be a part of the conversation and outcomes.
- Investigate if this is the sentiment of the principal and why. If yes, educate them on the real or perceived biases that this perpetuates within the Huntington Woods community.

“When we moved here in 2010, our 2 African American children practically doubled the # of AA kids here. We sent them to Norup rather than Burton because Burton was just too white, didn’t reflect the broader world we and they grew/live in.”

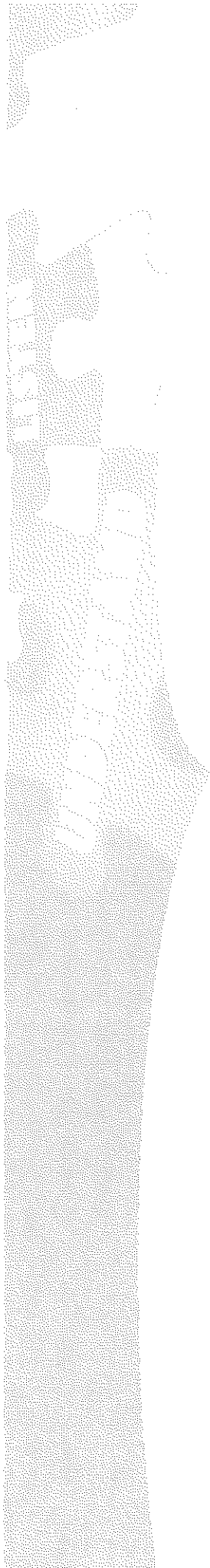
Resident feedback from survey

Opposing Viewpoints

- Although they were the minority in the attached data and research, there is opposition to DEI efforts. Consistent messages are:
 - Huntington Woods is diverse enough.
 - Waste of City resources and time to focus on this.
 - Increasing diversity will decrease property values.



- DEI Mission statement that defines that value of diversity, leveraging the importance that residence have already highlighted.
- Use the research in this document to show how residents are looking to the City for direction on how to create a more diverse and inclusive community. Therefore, it is relevant and important for the City to address.



Key Outcomes:

Key Staff Findings

Recommended Next Steps:

Internal DEI Commitment & Engagement

- Staff appears to be mostly unaware of residents/employees experiencing any feelings of being unfairly treated or denied equitable access. Every focus group had a story to tell but the Staff Focus Group.
- Staff seems to lack a consistent understanding of why DEI is important for HW, what the terms mean, and how the City's processes and procedures directly impact DEI.



- Facilitate a DEI Strategy debrief session with staff.
- Revisit key points from previous training sessions, such as unconscious bias, blind-spots, the benefits of diversity, equity, and inclusion.
- Staff needs a unified and clear understanding of why DEI is important for the City and the critical roles staff plays.
- Staff-wide review of internal and external policies and procedures to ensure that they are unbiased.
- Establish accountability for consistently following policies and procedures.
- Conduct a DEI education audit that identifies the gaps in existing curriculum plans and then develop a DEI education curriculum for staff with recommendations to fill the gaps.
- Develop individual and departmental DEI performance metrics.

"You really cannot conclude that something is successful unless you're measuring it. Otherwise, it's just a feeling."

Quote from Staff Focus Group

- Staff has expressed interest to learn more about how to be "anti-racist" beyond books and programs which may be useful, but "sounds like acceptance and inclusion" and not necessarily being anti-racist.



- As the face of the City, the staff can and should embark on this journey individually and collectively via specific "Anti-racism" education, training, and conversations. The Anti-racism Plan should be revisited to ensure that it is aligned with this staff goal.
- Potential anti-racism training and education providers include:
 - NEW.org: Based in Ann Arbor (Jewish Family Services was a recent client.)
 - New Detroit.org: Different than above. (Recommended by Shirley Stancato, former New Detroit CEO and current Wayne State University Board member)

Key Outcomes:

- All staff at Rec Center, City Hall, and Library are white. Residents pointed it out in Focus Groups, but staff did not mention it.
- Although City has expanded its recruiting efforts to include additional media postings, there are still some that see the hiring process as closed and "cloaked in secrecy."
- There is a misconception among some staff that if the City wants to hire more diversity, it will have to change the job criteria. This implies a common unconscious bias that increasing diversity means decreasing candidate quality.

*New hire postings are being placed in more spaces,
but the challenge is that the criteria doesn't change.*
Feedback from Staff Focus Group

Key Staff Findings Continued

Recommended Next Steps:

Talent Recruitment and Development

- Hire underrepresented/minority professionals for leadership positions.
- Be **INTENTIONAL** in seeking out more diverse hires. These include leveraging professional associations, residents' diverse networks, and a variety of social media platforms. Eliminate the closed process of hiring.
- The City should review its job descriptions to ensure it isn't unintentionally screening out diverse candidates.
- City should consider "scrubbing" resumes before reviewing them— such as taking out names, universities attended, and years graduated to remove some common unconscious biases.
- Educate the staff that when seeking qualified candidates, it isn't quality vs. diversity. There are qualified candidates that represent all types of diversity. It just may take more intentionality and changes to City's recruitment approach.
- Begin collecting data around diversity to assess recruitment and retention patterns. Collect this data from both job applicants and existing employees.
- Implement a consistent exit survey and interview process for all employees that resign. This process should include data and metrics around DEI. Continue to assess these inputs for patterns and opportunities to improve retention.

Note: Anti-racism Plan has hiring objective on page 11 that is aligned with these recommendations

Vendors

- Diversifying vendor relationship was mentioned in the Staff focus Group as a key priority, but staff seems to not yet have a clear direction or approach.

We're trying to figure out how to address vendors. It's important for the city – (since) it's the goal – to put our money where our mouth is by spending money on businesses that reflect our values.
Feedback from Staff Focus Group

- Develop a Supplier-Diversity Program for the City. Depending on the scope of suppliers, it might be best to pilot within a certain department. Then assess, refine, and roll-out to additional departments. Helpful resources to get started include:
 - Why you need a Supplier-Diversity Program
 - Municipal Supplier Diversity Program Example: Massachusetts
 - Michigan Minority Supplier Development Council

Custom DEI Survey

To provide an opportunity for ALL residents to easily provide anonymous feedback, Volar Consulting LLC and Jade Strategies Inc. developed a custom survey for the City of Huntington Woods. The survey was available from June 18 through July 8. A crucial component of the survey was to keep as short and simple as possible, while also collecting valuable data. The survey has a total of 18 questions, which included the voluntary demographic data include on this page. Other important highlights include:

- ✓ Distributed via email blasts and on website
- ✓ Used easy format and software: Survey Planet
- ✓ Hard-copies provided at City Hall and Library
- ✓ Very high response rate with 553 surveys submitted
- ✓ Provided question for participants to express additional thoughts/comments. There were 69 additional comments. Many of which have been included throughout this report.

Age
Responses 553 Answered 544 Unanswered 9

Choice	Totals	Percentage
18 and under	2	0.4%
19-30	9	1.7%
31-40	117	21.5%
41-50	120	22.1%
51-60	97	17.8%
61-70	94	17.3%
71 and over	105	19.3%

Gender
Answered 544 Unanswered 9

Choice	Totals	Percentage
Male	164	30.1%
Female	367	67.5%
Non-binary	5	0.9%
I prefer (please explain)*	8	1.5%

*Only explanations provided were along lines of "why asking"

3 Jewish
2 Eastern European
1 Mixed
1 white/indigenous/Native American
1 Half Lebanese

Race Ethnicity
Answered 539 Unanswered 14

Choice	Totals	Percentage
Asian/Pacific Islander	7	1.3%
Black/African American	6	1.1%
Indigenous/Native American	1	0.2%
Latinx/Hispanic	8	1.5%
Two or more races	12	2.2%
White/Caucasian	474	87.9%
Other (please explain)	31	5.8%

Huntington Woods Community Engagement Survey Questions

- Q1: Personally, I desire a diverse Huntington Woods community in terms of
- Q2: I believe residents of Huntington Woods, in general, desire a diverse community in terms of
- Q3: I think the City of Huntington Woods' policies and practices proactively create a diverse community in terms of
- Q4: I think the City of Huntington Woods' policies and practices proactively promote equitable treatment of all residents, regardless of their
- Q5: I think the City of Huntington Woods' policies and practices demonstrate a negative bias towards
- Q6: Because of aspects of my identity and/or physical characteristics, I feel like I am not treated fairly by City employees and/or I do not have equitable access to resources
- Q7: That unfair treatment or inequitable access refers to my
- Q8: I think City resources (e.g., rec-center, library, city-wide events) are actively welcoming and accessible to all residents in Huntington Woods
- Q9: I feel like City employees treat everyone with respect, regardless of residents' identities and/or physical characteristics
- Q10: I think Huntington Woods is a welcoming community, regardless of people's identities and/or physical characteristics
- Q11: As a resident of Huntington Woods, in some circumstances, I feel uncomfortable within the City about aspects of my own identity and/or physical characteristics
- Q12: That personal discomfort refers to
- Q13: I think the presence of diversity and the practice of equity and inclusion are important for the Huntington Woods community in terms of
- Q18: I was initially introduced to the Huntington Woods community by

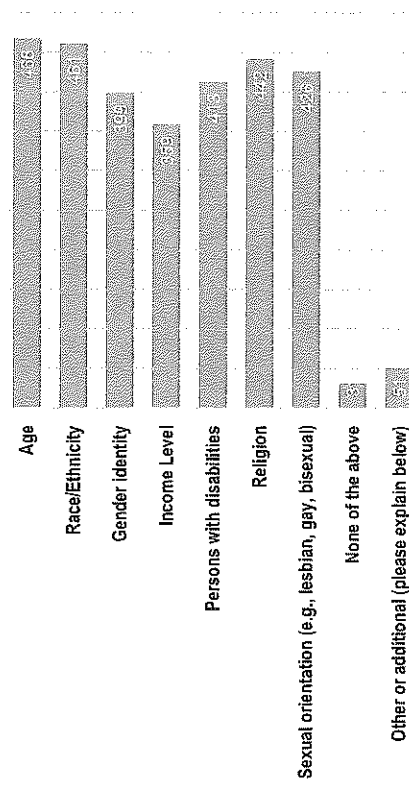
Below are the options from which respondents chose their answers:

- | | | | | |
|--|--|---|--|---|
| ☐ Age | ☐ Strongly Agree | ☐ Attracting new residents | ☐ Maintaining competitiveness in the housing market | ☐ Realtor/real estate agent |
| ☐ Race/Ethnicity | ☐ Agree | ☐ Creating an inclusive environment for every resident | ☐ Modeling the community's moral responsibility | ☐ Family member- resident |
| ☐ Gender identity | ☐ Neutral | ☐ Eliminating barriers to living in the City | ☐ Sustaining a positive reputation in the region | ☐ Family member- non-resident |
| ☐ Income level | ☐ Disagree | ☐ Engaging more residents in community events and activities | ☐ None of the above | ☐ Friend- resident |
| ☐ Persons with disabilities | ☐ Strongly Disagree | ☐ Ensuring the City's future and sustainability | ☐ Other or additional (please explain below) | ☐ Friend- non-resident |
| ☐ Religion | | ☐ Increasing resident involvement in local government | | ☐ Other (please explain below) |
| ☐ Sexual orientation (e.g., lesbian, gay, bisexual) | | | | |
| ☐ None of the above | | | | |
| ☐ Other or additional (please explain below) | | | | |

Q1: Personally, I desire a diverse Huntington Woods community in terms of

Responses 553 Answered 553 Unanswered 0

Choice	Total Number	Percentage
Age	468	85%
Race/Ethnicity	461	83%
Gender identity	399	72%
Income Level	359	65%
Persons with disabilities	413	75%
Religion	442	80%
Sexual orientation (e.g., lesbian, gay, bisexual)	426	77%
None of the above	31	6%
Other or additional (please explain below)	51	9%



Key Individual Comments:

- Any people who want to live here are fine with me, as long as they are "good neighbors."
- Culture/country of origin (above and beyond "race/ethnicity," which truly conflates disparate concepts and often negates the second one.
- IT IS NOT THE PLACE FOR THE CITY TO GET INVOLVED IN WHO BUYS HOUSES. WE ARE PLENTY DIVERSE AS IT IS.
- I moved to HW because of it was a safe place to raise a family. Diversity had nothing to with! Leave it alone.
- Anyone selling their house in Huntington Woods is (and should be) the only determinant of who buys the house. It is not up to the city, the 'community,' or anyone else for that matter, to be involved in the transaction (directly or indirectly) in order to fill quotas or satisfy anyone else's preferences. 2. If the City Of Huntington Woods is considering taking Federal or State taxpayer money (our money!) to build 'affordable housing' in our city and using that housing as a social experiment in diversity, then shame on you, the mayor, the city council, and any other elected or appointed official in Huntington Woods.
- The appeal for HW for me is the nice curb appeal and well kept yards.
- Totally irrelevant. If someone wants to live here, great. You can live here
- And also political points of view (democrats AND republicans)
- I would like the civil rights act of 1864 to be followed as it has been
- None of these matter, why are we trying to divide people based on these factors?
- National origin
- critical thinkers
- Immigrants

Key Insights:

Significant majority of residents desire diversity in all of the areas specified. Age, race and religion are the most desired in that order and with 80 percent or more respondents selecting those.

The diversity least desired is income level, however, it is still a significant majority at 65 percent.



Q2: I believe residents of Huntington Woods, in general, desire a diverse community in terms of

Responses 553 Answered 553 Unanswered 0

Choice	Total Number	Percentage
Age	442	80%
Race/Ethnicity	367	66%
Gender identity	320	58%
Income level	236	43%
Persons with disabilities	331	60%
Religion	382	69%
Sexual orientation (e.g., lesbian, gay, bisexual)	375	68%
None of the above	36	7%
Other or additional (please explain below)	49	9%

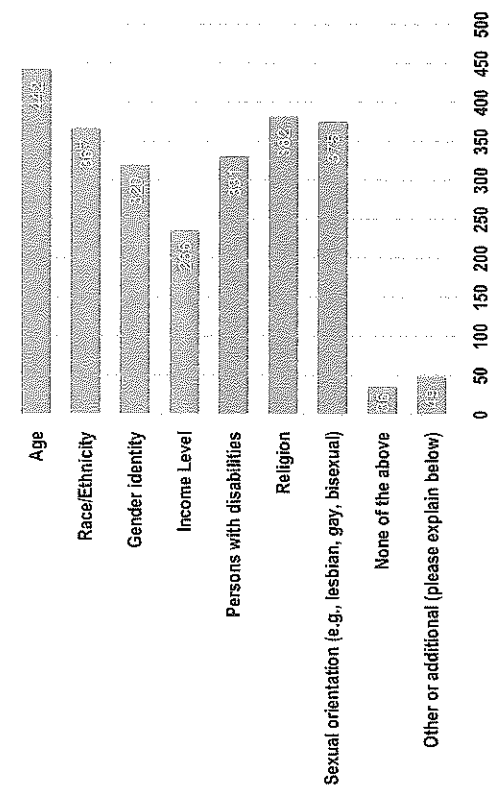
Key Comments:

- Many people say they believe in diversity in theory but when it comes to execution they don't follow through.
- The "mob" of this community only desires to live amongst people who THINK exactly the same way they do. Any difference of opinion from the majority is shouted down and canceled. there is ZERO tolerance for diversity of thought in this neighborhood
- People move here because they like it the way it is. I do not hear neighbors saying that they want to change it to meet some arbitrary idea of "diverse." People are people, not labels.
- All is fine.
- IT IS NOT FOR THE CITY TO CHANGE THE HOUSING CODES TO SATISFY ANY OF THESE THINGS. HW is not meant to be an "affordable" housing community. People need places to strive to achieve. HW is one of those places. .
- If residents desire diversity that is not in HW, they should move to a place that has the diversity they desire. They should have taken that into consideration when they chose to buy a home in HW.
- immigrants
- I'm not sure why we have to have a DEI survey in HW. Anyone who wants to move here is welcome and it's our job to ensure everyone feels welcome.
- EVERY individual has the right to live in Huntington Woods as long as they can afford it? SO, what is your REAL purpose of this survey?
- Totally irrelevant. People live here now because they like it.
- Huntington Woods residents desire a safe, clean, prosperous community with freedom to live peacefully
- This town only wants people that think like they do with their many political signs and lack of tolerance of anyone who disagrees with them.

Key Insights:

Respondents believe that residents desire a diverse community. However, not as much as they desire it themselves since all responses to this were a lower percentage than the corresponding Q1 percentages.

At 80 percent, Age is significantly higher than the other diversity categories. Income, is the lowest with a significant disparity from the others at 43 percent.





Q3: I think the City of Huntington Woods' policies and practices proactively create a diverse community in terms of

Responses 553 Answered 553 Unanswered 0

Choice	Total Number	Percentage
Age	409	74%
Race/Ethnicity	274	50%
Gender identity	280	51%
Income Level	172	31%
Persons with disabilities	288	48%
Religion	321	58%
Sexual orientation (e.g., lesbian, gay, bisexual)	325	59%
None of the above	54	10%
Other or additional (please explain below)	62	11%

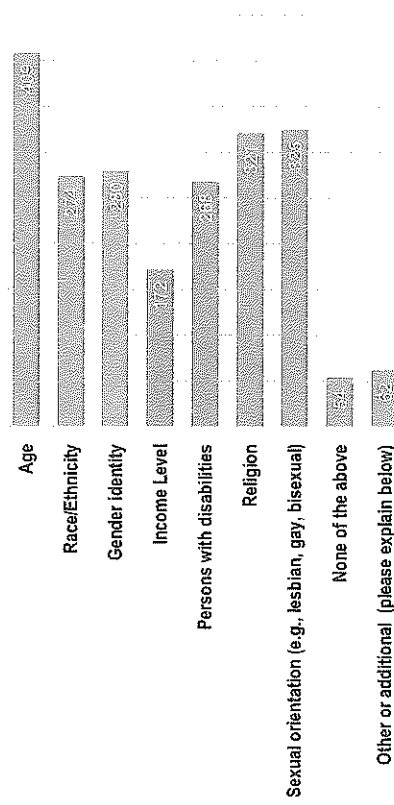
Key Comments:

- I believe the problem of lack of diversity has nothing to do with the city's policies and practices. It is the residents.
- The policies and practices of this city focus solely on leftist agenda and are anything but inclusive. It is VERY oppressive to have conservative values in this city.
- I don't think it is the business of government to "recruit" people of any socioeconomic group. Just don't hinder them.
- Everyone is welcome, but not everyone wants to live here.
- Property taxes are so high that only those with a good income can live here.
- The City Housing Codes already allow for people to have beautiful homes that anyone no matter if they are in those categories, as long as they can pay for the house, they can live in HW. There is NO diversity issue here. HW should NOT cheapen itself or the housing just to let others come here to live. We do not want to have cheap structures in HW. Don't change the Zoning Codes. Don't allow for Garage apartments. We do not want all the dense populations that come with that.
- The city policies are fine and don't need to be changed. Anyone that wants to live here can, anyone that wants to move out can. If you can't afford to buy a house here, than you can't afford a house here.
- I believe the city welcomes anyone who can afford to live here.
- No. None of this has anything to do with some bureaucrats' social engineering desires on how others should live.
- I think you already give advantage to some of the categories you list above. For instance Cross dressers reading to children. Would you allow a conservatives speaker? Which by the way, is not one of your categories...
- The practice of enforcing fair housing laws ensures that anyone who can afford a home has the opportunity to purchase one
- Nothing this city does supports diversity of thought. Think like the woke leftist mob or get out.

Key Insights:

A large majority (74%) of respondents think the City's policies and practices proactively create a diverse community in terms of Age. However, after that there is a significant drop to 59% for sexual orientation and 58% for religion. After that it drops again to 51% for Gender Identity and 50% for Race/Ethnicity. Persons with Disabilities is less than the majority at 48% and Income is last with only 31%. These are some of the weakest percentages in the survey, and are lower than the equity responses. Therefore, respondents appear to believe that the City is more proactive creating equity than diversity.

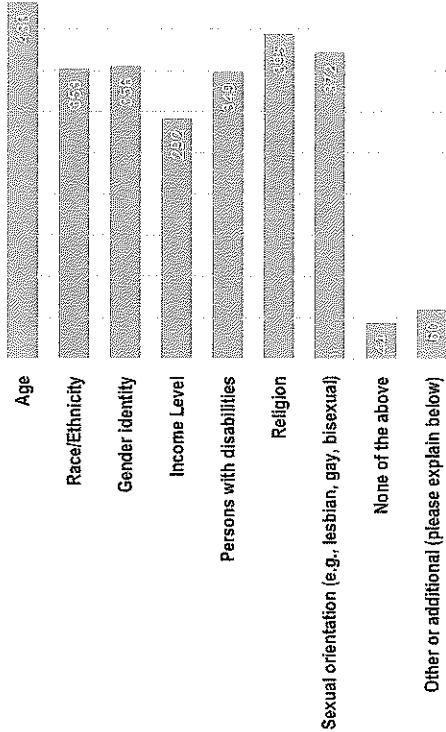
As is apparent in the comments above, many of those who selected "other" and/or "none of the above," do not think DEI should be in the City's scope.



Q4: I think the City of Huntington Woods' policies and practices proactively promote equitable treatment of all residents, regardless of their

Responses 553 Answered 553 Unanswered 0

Choice	Total Number	Percentage
Age	433	78%
Race/Ethnicity	353	64%
Gender identity	356	64%
Income Level	292	53%
Persons with disabilities	349	63%
Religion	395	71%
Sexual orientation (e.g., lesbian, gay, bisexual)	372	67%
None of the above	44	8%
Other or additional (please explain below)	60	11%



Key Comments:

- The City policies and practices are not the problem.
- The practices are SO discriminatory it is painful to live here. there is definitely NOT equitable treatment of all residents. If you are conservative, you are hated, called names and shouted at. It's the most oppressive place I've been.
- As indicated before taxes are so high that average income people cannot live here. Home prices are much higher than other communities.
- yes we already include everyone.
- The city policy is fine!
- HW welcomes all and embraces a community atmosphere.
- But not inclusive or tolerant of political views including republicans
- You have to make enough money to afford the taxes and the homes in Huntington Woods.
- If you're not an open Democrat, you are shouted down in this city. They only care about people that support their ideas - there is no diversity

Key Insights:

- Overall, the majority of respondents think the City of Huntington Woods' policies and practices proactively promote equitable treatment of all residents.
- Except for those who highlighted their political/conservative beliefs above, the majority of comments for "Other or additional" were people that were unaware or didn't know.
- Age is the area where respondents think that the City is most proactive with policies and practices. Then religion, sexual orientation, race and gender identity, and then persons with disabilities. Income level is the weakest in terms of treatment. Income is significantly lower than these. Some of those responses may be due to similar thinking like the one above that is related to people not being able to live here and not direct treatment of residents.
- Consistent pattern with age being the highest and income the lowest. All these percentages are higher than the previous question regarding diversity. Therefore, respondents appear to believe that the City is more proactive creating equity than diversity.

Q5: I think the City of Huntington Woods' policies and practices demonstrate a negative bias towards

Responses 553 Answered 553 Unanswered 0

Choice	Total Number	Percentage
Age	48	9%
Race/Ethnicity	101	18%
Gender identity	37	7%
Income Level	158	29%
Persons with disabilities	43	8%
Religion	28	5%
Sexual orientation (e.g., lesbian, gay, bisexual)	28	5%
None of the above	306	55%
Other or additional (please explain below)	55	10%

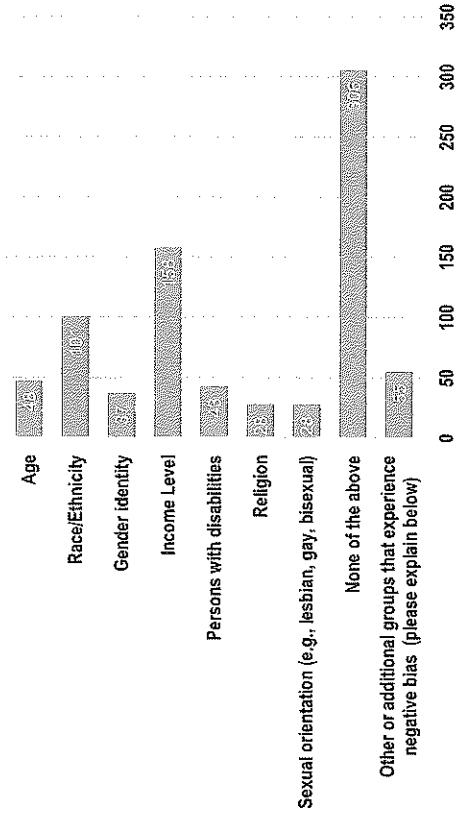
Key Comments:

- There is a HUGE negative bias towards people with conservative views/values. I don't feel comfortable expressing my opinion for fear of attack (verbal or otherwise)
- I believe the current government neither promotes nor discriminates against any group. That's how it should be.
- critical thinkers
- someone said that we do not have a place for poor people to live here. well there are always going to be communities that people cannot afford to live in. that is not HW problem. If someone wants to live in HW they need to find a way to increase their income or find a different community. That is the American way of life.
- Yeah. A bias toward individuals living their lives and making their own decisions without some bureaucrat sticking their nose in other people's lives.
- And conservative orientated thinking and way of life
- Republicans
- Homes here are more expensive, and taxes are higher than surrounding cities that are more diverse
- Don't dare to be a conservative in this city, it's very dangerous.

Key Insights:

Majority of respondents do not think the City of HW policies and practices demonstrate a negative bias towards the diverse populations cited. Most of the comments include in "other" are again about politics and beliefs.

However, 45% do believe there is negative bias in policies and practices, the most being towards income level at 27% and Race/Ethnicity at 18%.

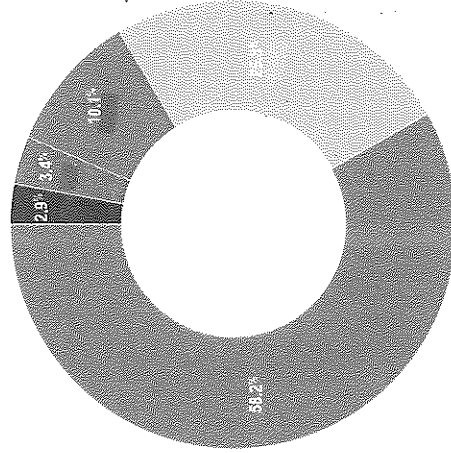




Q6: Because of aspects of my identity and/or physical characteristics, I feel like I am not treated fairly by City employees and/or I do not have equitable access to resources.

Responses 553 Answered 553 Unanswered 0

Choice	Totals
☒ Strongly Agree	16
☒ Agree	19
☒ Neutral	56
☒ Disagree	140
☒ Strongly Disagree	322



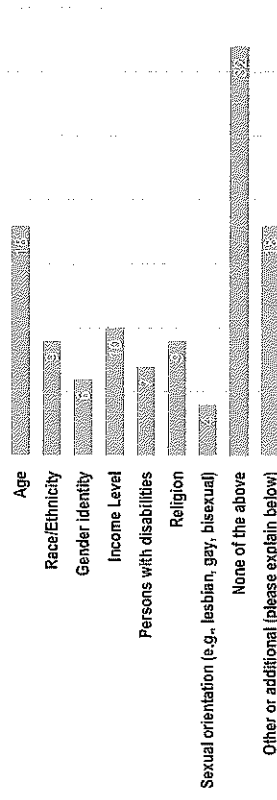
Key Comments:

- Our family is biracial and often have uncomfortable interactions with other residents.
- I am unable to wear a mask, and I have felt hatred and division, because of it I feel ostracized from a community that I once loved
- Women are treated differently in our city
- Not growing up in HW and/or having kids in HW
- Not "progressive" enough
- There is a democratic club but NOT a republicans club/committee Medical decisions, religious and political views
- My (and other residents) desire to not have some bureaucrat impose their views on my life, or who my neighbors should be.
- Interests

Q7: That unfair treatment or inequitable access refers to my

Responses 553 Answered 91 Unanswered 462

Choice	Total Number	Percentage
Age	18	20%
Race/Ethnicity	9	10%
Gender identity	6	7%
Income Level	10	11%
Persons with disabilities	7	8%
Religion	9	10%
Sexual orientation (e.g., lesbian, gay, bisexual)	4	4%
None of the above	32	35%
Other or additional (please explain below)	18	20%



Key Insights:

- Overwhelming majority (84%) either Strongly disagree or disagree with the statement.
- For those who do feel treated unfairly or don't have equitable access, most selected none of the above and several provided comments different from previous comments:
 - Discomfort being biracial family
 - Negative bias towards not wearing a mask
 - Treatment of women
 - Not growing up in HW or having kids in HW
- The next most common reason was age with 20%. Next in order was: Income level 11%, then both Religion and Race/Ethnicity at 10%, Persons with Disabilities 8%, and Gender Identity 7%.



Q9: I feel like City employees treat everyone with respect, regardless of residents' identities and/or physical characteristics.

Responses 553 Answered 553 Unanswered 0

Choice

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Totals

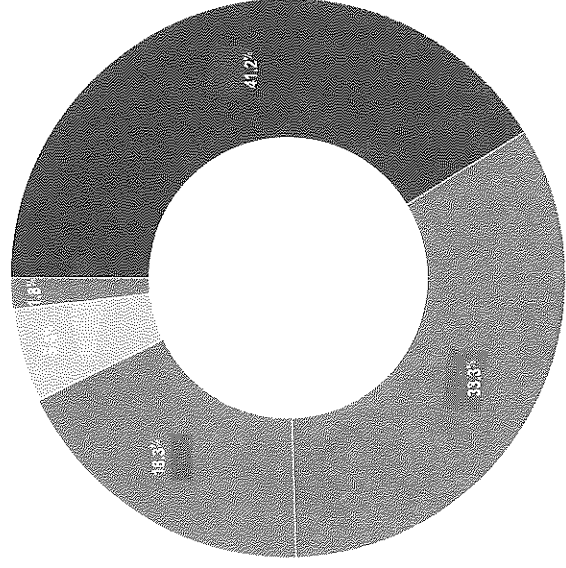
228
184
101
30
10

Key Comments:

- I have not interacted with that many City employees to be able to comment here.
- Snide comments were made because of my political beliefs.
- The majority of the employees that work at city hall begrudgingly help me when I have needs that require a trip to city hall. This has been my experience nearly every time a present to the front desk and sometimes at the rec center. I have spoken to other residents with similar experiences.
- I was uncomfortable walking my child to school when I saw a public safety officer wearing a Betsy Ross/Blue Lives Matter ski cap with his uniform as we crossed the street. I have noticed that this officer does not speak to me and sometimes looks away when my child and I are walking. We are people of color.

Key Insights:

Significant majority of respondents (74%) believe they are treated with respect. However, the comments above and others in general comments are extremely important to take into consideration.



Q10: I think Huntington Woods is a welcoming community, regardless of people's identities and/or physical characteristics

Responses 553 Answered 553 Unanswered 0

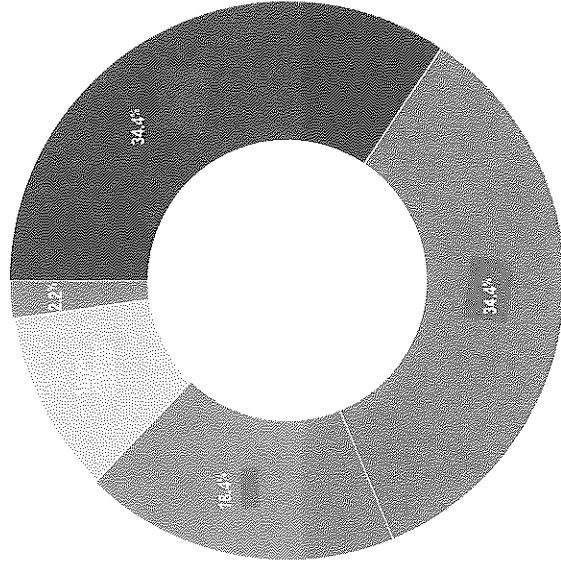
Choice	Totals
☒ Strongly Agree	190
☒ Agree	190
☒ Neutral	102
☒ Disagree	59
☒ Strongly Disagree	12

Key Comments:

- The City needs to work on being more inclusive, especially as it relates to race/ethnicity. I am white but do not like living in a community that is so lacking in diversity. The extremely high property taxes and lack of multi-family and senior housing units are a major barrier for including lower-income people.
- For the amount of talk (and yard signs) proclaiming how everyone is welcome, it is not put into practice by residents. We have experienced several incidents of discrimination over the years.
- This is a "think like us or get out" city. It is not welcoming if you don't agree with the angry leftist mob.
- As a POC, I don't feel very welcome here. The strange monopoly on real estate by one group from one already very prominent ethnic/religious group is not under the city's control, but it gives me pause. Many home sales seem not to be posted in the MLS, which is discomfing. Is there really equal access to POC who want to move to this community? Had we understood how it worked before we bought our home, we would not have moved here. It reminds of stories of HW and Grosse Pointe etc in the 1930s.
- I have been asked multiple times if I live in the neighborhood and if my children attend school in the city. I am a person of color. When I ask white residents if they routinely are asked if they belong, via the questions I am asked, they say that they never are asked. I also find the clerk at city hall to be unfriendly at best, which makes me question if this is bias because of my identities. A third challenge I experience is over-reliance on word of mouth to know what is happening in the city and how things work, such as sign up priorities for HWAC swim team or that the new residents' evening reception does not include children.
- People are welcoming, but we don't have any income diversity because we don't have enough low income housing. Also, our taxes are so high, even if you happen to find a home, many diverse people will not be able to afford it.
- Stop trying to make the Woods into a place it is NOT! It is the quality of the people who matter...NOTHING MORE!!!!
- Do not seem tolerant/accepting of republicans/pro trump
- It is not at all welcoming if you are Christian and hold conservative values.

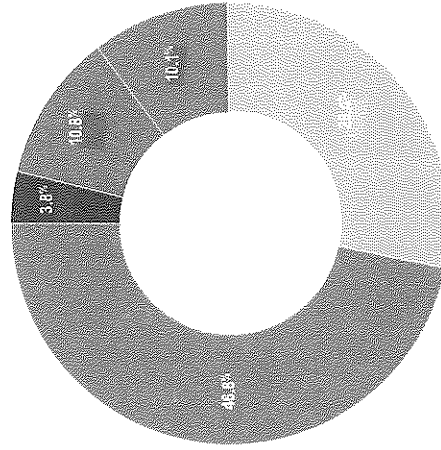
Key Insights:

- Although the majority of respondents think that HW is welcoming, there are clearly residents who are having very different and even painful experiences. The comments above have the following common aspects where HW is not a welcoming community:
 - People of color
 - Republicans
 - Christian and conservative values



Q11: As a resident of Huntington Woods, in some circumstances, I feel uncomfortable within the City about aspects of my own identity and/or physical characteristics

Responses 553 Answered 553 Unanswered 0



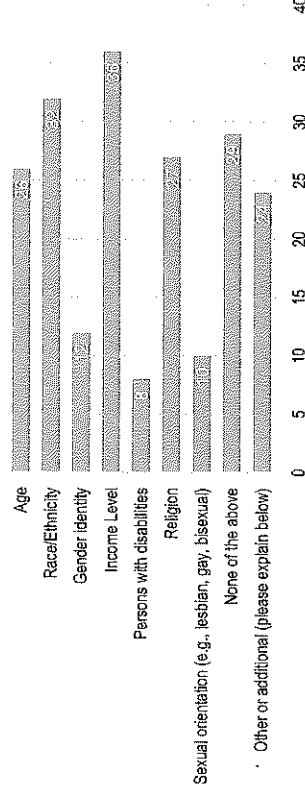
Key Comments:

- My conservative values
- Political beliefs
- As a young resident, sometimes it is apparent that if you do not have a family or you're middle aged, you aren't as welcome in certain settings.
- Political affiliation/Views
- I'm uncomfortable with how homogenous our community is. Changing this is a big part of if we choose to stay here now that our kids are done with school.
- Being an inter-racial couple

Q12: That personal discomfort refers to

Responses 553 Answered 137 Unanswered 0

Choice	Total Number	Percentage
Age	26	19%
Race/Ethnicity	32	23%
Gender identity	12	9%
Income Level	36	26%
Persons with disabilities	8	6%
Religion	27	20%
Sexual orientation (e.g., lesbian, gay, bisexual)	10	7%
None of the above	29	21%
Other or additional (please explain below)	24	18%



Key Insights:

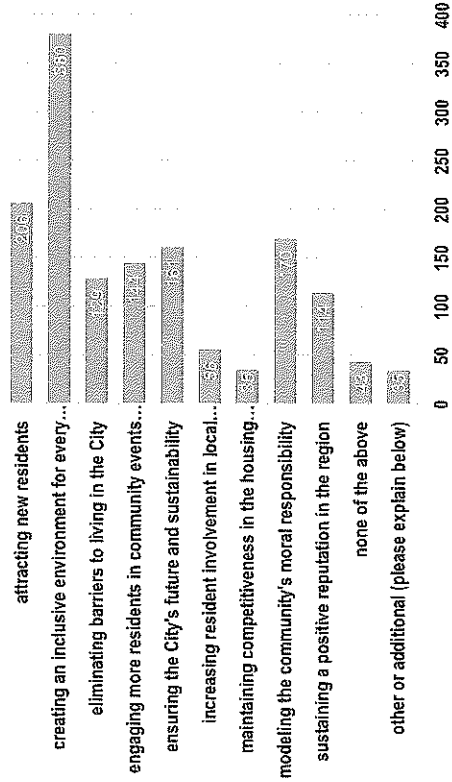
75% of respondents do not feel uncomfortable within the City. However, 15% of respondents feel uncomfortable. The primary reasons for their discomfort are income level 26%, Race/Ethnicity 23%, Religion 20%, and Age 19%.

There were also 3 people commented that their discomfort refers to their political affiliation and beliefs, and one their conservative values.

Q13: I think the presence of diversity and the practice of equity and inclusion are important for the Huntington Woods community in terms of

Responses 553 Answered 553 Unanswered 0

Choice	Total Number	Percentage
attracting new residents	206	37%
creating an inclusive environment for every resident	380	69%
eliminating barriers to living in the City	129	23%
engaging more residents in community events and activities	144	26%
ensuring the City's future and sustainability	161	29%
increasing resident involvement in local government	56	10%
maintaining competitiveness in the housing market	35	6%
modeling the community's moral responsibility	170	31%
sustaining a positive reputation in the region	114	21%
none of the above	43	8%
other or additional (please explain below)	35	6%



Key Comments:

- Because it is the right thing to do.
- Raising my children in a diverse neighborhood
- Again, no comment section previous. The insistence of imposing diversity as you are in this survey, makes me uncomfortable. As a senior, white, male citizen that believes in God I feel that I and my culture are being excluded with every passing day due to idiots like you imposing defersive beliefs upon all of us. It is my sincere hope that the people of this GREAT Nation unit and send all of you back under the hole you came from.
- I think government policies seeking equity will ultimately fail, they fail to take into consideration that humanity consists of individuals and individuals act differently so outcomes will always be unequal regardless of how much the government tries to change that
- this is a ridiculous endeavor, equity can not be achieved and only serves to divide us and should not be anyone's goal
- I think that the high price of housing is the biggest barrier to diversity. I think it's hard to truly be "diverse" when every family is upper middle class or above.

Key Insights:

Per the survey results, top 3 reasons for DEI:

1. Creating an inclusive environment for every resident
2. Attracting new residents
3. Modeling the community's moral responsibility – interesting that this was third – shows the community values and may explain why some feel so uncomfortable



Q14: Please feel free to provide additional comments and/or feedback about your answers.

Diversity

"We are a mixed race family that so far feels very comfortable (welcome) living here but as our kids get older we may move to a community that has more diversity in the neighborhood and school for our kids sake"

"While I do not often feel unwelcome or disrespected as a white Christian woman, I often hear from neighbors (BIPOC, LGBTQ+, non-Christian or non-Jewish) that there is not enough diversity. It's also very difficult for lower-income families to buy homes in HW. (generally)"

"As a person of color, I feel disappointed by the lack of diversity in the community. At times, I feel isolated in my own community, and I feel the city has a moral obligation to ensure diversity of race/ethnicity and income levels in the city."

"As a majority Jewish city, I think it is important to address religious diversity and ways to attract families of different religious backgrounds (ie Muslim, Hindu, Christian). (religion)"

"Another reason I would love to see more racial diversity in our city is for the sake of my children, so they can have friends of different ethnic backgrounds, be able to recognize and appreciate difference, and feel comfortable around people from different racial backgrounds"

Equity

"Wish there were more resources devoted to seniors, such as pool hours, senior exercise areas and equipment. There is so much available for young children, pool, playgrounds, skate park etc."

"I strongly suggest that the Men's and Women's clubs be examined since they are modeled after traditional gender roles. Also, I appreciate the new efforts by the city to gather feedback, examine its practices and goals around DEI. Thank you."

"The city has always been a very friendly place but a mostly homogenous white community that is hard to move into if you don't know someone already. Since houses rarely stay on the market for long and are often scooped up within friend networks."

"HW will never be diverse in any measure until zoning is approved for all-ages multi-unit housing."

"The designated Historic District has brought unnecessary disruption, division, and disputation among residents and city management. The whole city should have uniformity and equity. This Historic District has not brought that about."

"Single family zoning is definitely a barrier to enabling income and age diversity in the city, as it becomes a place that only is suited for certain kinds of families - or in many cases, retired adults whose children have long moved out and whose house is now too large for them to comfortably enjoy/maintain (I don't blame them for wanting to stay in HW, but this makes it harder for new families and diverse populations to move in)."

"My female friends and I have experienced sexism during commission meetings, zoning meetings, the master plan open-house, and general attitude from city employees and representatives."

"My biggest complaint is that the HW Police perform too many traffic stops on black drivers. We also need more black officers in our police department. The merger with Berkley also exacerbates the driving while black traffic stops. And it seems that when they pull over a black driver, they have 2-3 police cars respond. I do not see such a response with white drivers."

"There is a huge indifference to the needs and support of our seniors - pls compare amt of \$\$ and time(\$\$) spent towards Seniors as compared to children in this community a very backward community!!!"

Inclusion

"This city has certainly become one I don't feel comfortable in due to my conservative values. I have found a very small group of like minded friends, but we all fear expressing our opinions in this city."

"Huntington Woods is a great place to live. I just wish there was more opportunity for older adults to continue their residence in the city, as they get older and are in need of less house and more social services."

"Huntington Woods government should focus on maintaining a safe and clean environment and allow the market decide who moves in. Anyone who can afford to live here should be and is allowed and welcomed here. To wish for more of certain classes of people takes away from those who have worked hard to get here for the reasons currently available."

"Whether people in the City want to admit it or not, the City is non-welcoming to people of Muslim or Christian faith. If you are NOT a liberal, Jewish American of affluency, your opinions are not welcome here."

"There Should be inclusive programming for kids/adults w special needs (autism, etc). A support group for parents with special needs in the neighborhood would be a great idea. Recommend dedicated time during pool hours for people w special needs (less crowded, music off, etc)."

"We love this community and feel that the residents provide a welcoming environment for all people. People move here because it is a safe community with a fantastic police department that protects all residents. It has a good reputation as being open to all. Nothing more need be done."

"I think our community thinks they're welcoming - but they're not. The micro aggressions are fierce and often - and the elite cliques make it feel like high school"

"I probably haven't been here long enough to comment, but it feels like this community is run by a group of old white friends from the country club (not sure which religion's country club). I have been told that as an unconnected newcomer, I wouldn't be able to get involved in local government/policymaking even if I tried (which I haven't, so I'm not airing a grievance, just relaying the perception that the official City channels don't seem very inclusive or welcoming to people who didn't grow up here). That seems like a public relations nightmare or a significant failing or both."

Q18: I was initially introduced to the Huntington Woods community by

Responses 553 Answered 553 Unanswered 0

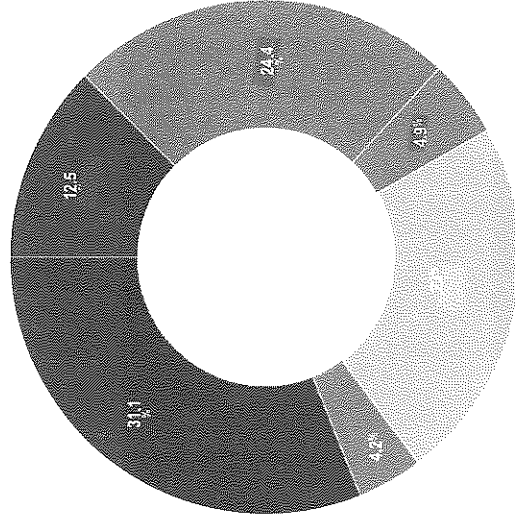
Choice	Totals
Realtor/real estate agent	69
Family member- resident	135
Family member- non-resident	27
Friend- resident	127
Friend- non-resident	23
Other (please explain below)	172

Key Comments:

Comments regarded why respondents answered "other". Here are the most common patterns from their answers:

Patterns with "Other" Responses:

Grew up here	47
Lived nearby	37
Driving or running through driving through	20
Reputation	16
Spouse grew up	13
Worked nearby	5
	5



Key Insights:

80 percent of respondents were introduced to HW via their own experience, (growing up, living nearby, driving or running through), or learning about the City from friends and family. Only 12 percent first learned of the City from a real estate agent. It highlights how word-of mouth and personal experience determine the City's population.

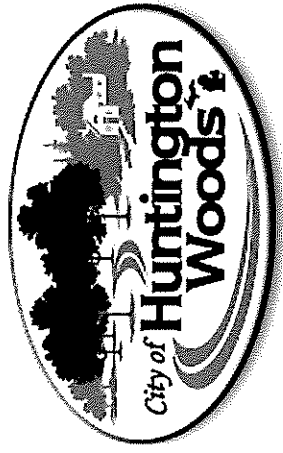


Focus Groups



On behalf of the City of Huntington Woods and in partnership with Volar Consulting, JADE Strategies conducted six, 90-minute focus group interviews in July 2021. The next series of documents were prepared by and submitted by Jade Strategies. The findings have been incorporated throughout the Key Findings and Recommendations section.

Contents



Community Engagement Diversity | Equity | Inclusion Focus Group Research Project

Research Project Overview	31
Demographic Data Community	32
Demographic Data City Staff	33
Discussion Guide	34
Resident Focus Group Responses	35
City Staff Focus Group Response	42



Research Project Overview

On behalf of the City of Huntington Woods and in partnership with Volar Consulting, JADE Strategies conducted six, 90-minute focus group interviews in July 2021.

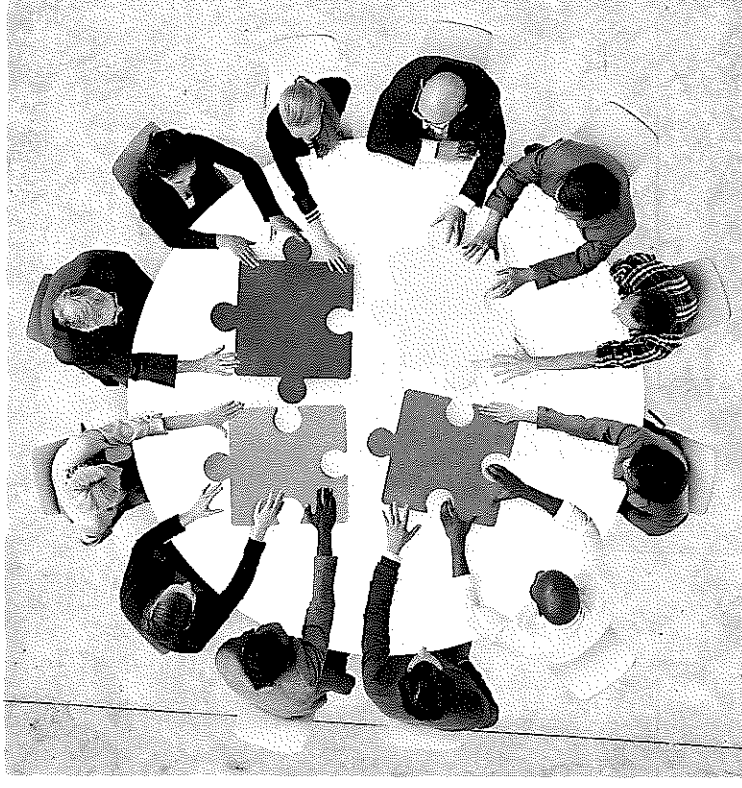
The purpose of the research project is to gain insights from listening to thoughts, feelings, and recommendations from Huntington Woods residents and stakeholders that will help the City build and sustain an effective Diversity, Equity, and Inclusion Strategy.

Project results are designed to inform the City's Master Plan, provide a basis for action planning, and identify benchmarks from which to measure progress going forward.

Note: Focus group responses have been summarized for the purposes of this report.

Stakeholder Focus Group Schedule

	Date	Group	Location
1	Tues., July 20, 2021	City Staff	
2	Weds., July 21, 2021	Youth Residents	
3	Thurs., July 22, 2021	Community leaders	Virtual
4	Tues., July 27, 2021	Parent Residents	
5	Weds., July 28, 2021	Minority Residents	
6	Thurs., July 29, 2021	Senior (55+) Residents	Hassig Park



Community Engagement:

Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.

-Margaret Mead



Focus Groups | Demographic Data | Community

Thirty-Six Focus Group Participants

WHERE THE HW PARTICIPANTS LIVE...

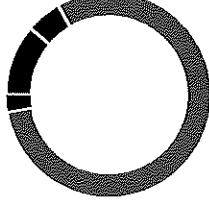
11 Mile Rd.	2	Kingston Ave.	1
Balfour Ave.	2	Lincoln Dr.	3
Borgman Ave.	3	Ludlow	1
Concord Rd.	2	Nadine	2
E. Roycourt	1	Talbot Ave.	1
Elgin	1	Vernon	5
Hart	3	Wareham	2
Hendrie	1	York	3
Huntington Rd.	2	Outside HW	1

AGE RANGE

18 & under	5
19-30	1
31-40	6
41-50	11
51-60	4
61-70	1
71+	8

RACE/ETHNICITY

- Asian/Pacific Islander 10%
- Black/African American 6%
- Caucasian/White 81%
- Other 3% (S. Asian Indian)



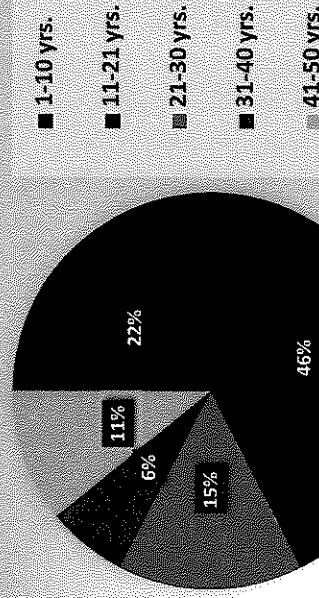
RESIDENTS LIVING AT HOME

1	11%
2	78%
3	5%
4	3%
5	3%

KIDS AT HOME

0	36%
1	20%
2	36%
3	8%

YEARS LIVING IN HW



GENDER IDENTITY

Female	26
Male	9
Non-binary	1



Focus Groups | Demographic Data | City Staff

Nine Focus Group

**Huntington Woods
Resident?**

Yes	4
No	4
Former	1

Participants

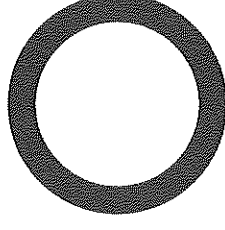
AGE RANGE

19-30	1
31-40	3
41-50	3
51-60	1
61-70	1

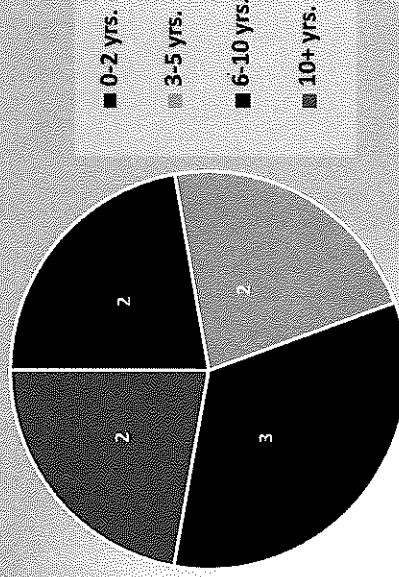
GENDER IDENTITY

Female	6
Male	3

RACE/ETHNICITY
■ Caucasian/White 100%



YEARS of Employment



How Did You Hear About Your First HW Position?

Another Employee	3
City Website	1
Friend	1
MIML	1
Flyer, News Ad	1
Website (Non-City)	2



Focus Group Discussion Guide

Each focus group addressed the following five topics.

City staff addressed two, additional questions: (#6 and #7).

1. What are some of your thoughts and/or concerns about diversity in the Huntington Woods residential community? In what ways does diversity strengthen or weaken the Huntington Woods community (and how might *increasing* diversity strengthen or weaken the community)?
2. What are some of your thoughts and/or concerns about the act or practice of inclusion in Huntington Woods?
 - a. What could the City do to be more inclusive of diverse resident populations to *increase* participation in community activities, such as recreational events or volunteer opportunities (e.g., boards, commissions)?
 - b. Do you believe residents *socialize* with diverse populations within the Huntington Woods community (e.g., in their homes and/or at community events?) Why or why not?
3. What are some of your thoughts and/or concerns about the City's administrative policies and practices related to the fair treatment of all stakeholders? What efforts are working well and what efforts need improvement? What resources, if any, should the City devote to addressing a lack of diversity and/or inclusion in the community?
4. If relevant, please briefly share a time when you or someone you know expressed feeling unfairly treated or denied equitable access to resources in Huntington Woods because of identity or physical characteristics.
5. What, if any, expectations do you have regarding the City's stated position on anti-racism?
6. What are some of your thoughts and/or concerns about the City's administrative policies and/or practices related to diversity in hiring staff, contractors, and vendors? What efforts are working well? What efforts need improvement? In what ways?
7. Relative to City administration, do the current systems, policies, processes, supports, and tools enable and promote fair access to opportunities? Please explain.

NOTE: To reduce repetition, responses to the following question have been collapsed into the other topics:
"What recommendations do you have to increase diversity and/or inclusion in Huntington Woods?"

City Staff Only



Focus Group Responses

1. What are some of your thoughts and/or concerns about diversity in the Huntington Woods residential community? In what ways does diversity strengthen or weaken the Huntington Woods community? How might *increasing* diversity strengthen or weaken the community?

COMMON VIEWPOINTS

- Huntington Woods lacks diversity in almost every area – race, ethnicity, politics, socioeconomics, and even religion (beyond Christianity and Judaism). Participants generally found Huntington Woods diverse in terms of age and LGBTQ representation.
- Many expressed the importance of children growing up in a diverse community in preparation for the real world and the opportunity to enhance their abilities to connect and communicate with different people.
- Lack of affordable housing deters diversity and inclusion efforts. HW homes are expensive and difficult to obtain (since families tend to stay in the community for many years and in some cases, for generations). Affordable housing options can create an entry point for young families and lower-income residents and sustainability for seniors.
- Some believed that increasing diversity would decrease property values, especially due to adding multi-family homes and/or affordable housing to the community.

KEY INSIGHTS

"We do have some diversity here. Our diversity issues are about lack of race and ethnicity."

"It would strengthen the community if we had more diversity – different cultures, races, religions. It would be a more realistic view of the world at large."

"The lack of diversity is a sacrifice for me as a parent in terms of the experience I want to provide for my kids."

"Diversity helps teach people how to see things from other points of view and gives you a better lens on the world with insight beyond the bubble."

"Some people hold the belief that increasing diversity would decrease property values.... We want to be able to share our investment with our children. Diversity is important, but economic stake is also important."

"If HW was more like the region around us, we would feel more like a community, less isolated, and become a more desirable place to live."

"Huntington Woods does a great job at making Jewish people feel welcome, but I did lose a neighbor based on religion."

"Unlike Troy, Huntington Woods is not a community of choice for minority families because it lacks diversity."

"Growing up surrounded by diversity helps kids with their own self-awareness and understanding of other people."

"I feel as if other people feel diversity weakens the community. It feels very much like 'their' community instead of 'our' community."

KEY QUOTE: "Our diversity issues are about lack of race and ethnicity."



Focus Group Responses

2. What are some of your thoughts and/or concerns about the act or practice of inclusion in Huntington Woods?

COMMON VIEWPOINTS

- Children often experience culture shock when moving from Burton Elementary to Norup Middle School where there is a bit more diversity. HW parents struggle with having difficult conversations with their children about race and inclusion and felt their children miss out on the experience of interacting with children with different backgrounds.
- Most of the focus groups discussed at length the role of the Berkeley school system in perpetuating issues related to a lack of diversity and inclusion. It's rumored that Burton's principal, for example, vowed to "never let that happen" in reference to the school becoming a "school of choice" which would diversify the student body.
- Several residents referenced affordable housing as a means of attracting underrepresented populations to the community under the assumption that minorities cannot afford to live in Huntington Woods. However, two participants suggested the existence of affluent families and individuals of color who can afford to live in Huntington Woods but choose to purchase homes in other communities and what that might mean about external perceptions of Huntington Woods. Similarly, a participant commented that, although the City now includes additional media in posting for open positions, it's still challenging because the "criteria doesn't change." This assumes that in order to attract underrepresented candidates, the job qualifications need to be different in some way.

KEY INSIGHTS

"I reject the idea of diversity being harmful to the community. The only thing we should not tolerate is intolerance."

"Some fear that the more diverse we become the more threat there is to our current policies. It comes down to who's willing to give up power."

"When it comes to all of this DEI work, the amount of existing bias, stereotypes, and prejudice in our community feels almost impenetrable."

"Collaboration is a good place to start. We should reach out to other more diverse local governments to learn more about their inclusion methods."

"Building cheap housing doesn't guarantee diversity.... Nobody wants their home value to drop. If we build inexpensive houses, that will happen."

"There are wealthy Black families choosing to live other places because in HW because they don't see anyone who looks like them or their children."

"Black and brown residents are often questioned when visiting the park. We have a culture of not being inclusive."

"Inclusion needs to be a conscious process for residents."

KEY QUOTE: "The only thing we should not tolerate is intolerance."



Focus Group Responses

2. (a) What could the City do to be more inclusive of diverse resident populations to increase participation in community activities, such as recreational events or volunteer opportunities (boards, commissions)?

COMMON VIEWPOINTS

- Recognize diversity in the way events and programs are planned and executed. Move beyond the attitude that “this is the way it’s always been done,” especially those events that currently demonstrate bias, e.g., Daddy-Daughter Dance, Santa Claus event, annual parade (traditionally using “token” Black performers at the end)
- Impose term limits to encourage change at the highest levels of local government. Participants believe that leaders stay in positions too long making cultural change difficult.
- Although every group expressed interest in taking action on becoming a more inclusive community, they also agreed that they didn’t know how to do that and welcomed guidance from the City.
- Education is key. Host additional, structured and intentional conversations with residents. Separate resident cliques at those events and encourage inclusion through appropriate event facilitation.
- Address how residential properties are listed and sold in Huntington Woods. Realtors/agents rarely list properties, instead brokering “backroom deals,” which makes it difficult for anyone outside of the community to purchase a home.

KEY INSIGHTS

“The Daddy-Daughter Dance and Santa Claus event, for example, aren’t inclusive. This is the City offering sanctioned (biased) events.”

“We need to find out why minorities who can afford to live here aren’t coming here.”

“Municipal governments are pretty limited in what they can do. What’s actually within the City’s purview?”

“Our leaders tend to be the same people, leaving no room for newer residents to participate in government, no room for something different to occur.”

“You have to have connections with the “(real estate) mafia” of Huntington Woods to get into a house here.”

KEY QUOTE: “We need to find out why minorities who can afford to live here aren’t coming here.”



Focus Group Responses

2. (b) Do you believe residents socialize with diverse populations within the Huntington Woods community (e.g., in their homes and/or at events)? Why or why not?

COMMON VIEWPOINTS

- Groups supported by the City (either through hosting or marketing), like Men's Club and Teen Council, provide diverse social interaction. However, there exists some biases about Men's Club that could be addressed with simple marketing, e.g., some who believe it's an invitation-only club for Jewish members only, while others believe Jewish membership is unwelcomed.
- The most inclusive interactions between residents of different cultural backgrounds happen at City-hosted events, such as Rec Center and library events, and the annual parade.
- Although diversity increases at the high school, the youth focus group shared that it's rare for students to socialize outside of their racial and/or religious cliques.
- Participants from three focus groups mentioned the existence of exclusive, social cliques in the community, which are difficult to join. They also expressed finding their "social communities" outside of Huntington Woods.
- Diversity is scarce at Burton Elementary and Norup MS, so children aren't socializing with diverse populations.
- Participants pointed out that although several residents claim to support inclusive community culture – for example, placing out yard signs with ally messaging – it often seems performative without intentional action toward real community change.

KEY INSIGHTS

"(As a minority) I feel like an outcast, and I've lived here for more than 25 years."

"The neighbor-to-neighbor on an interpersonal basis, the sense of inclusion isn't terribly strong in our community."

"(As a minority) I don't seek my social support in Huntington Woods because I feel invisible here."

"It seems that white residents socialize with other white people in their homes and experience diversity at work."

"Human nature is such that we first gravitate toward people of similar appearance. Then when we have some reason to relate – like children of the same age – we have something shared to relate to one another."

"Many minorities in this space assimilate."

"It feels like there's a 'scarcity issue' because diversity in HW is minimal. So, having a voice at all is hard. But we (minorities) aren't monolithic either. Some may want to be identified by their race or ethnicity; others not. Whatever each of us feels is valid."

KEY QUOTE: "I feel like an outcast, and I've lived here for more than 25 years."



Focus Group Responses

3. What are some of your thoughts and/or concerns about the City's administrative policies and practices related to the fair treatment of all stakeholders? What efforts (by the City) need improvement and what efforts are working well? What resources, if any, should the City of Huntington Woods devote to addressing a lack of diversity and/or inclusion in the community?

COMMON VIEWPOINTS

- Hire underrepresented/minority professionals in higher level positions.
- Eliminate the closed process in hiring and appointments, e.g., the librarian replacement process was "cloaked in secrecy."
- Allow for mixed-use land and make the City's interests public; create public-private partnerships in property development.
- Eliminate barriers caused by existing residency rules and open City amenities to other communities – perhaps starting with the communities in the Berkley school district, which also has potential to serve as a positive revenue decision for the City, e.g., pool (with food service), recreation center, parks, senior services/trips
- City-supported events should reflect DEI ideals, e.g., more diverse photography.
- Under the former librarian, new programs worked well: more organized inclusive events. The "bring your ethnic dish" event, however, did not work because of the insensitive way residents were approached to participate.
- Local government is very responsive in terms of providing equal services to all residents. However, penalties and fees need to be reviewed for inequities. The preschool program is inexpensive, for example, but speeding tickets are exorbitant. And since more minorities are ticketed, it appears to exploit them.

KEY INSIGHTS

"The City has the most direct control over internal policies and hiring. We need more diverse hiring in positions of power."

"Residents of color often feel 'othered,' unwelcomed here, and experience microaggressions (by Public Safety and other residents). I feel pretty welcome here, but I worry about some of my neighbors and their children."

"The Anti-Racism Plan, for example, is an attempt to address issues effectively. It has some traction."

"There are small pockets of diversity in HW. The way the City communicates and organizes events and programs doesn't recognize that diversity."

KEY QUOTE: "I feel pretty welcome here, but I worry about some of my neighbors and their children."



Focus Group Responses

4. If relevant, please briefly share a time when you or someone you know expressed feeling unfairly treated or denied equitable access to resources in Huntington Woods because of identity or physical characteristics.

KEY INSIGHTS

"My neighbor expressed fear that his Black son might be harassed by Public Safety because of his skin color and considered taking him down to the station just to introduce him. It was very sad."

"Friends of color refused to even consider HW because of the lack of diversity. They chose to buy in Bloomfield instead."

"Public Safety has responded to calls on Black people who were said to 'look suspicious' while doing nothing."

"There have been a number of Facebook posts about people who don't look like me not being treated well in the park (by residents)."

"There's one public safety officer that women find patronizing and misogynistic and that they dread being pulled over by."

"People have been targeted at the Rec Center because they were thought not to belong there (due to their 'otherness')."

"An Indian neighbor, who has a son with his wife who is white, said that one day someone shouted at him that he was walking too close his son, assuming they weren't related. He was devastated."

"My sister would only get stopped by HW Public Safety when riding in the car with her Black friend."

"A Black family with three children rented a home. When the children played in the yard or rode bikes, I saw other residents pass by and noticeably look at them with disdain - no smiles or waves, looking at them suspiciously. The family eventually moved away."

"A Black family on my street visited the park and was assumed not to live there. They were questioned by white residents."

"The Teen Council Black History Month calendar was extremely offensive. Adults should have had more oversight."

"I live close to 11 Mile, and I see firsthand that Public Safety disproportionately stops more people of color."

"A realtor told a resident friend that the community was integrated. However, he meant Jewish and Christian."

"A few years ago, there was talk about building a basketball court in HW. But several residents were opposed because of stereotypes they had about Black kids from other communities using the court."

"Drag queen story time was a useful experience, but our problems came from outsiders."

"A Muslim family moved away from HW on feeling 'othered' and unwelcomed."

"(HW minority) parents feel obligated to teach their children that they won't get the same consideration or fair treatment by HW Public Safety."

"One black, elementary student had the police called on him several times for using City amenities, which is one of the reasons the family moved away to West Bloomfield."

"There was big controversy when a black mother was referred to as 'angry' on Facebook (by a City employee/consultant) who didn't address 'angry' white moms. In fact, she sounded the least angry out of everyone."

KEY QUOTE: "They say, 'That person doesn't look like they belong here.'"



Focus Group Responses

5. What, if any, expectations do you have regarding the City's stated position on anti-racism?

COMMON VIEWPOINTS

- Participants want to see "real progress" on developing and implementing the City's Anti-Racism Plan, which requires a comprehensive way to evaluate progress and a regular way to communicate that progress to residents. One participant suggested that the DEI strategy and Anti-Racism Plan become a standing agenda item for the City Commission, which is addressed at every meeting.
- Action items need to be identified and clear on how they will be integrated into City practices and policies.
- Participants from all focus groups were open to guidance on how to activate the Plan and discussed the need for continued community conversation – more focus groups and listening, surveys, questions, and youth engagement.
- Community and staff members expressed interest in learning more about how to be "anti-racist" beyond adding books and programs to the library, which "sounds like acceptance and inclusion" but not necessarily anti-racist.

KEY INSIGHTS

"Words are important as the first step in deciding what the policy is. My hope is that (the policy) isn't just meaningless words, but that there's action."

"Racism is a systemic issue. The Plan is designed to get to systemic issues."

"The Anti-Racism Plan isn't robust. The work seems performative. It looks good on paper but not much is being done."

"When it comes to all of this DEI work, the amount of existing bias, stereotypes, and prejudice in our community feels almost impenetrable."

"There's never been a time when there was more energy to make change. This needs to start with the City and continue with community conversations."

"We have to be careful not to move too fast to be inclusive of the people who are resistant to change."

"(Anti-Racism Plan activities that have been identified to date) sound like inclusion and acceptance. Actively anti-racist sounds like an action to root out racism and counteract it. And I honestly don't know what that would look like."

KEY QUOTE: "The (Anti-Racism) Plan is designed to get to systemic issues."



Focus Group Responses | City Staff Only

Q1. Diversity

- As a resident, I don't really think about (diversity) that much. I live near who I live nearby.
- We treat everyone the same.
- People do make assumptions and comments about minority staff, e.g., assuming they're interns.
- **In one sense, we are very inclusive, but not diverse.**
- We're a welcoming community, but we're a pretty white community.
- It would strengthen us to be more diverse – different viewpoints, ideas, and how other people experience the world on a daily basis instead of living in a bubble.

Q2. Inclusion

- I feel like part of a family here. I think that's what inclusion is – when you don't single people out.
- We include everyone of any race, any gender or religion. We don't think of it as we have to practice it (inclusion), we just do it.
- The more people learn about different cultures, the more likely they are to include those cultures.
- Many residents have lived here 50–60 years, and their homes are recycled to family members. This is a community that's been here forever, and no one leaves.
- I'd like to see more programming at the Rec Center and library.
- **I feel like everyone is included, but maybe they just don't know they're included.**

Q3. Community Policies/Practices

- Policy doesn't change the way people think. You either are welcoming and inclusive or you aren't. And the "are not's" don't belong in public service.
- Public Safety has general orders, rules and regulations, and a mission statement that speaks to fair treatment.
- **Policies exist. DPW and PS are governed by their union contracts; non-union employees are governed by the personnel manual.**
- We're diversifying where jobs are posted to get as many applicants as we can and ensure we're attracting the best possible candidates.

Q4. Ex.

(No response)

Q5. Anti-Racism Plan

- We need to track progress. It should be measurable.
- **Not sure how to become actively anti-racist. Need clarity and examples of what the City can do.**
- There doesn't seem to be anything in the Plan to address racial injustice (as inferred), just initiatives to add more library books and programs at the Rec Center. These activities sound like inclusion and acceptance, but actively anti-racist sounds like action to root out racism and counteract it. Not sure what that would look like.
- We switched Columbus Day for Juneteenth. We now fly a Juneteenth flag. We have MLK Day off. Perhaps those days would be better used as opportunities for education about the occasions.

Q6. Fair access: What are some of your thoughts and/or concerns about the City's administrative policies and/or practices related to diversity in hiring staff, contractors, and vendors? What efforts are working well? What efforts need improvement? In what ways?

- We're trying to figure out how to address vendors. It's important for the city – (since) it's the goal – to put our money where our mouth is by spending money on businesses that reflect our values.
- **New hire postings are being placed in more spaces, but the challenge is that the criteria doesn't change.**

Q7. Internal Policies/Practices:

Relative to City administration, do the current systems, policies, processes, supports, and tools enable and promote fair access to opportunities? Please explain.

- **For anything to be valid, it has to be measurable.**
- Public Safety can measure by policies in place and hiring.
- "You really cannot conclude that something is successful unless you're measuring it. Otherwise, it's just a feeling."

KEY QUOTE: "This is a community that's been here forever, and no one leaves."

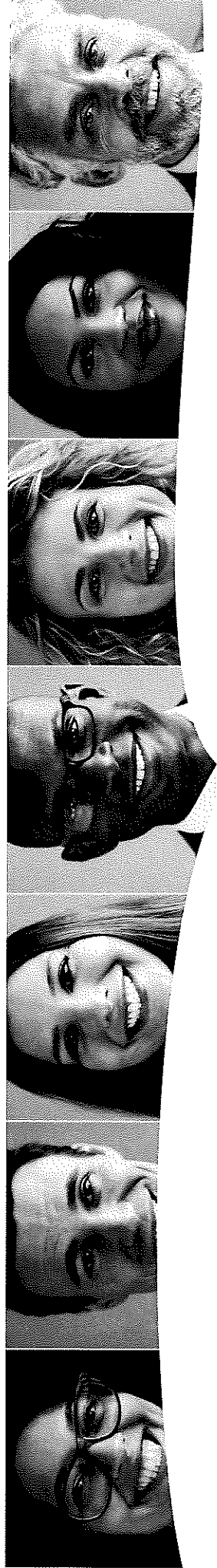




One-on-One Discussions



There were several individuals who could not attend their corresponding Focus Group, but felt strongly about providing their experience and perspective. Volar Consulting, LLC conducted one-one sessions with each of these individuals. Unlike the focus groups or the anonymous survey, the conversations were intentionally less specific to enable the participants to share what was on their minds regarding diversity, equity, and inclusion. In order to do that, we spoke about each of those terms individually in the context of the City of Huntington Woods.



Individual Discussions

Source: 3 1:1 Discussions | Time Period: July-August 2021

Identified for Focus Groups but could not participate. Each participant requested additional method for providing their input

Resident Minority Focus Group 5-year resident

Key Themes

- The bounds of being a "city" feels like a barrier of inclusion that prevents us from collaborating with our neighboring cities, i.e., Oak Park, Royal Oak, and Berkeley. We should be thinking about how to leverage these local connections-- what do we do well and what can we share? For example, Juneteenth event-- work with Southfield and/or Ferndale; partner with other cities for trainings.
- Has been asked if lives in neighborhood. White parents tell them that they are not asked the same question.
- Chose HW because of location, size, and large Jewish population which has both a history of systematically being discriminated and of alliances with the Black community
- In terms of inclusion-- you don't know what you don't know. If they are an outsider, they don't know what the insiders are experiencing
- Teachers are welcoming but not culturally competent
- ALL parents need to hold that space of cultural competence-- not just for minorities to own
- Don't feel threatened or unsafe

Resident Parent Focus Group 3-year resident

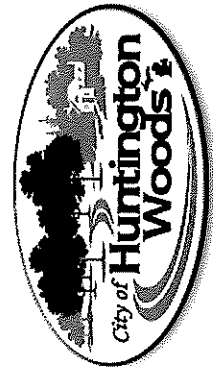
Key Themes

- In City meetings and surveys was actively pushing for ADA compliant playground/park
- Library ramp freezes
- Voices of parents with younger children are lost because they can't attend when meetings scheduled during bed-times
- Parks and programming suggestions fall on deaf ears. Loudest voice gets most response
- Has found more than 1 staff unfriendly, includes Recreation Center, library, and City Hall
- Berkeley friendlier and more welcoming. They smile, say hello-- have better people skills
- Wants to see more people who don't look like them. There are benefits.
- Younger people denied on committees.
- Should be thinking of more ways to ask, listen, and provide more transparency and communication: i.e. Facebook
- The City is not inclusive of other communities. Should offer up our services to others
- Think outside the box in terms of programming, communication, and services
- Engage the City in the city manager and librarian search

Staff Staff focus group

Key Themes

- Jewish feels like predominant religion
- Seems like more same sex couples over the years
- Liberal, open community that cares deeply about everyone
- Seems like more young orthodox Jewish communities coming into the City
- Have 10 to 15 orthodox families attending Fruit Camp. They came with kosher requests. One particular parent worked closely with staff to help identify places to obtain kosher food. Were able to incorporate their needs at camp
- Multiple generations live in the City. Younger generations come back to raise their kids
- Seniors don't think City does enough for them. They seem to yell the loudest
- Youth are more in tune with being inclusive, especially Teen Council



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AGENDA #3

MANAGER'S MEMO

To: Honorable Mayor Paul, City Commission; Rocco Fortura, Public Services Director

From: Chris D. Wilson, City Manager

Date: January 13, 2023

Subject: RFP for Landscape Design, Maintenance and Mowing.

Over the last year City Administration has monitored the condition of many of our parks and grounds and have found them to be lacking or inadequate. In evaluating how we maintain our 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 quickly became apparent that this model was inadequate. The number of parks and public areas maintained by the City are extensive and cannot be properly attended to by one person. Contracting for some of the mowing work has helped, but has left the City able to handle just the remainder of the mowing with minimal attention to landscape maintenance. Proper care and upkeep of the City's landscaping would require the hiring of multiple additional staff and purchasing of additional equipment, both of which would be redundant in the winter months. It's the opinion of City Administration that the use of a professional landscaping firm is the most efficient and effective way to address the varied landscaping and grounds maintenance issues facing the City at this time.

To this end, City Administration has formulated the attached Request for Proposal (RFP) for landscaping grounds maintenance for your review and consideration. The drafting of this RFP has required a lot of effort, primary of which is simply the identification and documentation of all the areas under this

City's care. Exhibit "A" is a complete listing of all such areas, while Exhibit "B" is a map showing the location of all these areas in the City. At the time of the drafting of this memo Exhibit "B" is still a work in progress. I hope to have a draft of the map for this Exhibit by the time of the meeting.

City Administration, along with the Department of Public Services have worked to put the terms and language of this RFP together. City Attorney Rosati has also assisted in the drafting of this document and has supplied a lot of the language. This RFP encompasses most of our existing mowing contract which expires this year, and expands to include the City's need for a thorough review and redesign of all of our landscape and garden areas. The RFP provides a year (roughly the 2023 season) to rehabilitate and replant all landscape areas. The RFP gives bidders a lot of discretion in the design of these landscape areas. It is our desire for bidders to not feel encumbered by the current condition, but also to be cognizant of the City's budget realities. In other words, use their professional expertise to deliver the best and most effective landscape design for the cost. As the RFP states, cost will be a consideration in the award of the bid, but not necessarily the primary consideration.

The costs for the implementation of the contract will be met in the long term by planned staff attrition (retirements) and reassessing of current City staff duties. It is the belief of City Administration that utilizing professional private landscape firms for this work will better meet the needs of the City and allow remaining City staff to better focus attention on other priorities. I do not promise that this endeavor will be an overall cost savings to the City. Fully and adequately addressing all our landscaping demands may well require additional expense on the part of the City in future years.

It is the belief of City Administration that the improved results produced by these expenses will be met with overall favor by our residents. And these results will be produced at a cost that the City could not replicate on our own. The gap between the City's needs and what we could accomplish has been filled in large part, admirably so, by volunteers and community groups in past years. I think this RFP and potential contract award will help ensure that these needs are adequately addressed in the future.

RECOMMENDATION – *resolve that City Commission authorize the City Manager to issue the Request for Proposal for Landscape Design, Maintenance and Mowing as presented.*



City of Huntington Woods Request for Proposals Landscape Design, Maintenance and Mowing

Project Overview

The City of Huntington Woods ("City") is responsible for various public grounds and spaces, including the grounds around City Hall, the Gilham Recreation Center and the Library. The City is seeking a Landscaping Contractor ("Contractor") for all care and maintenance of these spaces.

The scope of the project will include plans for cleanup, weeding, plant and debris material removal, planting, and maintenance throughout the season as well as mowing of turf and grounds. Areas to be mowed include grounds on City property, parks, traffic islands, sports fields, boulevards, and right-of-way areas as identified. Landscape designs and materials will be subject to final approval by the City. Bid submissions should include basic concepts of design and materials at key locations.

All areas to be serviced are listed in Exhibit "A". A map showing the location of all items to be serviced is "Exhibit B".

Project Criteria

The goal of the landscape design and maintenance portion of this project is to develop and implement landscape design for all public places that will improve the appearance, aesthetics, and environmental impact of public green spaces in a sustainable and cost-effective manner.

Upon completion of the multi-year contract the City would expect to have an established landscape design and look that can be effectively maintained, is environmentally sustainable, and is in harmony with the surrounding neighborhoods and community.

Price will be one of the considerations in awarding a bid, but not necessarily the primary consideration. The City would prefer to avoid the use of pesticides or herbicides to the greatest extent possible. Consideration will be given to the environmental impact and sustainability of Contractor's proposals. The City has an Environmental Sustainability Advisory Committee that developed an Energy Plan in 2019. This plan is available on the City's website.

Basis of Award

The qualification of bidders to perform the specified scope of work will be considered in making the award. **Failure to include in the proposal all information outlined herein may be cause**

for rejection of the proposal. The City reserves the right to accept or reject any and all proposals, in whole or in part, that is deemed to be in the best interest of the City, at its sole discretion. The City reserves the right to reject all bids in its sole discretion. The City reserves the right to waive any informalities or irregularities in bids. The City reserves the right to negotiate separately the terms and conditions or all or any part of the bids as deemed to be in the City's best interest at its sole discretion. Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the City, will be utilized in the final award. The final award of a contract is subject to approval by the Huntington Woods City Commission.

Contractor Responsibilities

- Work with City Administration to develop landscape design for all areas as identified in Exhibit "A".
- Perform weekly mowing, trimming and grounds maintenance on all areas as identified in Exhibit "A". Mowing will be performed weekly in approximately twenty-eight (28) separate cuts between approximately April 15th and November 15th.
- Installation and implementation of all aspects of approved landscape plan in all areas within first year of the contract, including grounds preparation, grading and removal of existing material or debris as needed.
- Annual Springtime walk-through with City Manager or their designee to determine treatment plan, timing and identify any special needs.
- Annual spring-time application of mulch in all beds and around designated trees and other areas.
- Any compost necessary for the completion of this contract will be provided by the City at no cost to the contractor.
- Weeding, maintenance, trimming, pruning and overall care including weed prevention of all areas each year.
- Debris removal, preparation, and cleanup may begin as early as April 1st. No new plantings should be done prior to May 15th unless otherwise authorized by the City.
- Annual Fall cleanup of all areas of contract to be completed prior to December 15th.
- Provide feedback and recommendations to the City of any problems or special conditions for landscape improvements or interventions as needed.
- All work performed under this contract shall be done between the hours of 8:00 AM and 6:00 PM Monday - Friday unless otherwise authorized by the City Manager or their designee.

Bid Contents

Bids should include the following:

- A weekly price for mowing, edging, and trimming of all areas identified as requiring mowing, edging, or trimming in Exhibit "A" for the 2023 season, 2024 season and 2025 season.

- Annual costs for landscape maintenance, including mulching and spring and fall cleanup of all areas identified in Exhibit "A" for the 2023 season, 2024 season and 2025 season.
- Name and contact information of principal contact(s) that City staff may reach out to with questions or concerns.
- Any chemicals, pesticides, herbicides, fabrics, or materials that the contractor would anticipate using to fulfil this contract.
- Bidders should identify any subcontractors they would anticipate utilizing to perform any duties under this contract.
- Bidders are to disclose any actual or potential conflicts of interest with the City or any of its officers, elected officials, agents or employees.

Bidding Process and Conditions

Sealed bids should be submitted to Heidi Barckholtz, City Clerk, at the Huntington Woods City Hall, 26815 Scotia, Huntington Woods, MI 48070 by no later than 3:00 PM on Wednesday, March 1, 2023, at which time and place they will be publicly opened and read aloud.

Address all bids to the City Clerk, in a sealed envelope which clearly states:

**PROPOSAL FOR LANDSCAPE DESIGN/MAINTENANCE AND/OR MOWING
CITY OF HUNTINGTON WOODS, MI: CONTRACT M-2023-01**
City Clerk, City of Huntington Woods
26815 Scotia
Huntington Woods, MI 48070

All questions related to this bid process should be directed to Rocco Fortura at 248.867.2831 or rfortura@hwmi.org. To ensure proper response, all questions regarding this bid process should be submitted no later than noon on Friday, February 24, 2023.

Bidders are expected to have visited the areas identified as part of the bid to be familiar with the areas and conditions where the work under the contract is to be performed. Requests for on-site accompanying by City staff will be honored if made in a timely manner and dependent on City staff availability.

Bid Guarantee

Each bid shall be accompanied by a certified check, cashier's check, money order or bid bond by a surety company listed to do business in the State of Michigan in the amount of at least five percent (5%) of the amount bid for the 2023 season, drawn payable to the City of Huntington Woods, as security for the proper execution of the Contract (the "bid guarantee").

The bid guarantee of the bidder(s) under consideration will be returned immediately after the execution of the contract by the City. Bid guarantees of bidders not under consideration will be

returned within five (5) business days of the bid opening. Bid guarantees will be forfeited to the City if the successful bidder fails to enter into a contract and furnish the required bonds and insurance certificates to the City within ten (10) days after award of the contract.

Diversity, Equity, and Inclusion

The City of Huntington Woods is committed to the principles of Diversity, Equity, and Inclusion (DEI). Bidders are asked to indicate in their proposals if they are a woman-owned or minority-owned business. Bidders are asked to include a copy of their DEI plan, if available, or to describe their efforts toward adopting a DEI plan or practices that promote the principles of DEI. The City's DEI plan may be found on the City's website for reference if necessary.

References

Bidders should identify three (3) references for work performed of a similar scope and nature.

Confidential Information

Information contained in any bid that is company confidential must be clearly identified in the bid itself. The City will be free to use all information in the bid for the City's purposes. **The bidder understands that any material supplied to the City may be subject to public disclosure under the Freedom of Information Act.**

Right to Request Additional Information

The City reserves the right to request any additional information that might be deemed necessary after the completion of this document.

Insurance Requirements

The City will require the finalist Vendor to retain insurance coverage in amounts shown on the attached Exhibit "C".

Contract Conditions

The City will award a three (3) year contract beginning on or around April 1, 2023 and ending December 1, 2025. Landscape design and maintenance work shall be billed in nine (9) equal monthly installments from April through December based upon the annual price bid. Mowing work will be billed monthly from April through November based upon the number of cuts performed in said month.

Modifications may be made to the in-season schedule at the City's discretion depending on weather or other conditions. If requested by the City, mowing in excess of the 28 scheduled cuts

and outside of the standard season (April 15-November 15) will be invoiced at the weekly rate proposed in the bid.

The City reserves the right to terminate the contract with thirty (30) days' notice for failure to perform duties as assigned under the contract. Invoiced work that was not performed per the contract terms or without proper authorization will not be compensated.

While no City of Huntington Woods staff, employees performing work under this contract will be expected to provide the same level of courtesy and decorum while on duty toward City residents as do City staff. Should any employee of the contractor have any issue with a City resident they are to report it to a member of City of Huntington Woods staff immediately.

Contractor shall provide names, address and date of birth of all employees who will be working in the City of Huntington Woods under this contract. All employees of the contractor shall be able to be identified as an employee of that firm and shall be able to identify themselves as same if necessary.

CONTRACT

CONTRACT DEFINITION – This Request for Proposal and any other documents made a part of this bid shall constitute the complete bid. This bid, when duly accepted by the City, shall constitute a contract equally binding between the successful bidder and the City of Huntington Woods.

CONTRACT TERM – Once a contract is awarded, the PRICES shall remain firm for the term of the contract. Contract shall commence on date of award and continue for three (3) years, with the option to renew for additional one (1) year terms upon mutual agreement.

CHANGE ORDER – No different or additional terms will become part of this contract except for a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of the City. No change order will be binding unless signed by an authorized representative of the City and the vendor.

TERMINATION FOR DEFAULT – The City reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the vendor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the City, among other legal remedies, to award the contract to another vendor and charge the full increase in cost and handling to the defaulting party.

CONTRACT TERMINATION – The City may terminate this contract at any time upon thirty (30) days written notice to the vendor, for any reason, with or without cause, without incurring obligation or penalty of any kind. The effective date for the termination or cancellation shall be stated in the written notice.

TRANSITIONAL PERIOD – Upon normal completion of this contract, not to include termination for default, and if no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the vendor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.

INVALID, ILLEGAL, OR UNENFORCEABLE PROVISIONS – In case any one or more of the provisions contained in the contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.

INDEMNIFICATION AND HOLD HARMLESS– Vendor shall defend, indemnify and hold harmless the City of Huntington Woods and all its officials, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or omission or of the vendor, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Vendor shall pay any judgment, with costs, which may be obtained against the City of Huntington Woods growing out of such injury or damages.

SALE, ASSIGNMENT OR TRANSFER OF CONTRACT – The vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the City.

EXHIBIT "A"

	AREA	LOCATION	NOTES
1	City Hall	26815 Scotia	Plantings around City sign, landscaping beds around building and mulch around all trees. Mow grounds, edging and trimming.
2	Gillham Recreation Center	26325 Scotia	Front area green space, garden benches, landscape beds around building and mulch around trees. Mow grounds, edging and trimming including areas around pool and tennis courts.
3	Huntington Woods Library	26415 Scotia	Maintenance of landscape beds and garden areas around building. Mowing, edging and trimming of grounds.
4	Scotia Park	Scotia between Lincoln and Vernon	Maintain natural rain garden areas at perimeter of park, mulch around trees and mow grounds.
5	Public Safety Building	12755 W. Eleven Mile Rd.	Maintain landscape beds around building, mulch around trees. Mowing, edging, and trimming of all grounds and right of way.
6	LaSalle Blvd. median	LaSalle Blvd. from dead end west of Scotia to Wyoming	Mow median, edging and trimming and mulch around trees. Maintenance of bushes, shrubs and plantings around fountain east of Newport.
7	Hassig Park	Scotia, behind City Hall	Maintain plantings and landscape beds, mulch around trees. Mowing, edging, and trimming of grounds.
8	Peasley Park	Coolidge Between Balfour and Winchester	Maintain plantings and landscape beds, mulch around trees. Mowing, edging, and trimming of grounds and right of way.
9	Reynolds Park	Eleven Mile and Meadowcrest	Maintain plantings and landscape beds, mulch around trees. Mowing, edging, and trimming of grounds.
10	Triangle Park	Intersection of Lincoln, Pembroke and Concord	Maintain plantings and landscape beds, mulch around trees. Mowing, edging, and trimming of grounds.

11	Statue Park	Intersection of Humber, Nadine and Huntington	Maintain plantings and landscape beds, mulch around trees as needed. Mowing, edging, and trimming of grounds.
12	10 Mile Berm	Right of way from 10 Mile to Wales; from Coolidge to Scotia.	Remove debris, mow, edge and trim median. Mulch around trees as needed. Maintenance of plantings as needed.
13	Alligator Park	Intersection of Salem, Pembroke and Nadine.	Maintenance of landscape beds and garden areas. Mulch around trees where needed. Mowing edging and trimming of grounds.
14	11 Mile and Woodward	Entrance sign at 11 Mile and Woodward.	Planting and maintenance in beds and around entrance sign. Mow, edge and trim grass along Woodward right of way.
15	Elgin Park	Coolidge at Elgin	Mowing, edge and trim of park ground and right of way. Mulch around trees where needed.
16	Huntington Park	11 Mile at Huntington Rd.	Mowing, edging and trimming of grounds around tennis courts and pickleball courts. Mowing of community garden and along 11 Mile. Mulch around trees in park road right of way where needed
17	Men's Club Field	11 Mile east of Henley, next to DPW meeting.	Mowing of sports field. Trim and edge where needed. Mow right of way along 11 Mile and mulch around trees where needed
18	Val Jones Skate Park	11 Mile and Berkley	Mowing, edging and trimming of grounds and right of way along 11 Mile. Mulch around trees where needed.
19	Burton Community Field	Nadine, west of Scotia behind Burton Elem.	Mowing of sports field and Nadine right of way with trimming, mulch and edging where needed. Care and maintenance of trees and plantings along Nadine.
20	Talbot Ave	Easement south side of Talbot west of Scotia to the dead end.	Mow, edge and trim easement area. Mulch around trees as needed.
21	Vernon/Berkley Island	Intersection of Vernon and Berkley	Mow, edge and trim island. Mulch around tree.
22	Vernon/Parkwood Island	Intersection of Vernon and Parkwood	Mow, edge, and trim island. Mulch around tree.

23	Wareham/Hendrie Island	Intersection of Wareham/Hendrie	Mow, edge, and trim island. Maintain landscape garden area. Mulch as needed.
24	Dundee/Hendrie Island	Intersection of Dundee and Hendrie	Mow, edge, and trim island. Maintain landscape garden area.
25	Borgman/Hendrie Island	Intersection of Borgman and Hendrie	Mow, edge, and trim island. Mulch around tree.
26	York Island	York east of Huntington, west of Borgman	Mow, edge, and trim island. Maintain landscape garden area. Mulch as needed.
27	Coolidge Right of Way	East side of Coolidge, 10 Mile to Kingston	Mow, edge and trim right of way. Maintain any landscaping and mulch as needed.
28	Sign at 10 Mile and Scotia	West side of Scotia and 10 Mile intersection	Maintain landscaping around entrance sign.
29	Mary Kay Davis Park	Park area between Lincoln, Hendrie, Dundee and York	Maintenance of landscape beds and garden areas. Mulch around trees where needed. Mowing edging and trimming of grounds.

(need Exhibit “B”)

Exhibit "C"

INSURANCE

Vendor shall not commence under the contract until it has obtained the insurance required in this Exhibit, and provided copies of the same to the City. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the City.

- a. Workers' Compensation Insurance: Vendor shall procure and maintain during the life of the contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- b. Commercial General Liability Insurance: Vendor shall procure and maintain during the life of the contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage.
- c. Motor Vehicle Liability: Vendor shall procure and maintain during the life of the contract, Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles used in the performance of the contract, and all hired vehicles.
- d. Additional Insured: Commercial General Liability Insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: The City of Huntington Woods, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.



AGENDA #4

MANAGER'S MEMO

To: Honorable Mayor Paul; City Commission; Deb Hemmye, Library Director; Ethan Haan, Finance Director

From: Chris D. Wilson, City Manager

Date: January 10, 2023

Subject: Replacement of Jace Controller at Library

The Jace controllers that control the Building Management System (BMS) at the Library has quit working. Due to their age, replacement parts are no longer available. Without the Jace controllers, the HVAC system struggles to maintain a stable temperature throughout the entire building. This is especially noticeable in the summer and in the children's reading room. This area can reach temperatures that make it unsuitable for kids to be there for long periods of time.

Our HVAC contractor has investigated the situation and recommends replacement of the old Jace controllers with two current Jace N4 models. The cost for purchase, installation, programming and training is \$12,879. Having the Jace controllers will make the HVAC system more energy efficient and reduce utility costs. Utility cost savings over time will not be sufficient to offset the purchase cost, but the increased functionality and usability of our library makes this a worthy investment, in the estimation of City Administration.

RECOMMENDATION – *be it so resolved that the City Commission accepts and authorizes City Administration to execute the quote from Conti for the purchase, installation and programming of two (2) Jace N4 controllers for the Library at a cost of \$12,879. Funds for this purchase are available in Fund 248.790.931.00.*

Building Automation Systems



6417 Center Drive, Sterling Heights, MI 48312

P 586.274.4800

C 248.521.3111

F 586.274.2277

24/7 866.955.1500 Emergency Service

www.conticorporation.com

Quotation

Date: 12/13/22

Quotation For: **Huntington Woods Public Library - Jace Replacement**

Deb Hemmye

City of Huntington Woods

26815 Scotia Road

Huntington Woods, Michigan 48070

248-543-9720 x686

dhemmye@hwoodslib.org

Quotation valid until: 1/27/23

Prepared by: Ian Morse

We are pleased to provide a quote for the following:

Both Jace controllers that serve as part of the BMS for this building are obsolete. Service parts are no longer available. Our proposal includes providing, installing, and programming two current model Jace N4 controllers.

Notes:

1. Our scope includes customer training for the upgraded customer graphical interface.

Our price for this project is: \$12,879.00

If you have any questions, feel free to contact us.

Respectfully,

Ian Morse



AGENDA #5

Finance Department.....

To: Honorable Mayor and City Commission
From: Ethan Haan, Finance Director
Date: January 6, 2023
Subject: Resolution for Designation of Street Administrator

The State of Michigan requires that an individual from every municipality that gets allotted Act 51 funds have a designated Street Administrator that serves as the identifiable liaison between the community and MDOT. Tim Rowland was the past Street Administrator and a resolution from the Commission is required to change the Street Administrator from Tim Rowland to Ethan Haan as it is the Finance Director position that executes this role. The resolution needed is on the attached page. It is also printed below for your convenience.

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate Ethan Haan as the 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.

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure
to supply this information will result in funds being withheld.*

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: (517) 335-1828

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal
working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which
funds are returned under the provisions of this section, that, "the responsibility for street improvements,
maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities
and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the
governing body who shall be responsible for and shall represent the municipality in transactions with the State
Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate _____
_____ as the single Street Administrator for the City or Village of
_____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting
of the governing body of this municipality on the _____ day of

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS	DATE
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS	DATE
ADDRESS OF CITY OR VILLAGE OFFICE		P.O.BOX
CITY OR VILLAGE	ZIP CODE	PHONE NUMBER



AGENDA #6

Finance Department

To: Honorable Mayor and City Commission

From: Ethan Haan, Finance Director

Date: January 12, 2023

Subject: Mid-Year Budget Amendments

The Uniform Accounting and Budgeting Act requires budgets to be amended on a periodic basis as needed to ensure that budgets remain balanced at year end. A review of our accounts through December 31, 2022 has identified multiple adjustments. At this point, funds are simply being moved around within the same fund to alleviate deficits in specific accounts. A detailed breakdown of these adjustments by fund and account is provided on the following page. Qualitative commentary on these adjustments is provided below:

The General Fund is overall in good shape this far in the fiscal year but there are some areas that need to be adjusted due to higher costs incurred. Utility costs (gas, water, electricity) are up significantly. Funds will be diverted from other accounts to bridge this gap. We purchased a new election drop box ahead of the November 2022 election, and that put the election supplies account overbudget, so that can be replenished with funds from the City Hall building maintenance account. The audit was more expensive than budgeted as well. Funds will be diverted from the professional services account to balance the audit account. Finally, public safety overtime is up due to an earlier staffing shortfall. We are inherently saving money in the salaries account because we have fewer employees so funds in this account will be used to balance out overtime.

The Recreation Fund has seen increased utility and repair costs relating to the pool this far. Operating and maintenance expense accounts for the pool will have their deficits erased by utilizing unused funds from other accounts. In addition, the supply account for the Pre-K is slightly overdrawn, but this will get offset by a revenue adjustment with funds from the Early Childhood Grant the City received.

The Sanitation Fund saw an increase in equipment rental expenses that put that account over budget. Funds from the general maintenance account can be used to cover this expense.

Suggested motion:

Moved by Commissioner _____ and seconded by Commissioner _____ to authorize the mid-year budget amendments for the fiscal year ending June 30th, 2023.

General Fund

		Budget	Projected	Adjustment
Utilities (Adminstration)	101-172-920.000	14,500	22,000	7,500
Equipment Rental (D.P.S.)	101-301-940.000	100,000	92,500	-7,500
Election Supplies	101-172-727.002	8,000	9,283.40	1,283.40
Building Maintenance	101-172-931.000	22,000	2071.60	-1283.40
Audit Services	101-172-802.008	23,500	28,300	4,800
Professional Services	101-172-802.000	65,000	60,200	-4,800
Public Safety Overtime	101-301-702.001	195,000	235,000	40,000
Public Safety Salaries	101-301-702.000	1,508,940	1,468,940	-40,000
Pool Operating Supplies	208-756-756.000	19,500	29,000	10,000
Cafe Supplies	208-756-756.001	3,500	0	-3,500
Professional Services	208-754-802.000	30,000	23,500	-6,500
Pool Building Maintenance	208-756-931.000	12,000	19,500	7,500
Professional Services	208-756-802.000	7,500	0	-7,500
Pool Utilities	208-756-920.000	55,500	90,500	35,000
July 4th Contracts	208-753-803.008	30,000	21,000	-9,000
Camps Supplies	208-753-787.005	17,000	12,000	-5,000
Camps Contracts	208-753-803.005	45,000	43,000	-2,000
Transfer to Capital Improvements	208-753-965.970	145,000	126,000	-19,000
Pre-K Supplies	208-753-787.007	10,000	15,000	5,000
Latchkey Supplies	208-753-787-007	8,000	3,000	-5,000
Sanitation Equipment Rental	515-500-940.000	50,000	60,000	10,000
Sanitation Building Maintenance	515-500-931.000	457,700	447,700	-10,000



AGENDA #7

Finance Department

To: Honorable Mayor and City Commission

From: Ethan Haan, Finance Director

Date: January 13, 2023

Subject: Updated Credit Card Usage Policy

The City of Huntington Woods last updated its Credit Card Usage Policy in 2017. An updated Credit Card Policy is on the following page. The Finance Department left the majority of the old policy in place, but added a couple of items that will help the City continue to reach its goals of compliance with standard procedures of accounting and smooth operation of City departments.

- A clause allowing for the termination of credit card privileges has been strengthened. There was language present in the old clause, but we have had trouble getting all credit card receipts back from various departments. This deviates from accepted principles of accounting and leaves the City vulnerable to fraud. The language in the new policy will assist Administration in ensuring prompt and accurate balance of the credit card statement each month.
- Credit limit amounts and the number of credit cards for each department have been enumerated in the new policy. There are several cards in different departments that are not being used. It is easier for the Finance Department to account for one credit card for each department rather than multiple cards.
- In the past, credit cards have been used by seasonal employees. Language has been added to the new Policy to ensure that card usage is limited to permanent employees. This can help with the prevention of fraud as it is easier to follow up on credit card receipts with employees that are employed with the City on a continual basis.

Suggested motion:

Moved by Commissioner _____ and supported by Commissioner _____ to approve the January 2023 update to the Credit Card Usage Policy.

Credit Card Usage Policy

City of Huntington Woods
Oakland County, Michigan

Policy objectives:

- Compliance - Adherence with provisions of the State Statute or audit requirements regarding revolving credit, City purchasing policies, and ordinance requirements for transparency.
- Efficiency - To allow for the efficient operation of the department, with the understanding that the use of revolving credit is a tool that can be used to accomplish the approved goals of the department.

Policy Provisions:

The Finance Director or his/her designee shall be the individual responsible for the issuance, accounting, distribution, retrieval, monitoring and general compliance with all State and local regulations governing the use of credit cards by City of Huntington Woods elected officials and its employees. The Finance Director or his/her designee have the unfettered discretion to terminate the use of revolving credit at any time without recourse.

Credit Cards may be used only for official City Business. The Finance Director may provide a credit card to a City of Huntington Woods elected official or employee for use at meetings, conferences, training sessions, seminars, vendor services, or for purchasing of products and supplies only where these purchases are of a non-capital nature, and where normal accounts payable procedures cannot be utilized. In addition, credit cards may only be used by permanent full-time and part-time employees.

Receipts noting a description of the purchased item, cost, and date of purchase must be supplied to the Finance Department after the transaction occurs. At month's end, the Finance Department will compile and process receipts from the previous month and compare with the credit card statement from the bank. Departments must submit all receipts for all transactions. If any Department fails to submit all receipts for transactions made on their credit card, the Finance Director or his/her designee will terminate the use of the credit card immediately until all purchase receipts have been returned. All debt on individual cards issued to employees of the City of Huntington Woods will be paid within 60 days of the initial statement date as required by PA 266 1995.

Credit cards will be supplied to each Department Head for use in their department as they see fit. Each department will receive one credit card. Department heads are solely responsible for their credit card and all transactions made. Each department will have a credit limit that coincides with their budget amount. Credit limits will not be changed. Any capital purchases made on a department's behalf should be paid through the Accounts Payable process.

The Finance Director, City Manager, or their designees reserve the right to alter this policy. Any changes outside the bounds of this policy require their approval.

AGENDA #9

Agenda
Special Meeting of the City
Tuesday, January 10, 2023
5:30 p.m.
City Hall

CALL TO ORDER
ROLL CALL

ITEMS OF BUSINESS

1. Interview Candidates for the Vacancies on Boards and Committees

- a. 5:30 *Margot Landau (Peck) - Cancelled*
- b. 5:45 Eliza Bressack
- c. 6:00 Sarah Gutierrez
- d. 6:15 Mark Feiler
- e. 6:30 Jason Zobl-Tar
- f. 6:45 Sarah MacDonald
- g. 7:00 Ben Black
- h. 7:15 *Sally Gaft - fell ill, will interview 1/17/23*
- i. 7:30 Penney Phipps
- j. 7:45 Adam Tonge

2. Discussion of Candidates and Vacancies

PUBLIC PARTICIPATION

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

ADJOURNMENT OF SPECIAL CITY COMMISSION MEETING

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

Agenda
Special Meeting of the City Commission
Tuesday, January 17, 2023
6:15 p.m.
City Hall

CALL TO ORDER
ROLL CALL

ITEMS OF BUSINESS

1. Interview Candidates for the Vacancies on Boards and Committees
 - a. 6:15 Sally Gaft
 - b. 6:30 Nadia Ceaser
 - c. 6:45 Angela Povilaitis
 - d. 7:00 Michael Gordon
 - e. 7:15 David Schwartz
2. Discussion of Candidates and Vacancies

PUBLIC PARTICIPATION

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

ADJOURNMENT OF SPECIAL CITY COMMISSION MEETING

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