

CITY OF HUNTINGTON WOODS
REGULAR MEETING OF THE CITY COMMISSION
MINUTES

Tuesday, September 16, 2014

Mayor Gillham called the Meeting to order at 7:31 p.m.

PRESENT: Mayor Gillham, Mayor Pro-Tem Jenks, Commissioner Olsman, Commissioner Paul and Commissioner White, City Manager Sullivan and City Attorney Rosati

ABSENT: None

City Staff Present: City Clerk/Treasurer Solanskey, Finance Director Lehmann, Public Safety Director Pazuchowski

APPROVAL OF AGENDA

Moved by Commissioner Olsman and supported by Commission Paul to delete Item #7, Right-of-Way Parking Spaces and replace with the discussion of the creation of two new committees.

Upon said resolution being put to a vote, the City Commission voted thereon as follows:

Ayes: Mayor Gillham, Mayor Pro Tem Jenks, Commissioner Paul, Commissioner Olsman and Commissioner White

Nays: None

Absent: None

The Mayor thereupon declared said Resolution adopted.

APPROVAL OF MINUTES

Moved by Commissioner Paul and supported by Commissioner Olsman to approve the minutes for the Regular Meeting of August 19, 2014, the Special Meeting and Closed Session of September 2, 2014.

Upon said Resolution being put to a vote, the City Commission voted thereon as follows:

Ayes: Mayor Gillham, Mayor Pro Tem Jenks, Commissioner Paul, Commissioner Olsman and Commissioner White.

Nays: None

Absent: None

The Mayor thereupon declared said Resolution adopted.

COMMUNICATIONS

Communication from the City of Auburn Hills regarding the repeal of the Michigan Fireworks Safety Act.

Communication from City of Madison Heights requesting federal disaster assistance for the August 11, 2014.

Communication from a resident regarding a water bill penalty.

COUNTY COMMISSIONER REMARKS

County Commissioner Zack reported on the following:

- An informational meeting will be held on the new Great Lakes Water Authority on Thursday, September 18, 2014 at 11 am in the Oakland County Commissioners Auditorium. She urged everyone to visit www.oakgov.com to learn more about the new water authority.
- Oakland County has created a cybersafe assessment tool available to municipalities.
- “Mental Health First Aid Training” to be held at the Pleasant Ridge Recreation Center, it is a free 8 hour training class that teaches a 5-step action plan.
- The Area Agency on Aging expo is on Saturday, October 18, 2014.
- An analysis of the August 11, 2014 sewer back-up and flooding is ongoing.

PUBLIC PARTICIPATION

Linda Kayes of 26338 Humber asked if the analysis will include what residents can do to prevent the basement flooding from happening again.

PRESENTATIONS

Mayor Ronald Gillham presented Teen Council member Calli Jansen with the “Virginia Jones Spirit Award”. Calli reported on the upcoming activities of the Teen Council.

Rob Robertson of the Huntington Woods Men’s Club presented the City and Mayor Gillham with a check for \$14,000 to assist the Public Safety Department with the purchase of the “Jaws of Life”.

RESOLUTION R-73-2014

Detroit Zoological Society – Building Permit Fees

Moved by Commissioner Paul and supported by Mayor Pro Tem Jenks to approve the proposed building permit fees for large non-profit developments.

Upon said Resolution being put to a vote, the City Commission voted thereon as follows:

Ayes: Mayor Gillham, Mayor Pro Tem Jenks,
Commissioner Paul, Commissioner Olsman and
Commissioner White.

Nays: None

Absent: None

The Mayor thereupon declared said Resolution adopted.

Fee Schedule

Construction Amount	Multiplier
Up to 1 Million	1.50%
1 Million+ to 6 Million	1.00%
6 Million+ to -15 Million	.80%
15 Million+ to -21 Million	.60%
21 Million and above	.40%

HVAC, Mechanical and electrical inspections will be charged at actual cost via our mechanical schedule, and be capped at 5% of the building fee. Lastly, the Zoological Society will be required to present the City with a letter of credit equal to 2% of the project cost to cover any performance related issues.

The fee schedule will allow the Zoological Society to continue it's progress on making the Detroit Zoo the finest facility of its kind. Our goal is to make sure that the inspection and safety of the construction work is completed well, at a cost that is reasonable for an institution of this type.

RESOLUTION R-74-2014

Community Needs Assessment – Clearzoning Inc.

City Manager Sullivan explained that this would be a 2- part assessment by Clearzoning Inc. Part one is an assessment of the municipal buildings on 11 Mile Road and part two is an assessment of senior citizen housing needs and possible solutions in the community.

Moved by Mayor Pro Tem Jenks and supported by Commissioner Olsman to approve the proposal by Clearzoning, Inc. 28021 Southfield Road, Lathrup Village, MI 48076 to conduct a Community Needs Assessment to be used as a framework to guide future discussion on city facility needs and new housing options for older residents for a cost not to exceed \$11,500.

Upon said Resolution being put to a vote, the City Commission voted thereon as follows:

Ayes: Mayor Gillham, Mayor Pro Tem Jenks, Commissioner Paul, Commissioner Olsman and Commissioner White.

Nays: None

Absent: None

The Mayor thereupon declared said Resolution adopted.

RESOLUTION R-75-2014

Library Services Agreement with Pleasant Ridge

Moved by Commissioner White and supported by Mayor Pro Tem Jenks to approve the Library Services Agreement between the City of Huntington Woods and the City of Pleasant Ridge.

Upon said Resolution being put to a vote, the City Commission voted thereon as follows:

Ayes: Mayor Gillham, Mayor Pro Tem Jenks, Commissioner Paul, Commissioner Olsman and Commissioner White.

Nays: None

Absent: None

The Mayor thereupon declared said Resolution adopted.

LIBRARY SERVICES AGREEMENT

**Between
The City of Huntington Woods
And
The City of Pleasant Ridge**

THIS AGREEMENT, made and entered into as of this 1st day January 2015, by and between the **CITY OF HUNTINGTON WOODS**, Oakland County, Michigan a Michigan home rule city, whose address is 26815 Scotia Road, Huntington Woods, Michigan 48070 and the **CITY OF PLEASANT RIDGE**, Oakland County, Michigan, a Michigan home rule city, whose address is 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069.

WITNESSETH:

WHEREAS, the City of Huntington Woods operates a public library and provides full services to its residents; and

WHEREAS, the City of Pleasant Ridge does not operate a library, but wishes to have library services made available to its residents by the City of Huntington Woods, and is willing to pay a fee therefore; and

WHEREAS, the parties are authorized to enter into a contract for such purpose pursuant to MCL 124.1, et seq. and Act 92 of the Public Acts of 1952, MCL 397.471, et seq.

NOW THEREFORE, it is agreed as follows:

1. The City of Huntington Woods hereby agrees to provide library services to residents of the City of Pleasant Ridge. Library Services provided pursuant to this Agreement shall be provided at the City of Huntington Woods, 26815 Scotia Road, Huntington Woods, Michigan 48070, and shall be in accordance with the City of Huntington Woods Library Response to Pleasant Ridge Request for Proposal dated December 11, 2003, incorporated herein by reference (the "Library Services").
2. In consideration for the provision of Library Services, the City of Pleasant Ridge agrees to assign to the City of Huntington Woods Library, state aid and penal fines allocated to the City of Pleasant Ridge pursuant to the provision of Act 59 of the Public Acts of Michigan 1964, MCL 397.31, et seq. In further consideration of the Library Services to be provided the City of Pleasant Ridge hereby agrees to pay to the City of Huntington Woods a base service fee of \$40,597.00 in 2015. The base fee for 2016-19 shall be the fee for the immediately preceding year multiplied by the lesser of 1.03 or the inflation rate used for property tax purposes under P.A. 415 of 1994.
3. The parties agree to cooperate with each other in the drafting, execution and filing of such documents or supplemental agreements as may be necessary to accomplish the assignment of state aid and penal fines as contemplated by Agreement.
4. This Agreement shall be effective as of January 1, 2015 and shall remain in effect for five (5) years thereafter, through December 31, 2019. The Agreement may be extended thereafter upon such terms as the parties may mutually agree.
5. The advisory Library Board of the City of Huntington Woods shall be maintained at seven (7) members, with two members to be residents of the City of Pleasant Ridge and appointed as may be determined appropriate by the Mayor and City Commission of the City of Pleasant Ridge. The terms of such members of the advisory Library

Board from the City of Pleasant Ridge shall not extend beyond the effective date of this Agreement.

6. The City of Huntington Woods reserves the right to expand or contract the scope of Library Services offered to its residents and to the residents of the City of Pleasant Ridge, and to vary or alter, temporarily or permanently, days and hours of operation of the Library. The fundamental measure of services to be provided to residents of the City of Pleasant Ridge is that they be the same as the Library Services offered to the residents of the City of Huntington Woods. In the event, however, that library hours or services are significantly reduced below current levels, the City of Pleasant Ridge shall have the right to terminate the Agreement in accordance with procedures set forth in paragraph 9. The City of Pleasant Ridge shall be entitled to an equitable adjustment of fees as of the date of such reduction of hours or services, and a pro rata refund of amounts previously paid to the City of Huntington Woods as of the date the provision of services ends.
7. Except as otherwise provided, this Agreement may be terminated during the initial five (5) year term thereof only for breach. Any claim of breach by the City of Huntington Woods shall be submitted to the advisory Library Board and to the City Commission for the City of Huntington Woods in writing. At least forty five (45) days shall be provided to the City of Huntington Woods to cure such alleged breach. If such breach is not so cured, the City of Pleasant Ridge shall be entitled to an equitable adjustment of fees as of the date of such reduction of hours or services, and a pro rata refund of amounts previously paid to the City of Huntington Woods as of the date the provision of services ends.
8. Neither the City of Huntington Woods nor the City of Pleasant Ridge shall assign, subcontract or transfer its interest in this Agreement without the written consent of the other.
9. If any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provision shall not in any way be affected or impaired thereby.
10. This Agreement may only be amended by a written agreement approved by the City Commissions of the respective parties and signed by representatives of the parties.
11. This Agreement is intended to be a complete statement of the obligations of the parties, and supersedes all previous understandings, negotiations, and proposals. No waiver, alteration, or modification of any provision hereof shall be binding, unless in writing and signed by a duly authorized representative of each party.
12. This Agreement shall be governed by and constructed in accordance with the laws of the State of Michigan.

THIS AGREEMENT was authorized by the City of Pleasant Ridge City Commission by adoption of Resolution # _____ on _____, 2014.

THIS AGREEMENT was authorized by the City of Huntington Woods City Commission by adoption of Resolution # R-75-2014 on September 16, 2014.

IN WITNESS WHEREOF, this Library Services Agreement has been executed by the parties as of the day and year written above.

CITY OF HUNTINGTON WOODS

CITY OF PLEASANT RIDGE

By: _____
Ronald F. Gillham
Mayor

By: _____
Kurt Metzger
Mayor

By: _____
Joy Solanskey
City Clerk

By: _____
Amy Drealan
City Clerk

Approved as to Form:

Approved as to Substance:

By: _____
Carol Rosati
City Attorney

By: _____
James Breuckman
City Manager

Approved as to Form:

By: _____
Gregory K. Need
Interim City Attorney

RESOLUTION R-76-2014
Adoption of Oakland County Hazard Mitigation Plan

Moved by Mayor Pro Tem Jenks and supported by Commissioner Paul to approve the adoption of the Oakland County Hazard Mitigation Plan.

Upon said Resolution being put to a vote, the City Commission voted thereon as follows:

Ayes: Mayor Gillham, Mayor Pro Tem Jenks, Commissioner Paul, Commissioner Olsman and Commissioner White.

Nays: None

Absent: None

The Mayor thereupon declared said Resolution adopted.

Resolution R-76 -2014
A Resolution of the City Commission of the City of Huntington Woods
Adopting the Oakland County Hazard Mitigation Plan

WHEREAS, the mission of the City Commission of the City of Huntington Woods includes the charge to protect the health, safety, and general welfare of the people of the City of Huntington Woods; and

WHEREAS, the City of Huntington Woods , Michigan is subject to flooding, tornadoes, winter storms, and other natural, technological, and human hazards; and

WHEREAS, and the Oakland County Homeland Security Division and the Oakland County Local Emergency Planning Committee, comprised of representatives from the County, municipalities, and stakeholder organizations, have prepared a recommended Hazard Mitigation Plan that reviews the options to protect people and reduce damage from these hazards; and

WHEREAS, the City of Huntington Woods has participated in the planning process for development of this Plan, providing information specific to local hazard priorities, encouraging public participation, identifying desired hazard mitigation strategies, and reviewing the draft Plan; and

WHEREAS, the Oakland County Homeland Security Division (HSD), with the Oakland County Local Emergency Planning Committee (LEPC), has developed the OAKLAND COUNTY HAZARD MITIGATION PLAN (the “Plan”) as an official document of the County and establishing a County Hazard Mitigation Coordinating Committee, pursuant to the Disaster Mitigation Act of 2000 (PL-106-390) and associated regulations (44 CFR 210.6); and

WHEREAS, the Plan has been widely circulated for review by the County’s residents, municipal officials, and state, federal, and local review agencies and has been revised to reflect their concerns; and

NOW THEREFORE BE IT RESOLVED by the City Commission of the City of Huntington Woods that:

1. The Oakland County Hazard Mitigation Plan is hereby adopted as an official plan of the City of Huntington Woods.
2. The City Commission is charged with supervising the implementation of the Plan’s recommendations, as they pertain to the City of Huntington Woods and within the funding limitations as provided by the City Commission of the City of Huntington Woods or other sources.
3. The Director of Public Safety shall give priority attention to the following action items recommended in portions of the Plan specific to the City of Huntington Woods:
 - a. Adopt Chapter 5, Hazard Assessment, Section 5.2.23 Community Input, City of Huntington Woods, page 119.
 - b. Adopt Chapter 6, Hazard Mitigation, Section 6.3.1 Community Identified Mitigation Strategies, City of Huntington Woods, page 157.

Passed by the City Commission of the City of Huntington Woods on the 16th day of September, 2014.

Ronald F. Gillham, Mayor

RESOLUTION R-77-2014

HW Emergency Management Coordinator and Liaison

Moved by Commissioner Olsman and supported by Commissioner White to appoint the Oakland County Emergency Management Coordinator as the City of Huntington Woods Emergency Management Coordinator and appoint the Huntington Woods Public Safety Director as the Emergency Management Liaison.

Upon said Resolution being put to a vote, the City Commission voted thereon as follows:

Ayes: Mayor Gillham, Mayor Pro Tem Jenks, Commissioner Paul, Commissioner Olsman and Commissioner White.

Nays: None

Absent: None

The Mayor thereupon declared said Resolution adopted.

RESOLUTION R-77 -2014

**A Resolution of the City Commission of the City of Huntington Woods
Appointing the Oakland County Emergency Management Coordinator as the City of
Huntington Woods Emergency Management Coordinator and designating an
Emergency Management Liaison.**

WHEREAS, the Emergency Management Act 390, 1976, MCL 30.409 (3), as amended, provides for planning, response, recovery and mitigation for natural and man-made disasters within the State of Michigan; and.

WHEREAS, the Emergency Management Act 390, 1976, MCL 30.409 (3), as amended, allows a municipality to either appoint a Municipal Emergency Management Coordinator or appoint the Coordinator of the County as the Municipal Emergency Management Coordinator; and,

WHEREAS, the Commission of the City of Huntington Woods desires to confirm its appointment of the Oakland County Emergency Management Coordinator as its Emergency Management Coordinator and to designate a liaison person to work with the County Coordinator on all matters pertaining to emergency management, disaster preparedness and recovery assistance.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Commission of the City of Huntington Woods, to hereby appoint the Oakland County Emergency Management Coordinator, as the City of Huntington Woods Emergency Management Coordinator, effective September 16, 2014.

BE IT FURTHER RESOLVED, that the Director of Public Safety, be hereby designated as the liaison to the Oakland County Emergency Management Coordinator

Resolved this 16th day of September, 2014.

Ronald F. Gillham, Mayor

RESOLUTION R-79-2014

Public Safety Equipment Purchase

Moved by Mayor Pro Tem Jenks and supported by Commissioner White that the City of Huntington Woods purchase six Dell latitude Computers designed for public safety use through Oakland County Clemis as per Huntington Woods Ordinance Chapter 2, Article V, Division 2, purchasing from other governmental units, on contract #51AFA for a total price including software and training for \$20,734.62. Monies budgeted in the 2014-15 Capital Improvements Purchase fund.

Upon said Resolution being put to a vote, the City Commission voted thereon as follows:

Ayes: Mayor Gillham, Mayor Pro Tem Jenks,
Commissioner Paul, Commissioner Olsman and
Commissioner White.

Nays: None

Absent: None

The Mayor thereupon declared said Resolution adopted.

RESOLUTION R-79-2014

Approval for Advisory Emergency Response Task Force Committee and Advisory
Communication Committee

Moved by Commissioner Olsman and seconded by Commissioner
Paul to create two new advisory committees. The Advisory
Emergency Response Task Force and the Advisory Communication
Committee.

Upon said Resolution being put to a vote, the City Commission voted
thereon as follows:

Ayes: Mayor Gillham, Mayor Pro Tem Jenks,
Commissioner Paul, Commissioner Olsman and
Commissioner White.

Nays: None

Absent: None

The Mayor thereupon declared said Resolution adopted.

Advisory Emergency Response Task Force: The objective of the advisory
committee is to review the City's response plans in an emergency situation and to
make recommendations on methods that will enhance the City's response to
residents's needs in an emergency. The task force will have one year to prepare a
report for the City Commission and the public to review.

Advisory Communication Committee: The objective of the advisory committee is to
review different methods of communicating with residents and businesses in
emergency and non-emergency situations and make recommendations on how to
modernize and improve the City's communication effectiveness. The committee will
review both technological tools such as the City's website, current social media
platforms, and automatic phone messaging as well as non-technological tools such as
the newsletter. The committee will make recommendation on what communication
tools will expand the City's ability to communicate and expected staffing
requirements to implement the recommendations.

The City Commission determined interviews for residents interested in a position on
these two committees would be conducted before the City Commission meetings of
October 7, 2014 and October 21, 2014.

RESOLUTION R-80-2014

Appointment of Deputy City Clerk

Moved by Commissioner Paul and seconded by Mayor Pro Tem Jenks to appoint Ruth Lee as the Deputy City Clerk. Oath to will be administered during regular City Hall hours.

Upon said Resolution being put to a vote, the City Commission voted thereon as follows:

Ayes: Mayor Gillham, Mayor Pro Tem Jenks, Commissioner Paul, Commissioner Olsman and Commissioner White.

Nays: None

Absent: None

The Mayor thereupon declared said Resolution adopted.

The following reports and minutes were brought in front of the City Commission.

- a. Treasurer's Report, July, 2014

The reports and minutes were received and filed.

WARRANT 289

Moved by Commissioner Paul and supported by Mayor Pro Tem Jenks that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by September 16, 2014 and paid between August 16, 2014 and September 16, 2014 on pages 1 through 8 in the amount of \$1,247,926.48 be approved and paid, subject to full audit.

Upon said resolution being put to a vote, the City Commission voted thereon as follows:

Carried unanimously

The Mayor thereupon declared said Resolution adopted.

PUBLIC PARTICIPATION

Ari Smargon asked if FEMA had toured the City and what was the status of claim forms filled out by the residents.

Susan Karabelnick thanked the Public Safety Department.

CITY MANAGER REPORT

City Manager Amy Sullivan updated the City Commission on the flood recovery. 6.5 million pounds of trash and debris were picked up by Tringali, Republic and other means. Estimated cost just for Tringali is \$625,000. Repairs are still ongoing in City buildings including the Library. She thanked the City employees as a magnificent crew. The Department Heads handled the cleanup of their facilities. Riki, Joy and Ruth fielded hundreds of phone calls. Hank and Claire oversaw the garbage pickup and the DPW worked overtime to cleanup the City. She said the City should be proud of all employees.

COMMISSIONER'S REMARKS

Mayor Pro Tem Jenks said the community and staff did an unbelievably good job in dealing with the flooding aftermath. He thanked all.

Commissioner White thanked the staff and noted that the George W. Kuhn Drain took a \$3.7 million dollar hit in damages.

Commissioner Olsman noted that there was a lot of frustration in the aftermath of the flooding but amazingly all the garbage was picked up. He also thanked the staff and wished everyone a Healthy and Happy New Year.

Commissioner Paul also thanked the City Staff. The Huntington Woods Men's Club Donut and Cider Sale is on October 11, 2014.

Mayor Gillham said he agreed with a good percentage of what has been said. He urged residents to volunteer and sign up for the new committees.

The Regular City Commission Meeting adjourned at 9:29 pm.

Joy Solanskey, City Clerk

Ronald Gillham, Mayor