

**MINUTES OF THE VIRTUAL & IN-PERSON  
REGULAR MEETING OF THE HIGHLAND PARK CITY COUNCIL**

**FEBRUARY 6, 2023**

Council convened at 7:06 p.m. with Council President Thomas presiding.

Present: Council Pro Tem Robinson, Councilwoman Manica, Councilwoman Martin, Councilman Ash-Shafii, and Council President Thomas (5).

Absent: (0).

A quorum being present, Council was declared in session.

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**APPROVAL OF AGENDA**

Moved by Councilwoman Manica  
Supported by Council President Thomas

To approve the agenda with the removal of item Vd, VIId, and all items from the Police department, and the addition of a resolution for tablets for City Council. Yeas (2) Manica and Thomas, Nays (3) Ash-Shafii, Martin and Robinson.

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**APPROVAL OF MINUTES**

Moved by Councilwoman Manica  
Supported by Council President Thomas

To approve the minutes of the In-Person and Virtual Regular meeting held December 19, 2022. Yeas (3) Martin, Manica and Thomas, Nays (2) Ash-Shafii and Robinson, Absent (0).

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Moved by Councilman Ash-Shafii  
Supported by Council Pro Tem Robinson

To approve the minutes of the In-Person and Virtual Regular meeting held January 2, 2023 with the necessary corrections. Yeas (5), Nays (0), Absent (0).

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Moved by Councilwoman Manica  
Supported by Councilman Ash-Shafii

To approve the minutes of the In-Person and Virtual Special meeting held January 23, 2023. Yeas (5), Nays (0), Absent (0).

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**TABLED ITEMS**

**02-06-23 V**

For the sake of record Council Pro Tem Robinson asked that the agenda be right in the future.

Moved by Councilman Ash-Shafii  
Supported by Councilwoman Manica

To take items Va Request To Solicit Bids For On Call Tree Trimming, Vb Resolution To Solicit Quotes To Cut Grass, and Vc Resolution To Issue RFQ To Solicit Bids for Street Sweeping off the table. Yeas (5), Nays (0), Absent (0).

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**02-06-23 Va**

The following resolution was submitted for approval.

**REQUEST TO ISSUE RFQ TO SOLICIT BIDS FOR ON CALL PROFESSIONAL TREE TRIMMING/ARBORIST SERVICES**

Moved by Councilwoman Manica  
Supported by Councilwoman Martin

**WHEREAS**, the City of Highland Park is responsible for maintenance of City rights-of-way; and

**WHEREAS**, the City has a need for professional tree trimming/arborist services to prune overgrown trees and remove dangerous/dead trees that pose serious liability to the City; and

**WHEREAS**, the City desires to contract with a bonded, licensed, and insured professional tree trimming/arborist service that handles complete removal of dangerous trees and tree stumps on-call to service the City of Highland Park; and

**WHEREAS**, DPW is seeking approval to issue an RFQ to solicit bids for the above services; and

**NOW, THEREFORE, BE IT RESOLVED** that the City approves DPW issuing an RFQ to solicit bids for an on-call professional tree trimming/arborist service.

To move the above item to the February 21 Workshop meeting. Yeas (4), Nays (1) Ash-Shafii, Absent (0).

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**02-06-23 Vb**

The following resolution was submitted for approval.

**RESOLUTION TO SOLICIT QUOTES TO CUT GRASS ON 1470 CITY OWNED PROPERTIES**

Moved by Councilwoman Manica  
Supported by Council President Thomas

**WHEREAS**, the City of Highland Park is responsible for the health and welfare of its citizens as well as the maintenance of its infrastructures; and

**WHEREAS**, grassy surfaces, if not maintained on a regular basis, can create sight hazards; attract pests and illegal dumping of garbage; impact the city stormwater system; and detract from the appearance, health and viability of the City; and

**WHEREAS**, the Department of Public Works desires to solicit bids for mowing 1470 city-owned properties twice per month from April thru mid-July and as needed for the balance of the mowing season; and

**WHEREAS**, addresses for each of the 1470 properties, by City Council District, will be sent with the RFQ; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City authorizes the Department of Public Works to solicit bids for mowing 1470 city-owned properties twice per month from April thru mid-July and as needed for the balance of the mowing season. Yeas (2) Manica and Thomas, Nays (3) Ash-Shafii, Martin and Robinson, Absent (0).

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**02-06-23 Vc**

The following resolution was submitted for approval.

**RESOLUTION TO ISSUE RFQ TO SOLICIT BIDS FOR STREET SWEEPING**

Moved by Councilwoman Manica  
Supported by Council President Thomas

For the record Councilman Ash-Shafii stated he is not trying to be difficult but is opposed to voting on any item that could be detrimental to the city.

**WHEREAS**, the City of Highland Park has 7 miles of major roadways and 46 miles of local roadways; and

**WHEREAS**, the appearance of the City is vital to the health, safety and well-being of the residents and the public at large; and

**WHEREAS**, the appearance of the City will enhance future economic development prospects and the financial recovery of the City of Highland Park; and

**WHEREAS**, removing debris from the streets allows for the free flow of water into the storm system and prevents street flooding due to clogged drains; and

**WHEREAS**, DPW wishes to issue an RFQ to solicit new bids because Progressive Sweeping's contract expires at the end of 2022; and

**NOW, THEREFORE, BE IT RESOLVED** that the City authorizes DPW to issue an RFQ to solicit bids for street sweeping. Yeas (3) Martin, Manica and Thomas, Nays (2) Ash-Shafii and Robinson, Absent (0).

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**02-06-23 Ve**

The following resolution was submitted for approval.

**RESOLUTION TO SELL THE VACANT COMMERCIAL LOT AT 15 VICTOR TO ANGELO DARRYL FREEMAN**

Moved by Councilwoman Manica  
Supported by Council President Thomas

To remove from the table. Yeas (3) Martin, Manica and Thomas, Nays (2) Ash-Shafii and Robinson, Absent (0).

Moved by Councilwoman Manica  
Supported by Councilman Ash-Shafii

**WHEREAS**, The City of Highland Park holds in its inventory a surplus of City-owned parcels that are not producing a taxable, habitable and general benefit to the City and its residents; and,

**WHEREAS**, it is the goal of the City to decrease the number of city-owned parcels and return them to productive use; and,

**WHEREAS**, the City of Highland Park is the owner of the vacant commercial lot at 15 Victor, Highland Park, MI; and,

**WHEREAS**, The City of Highland Park' Assessor has assessed the property and its determining that \$9,000.00 is an appropriate price to sell this property.

**NOW, THEREFORE, BE IT RESOLVED**, that the Highland Park City Council approves the sale of the vacant commercial lot located at 15 Victor, Highland Park, MI, at the cost of \$9,000.00.

To remove the above item from the agenda. Yeas (5), Nays (0), Absent (0).

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**CITY ADMINISTRATOR  
02-06-23 VI**

The following resolution was submitted for approval.

**RESOLUTION TO ISSUE AN RFP TO SOLICIT AN URBAN PLANNING FIRM**

Moved by Councilman Ash-Shafii  
Supported by Councilwoman Manica

**WHEREAS**, the city has assets that, if properly utilized, will accelerate the growth and development of the city; and

**WHEREAS**, the city wishes to explore the cost and qualifications of hiring an urban planner to assist in implementing forward planning initiatives for the city; and

**WHEREAS**, the planner would assist the Community and Economic Development Department in the physical improvement of the community as well as the attraction and retention of business and development investment (see detailed responsibilities attached); and

**NOW, THEREFORE, BE IT RESOLVED**, that the city approves issuing an RFP to solicit an urban planning firm. Yeas (5), Nays (0), Absent (0).

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- \* Council President Thomas called for a recess at 9:15 pm, Council President left the meeting.
- \* Councilwoman Manica left the meeting at 9:16 pm.
- \* Council President Thomas returned at 9:17 pm.
- \* Councilwoman Manica returned at 9:19 pm.
- \* Meeting resumed at 9:19 pm.

**COMMUNITY DEVELOPMENT  
02-06-23 VII a**

The following resolution was submitted for approval.

**RESOLUTION TO ACCEPT ROUND 8 NEIGHBORHOOD ENHANCEMENT  
PROGRAM (NEP) GRANT**

Moved by Councilman Ash-Shafii  
Supported by Council Pro Tem Robinson

**WHEREAS**, on October 3, 2022, the city approved a resolution to apply for Round Eight of the Neighborhood Enhancement Program (NEP); and

**WHEREAS**, the program's intent is to fund tangible housing-oriented activities that are: implementation ready; highly visible; impactful to the area and resident's quality of life; and where there is buy-in and demonstrated support within the area and where people are engaged and facilitating change; and

**WHEREAS**, on January 17, 2023, Highland Park received a notice from MSHDA for the reservation of \$75,000 in funding for the city; and

**WHEREAS**, the grant will be used for exterior renovations on eligible homes on the first block of Winona; and

**NOW, THEREFORE, BE IT RESOLVED**, that the city approves acceptance of the Round Eight of the Neighborhood Enhancement Program (NEP) in the amount of \$75,000. Yeas (5), Nays (0), Absent (0).

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**02-06-23 VII b**

The following resolution was submitted for approval.

**RESOLUTION TO SELL THE VACANT RESIDENTIAL ADJACENT LOT AT 126 FLORENCE TO THE ADJACENT PROPERTY OWNER AT 124 FLORENCE**

Moved by Councilman Ash-Shafii  
Supported by Councilwoman Manica

**WHEREAS**, The City of Highland Park holds in its inventory a surplus of City-owned parcels that are not producing a taxable, habitable and general benefit to the City and its residents; and,

**WHEREAS**, it is the goal of the City to decrease the number of city-owned parcels and return them to productive use; and,

**WHEREAS**, the City of Highland Park is the owner of the vacant adjacent lot at 126 Florence, (vacant lot adjacent to resident's home); and,

**WHEREAS**, all fees have been previously paid, and required clearances obtained from the Water Department, Treasurer, City Engineer, CED and Legal Departments are signed off and ready to purchase; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council approves the sale of the vacant lot located in Highland Park, MI, at the cost of \$500.

To table to next Workshop Meeting February 21, 2023. Yeas (5), Nays (0), Absent (0).

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**02-06-23 VII c**

The following resolution was submitted for approval.

**RESOLUTION TO SELL THE VACANT RESIDENTIAL ADJACENT LOT AT 373 ELMHURST TO THE ADJACENT PROPERTY OWNER AT 371 ELMHURST**

Moved by Councilman Ash-Shafii  
Supported by Council Pro Tem Robinson

**WHEREAS**, The City of Highland Park holds in its inventory a surplus of City-owned parcels that are not producing a taxable, habitable and general benefit to the City and its residents; and,

**WHEREAS**, it is the goal of the City to decrease the number of city-owned parcels and return them to productive use; and,

**WHEREAS**, the City of Highland Park is the owner of the vacant adjacent lot at 373 Elmhurst, (vacant lot adjacent to resident's home); and,

**WHEREAS**, all fees have been previously paid, and required clearances obtained from the Water Department, Treasurer, City Engineer, CED and Legal Departments are signed off and ready to purchase; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council approves the sale of the vacant lot located in Highland Park, MI, at the cost of \$500.

To table to next Workshop Meeting February 21, 2023. Yeas (5), Nays (0), Absent (0).

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**02-06-23 VII d**

The following resolution was submitted for approval.

**RESOLUTION TO SELL THE VACANT RESIDENTIAL ADJACENT LOT AT 287 EASON TO THE ADJACENT PROPERTY OWNER AT 288 MOSS**

Moved by Councilwoman Manica  
Supported by Councilman Ash-Shafii

**WHEREAS**, The City of Highland Park holds in its inventory a surplus of City-owned parcels that are not producing a taxable, habitable and general benefit to the City and its residents; and,

**WHEREAS**, it is the goal of the City to decrease the number of city-owned parcels and return them to productive use; and,

**WHEREAS**, the City of Highland Park is the owner of the vacant adjacent lot at 287 Eason, (vacant lot adjacent to resident's home); and,

**WHEREAS**, all fees have been previously paid, and required clearances obtained from the Water Department, Treasurer, City Engineer, CED and Legal Departments are signed off and ready to purchase; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council approves the sale of the vacant lot located in Highland Park, MI, at the cost of \$500.

To remove this item from the agenda. Yeas (5), Nays (0), Absent (0).

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**02-06-23 VII e**

The following resolution was submitted for approval.

**RESOLUTION TO SELL THE VACANT RESIDENTIAL ADJACENT LOT AT 238 FORD TO THE ADJACENT PROPERTY OWNER AT 242 FORD**

Moved by Councilman Ash-Shafii  
Supported by Councilwoman Martin

**WHEREAS**, The City of Highland Park holds in its inventory a surplus of City-owned parcels that are not producing a taxable, habitable and general benefit to the City and its residents; and,

**WHEREAS**, it is the goal of the City to decrease the number of city-owned parcels and return them to productive use; and,

**WHEREAS**, the City of Highland Park is the owner of the vacant adjacent lot at 238 Ford, (vacant lot adjacent to resident's home); and,

**WHEREAS**, all fees have been previously paid, and required clearances obtained from the Water Department, Treasurer, City Engineer, CED and Legal Departments are signed off and ready to purchased; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council approves the sale of the vacant lot located in Highland Park, MI, at the cost of \$500.

To table to the February 21, 2023 Workshop Meeting. Yeas (5), Nays (0), Absent (0).

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**02-06-23 VII f**

The following resolution was submitted for approval.

**RESOLUTION TO SELL THE VACANT RESIDENTIAL ADJACENT LOT AT 142 COLORADO TO THE ADJACENT PROPERTY OWNER AT 146 COLORADO**

Moved by Councilman Ash-Shafii  
Supported by Councilwoman Martin

**WHEREAS**, The City of Highland Park holds in its inventory a surplus of City-owned parcels



that are not producing a taxable, habitable and general benefit to the City and its residents; and,

**WHEREAS**, it is the goal of the City to decrease the number of city-owned parcels and return them to productive use; and,

**WHEREAS**, the City of Highland Park is the owner of the vacant adjacent lot at 142 Colorado, (vacant lot adjacent to resident's home); and,

**WHEREAS**, all fees have been previously paid, and required clearances obtained from the Water Department, Treasurer, City Engineer, CED and Legal Departments are signed off and ready to purchased; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council approves the sale of the vacant lot located in Highland Park, MI, at the cost of \$500.

To table to the next Workshop Meeting February 21, 2023. Yeas (5), Nays (0), Absent (0).

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**FIRE  
02-06-23 VIII**

The following resolution was submitted for approval.

**RESOLUTION TO APPLY FOR FEMA FISCAL YEAR 2022 ASSISTANCE TO  
FIREFIGHTERS GRANT PROGRAM**

Moved by Councilman Ash-Shafii  
Supported by Council Pro Tem Robinson

**WHEREAS**, the City was notified of a Fiscal Year 2022 Assistance to Firefighters Grant Program which includes a program to Replace Unsafe Vehicles older, especially those older than 1992; and

**WHEREAS**, additionally, per NFPA 1901, ANNEX D, "Apparatus that were not manufactured to the applicable NFPA fire apparatus standards or that are over 25 years old should be replaced"; and

**WHEREAS**, Engine 3 (ready-reserve), is now 26 years old and Engine 1, the first due and only in-service engine, will be 25 years old this year (2023); and

**WHEREAS**, finally, the Highland Parle Fire Department is looking to better serve its residents by providing MFR style priority EMS runs, when the private ambulance service is able to respond in a timely manner; and

**WHEREAS**, with the current state of fire apparatus, this is not possible due to the fact more wear and tear on the vehicles exponentially increases the odds of breaking down, and HPFD cannot afford that; and

**NOW, THEREFORE, BE IT RESOLVED** that the City approves applying for the Fiscal Year

2022 Assistance to Firefighters Grant Program in an effort to replace one of its current unsafe vehicles. Yeas (5), Nays (0), Absent (0).

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For the record Councilman Ash-Shafii stated that Troy's Towing has been a wonderful steward in the City.

**POLICE**  
**02-06-23 IX a**

The following resolution was submitted for approval.

**RESOLUTION TO ISSUE RFP FOR TOWING AND VEHICLE STORAGE SERVICES**

Moved by Council Pro Tem Robinson  
Supported by Councilwoman Martin

**WHEREAS**, the City desires to procure vehicle towing and vehicle storage services for City-owned and privately-owned vehicles when necessary to maintain public safety; and

**WHEREAS**, the contractor shall be responsible for the clearing of cars and all other debris from the scene as directed by the Officer in Charge or as necessary for the safety of all other vehicles and persons; and

**WHEREAS**, upon request of the Highland Park Chief of Police or his designee, contractor will tow and store all motor vehicles under 10,000 GVW ordered removed pursuant to applicable laws; and

**NOW, THEREFORE, BE IT RESOLVED** that the City approves issuing an RFP towing, storage, and clean-up services.

To table to the February 21, 2023 Regular Meeting. Yeas (5), Nays (0), Absent (0).

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**02-06-23 IX b**

The following resolution was submitted for approval.

**RESOLUTION TO PURCHASE TWO FLOCK SAFETY ALPR CAMERAS**

Moved by Councilman Ash-Shafii  
Supported by Councilwoman Martin

**WHEREAS**, the City of Highland Park is responsible for the health and safety of its residents; and

**WHEREAS**, the City wishes to use Flock Safety cameras to identify outside people dumping in

the city by placing the cameras in areas of the city where a high number of incidents of dumping have occurred; and

**WHEREAS**, the cameras can also be used to help identify stolen vehicles; and

**WHEREAS**, the City received a quote from Flock Safety for two cameras at a cost of \$2500 each per year along with a one-time \$700 implementation fee; and

**NOW, THEREFORE, BE IT RESOLVED** that the city approves entering into a subscription with Flock Safety for two cameras for two years at a cost not to exceed \$10,700.

To remove this item from the agenda. Yeas (5), Nays (0), Absent (0).

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**02-06-23 IX c**

The following agreement was submitted for approval.

**ANIMAL SHELTERING AGREEMENT**

Moved by Councilwoman Manica  
Supported by Councilman Ash-Shafii

To remove this item from the agenda. Yeas (5), Nays (0), Absent (0).

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**PUBLIC WORKS**

**02-06-23 X a**

The following resolution was submitted for approval.

**RESOLUTION TO APPROVE TEMPORARY SNOW-EMERGENCY CONTRACT FOR SNOW REMOVAL ON MAJOR ROADS AND STREET SALTING**

Moved by Councilman Ash-Shafii  
Supported by Council Pro Tem Robinson

**WHEREAS**, the City of Highland Park is responsible for the health and safety of its residents; and

**WHEREAS**, the City of Highland Park has 7 miles of major roadways (see attached list of roadways that will be plowed); and

**WHEREAS**, snow accumulation and ice become a hazard to residents and visitors alike; and

**WHEREAS**, the City does not have sufficient equipment to clear roads on a timely basis; and

**WHEREAS**, after multiple contacts with snow contractors, the only contractor submitting a bid is Ameriscape Outdoor Services, LLC; and

**WHEREAS**, Ameriscape Outdoor Services LLC has bid a price of \$8,750 per push once the snow has reached a minimum of 4-6" (see attached); and

**WHEREAS**, their bid for salt applications is \$230 per ton; and

**WHEREAS**, the term of the contract will be January 24, 2023 thru March 31, 2023; and

**NOW, THEREFORE, BE IT RESOLVED** that the City approves DPW issuing a temporary snow-emergency contract for snow removal and street salting services on major roads. Yeas (5), Nays (0), Absent (0).

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**02-06-23 X b**

The following resolution was submitted for approval.

**RESOLUTION TO ISSUE RFQ TO SOLICIT BIDS FOR SNOW REMOVAL ON MAJOR ROADS AND STREET SALTING**

Moved by Councilman Ash-Shafii  
Supported by Councilwoman Manica

**WHEREAS**, the City of Highland Park is responsible for the health and safety of its residents; and

**WHEREAS**, the City of Highland Park has 7 miles of major roadways; and

**WHEREAS**, snow accumulation and ice become a hazard to residents and visitors alike; and

**WHEREAS**, the City does not have sufficient equipment to clear roads on a timely basis; and

**WHEREAS**, the City wishes to issue an RFQ for snow removal and salting services on major roads; and

**NOW, THEREFORE, BE IT RESOLVED** that the City approves DPW issuing an RFQ for snow removal and street salting services on major roads. Yeas (5), Nays (0), Absent (0).

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**TREASURER**  
**02-06-23 XI**

The following resolution was submitted for approval.

**RESOLUTION APPROVING THE REAPPOINTMENTS AND APPOINTMENT TO**

**THE BOARD OF REVIEW IN THE CITY OF HIGHLAND PARK**

**WHEREAS**, in accordance with Section 9-3 of the City of Highland Park Charter, the City of Highland Park may appoint a Board of Review to hear and determine appeals from property tax assessments, and,

**WHEREAS**, the Board of Review shall be representative of a cross-section of the community and shall be composed of three, six, or nine residents and electors of the City of Highland Park, who shall be appointed by the majority of the City Council, and,

**WHEREAS**, on February 6, 2023, the City Council appointed five members to the Board of Review for two-year terms, the Board of Review consist of three members and two alternate for two-year terms, NOW,

**THEREFORE, BE IT RESOLVED THAT**, the Highland Park City Council approves the re-appointments and the appointments to the Board of Review for the City of Highland Park beginning on March 1, 2023 as follows:

- Nathan Harvey            2-year term ending February 28, 2025
- Florence Hamilton      2-year term ending February 28, 2025
- Raoul Harlin             2-year term ending February 28, 2025
- Brian Donovan          2-year term ending February 28, 2025
- Lucy Frye                 2-year term ending February 28, 2025

Moved by Council Pro Tem Robinson  
Supported by Councilman Ash-Shafii

To reappoint and appoint the following persons.

- Diane Hoye               2-year term ending February 28, 2025
- Lucy Frye                2-year term ending February 28, 2025
- Raoul Harlin             2-year term ending February 28, 2025
- Brian Donovan          2-year term ending February 28, 2025

- \* Council President Thomas called for a recess at 11:01 pm.
- \* Councilman Ash-Shafii left the meeting at 11:01 pm.
- \* Councilwoman Martin left the meeting at 11:02 pm
- \* Councilman Ash-Shafii returned at 11:03 pm.
- \* Councilwoman Martin returned at 11:04 p.m.
- \* Meeting resumed at 11:04 pm.

For the record, it was confirmed that Diane Hoye is not a registered elector in Highland Park.

Council Pro Tem Robinson withdrew her motion.

Moved by Councilman Ash-Shafii  
Supported by Council Pro Tem Robinson

To table to the February 21, 2023 Regular Meeting. Yeas (5), Nays (0), Absent (0).

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**OUTSIDE COMMUNICATION  
02-06-23 XII**

The following communication was received from Soul Harvest ministries.

Bishop Lewis E. Evans has served the Highland Park Community for over 25 years. Under his leadership and direction, Soul Harvest Ministries has provided community outreach and supportive services for Highland Park for over 25 years. Bishop Evans has hosted community forums in order to engage the residents in addressing issues and concerns. He also serves as the Chair of the Highland Park Pastor's Alliance. Bishop Evans is committed to the growth and empowerment of the citizens of Highland Park. In recognition of his service, we respectfully request that John R from McNichols to Ferris be renamed in honor of Bishop Lewis E. Evans. We thank you in advance for your consideration in this matter.

Moved by Council Pro Tem Robinson  
Supported by Councilman Ash-Shafii

To receive and file the above communication. Yeas (5), Nays (0), Absent (0).

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**ADJOURNMENT**

Moved by Councilman Ash-Shafii  
Supported by Councilwoman Martin

To adjourn the meeting, motion carried, meeting adjourned at 11:39 p.m.



**CERTIFICATE**

I hereby certify that the attached is a copy of the minutes of the In-Person and Virtual Regular Meeting held the 6<sup>th</sup> day of February 2023 and that said minutes are available for public inspection at the address designated on the posted public notice.



Cidia Wicker-Brown, Deputy City Clerk