

**MINUTES OF THE  
REGULAR MEETING OF THE HIGHLAND PARK CITY COUNCIL**

**JULY 17, 2017**

Council convened at 7:07 p.m. with Council President Patrick presiding.

Present: Council Pro Tem McDonald, Councilmember Woodard, Councilmember Lewis  
Councilmember Marshall and Council President Patrick (5).

Absent: (0).

A quorum being present, Council was declared in session.

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**APPROVAL OF AGENDA**

Moved by Councilmember Lewis  
Supported by Council Pro Tem McDonald

To approve the agenda with the addition of a communication from the Charter Commission. Yeas (5), Nays (0), Absent (0).

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**APPROVAL OF MINUTES**

Moved by Councilmember Lewis  
Supported by Councilmember Marshall

To approve the minutes of the Workshop meeting held June 19, 2017. Yeas (5), Nays (0), Absent (0).

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Moved by Councilmember Lewis  
Supported by Councilmember Woodard

To approve the minutes of the Regular meeting held June 19, 2017. Yeas (5), Nays (0), Absent (0).

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**TABLED ITEM  
07-17-17 V**

Moved by Councilmember Lewis  
Supported by Council Pro Tem McDonald

To bring back the following item. Yeas (5), Nays (0), Absent (0)

**RESOLUTION APPROVING PROSTEACH INVOICE FOR “USE OF FORCE BUNDLE” FOR THE CITY OF HIGHLAND PARK POLICE DEPARTMENT**

Moved by Councilmember Woodard  
Supported by Councilmember Lewis

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

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**ADMINISTRATION  
07-17-17 VIa**

The following resolution was submitted for approval.

**RESOLUTION TO THE APPOINTMENTS OF THE HISTORIC COMMISSION**

WHEREAS, in accordance with Chapter 262 of the City Ordinance, the City established a Historic Commission to oversee the policies & procedures of the Historic department; and

WHEREAS, In accordance with Chapter 262.01 the Commission is to consist of 7 residents of the City of Highland Park appointed by the Mayor; and

WHEREAS, the appointments of the Historic Commission are subject to Council approval; and

WHEREAS, the administration is seeking to improve, promote and preserve the rich history of the city;

NOW HEREBY BE IT RESOLVED that the Highland Park City Council approves the Mayoral appointments for the Historic Commission as follows:

Ms. Debbie Morrison                      Term ending June 30, 2018

Council President asked to abstain from voting.

Moved by Councilmember Woodard  
Supported by Councilmember Lewis

To allow Council President Rodney Patrick to abstain from voting. Yeas (4), Nays (0) Absent (0).

Moved by Councilmember Woodard  
Supported by Councilmember Lewis

To approve the appointments of Debbie Morrison to the Highland Park Historic Commission for the term ending June 30, 2018. Yeas (4), Nays (0), Absent (0).

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**07-17-17 VIb**

The following resolution was submitted for approval.

**RESOLUTION APPROVING RENEWAL OF TRANSPORTATION AGREEMENT WITH PEOPLE'S COMMUNITY SERVICES OF METROPOLITAN DETROIT**

Moved by Councilmember Woodard  
Supported by Council Pro Tem McDonald

**WHEREAS**, The City of Highland Park desires to arrange for non-emergency transportation to and from designated destinations; and

**WHEREAS**, People's Community Services of Metropolitan Detroit (PCS) provides general transportation services to the residents of its service area; and

**WHEREAS**, PCS has provided such services to the residents of Highland Park in the past; and

**WHEREAS**, the City of Highland Park desires to continue these services through PCS.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council approves City of Highland Park entering into an agreement with PCS for the continued provision of non-emergency transportation services to and from designated destinations for the residents of Highland Park. Yeas (5), Nays (0), Absent (0).

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**07-17-17 VIc**

The following resolution was submitted for approval.

**RESOLUTION APPROVING RENEWAL OF CONTRACT WITH SMART TRANSPORTATION**

Moved by Councilmember Woodard  
Supported by Councilmember Lewis

**WHEREAS**, SMART Transportation has provided transportation to and from designated destinations for Highland Park seniors and the disabled; and

**WHEREAS**, the City of Highland Park desires to continue non-emergency transportation services for its seniors and disabled residents; and

**WHEREAS**, as with the current and prior contracts, the City will use municipal and community credit funds made available to it by the Michigan Legislature, pursuant to Michigan Public Act 51 of 1951, to cover the \$35,915 cost for service; and

**WHEREAS**, the current Transportation Service Agreement and Municipal Credit and Community Credit contracts expire on June 30, 2017

**NOW THEREFORE BE IT RESOLVED** that the City Council approves the renewal of the Transportation Service Agreement and Municipal Credit and Community Credit contracts to continue SMART Transportation's services to the City's senior and disabled residents through June 30, 2018. Yeas (5), Nays (0), Absent (0).

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**07-17-17 Vid**

The following resolution was submitted for approval.

**RESOLUTION APPROVING RETENTION OF MARLI BLACKMAN  
AS COMMUNITY RELATIONS SPECIALIST FOR THE CITY OF HIGHLAND PARK**

**WHEREAS**, the City of Highland Park is in need of the professional expertise of a Community Relations Specialist, who would work closely with the Mayor, Community, and key staff in spearheading, developing, implementing and updating all communications, community engagement, public relations matters and marketing plans for community events, block club initiatives, professional networking, advertising, public relations, and community outreach; and

**WHEREAS**, Marli Blackman is a public relations and marketing specialist who is well qualified to identify and maintain key relationships with community and professional resources, and create spaces for dialogue, information sharing, partnership and action with residents, leaders and organizations to improve the quality of life for the residents of Highland Park; and

**WHEREAS**, Ms. Blackman will be retained as a 1099 contractor, on a month-to-month basis, at a rate of \$1,200.00 per month, due and payable on the 25<sup>th</sup> of each month.

**NOW, THEREFORE, BE IT RESOLVED**, that City Council approves the retention of Marli Blackman as the Community Relations Specialist for the City of Highland Park.

**BE IT FURTHER RESOLVED**, that City Council approves the payment of \$1,200.00 per month for Ms. Blackman's services.

**NO ACTION TAKEN ON THIS RESOLUTION**

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**CITY CLERK  
07-17-17 VII**

The Clerk submitted a Park Rental Application for approval from Howard Anthony for Storen Park on August 19, 2017.

Moved by Councilmember McClary  
Supported by Councilmember Lewis

To approve the Park Rental application from Howard Anthony for August 19<sup>th</sup> at Storen Park upon receipt of liability insurance. Yeas (5), Nays (0), Absent (0).

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**COMMUNITY DEVELOPMENT  
07-17-17 VIII**

The following resolution was submitted for approval.

**RESOLUTION TO APPROVE INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE CITY OF HIGHLAND PARK AND THE WAYNE COUNTY LAND BANK**

Moved by Council Pro Tem McDonald  
Supported by Councilmember Lewis

After discussion between Council and Community Development Director Yvette Robinson Councilmember Lewis withdrew her support.

Supported by Councilmember Marshall

**WHEREAS**, In accordance with Section 3-1 of the Charter of the City of Highland Park, “the City shall have power to manage and control the finances, rights, interests, buildings and property” of the City; and

**WHEREAS**, the City of Highland Park and Wayne County have a mutual interest in reducing blight in the Community; and

**WHEREAS** it is the goal of the City of Highland Park and Wayne County to decrease the number of abandoned parcels and return them to productive use; and

**WHEREAS**, the City of Highland Park and Wayne County Land Bank desire to enter into a collaborative agreement to address hazardous and underutilized; and

**WHEREAS**, the Administration has reviewed and approved the Intergovernmental Agreement;

**NOW HEREBY BE IT RESOLVED** that the Highland Park City Council approves intergovernmental agreement between the City of Highland Park and the Wayne County Land

Bank for Nuisance Abatement and Quiet Title programs. Yeas (2), Nays (3) Council members Woodard, Lewis and Council President Patrick, Absent (0).

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**INFORMATION TECHNOLOGY**  
**07-17-17 IX**

The following resolution was submitted for approval.

**RESOLUTION APPROVING MUNIWEB WEBSITE DEVELOPMENT CONTRACT**

Moved by Councilmember Lewis  
Supported by Councilmember Woodard

**WHEREAS**, the current City of Highland Park website is in serious need of redevelopment so that employees, citizens, and communities at large will have access to an updated, informative, and interactive portal that virtually connects them to the City of Highland Park; and

**WHEREAS**, Muniweb is a website development company with over 20 years of experience providing custom website solutions for municipalities, and is qualified to create an engaging, simple-to-use and easy-to-update website for the City; and

**WHEREAS**, the initial cost of Muniweb's services will be \$8,550.00, which includes one custom design, up to 10 hours of design changes, website development, content reorganization, migration, and testing. In addition to this one-time fee, there is a monthly hosting fee of \$200.00, which includes up to 2 hours of support, website updates, additional training, 4 GB of storage, software licensing, and maintenance updates.

**NOW, THEREFORE, BE IT RESOLVED**, that City Council approves the website development contract with Muniweb. Yeas (5), Nays (0), Absent (0).

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**PUBLIC WORKS**  
**07-17-17 X**

The following resolution was submitted for approval.

**RESOLUTION TO POST AN RFP ON MITN TO ACCEPT BIDS FOR HIGH GRASS/BRUSH CUTTING EQUIPMENT AND A USED CREW CAB DUMP TRUCK FOR DPW**

Moved by Councilmember Lewis  
Supported by Councilmember Woodard

To take a 10 minute recess at 8:48 p.m. Yeas (5), Nays (0), Absent (0).

Moved by Councilmember Lewis  
Supported by Council Pro Tem McDonald

To reconvene regular meeting at 8:56 p.m. Yeas (5), Nays (0), Absent (0).

Moved by Councilmember Lewis  
Supported by Councilmember Woodard

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

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**WATER**  
**07-17-17 XIa**

The following resolution was submitted for approval.

**A RESOLUTION TO ADOPT THE FOLLOWING CHANGES TO THE CITY OF  
HIGHLAND PARK WATER SUPPLY CROSS CONNECTIONS ORDINANCE (1044) AS  
REQUESTED BY THE WATER DEPARTMENT**

Moved by Councilmember Woodard  
Supported by Councilmember Lewis

WHEREAS, Chapter 1044, previously a codification of Ordinance 1153, passed December 15, 1986, was re-enacted in its entirety by an unnumbered ordinance of Council, passed May 5, 1997; and

WHEREAS, pursuant to Part 14 of the Michigan Safe Drinking Water Act, it is the responsibility of the City of Highland Park to protect the public water supply from contamination by implementation of a cross connection control program; and

WHEREAS, since council passed the original ordinance state department names and requirements have changed; and

WHEREAS, the Highland Park City Council has received comments on the recommended ordinance changes from citizens at a duly advertised public hearing; and

RESOLVED, that the following revised water supply cross connections ordinance is, and is hereby, approved effective July 17th, 2017, as set forth below. Yeas (5), Nays (0), Absent (0).

**CHAPTER 1044**

**Water Supply Cross Connections**

EDITOR'S NOTE: Chapter 1044, previously a codification of Ordinance 1153, passed December 15, 1986, was re-enacted in its entirety by an unnumbered ordinance of Council, passed May 5, 1997.

1044.01 Intent.

1044.02 Water supply cross connection rules.

1044.03 Enforcement; inspections.

1044.04 Right of entry.

1044.05 Discontinuation of water service.

1044.06 Protection of potable water supply; labeling of outlets not supplied by the city water system.

1044.07 Conflict of laws.

1044.99 Penalty.

## **CROSS REFERENCES**

Water quality - see Mich. Const. Art. 4, Secs. 22, 52; M.C.L.A. Secs. 67.38, 323.1 et seq.

Water supply generally - see Mich. Const. Art. 7, Sec. 24; M.C.L.A. Secs. 46.171 et seq., 123.111 et seq., 325.201 et seq., 486.51 et seq., 486.101 et seq.

Water supply in home rule cities - see M.C.L.A. Secs. 117.4b, 117.4e, 117.4f, 117.35, 123.115

Water generally - see S.U. & P.S. Ch. 1040

Water supply in subdivisions - see P. & Z. 1244.05(b)

### **1044.01 INTENT.**

This chapter is intended to regulate cross connections with the public water supply system, i.e. a connection or arrangement of piping or appurtenances through which water of questionable quality, wastes or other contaminants can enter the public water supply system.

(Ord. Unno. Passed 5-5-97.)

### **1044.02 WATER SUPPLY CROSS CONNECTION RULES.**

The City hereby adopts by reference, as amended, the Water Supply Cross Connection Rules of the Michigan Department of Environmental Quality, being R 325.11401 to R 325.11407 of the Michigan Administrative Code.

(Ord. Unno. Passed 5-5-97.)

**1044.03 ENFORCEMENT; INSPECTIONS.**

It shall be the duty of the Water Department to cause inspections to be made of all properties served by the public water supply where cross connections with the public water supply are deemed possible. The frequency of inspections and reinspections based on potential health hazards involved shall be as established by the Water Department and as approved by the Michigan Department of Environmental Quality.

(Ord. Unno. Passed 5-5-97.)

**1044.04 RIGHT OF ENTRY.**

A representative of the Water Department shall have the right to enter, at any reasonable time, any property served by a connection to the public water supply system of the City for the purpose of inspecting the piping system or systems thereof for cross connections. Upon request, the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on such property. The refusal of such information or the refusal of access, when requested, shall be deemed evidence of the presence of cross connections.

(Ord. Unno. Passed 5-5-97.)

**1044.05 DISCONTINUATION OF WATER SERVICE.**

The Water Department is hereby authorized and directed to discontinue water service, after reasonable notice, to any property wherein any connection in violation of this chapter exists and to take such other precautionary measures deemed necessary to eliminate any danger of contamination to the public water supply system.

Water service to such property shall not be restored until the cross connections have been eliminated in compliance with the provisions of this chapter.

(Ord. Unno. Passed 5-5-97.)

**1044.06 BACKFLOW PREVENTION ASSEMBLY TESTING**

That all testable backflow prevention assemblies shall be tested initially upon installation to be sure that the assembly is working properly. Subsequent testing of assemblies shall be on an annual basis as required by the City of Highland Park and in accordance with Michigan Department of Environmental Quality requirements. Residential water customers shall receive testing notices every 3 years or every 5 years for non-chemically treated lawn irrigation systems. Only individuals that are approved by the city and State of Michigan certified shall be qualified to perform such testing. That individual(s) shall certify the results of his/her testing.

**1044.07 PROTECTION OF POTABLE WATER SUPPLY; LABELING OF OUTLETS NOT SUPPLIED BY THE CITY WATER SYSTEM.**

The potable water supply made available on properties served by the public water supply shall be protected from possible contamination as specified in this chapter and in Chapter 1422 of the Building and Housing Code. Any water outlet which could be used for potable or domestic purposes and which is not supplied by the potable system must be labeled in a conspicuous manner as follows:

**WATER UNSAFE FOR DRINKING**

(Ord. Unno. Passed 5-5-97.)

**1044.08 CONFLICT OF LAWS.**

This chapter shall not supersede the Michigan Plumbing Code, as adopted in Chapter 1422, but shall be supplementary thereto.

(Ord. Unno. Passed 5-5-97.)

**1044.99 PENALTY.**

Whoever violates any of the provisions of this chapter, or any written order of the Water Department made pursuant thereto, is guilty of a misdemeanor and shall be fined not less than two hundred fifty dollars (\$250.00) nor more than five hundred dollars (\$500.00), or imprisoned not more than ninety days, or both, for each offense. A separate offense shall be deemed committed each day during or on which a violation occurs or continues.

(Ord. Unno. Passed 5-5-97.)

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**07-17-17 XIb**

The following resolution was submitted for approval.

**A RESOLUTION TO ADOPT THE CROSS CONNECTION CONTROL PLAN FOR THE CITY OF HIGHLAND PARK AS REQUESTED BY THE WATER DEPARTMENT**

Moved by Councilmember Lewis  
Supported by Council Pro Tem McDonald

WHEREAS, pursuant to chapter 1440 of the City Code of Ordinances, it is the responsibility of the City of Highland Park to approve and control the Cross Connection Control Plan; and

WHEREAS, the City Council has received and reviewed the Water Department Directors recommended Cross Connection Control Plan dated July 17, 2017; and

WHEREAS, the Highland Park City Council has received comments on the recommended Cross Control Plan from citizens at a duly advertised public hearing; and

WHEREAS, it is the intent of the Water Department Director that the City of Highland Park shall adhere to all standards and regulation in accordance with the Cross Control Plan; and

RESOLVED, that the Cross Connection Control Plan is approved effective July 17th, 2017.

RESOLVED FURTHER, that the Water Department Director is authorized to take all necessary actions to give this resolution effect. Yeas (5), Nays (0), Absent (0).

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#### **07-17-17 XIc**

The following resolution was submitted for approval.

#### **A RESOLUTION AUTHORIZING THE EXECUTION OF THE ADMINISTRATIVE CONSENT ORDER BETWEEN THE CITY OF HIGHLAND PARK AND THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY**

Moved by Councilmember Woodard  
Supported by Councilmember Lewis

WHEREAS, The City of Highland Park was notified on April 11<sup>th</sup> 2016 by the Michigan Department of Environmental Quality with a Significant Deficiency Violation Notice indicating the City of Highland Park was in violation of the Michigan Safe Drinking Water Act, 1976 PA 399 as amended (SDWA); and

WHEREAS, The City of Highland Park was notified on November 10<sup>th</sup> 2016 of the Michigan Department of Environmental Quality's requirement to execute the Office of Drinking Water and Municipal Assistance's Administrative Consent Order (hereinafter "ACO") a copy is attached; and

WHEREAS, the City of Highland Park and the Highland Park Water Department received the proposed Administrative Consent Order from the Michigan Department of Environmental Quality on November 10<sup>th</sup> 2016; and

WHEREAS, the Highland Park City Council and the Highland Park Water Department are satisfied that the ACO incorporates timelines that have been negotiated and that are acceptable; and

WHEREAS, the City of Highland Park and the Highland Park Water Department agree to comply with and be bound by the terms of the ACO; and

WHEREAS, the City of Highland Park and the Highland Park Water Department agree in principle with the revised ACO, the City of Highland will reserve the right for the City of Highland Park to use financial discretion and revise item completion dates based on current pursuit of funding sources, amount of award by those sources, other pending financial obligations, and revenue collected for completion of improvements identified in the ACO; and



WHEREAS, the City of Highland Park and the Highland Park Water Department agree in principle with the ACO dated May 10<sup>th</sup>, 2017 and understand by agreeing in principle, reserve the right to appeal to the Michigan Department of Environmental Quality any scoring deductions to the application during the Drinking Water Revolving Fund Project Plan application review process; and

WHEREAS, the City of Highland Park and Highland Park Water Department plan to issue a letter of protest regarding the following four statements;

WHEREAS, the city of Highland Park and the Highland Park Water Department, according to ACO Paragraph 2.2 under Section II. Findings, of the ACO previously dated May 1, 2017, the City and the DEQ agree to revise the language in the sentence “*The DEQ ordered the Detroit Water and Sewerage Department (DWSD) provide water to the City for a few days so the water plant could be shut down and repairs made*” with “*With both clarifiers being offline, the DEQ requested Highland Park connect to a reliable water source while the repairs were being made*”; and

WHEREAS, the city of Highland Park and the Highland Park Water Department, according to ACO Section 5, titled Extensions, specifically paragraph 5.1 of the ACO dated June 5th, 2017, the City and the DEQ agree that the DEQ may grant the City a “reasonable” revised with “indefinite” extension of the specified deadlines set forth in this Consent Order; and

WHEREAS, the city of Highland Park and the Highland Park Water Department, according to ACO Paragraph 2.2 under Section II. Findings, dated June 5, 2017, the City and the DEQ agree to revise the language in the beginning sentence “November” with “Late Summer” and revise the second sentence to begin with “While the City continued to operate on one clarifier”, and revise the last sentence by striking “*funds were not available thus the*” and replace with “*The repairs were not allowed to*”; and

WHEREAS, the city of Highland Park and the Highland Park Water Department, according to ACO Paragraph 3.1 and 7.1, dated June 5, 2017, the City and the DEQ agree to revise the dates from “three (3) years” and replace with “five (5) years”; and

BE IT RESOLVED, that the Highland Park City Council APPROVES the execution of the ACO attached to this resolution and to comply with its terms. Yeas (5), Nays (0), Absent (0).

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## **CHARTER COMMISSION 07-17-17 XII**

The following resolution was submitted.

### **RESOLUTION OF ADOPTION**

WHEREAS, at a meeting of the Charter Commission of the City of Highland Park, held at 6:30 p.m. on the 27<sup>th</sup> day of June, 2017, at the Highland Park Fire Department located in the City of Highland Park, the following members of the of the Charter Commission were present:



Commissioners Vice Chair Ramsey, Commissioner Wheeler, Price, Banks, Frye, Ball & Lewis and Chairman Harris. WHEREAS, at such meeting the following resolution was offered by Commissioner Frye and seconded by Commissioner Jackson:

BE IT RESOLVED, that the Charter Commission of the City of Highland Park does hereby adopt the foregoing instrument as the second proposed revised Charter of Highland Park, and the Clerk of this Commission is hereby instructed to transmit the same to the Governor of the State of Michigan, in accordance with the provision of Act No. 279 of Public Acts of 1909, for his approval.

The said Commissioners, being legal members and active upon said Charter Commission, having attested as to said resolution, as above set forth and, also, having attested the copy to be signed by the Governor, the meeting was adjourned subject to the call of the Chairman.

Moved by Councilmember Woodard  
Supported by Councilmember Lewis

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

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**ADJOURNMENT:**

Moved by Councilmember Woodard  
Supported by Councilmember Marshall

To adjourn the meeting, motion carried, meeting adjourned at 10:06 p.m.

**CERTIFICATE**

I, hereby certify that the attached is a copy of the proposed minutes of the Regular Meeting held the 17<sup>th</sup> day of July, 2017 and that said proposed minutes are available for public inspection at the address designated on the posted public notice.



Cidia Wicker-Brown, Deputy City Clerk