

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

AUGUST 17, 2015

Council convened at 7:05 p.m. with Council President Christopher Woodard presiding.

**Present: Council Pro Tem Lewis, Councilmember Moore, Councilmember Patrick,
Councilmember McClary and Council President Woodard (5)**

Absent: None (0).

A quorum being present, Council was declared in session.

APPROVAL OF AGENDA:

**Moved by Councilmember McClary
Supported by Councilmember Moore**

To approve the agenda with the following changes.

- 1. Appointments to the HP Building Authority**
- 2. Approval of a contract for the rehabilitation of city streets.**
- 3. Remove agenda # X c-A request from Carlin Edwards Brown, LLC to approve the issuance of a Class C Liquor license at 150 and 146 Victor St. Club Empire Entertainment. Councilmembers Moore & McClary voted no.**

Yeas (5), Nays (0), Absent (0).

BID PROPOSALS:

The Clerk stated this was the place and time to open bid proposals for a collection agency/law firm to collect outstanding water bills.

One (1) bid proposal was received.

**Hayduk, Andrews & Brucker, PC.
615 Griswold St. Ste. 1515
Detroit, Mi. 48226**

Bid Amount: 50/50 split of all recoveries

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

**To refer the bid proposal to the City Administrator for a recommendation. Yeas (5),
Nays (0), Absent (0).**

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**The Clerk stated this was the place and time to open bid proposals for pavement
rehabilitation of city streets.**

One (1) bid was received.

**Pavex Corporation
2654 Van Horn Rd.
Trenton, MI. 48183**

Bid Amount: \$1,731,957.10

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

**To refer the bid proposal to the City Administrator and DPW Director for a
recommendation before the end of this meeting. Yeas (5), Nays (0), Absent (0).**

LEGAL:

The following resolution was submitted for approval.

**BE IT RESOLVED, that the Highland Park City Council shall hold a closed session,
pursuant to the Michigan Open Meetings Act, MCL 15.268 (8)(e), to discuss the lawsuit
captioned Eric Young v. City of Highland Park, et al. Case No. 11-cv-12780, United States
Federal Court-Eastern District of Michigan. Yeas (5), Nays (0), Absent (0).**

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**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

To recess this meeting and meet in a closed session. Yeas (5), Nays (0), Absent (0).

Meeting was recessed at 8:05 p.m.

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**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

To reconvene the Regular Meeting, Yeas (5), Nays (0), Absent (0).

Regular Meeting reconvened at 8:30 p.m.

The following resolution was submitted for approval.

AGREEMENT RESOLUTION AUTHORIZING SETTLEMENT

BE IT RESOLVED that the Highland Park City Council hereby approves the settlement agreement between the City of Highland Park and Eric Young as full and final settlement of the matter of Eric Young v. City of Highland Park, et al., Case No. 11-cv-12780, US District Court in the amount of Five Thousand Dollars and 00/100 (\$5,000.00)

Moved by Councilmember McClary

RESOLUTION FAILED DUE TO A LACK OF SUPPORT

The following resolution was submitted for approval.

**RESOLUTION AUTHORIZING RIGHT OF WAY TELECOMMUNICATIONS PERMIT
BETWEEN THE CITY OF HIGHLAND PARK AND COMCAST BUSINESS
COMMUNICATION LLC REVENUE CONTRACT**

**Moved by Council Pro Tem Lewis
Supported by Councilmember McClary**

BE IT RESOLVED that the Highland Park City Council hereby approves the Right of Way Telecommunications Permit between the City of Highland Park and Comcast Business Communications pursuant to the METRO Act for a period not to exceed five years. Yeas (5), Nays (0), Absent (0).

ADMINISTRATION:

The following report for July water activities was received from Wade Trim.

MDEQ Sampling

Water samples were taken at the designated sample tests sites and mailed to the MDEQ for water quality testing.

There are a couple of sample sites where staff is having difficulty establishing a chlorine residual. In those areas, the water main service line needs to be flushed to blow out the rust that settles in the lines; staff will be looking at providing extra maintenance to those areas.

OPERATIONS & MAINTENANCE

A 3-inch water service line feeding an apartment building at 20 Church Street was repaired and placed back in service. Staff has identified several other water line leaks throughout the City that will be evaluated and scheduled for repair in August.

Staff exercised and flushed six fire hydrants on Oakland Avenue. Flushing hydrants on Oakland Avenue should help get better chlorine residuals and improve water quality. Three of the six hydrants need service; the stem valves are either frozen or over tightened.

During the month, staff serviced ten meter boxes, some required using a compressor to blow out debris, while others had big chunks of rock and miscellaneous dirt and debris packed in the meter boxes. Two of the meter boxes has concrete poured into them and had to be busted out.

Staff has to manually excavate (hand dig) down about five feet on several broken meter boxes to gain access to the shut-off valve in order to shut-off each of those water services.

METER READING

Staff has been reading meters under the old system until Wade Trim installs the new meters.

There is going to be some down time during this transition. It will be a little slow at the beginning, but will pick up rapidly as we move forward in this changeover process. Until we get to that point, the Meter Tech will continue the readings as needed.

Regarding the new meters, letters to residents will go out a week to ten days prior to the new meter installation.

INSPECTIONS

Staff has identified ten locations around the City that have service line and water main leaks. Each leak will be prioritized for repair and require mechanical excavation to make the repairs. Previously, the City has used CPI excavating to perform service line and water main repairs. Wade Trim staff will look at alternative Contractors to reduce costs associated with service line and water main repairs.

UPCOMING PRIORITIES

Wade Trim is working with the City on the conversion from Fund Balance to the BS&A system. We estimate the conversion will occur about mid-September; prior to that, Wade Trim will continue to send bills out using the legacy system.

Water Meter Replacement Project-The first of three orders for water meters has been placed. The scheduled start date to begin installing new water meters is mid-September.

Staff will be meeting with Fire Chief Hillman to prioritize which fire hydrants will be repaired throughout the City.

Wade Trim staff is reviewing candidates for the second Meter Technician position; a hiring is scheduled in the coming weeks.

Wade Trim has found a location on Woodward Avenue; renovations have started and we hope to be open and operational on or about mid-September.

**Moved by Councilmember McClary
Supported by Councilmember Patrick**

To receive and file the Wade trim Monthly Water Department report for July activities. Yeas (5), Nays (0), Absent (0).

The following letter was a FYI for council.

Highland Park is making important and exciting improvements at the City's Water Department. Key Improvements include a transition to monthly water and sewer bills, an updated Customer Service Center, and new and more accurate water meters.

A Transition to monthly Water and Sewer Bills

The City is transitioning from quarterly to monthly water and sewer bills. The goal is to establish a regular monthly schedule for both meter reading and billing. During this transition period, however, some accounts may be read more or less frequently and some customers may receive an estimated bill. Water and sewer usage prior to July 1st will be billed at the rates in effect at that time. Water and sewer usage after July 1st will be billed at the newly adopted rates. Accounts with delinquent balances will be sent through a past-due collections process.

An Updated Customer Service Center

Customers can continue to pay water and sewer bills at the Highland Park City Hall until 4:30 p.m. on Wednesday, September 16th. No payments will be accepted on Thursday,

September 17th or Friday September 18th while the City transitions to a new billing system. Beginning on Monday, September 21st, payments will be accepted at the new Customer Service Center located at 14110 Woodward Ave, in Highland Park's Model T Plaza, from 9:00 a.m. until 4:40 p.m. Monday through Friday.

New and More Accurate Water Meters

Starting in September of 2015, Highland Park will begin replacing all residential, commercial, and industrial water meters in the City. This project is tentatively scheduled to be completed in April of 2016. Meters will be replaced at no cost, but customers will need to provide the City's certified meter installers with access to their existing water meter. Installation appointments will generally be set for weekdays from 8:00 a.m. to 5:00 p.m. Evening and weekend appointments are available for customers who cannot be home during those times. In the coming weeks, please check your mail for a scheduling letter from the City and its scheduling contractor, Utility Metering Solutions.

We believe that these improvements are important steps to improving the quality of life for Highland Park's residents. We appreciate your cooperation during this transition process, especially as we come across issues and challenges that will need to be addressed. If you have questions regarding water and sewer bills, payments, or new meters, please call 313-252-0050 at extension 213.

**Moved by Councilmember Patrick
Supported by Council Pro Tem Lewis**

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

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Request approval the bid proposal for a Collection Agency/Law Firm to collect outstanding water bills from customers.

**Moved by Council Pro Tem Lewis
Supported by Councilmember Patrick**

To DENY the bid proposal received. Yeas (5), Nays (0), Absent (0).

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The following resolution was received for confirmation.

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

BE IT RESOLVED that the Highland Park City Council hereby confirms the appointments of

**Angela Lugo-Thomas
Sylvia Evans
Tony Lampkin
Cidia Wicker-Brown**

To the Highland Park Building Authority. Yeas (4), Nays (1) Councilmember Moore, Absent (0).

Request approval the bid proposal to rehab city streets.

**Moved by Councilmember McClary
Supported by Councilmember Patrick**

To DENY the bid proposal received. Yeas (5), Nays (0), Absent (0).

FINANCE:

Submission of monthly Financial Statement June 30, 2015 by the Finance Director, Earnestine Williams.

**Moved by Councilmember Patrick
Supported by Councilmember McClary**

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

POLICE DEPARTMENT:

The following request was submitted for approval.

The Police department is requesting permission to use STOREN PARK for a Police and Fire picnic on Sunday, August 23, 2015 from 12-4 and request the fee waiver.

**Moved by Councilmember McClary
Supported by Council Pro Tem Lewis**

To approve contingent upon the completion of the Park Rental application and a copy given to council.

The following request was submitted for approval.

The police department is requesting permission to sale two (2) police cars a 2008 Cadillac CTS and a 2007 Cadillac Escalade both are forfeiture cars.

**Moved by Councilmember Patrick
Supported by Councilmember Moore**

To table the sale of the two police cars until correct information is submitted. Yeas (4), Nays (1) Councilmember McClary, Absent (0).

DEPARTMENT OF PUBLIC SERVICE:

The following resolution was submitted for approval.

RESOLUTION TO RESCIND PREVIOUSLY AWARDED 2015 PUBLIC FACILITY IMPROVEMENTS-SIDEWALK REPLACEMENT SERVICES CONTRACT WITH BOWMAN ASSOCIATES, INC. AND AWARD TO OTHER RESPONSIVE BIDDER (RICKMAN ENTERPRISE GROUP, LLC)

**Moved by Council Pro Tem Lewis
Supported by Councilmember McClary**

BE IT RESOLVED that the Highland Park City Council hereby approves of rescinding the previously awarded 2015 Public Facility Improvements Sidewalk Replacement Services contract with Bowman Associates, Inc. and the awarding of the contract to Rickman Enterprise Group, LLC as the next most responsive bidder. Yeas (5), Nays (0), Absent (0).

The following resolution was submitted for approval.

RESOLUTION TO SALE DEPARTMENT OF PUBLIC WORKS' SURPLUS EQUIPMENT

BE IT RESOLVED that the Highland Park City Council hereby approves of the sale of Department of Public Works surplus equipment. The items to be sold include 91) 1997 GMC Sierra ick-up truck, (1) International 510b Payloader, (1) 1998 Ford F-350 Dually, and (1) Ford New Holland 555c Backhoe.

Moved by Councilmember McClary

ITEM FAILED DUE TO A LACK OF SUPPORT

OUTSIDE COMMUNICATIONS:

The following communication was received from Metropolitan Lodge No. 962.

The Improved Benevolent Protective Order of Elks of the World (a charitable organization) Metropolitan Lodge #962 located at 50 E. Manchester in Highland Park, Michigan 48203, would like to provide A Back to School Bash for the children of low income, disenfranchised families in the Highland Park School district on Saturday, August 29, 2015 from 10 a.m. to 4 p.m. This event will include free food, games, music, free backpacks and free school supplies, we are hoping to build up our community by providing youths with the supplies needed to get an education.

Your donation will greatly enhance the Back to School Bash and the lives of many children in the Highland Park Community, your support will give you added publicity as well. As you know most if not all our families reside in the Highland Park Community and will be participating in the free event “Back to School Bash—Unity in the Community Working Together As One!”

We also realize that many organizations are asking for your donations, however since we are located in the Highland Park community as well as your organization it would be great for us to partner on such a wonderful event. Let’s join together to make a better community, and greater City of Highland Park. Your support of the Back to School Bash is greatly appreciated. Thank you for your time. A flyer of the event along with a wish list of items needed have been included. Feel free to send promotional items to pass out with your donation.

Your donation to this event is greatly appreciated. We welcome any and all donations including monetary, as well as any volunteers to complete our objective. Please make all checks to Metropolitan Lodge #962. Please feel free to contact me with any questions or concerns. Arrangements can be made for donations pick up by contacting Bro. Jimmie Perryman, Chairperson at (313) 671-3344.

**Moved by Councilmember Patrick
Supported by Councilmember Moore**

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

The following communication was received from Ruth Ellis Center.

Re: Ruth Ellis Center Resolution for Charitable Gaming License approval

The Ruth Ellis Center is requesting to formally present a resolution at the August 17, 2015 City Council Meeting. The specific resolution (attached to this request) is for a Charitable Gaming License for use at our upcoming VOICES fundraiser on September 17,

2015. One of the components of the event is a Silent Auction and Enter to Win Raffle which requires a Charitable Gaming License.

Per the attached letter from the State of Michigan Bureau of State Lottery, Ruth Ellis Center must present an approved resolution passed by the local government stating that the organization is a recognized nonprofit operating in the City of Highland Park.

Attached to this request and for your review is:

The Local Governing Body Resolution for Charitable Gaming Licenses
Ruth Ellis's 501c3 designation letter

Thank you in advance for your assistance and thoughtful consideration of this request to present to the Council at the Monday, August 17, 2015 meeting. Please advise if you require any additional documentation.

Ruth Ellis Center is a nationally recognized youth social agency based in Highland Park, MI. Established in 1999, our mission is to provide short and long-term residential safe space and support services for runaway, homeless, and at-risk lesbian, gay, bi-attractional, transgender and questioning youth (LGBTQ). Nationally, up to 40% of the 1.7 million runaway and homeless youth identify as LGBTQ. It is estimated that there are between 800-1000 runaway and homeless LGBTQ youth in the City of Detroit alone. Ruth Ellis Center served more than 50% of those youth in 2014. Please visit www.ruthelliscenter.org to learn more about the organization.

Moved by Councilmember McClary
Supported by Councilmember Patrick

To approve the resolution for a Charitable Gaming license for Ruth Ellis Center for use at their upcoming VOICES fundraiser on September 17, 2015. Yeas (5), Nays (0), Absent (0).

- Councilmember Moore excused herself from the meeting at 9:35 p.m.


ADJOURNMENT:

Moved by Council Pro Tem Lewis
Supported by Councilmember Patrick

To adjourn this meeting; motion carried meeting adjourned at 9:50 p.m.

CERTIFICATE

I, hereby certify that the attached is a copy of the proposed minutes of a Workshop Meeting held on the 17th day of August 2015 and that said proposed minutes are available for public inspection at the address designated on the posted public notice.


Brenda J. Green, City Clerk