

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

September 19, 2022

Council convened at 7:00 p.m. with Council President Clyburn presiding.

Present: Council Pro Tem Patrick, Councilmember McDonald, Councilmember Bates, Councilmember Armstrong, and Council President Clyburn (5).

Absent: (0).

A quorum being present, Council was declared in session.

APPROVAL OF AGENDA

Moved by Councilmember McDonald
Supported by Councilmember Armstrong

To approve the agenda with the removal of item VI Ordinance 2nd Reading, items IX a, b & c from Community Development and item XII from Legal. Yeas (5), Nays (0), Absent (0).

APPROVAL OF MINUTES

Moved by Councilmember Armstrong
Supported by Councilmember Bates

To approve the minutes of the In-Person and Virtual Workshop meeting held August 15, 2022. Yeas (5), Nays (0), Absent (0).

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Moved by Councilmember Armstrong
Supported by Councilmember McDonald

To approve the minutes of the In-Person and Virtual Special meeting held August 30, 2022. Yeas (5), Nays (0), Absent (0).

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Moved by Councilmember Armstrong
Supported by Councilmember Bates

To approve the minutes of the In-Person and Virtual Workshop meeting held September 6, 2022. Yeas (5), Nays (0), Absent (0).

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Moved by Councilmember McDonald
Supported by Councilmember Bates

To approve the minutes of the In-Person and Virtual Regular meeting held September 6, 2022. Yeas (5), Nays (0), Absent (0).

PUBLIC HEARING
09-19-22 V

The Clerk stated this was the place and time to hold a public hearing to hear citizens input regarding FY 2023 Water Department budget & rates.

Damon Garret, Director of Water/Engineering, gave an overview of the proposed budget and costs. Comments were received from Glenn Brye, Lorne McGee, Temeko Manica and Kiana Harris.

Moved by Councilmember McDonald
Supported by Council Pro Tem Patrick

To close the Public Hearing. Public Hearing closed at 7:46 p.m. Yeas (5), Nays (0), Absent (0).

CITY CLERK
09-19-22 VI

A food truck vending license application was submitted for approval for DaKrave, LLC.

Moved by Council Pro Tem Patrick
Supported by Councilmember Bates

To approve the food truck vending license application for DaKrave LLC. Yeas (5), Nays (0), Absent (0).

CITY COUNCIL
09-19-22 VII

Moved by Councilmember Bates
Supported by Councilmember Armstrong

To receive and file the Fire Department Incident Report for August 2022. Yeas (5), Nays (0), Absent (0).

ENGINEERING
09-19-22 VIII a

The following resolution was submitted for approval.

**A RESOLUTION FOR THE SUBMITTAL OF THE 2022 COMMUNITY
GEOTHERMAL HEATING AND COOLING DESIGN AND DEPLOYMENT FUNDING
OPPORTUNITY ANNOUNCEMENT (FOA) GRANT APPLICATION TO THE U.S.
DEPARTMENT OF ENERGY (DOE) OFFICE OF ENERGY EFFICIENCY AND
RENEWABLE ENERGY (EERE) GEOTHERMAL TECHNOLOGIES OFFICE (GTO)
BY THE CITY OF HIGHLAND PARK ENGINEERING DEPARTMENT**

Moved by Council Pro Tem Patrick
Supported by Councilmember Bates

WHEREAS, ground-source (geothermal) heat pump resources utilized by the community may significantly impact public health, safety, and welfare, and the economic and social well-being of residents; and

WHEREAS, the City of Highland Park is committed to pursue strategies to promote and facilitate clean energy, carbon reduction actions, ordinances, and policies; and

WHEREAS, the City of Highland Park recognizes the necessity to promote public awareness and education to its citizens concerning the environmental, health, economic, and societal benefits of pursuing a broad range of strategic measures related to ground-source (geothermal) heat pumps; and

WHEREAS, if the City of Highland Park is awarded the grant, the Department of Energy will allocate between \$300,000 and \$750,000 for the coalition to design a community-scale geothermal heating and cooling system(s) in a socio-economic and geographically diverse U.S. community where geothermal has a high potential to reduce dependence on fossil fuels (e.g. natural gas, heating oil).

WHEREAS, the Planning and Design - Budget Period 1 is twelve (12) months beginning in spring 2023, when coalitions will work to finalize site location and footprint from a techno-economic feasibility analysis and local stakeholder engagement, and identify workforce training and development needs; and

WHEREAS, the Engineering Department will work with the Building Department, Department of Public Works, Community & Economic Development, and other City bodies, as well as Highland Park community-based organizations to ensure the design reflects the needs of the community; and

BE IT RESOLVED, the City of Highland Park City Council approves the submittal of the 2022 Community Geothermal Heating and Cooling Design and Deployment Grant Application to The U.S. Department of Energy Requesting a total of between \$300,000 and \$750,000 before October 11th, 2022. Yeas (5), Nays (0), Absent (0).

09-19-22 VIII b

The following resolution was submitted for approval

A RESOLUTION FOR THE SUBMITTAL OF THE FY23 URBAN AND COMMUNITY FORESTRY PROGRAM (UCFP) GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES (DNR) BY THE CITY OF HIGHLAND PARK CITY ENGINEERING DEPARTMENT

Moved by Council Pro Tem Patrick
Supported by Councilmember McDonald

WHEREAS, the Urban and Community Forestry Program Grant was developed by the Michigan Department of Natural Resources for the purposes of building local community capacity to grow, manage and care for community trees and forests through education, training, and technical assistance; supporting equitable and resilient communities by incorporating urban and community forestry into climate adaptation and resilience strategies; and addressing environmental justice and equity issues by engaging and involving disadvantaged and/or underserved communities as defined by federal executive orders 14008 and 13985; among others; and

WHEREAS, the grant will assist Highland Park with improving the health and beautification of city green spaces; and

WHEREAS, \$125,000 is available with a maximum grant award of \$25,000, and award floor of \$1,000 per applicant; and

WHEREAS, the City of Highland Park Engineering Department will be required to provide a 1:1 match of the awarded grant amount; and

WHEREAS, funds will be available to organizations for projects in Michigan, which must be completed by September 1, 2023; and

WHEREAS, the City Engineering Department will utilize grant funds to purchase and plant of a minimum 40, 1” caliper or larger, diverse and healthy trees, representing different genus, in city green spaces; and

BE IT RESOLVED, the City of Highland Park City Council approves the submittal of the FY23 Urban and Community Forestry Program Grant Application requesting a total of \$6,600 to the Michigan Department of Natural Resources by September 23rd, 2022. Yeas (5), Nays (0), Absent (0).

FINANCE
09-19-22 IX

Moved by Councilmember Armstrong
Supported by Council Pro Tem Patrick

To receive and file the monthly financial statement August 31, 2022. Yeas (5), Nays (0), Absent (0).

PUBLIC WORKS
09-19-22 X a

The following resolution was submitted for approval.

RESOLUTION TO APPROVE CONTRACT ADDENDUM WITH CARLETTE CONSTRUCTION TO REMOVE AND REPLACE SIDEWALK ON THE SOUTH SIDE OF SEARS FROM 2ND AVENUE OT WOODWARD

Moved by Councilmember Armstrong
Supported by Council Pro Tem Patrick

WHEREAS, on August 15, 2022, the City approved a contract with Carlette Construction to remove and replace the sidewalk on the south side of Sears from Second Street to Woodward Avenue for a cost of \$92,665; and

WHEREAS, Carlette Construction and the City have agreed that the following change order is needed:

1. Removal and hauling of spoils - after the work started, it was encountered on site that there is a sidewalk underneath the existing spoils. In order to remove and replace the existing sidewalk, it is necessary to remove the spoils and haul away.
2. Adjustment of manhole - underneath the existing pile of spoils, there is a manhole which was not known until the project started. This manhole needs to be adjusted such that it matches the grades of the new sidewalk. Currently it is a trip hazard as it is above the level of existing sidewalk and needs to be adjusted, and
3. Add three (3) ADA compliant ramps at the intersection of Second Avenue and Sears Street; and

WHEREAS, Carlette submitted a quote of \$24,886 for the additional work; and

NOW, THEREFORE, BE IT RESOLVED that the City approves the addendum to the contract with Carlette Construction to do the work described in the change order described above for a cost not to exceed \$24,886. Yeas (5), Nays (0), Absent (0).

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09-19-22 X b

The following resolution was submitted for approval.

**RESOLUTION TO APPROVE CONTRACT ADDENDUM WITH P.K.
CONTRACTING, INC. FOR STREET STRIPING**

Moved by Council Pro Tem Patrick
Supported by Councilmember Bates

WHEREAS, the City approved a contract with P.K. Contracting, LLC, to restripe select streets in Highland Park for a cost not to exceed \$74,597.94; and

WHEREAS, to protect our children, the following language was added to the resolution: “ The City of Highland Park, in conjunction with Highland Park Schools, would like to protect its students and children by striping crosswalks at the intersection near George Washington Carver and Barber Elementary Schools”: and

WHEREAS, P.K. Contracting, LLC. has bid a cost not to exceed \$7,000 to complete the additional striping; and

NOW, THEREFORE, BE IT RESOLVED that the City approves the addendum to the contract with P.K. Contracting to restripe the crosswalks at the intersections near George Washington Carver and Barber Elementary Schools, at a cost not to exceed \$7,000. Yeas (5), Nays (0), Absent (0).

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09-19-22 X c

The following resolution was submitted for approval.

**EMERGENCY RESOLUTION TO REMOVE DAMAGED AND/OR DOWN TREES
THROUGHOUT THE CITY**

Moved by Councilmember McDonald
Supported by Councilmember Bates

WHEREAS, on August 31, 2022, a storm swept through the City that damaged, weakened and uprooted trees throughout the City; and

WHEREAS, damaged trees are located in rights-of-way, across sidewalks and/or streets and some right-of-way trees are threatening damage to homes; and

WHEREAS, tree branches have been severed with downed branches on the sides of roads blocking or impeding traffic; and

WHEREAS, a contractor that the City used in the past, T-Comm, has provided an emergency quote to clean-up the damage at a price not to exceed \$20,000 using the prices on the attached sheet; and

WHEREAS, this resolution constitutes a one-time approval and is not a contract for continuing services; and

NOW, THEREFORE, BE IT RESOLVED that the City approves hiring T-Comm for emergency tree services relating to the August 31st storm at a cost not to exceed \$20,000. Yeas (5), Nays (0), Absent (0).

ADJOURNMENT

Moved by Councilmember McDonald
Supported by Councilmember Bates

To adjourn the meeting, motion carried, meeting adjourned at 8:51 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 19th of September 2022 and that said minutes are available for public inspection at the address designated on the posted public notice.



Cidia Wicker-Brown, Deputy City Clerk