

MINUTES OF THE REGULAR MEETING OF THE HIGHLAND PARK CITY COUNCIL

May 6, 2019

Council convened at 7:10 p.m. with Council President Patrick presiding.

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

Absent: None

A quorum being present, Council was declared in session.

APPROVAL OF AGENDA

Moved by Council Pro Tem McDonald

Supported by Councilmember Lewis

To approve the agenda with two additions.

Bid opening for Municipal Finance and Human Resource Services.

Resolution for addendum to contract for Woodard Ave sidewalk and replacement with Hayes Land Corp.

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

BID OPENING:

The Clerk stated this was the place and time to open bids for Municipal Finance and Human Resource Services.

No Bids were received.

TABLE ITEM:

The following resolution was tabled at the April 15, 2019 Regular Meeting.

Moved by Councilmember Lewis

Supported by Council Pro Tem McDonald

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

**RESOLUTION FOR ADDENDUM TO CONTRACT FOR WOODWARD AVENUE (M1)
SIDEWALK REMOVAL AND REPLACEMENT SERVICES**

Moved by Councilmember Woodard

Supported by Councilmember Bates

WHEREAS, Highland Park City Council authorized DPW to enter into a contract with Hayes Land Corporation to remove and replace 391 sidewalk flags for a total cost of \$156,400, to be

WHEREAS, the contract was completed and funds were distributed on July 27, 2018; and

WHEREAS, said contract for removal and replacement of 391 flags on the west side of Woodward (M1) extended from Mc Nichols to Sears Street (Phase One); and

WHEREAS, using the experience gathered from phase one, including MDOT demands for pedestrian safety, the interlocking nature of the sidewalks flags and the costs associated with the project, DPW now wishes to extend the project from Sears Street to Tuxedo Street on the west side of Woodward (Phase Two); and

WHEREAS, the sidewalks on the east side of Woodward will be evaluated at a later date based on the availability of Act 51 funds in 2019; and

WHEREAS, Phase Two (sears to Tuxedo on the west side of Woodward) requires the removal and replacement of 695 flags, plus ADA ramps, for a total cost of \$315,000; and

BE IT RESOLVED BY Highland Park City Council that DPW be allowed to add this addendum to the contract with Hayes Land Corporation to remove and replace an additional 695 flags, plus ADA ramps, at a price of \$315,000, which will be funded by Public Act 51 funds. Yeas (5), Nays (0), Absent (0).

COMMUNITY DEVELOPMENT:

V.a The following communication and resolution was submitted for approval.

**RESOLUTION TO APPROVE FINAL SALE OF RESIDENTIAL LOT LOCATED AT 1464 WEBB STREET,
HIGHLAND PARK, MI 48203**

On, January 4, 2018, Cass Community Social Services purchased the lot located at 1464 Webb Street for the amount of \$3,800; however, they never received a Deed. They also paid \$15 for the City to register the Deed with Wayne County Register of Deeds, but it was never done.

The property of 1464 Webb Street is unique, in that the parcel is actually located in both Highland Park and Detroit, with the back parcel being located in Highland Park and the parcel facing the street being located in Detroit

The Buyer paid \$3,815 on 1/4/18 for lot located at 1464 Webb. The records show no deed was prepared.

**Moved by Councilmember Woodard
Supported by Councilmember Lewis**

WHEREAS, in accordance with Section 3-1 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 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 property located at 1464 Webb, Highland Park, MI and

WHEREAS, the City received a payment of \$3,800 for the sale of 1464 Webb plus \$15 for the registering of the Deed to Wayne County Register of Deeds from Cass Community Social Services, located at 11745 Rosa Parks Boulevard, Detroit, MI 48206; and

WHEREAS, Cass Community Social Services meets the criteria approved by the City Council for the Offer to Purchase program and agrees to comply with the provisions of the City’s policies and procedures regarding such purchases; and

NOW, THEREFORE, BE IT RESOLVED, that the Highland Park City Council approves the sale of the lot located at 1464 Webb, Highland Park, Michigan to Cass Community Social services at the sale price of \$3800. Yeas (5), Nays (0), Absent (0).

V-b

The following communication and resolution was submitted for approval.

I request on behalf of the Highland Park Planning Commission to Solicit for Bids to Update the Master Plan.

**Moved by Councilmember Woodard
Supported by Council Pro Tem McDonald**

WHEREAS, Highland Park’s Master Plan must be updated every 10 years; and

WHEREAS, Highland Park would benefit from the expertise of an Architecture and Planning firm in undertaking this endeavor; and

WHEREAS, The Department of Community and Economic Development, in coordination with the Highland Park Planning Commission desires to solicit for bids to update the Master Plan;

NOW, THEREFORE, BE IT RESOLVED THAT THE City Council authorizes the Department of Community and Economic Development to Solicit for bids to Update Highland Park's Master Plan on Behalf of the Highland Park Planning Commission. Yeas (5), Nays (0), Absent (0).

V-c

The following communication and resolution was submitted for approval.

The contract for Safe-Built will expire on September 8, 2019, therefore the City needs to solicit for Building Department services. I request the ability to solicit for Requests for Proposals for Building Department services.

Moved by Councilmember Woodard

Supported by Council Pro-Tem McDonald

WHEREAS, the State of Michigan requires the engagement of an inspector for the express purpose of enforcing the state building code; and

WHEREAS, the City of Highland Park entered into a contract with Safe-built Michigan LLC on September 8, 2016 to provide inspection services, including, business licenses, rentals, vacant structures and vacant lots; certificates of occupancy; safety, as needed; and planning, as needed; and

WHEREAS, the contract ends on September 8, 2019 and the City wishes to solicit competitive bids for these services; and

NOW, THEREFORE, BE IT RESOLVED by the City of Highland Park that the Department of Community and Economic Development to solicit bid for inspection services that are currently being performed by Safe-Built. Yeas (5), Nays (0), Absent (0).

V-d

The following communication and resolution was submitted for approval.

I request the approval of the Contract for Demolition in the amount of \$42,500 for demolition and up to \$7,000 for an asbestos survey for the properties located at 120 Farrand Park, 12024 Woodward Avenue, 250 Moss, and 386 Elmhurst. The federal environmental reviews have been completed, as well as the consultation with the State Historic Preservation Office.

After interviewing the three lowest bidders for the project, my staff and I agreed that International Construction, Inc. was not only one of the most qualified bidders, but also one of the most affordable. International Construction, Inc. agreed to obtain necessary permits and adhere to all demolition regulations, as well as notify nearby homeowners of demolition activity.

Moved by Councilmember Woodard
Supported by Councilmember Bates

WHEREAS, on March 5, 2019 the Highland Park City Council approved a resolution to permit the Department of Community and Economic Development to issue a RFP for demolition services for four properties; 12024 Woodward, 120 Farrand Park, 250 Moss and 386 Elmhurst; and

WHEREAS, the City seeks to eliminate blighted properties while protecting the health of community residents, workers and natural resources; and

WHEREAS, the City received five bids as a result of the RFP (see attached); and

WHEREAS, an Evaluation Committee selected International Construction, Inc. 53618 Cherrywood, Shelby Township, MI 48315 as the recommended contractor; and

WHEREAS, the total cost includes forty-two thousand five hundred dollars (\$42,000) for demolition and up to seven thousand dollars (\$7,000) for an asbestos survey and abatement; and

WHEREAS, the Community Block Development Grant (CBDG) program has allocated funds to the City of Highland Park that may be used for the demolition of the above properties; and

NOW, THEREFORE, BE I RESOLVED by the City that the Department of Community and economic Development be permitted to issue a contract to International Construction, Inc. for \$42,500 for demolition and up to \$7,000 for an asbestos survey and abatement for the above-mentioned properties to be paid out of CBDG funds. Yeas (5), Nays (0), Absent (0).

FINANCE:

VI-a The following resolution was submitted for approval.

RESOLUTION AUTHORIZING THE ENGAGEMENT OF MACKINAW ADMINISTRATORS LLC TO CONTINUE TO PROVIDE GENERAL LIABILITY CLAIM SERVICES FOR THE CITY OF HIGHLAND PARK

Moved by Councilmember Lewis
Supported by Councilmember Woodard

BE IT RESOLVED that the Highland Park City Council hereby approves the service agreement between the City of Highland Park and Mackinaw Administrators LLC to continue to provide claim services as our Third Party Administrator for the City of Highland Park. Yeas (5), Nays (0), Absent (0).

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VI-b The following resolution was submitted for approval.

RESOLUTION TO APPROVE THE PROPOSED BUDGET FOR THE PERIOD JULY 1, 2019 TO JUNE 30, 2020

Moved by Councilmember Lewis
Supported by Councilmember Woodard

WHEREAS, the City of Highland Park is required by the State of Michigan to submit an annual operating budget to accurately reflect current operations; and

WHEREAS, the Mayor of the City of Highland Park submitted a proposed budget for the year 2019-2020 to the members of Highland Park City Council on April 15, 2019;

WHEREAS, members of the Highland Park City Council held a Public Hearing on Monday, April 29, 2019 to review and discuss the proposed Annual Budget for the year 2019-2020; and

WHEREAS, the City of Highland Park shall cause to be levied and collected the general property tax on all real and personal property within the City on the 2019 tax roll an allocated millage of 19.3703 mills for general operations, 2.9055 for rubbish, 28.8877 for pension judgment, 3.8649 for Bond Judgment and 1.4558 for an Emergency Loan (millage rates can change subject to head lee and debt schedules); and

WHEREAS, estimated total revenues and expenditures are:

Fund	Revenue	Expenditures
General	\$11,321.924	\$11,350.224
Major Roads	861.600	428,100
Local Roads	235,000	193,350
Federal Grants	176,030	176,030
Forfeiture	5,000	5,000
Pension Judgment	3,213,000	3,213,000
Emergency Loan	167,815	167,815
Bond Judgment	438,705	438,705
Building Dept.	91,000	91,000
MIDC	82,728	82,728
FIA Bldg.	695,255	695,255
ERS	655,000	655,000
P&F	594,300	564,000
MERS	2,227,000	2,227,000
TIFA	17,000	26,000

NOW, THEREFORE, BE IT RESOLVED that the Highland Park City Council adopts the Proposed Budget for the year 2019-2020 with the following amendments: allocate an additional \$19,500 to the court's budget; allocation to Council's budget of \$20,000 for legal services, \$5,000 for seminar and training, \$10,000 for ordinance development; reduction of \$5,000 from the Chief Executive Department for executive protection.

BE IT FINALLY RESOLVED that a copy of this resolution becomes a part of the official records of the City of Highland Park. Yeas (5), Nays (0), Absent (0).

FIRE DEPARTMENT:

VII.

The following resolution was submitted for approval.

RESOLUTION TO PAY INVOICE FOR FIRE TRUCK REPAIR

Moved by Council Pro Tem McDonald

Supported by Councilmember Lewis

WHEREAS, the City of Highland Park Fire Department's Fire Engine was in dire need of break repairs and replacement in order to continue operating effectively; and

WHEREAS, ALTA Equipment Company performed the needed repairs and, as a result, the fire engine has been restored to good working condition; and

WHEREAS, ALTA Equipment Company has submitted its invoice for \$4,575.11 for the work performed, which amount is available in the Fire Department's budget.

NOW THEREFORE, BE IT RESOLVED that City Council approves the payment of the ALTA Equipment Company invoice for \$4,575.11. Yeas (5), Nays (0), Absent (0).

PUBLIC WORKS:

VIII-a

The following resolution was submitted for approval.

RESOLUTION TO ISSUE CONTRACT FOR CATCH BASIN AND CURB INLET CLEANING

Moved by Councilmember Lewis

Supported by Councilmember Bates

Whereas, on April 1, 2019, the Highland Park City Council approved a resolution to allow DPW to solicit quotes for catch basin and curb inlet cleaning; and

WHEREAS, catch basin and curb inlets collect storm water, provide basic physical filtration and release the effluent into the sewer system; and

WHEREAS, when catch basins and curb inlets are not properly cleaned, it could result in flooding of streets and properties, deterioration of roads from standing water, hazardous conditions for drivers/pedestrians and contamination of waterways; and

WHEREAS, the City Council wishes to provide for the safety and general welfare of its citizens and the public at large; and

WHEREAS, the City received four bids as a result of an RFQ (see attached); and

WHEREAS, United Resources, LLC, 32900 Capitol Street, Livonia, MI 48150 was selected as the recommended contactor; and

NOW, THEREFORE, BE IT RESOLVED by the City of Highland Park that DPW be allowed to issue a contract to United Resources, LLC for an amount not to exceed \$161,974 annually for catch basin and curb inlet cleaning (the City does not guarantee either a minimum volume of work or a specific volume of work). Yeas (5), Nays (0), Absent (0).

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VIII-b

The following resolution was submitted for approval.

HIGHLAND PARK (LESSOR) MAINTENANCE FOR BULDING HOUSING DHHS (LESSEE) AT 13233 HAMILTON AVENUE

Moved by Councilmember Woodard
Supported by Council Pro Tem McDonald

WHEREAS, Article III, Paragraph 3.1 (s) of the Sublease between the City of Highland Park (“Lessor”) and the Department of Technology, Management & Budget (“Lessee”) for 13233 Hamilton Avenue, Highland Park, Michigan, states that “The Lessor shall keep the Leased premises in good repair; and

WHEREAS, DHHS notified Highland Park of a roof leak in the Children’s Room; and

WHEREAS, the City solicited a quote from Cutting Edge Restorations, 29444 Six Mile Road, Livonia, MI 48152 for \$7,800 to repair the roof; and

WHEREAS, Cutting Edge Restorations provided excellent roof services on a CBDG rehabilitation property and they were requested to go to the DHHS and try to identify the leak and put a tarp over it for s short-term fix; and

WHEREAS, the tarp was only a temporary fix and now DPW is requesting funding to remove the tarp and put a permanent fix in place; and

NOW THEREFORE, BE IT RESOLVED by the City of Highland Park that Cutting Edge Restorations shall be allowed to remove the temporary tarp and put a permanent fix in place for a price of \$7,000 and fulfill Highland Park’s lease obligations to the State of Michigan. Yeas (5), Nays (0), Absent (0).

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VIII-c.

The following resolution was submitted for approval.

RESOLUTION FOR CONTRACT FOR ON-CALL ELECTRICIAN FOR THE CITY OF HIGHLAND PARK, MICHIGAN

Moved by Councilmember Woodard
Supported by Councilmember Lewis

WHEREAS, on February 4, 2019, the Highland Park City Council approved a resolution to allow the Department of Public Works to issue a RFP for on-call electrical services; and

WHEREAS, the City desires to enter into a contract with a reputable electrical contractor to provide a broad range of electrical services and have the experience, knowledge and skills to install, repair, alter, add to, or maintain related electrical services. The contractor will also provide preventive maintain and repair services; and

WHEREAS, the City received three bids as a result of an RFP (see attached); and

WHEREAS, an Evaluation Committee is recommending issuing a contract to CNS Electric, 992 Rankin, Troy, MI 48083 at an hourly rate on the attached bid sheet, not to exceed \$50,000 annually; and

NOW THEREFORE BE IT RESOLVED by the City of Highland Park that the Department of Public Works be allowed to issue a contract to CNS Electric for the hourly rate on the attached bid sheet, not to exceed \$50,000 annually (the City does not guarantee either a minimum volume of work or a specific volume of work). Yeas (5), Nays (0), Absent (0).

OUTSIDE COMMUNICATION:

The following communication was received from Sydney Spight.

As you know the Parker Pride Alumni Association is sponsoring The Michigan Week Parade which is Saturday, May 18, 2019 from 10:00 to 5:00 p.m. The association is asking that the fees for use of Ford Field House and Mackenzie Field be waived for this City event.

**Moved by Councilmember Lewis
Supported by Councilmember Bates**

To waive the fees for the use of Ford Field House and McKenzie Field for the Michigan Week Parade which is Saturday, May 18, 2019 from 10:00 a.m. to 5:00 p.m. and allow signs to be place on city property announcing the parade. Yeas (5), Nays (0), Absent (0).


ADJOURNMENT:

**Moved by Councilmember Bates
Supported by Councilmember Lewis**

To adjourn, motion carried meeting was adjourned at 8:40 p.m. Yeas (5), Nays (0), Absent (0).

CERTIFICATE

I, hereby certify that the attached is a copy of the minutes of a Regular Meeting held on the 6th of May 2019. Minutes are available for public inspection at the address designated on the posted public notice.



Brenda J. Green, City Clerk