

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

December 4, 2023

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

Present: Council President Thomas, Councilwoman Manica, Councilwoman Martin, and Councilman Ash-Shafii (4).

Absent: Council Pro Tem Robinson, (1) excused.

A quorum being present, Council was declared in session.

APPROVAL OF AGENDA

Moved by Councilman Ash-Shafii
Supported by Councilwoman Martin

To approve the agenda and amend item VIa from the Legal Department. Yeas (4), Nays (0), Absent (1) Robinson.

APPROVAL OF MINUTES

Moved by Councilwoman Martin
Supported by Councilwoman Manica

To approve the minutes of the In-Person and Virtual Workshop meeting held November 20, 2023. Yeas (3), Nays (1) Ash-Shafii, Absent (1) Robinson.

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Moved by Councilwoman Manica
Supported by Councilwoman Martin

To approve the minutes of the In-Person and Virtual Regular meeting held November 20, 2023. Yeas (3), Nays (1) Ash-Shafii, Absent (1) Robinson.

**INFORMATION TECHNOLOGY
12-04-23 V**

The following resolution was submitted for approval.

RESOLUTION TO REDESIGN CITY WEBSITE

Moved by Councilwoman Martin
Supported by Councilwoman Manica

WHEREAS, the City of Highland Park maintains a website to disseminate information to the general public; and

WHEREAS, the City of Highland Park's current website is more than 6 years old and requires substantial platform updates and reorganization; and

WHEREAS, the City of Highland Park entered into a contract in December of 2017 with Muniweb to design and implement the current website; and

WHEREAS, the City of Highland Park received a quotation for \$10,975.00 from Muniweb to overhaul the current website; and

NOW, THEREFORE, BE IT RESOLVED that the City approves the cost for upgrading the current website. Yeas (3), Nays (1) Ash-Shafii, Absent (1) Robinson.

LEGAL
12-04-23 VI a

The following resolution was submitted for approval.

RESOLUTION TO RESCIND THE PRIOR EMPLOYEE HANDBOOK

Moved by Councilwoman Manica
Supported by Council President Thomas

Councilman Ash-Shafii requested an official statement from Legal whether or not 4 votes are needed to rescind the prior Employee Handbook which was issued by an emergency financial manager. Attorney Burton stated a regular majority vote is sufficient.

WHEREAS, the former Emergency Financial Manager adopted an Employee Personnel Manual in 2004, and

WHEREAS, that version of the Employee Personnel Manual is outdated and is need of revisions, and

WHEREAS, the City's labor counsel has prepared an updated Employee Handbook that, following Council approval, will be distributed City-wide to all City employees;

NOW THEREFORE, BE IT RESOLVED, the City of Highland Park City Council rescinds the prior Employee Personnel Manual, Emergency Financial Manager Directive 91, dated November 9, 2004. Yeas (3), Nays (1) Ash-Shafii, Absent (1) Robinson.

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12-04-23 VI b

The following resolution was submitted for approval.

RESOLUTION TO PURCHASE DIGITAL FOIA SYSTEM

Moved by Councilwoman Manica
Supported by Councilwoman Martin

WHEREAS, the City of Highland Park wishes to modernize its current FOIA practices by digitizing

requests; and

WHEREAS, Granicus participates in the MiDeal statewide procurement program and provides these services to the State of Michigan government; and

WHEREAS, the City of Highland Park received a proposal in accordance with MiDeal pricing for \$9,000.00; and

NOW, THEREFORE BE IT RESOLVED, the City approves the purchase and costs for Granicus FOIA Solution. Yeas (3), Nays (1) Ash-Shafii, Absent (1) Robinson.

**POLICE
12-04-23 VII a**

The following resolution was submitted for approval.

RESOLUTION TO PURCHASE AN INTOXILYZER 9000

Moved by Councilman Ash-Shafii
Supported by Councilwoman Manica

WHEREAS, the mission of the Highland Park Police Department is to maintain order, preserve human life and protect property within our community; and

WHEREAS, the Highland Park Police Department's current breath instrument is being discontinued by the Michigan State Police; and

WHEREAS, the Michigan State Police has directed the Highland Park Police Department to replace the equipment with an Intoxilyzer 9000; and

WHEREAS, the City of Highland Park received a quotation for \$9,556.00 from CMI Incorporated, the manufacturer of the instrument; and

WHEREAS, the Highland Park Police Department would like to continue the enforcement of enforcing laws related to impaired driving; and

NOW, THEREFORE, BE IT RESOLVED the City approves the agreement and costs for purchase of the Intoxilyzer 9000. Yeas (3), Nays (1) Martin, Absent (1) Robinson

12-04-23 VII b

The following resolution was submitted for approval.

RESOLUTION TO PURCHASE POLICE SCHEDULING SOFTWARE

Moved by Councilman Ash-Shafii
Supported by Councilwoman Martin

WHEREAS, the mission of the Highland Park Police Department is to maintain order, preserve human life and protect property within our community; and

WHEREAS, the Highland Park Police Department’s current software scheduling software has increased substantially in costs; and

WHEREAS, the Highland Park Police Department wishes to switch to PACE Scheduler software; and

WHEREAS, the City of Highland Park received a quotation for \$4,800.00 from PACE Scheduler, the manufacturer of the software; and

NOW, THEREFORE, BE IT RESOLVED the City approves the agreement and costs for purchase of the PACE Scheduling Software. Yeas (4), Nays (0), Absent (1) Robinson.

**RECREATION
12-04-23 VIII**

The following resolution was submitted for approval.

RESOLUTION REQUESTING APPROVAL FOR TRANSPORTATION PARTNERSHIP

Moved by Councilman Ash-Shafii
Supported by Councilwoman Manica

WHEREAS, Urban Solutions Training and Development, is a nonprofit organization that provides programs and services addressing the needs of metro Detroit area seniors which includes the City of Highland Park older adults. This organization currently provides monthly programming in both Gabrielle and Labelle Towers apartments; and

WHEREAS, the City of Highland Park older adult population have requested transportation to Walmart, which is outside of our SMART transportation jurisdiction. The Urban Solutions Training and Development, will support the City of Highland Park by providing transportation and programming to our senior residents as they successfully age in place and, this transportation will start December 2023, planning for 2 times per week, according to the need/interest our senior residents. This partnership does not request or need funding from the City of Highland Park; and

WHEREAS, the Urban Solutions Training and Development will take all responsibility in providing transportation for Walmart and other events. Thereby putting the City of Highland Park on their insurance; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Highland Park approves the transportation partnership with Urban Solutions Training and Development. Yeas (4), Nays (0), Absent (1) Robinson.

ADJOURNMENT

Moved by Councilwoman Manica
Supported by Councilwoman Martin

To adjourn the meeting, motion carried, meeting adjourned at 8:53 p.m.

CERTIFICATE

I hereby certify that the attached is a copy of the proposed minutes of the In-Person and Virtual Regular Meeting held the 4th day of December 2023 and that said minutes are available for public inspection at the address designated on the posted public notice.

A handwritten signature in blue ink, appearing to read 'Cidia Wicker-Brown', with a decorative flourish at the end.

Cidia Wicker-Brown, Deputy City Clerk