

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

NOVEMBER 6, 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.

APPROVAL OF AGENDA

Moved by Councilmember Lewis
Supported by Council Pro Tem McDonald

To approve the agenda. Yeas (5), Nays (0), Absent (0).

APPROVAL OF MINUTES

Moved by Councilmember Lewis
Supported by Councilmember Marshall

To approve the minutes of the Workshop meeting held October 16, 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 October 16, 2017. Yeas (5), Nays
(0), Absent (0).

**BID OPENING
11-6-17 Va**

The Clerk stated this was the place and time to open bids received for Emergency
Sidewalk Removal and Replacement.

4 (four) bids were received:

Century Cement Company Inc.
12600 Sibley Rd.
Riverview, MI 48193
Total Bid Amount: \$9,500

Conteck Inc.
3753 Oakridge Ct.
Ann Arbor, MI 48105
Total Bid Amount: \$9,125

McCarthy Construction Co.
1033 Rig St
Commerce Twp, MI 48390
Total Bid Amount: \$8,438

Midtown Group, LLC
5650 W. Jefferson Ave.
Detroit, MI 48209
Total Bid Amount: \$8,800

Moved by Councilmember Lewis
Supported by Council Pro Tem McDonald

To refer to Community Development Director Robinson to make a recommendation.
Yeas (5), Nays (0), Absent (0).

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11-06-17 Vb

The Clerk stated this was the place and time to open bids received for Community Visioning.

5 (five) bids were received:

OHM
12600 Sibley Rd.
Riverview, MI 48193
Total Bid Amount: \$62,000

Lorcan O;Herlihy Architects
3753 Oakridge Ct.
Ann Arbor, MI 48105
Total Bid Amount: \$156,500

MKSK
4219 Woodward Ste. 305
Detroit, MI 48201
Total Bid Amount: \$34,900

Sidock Group Inc.
645 Griswold Ste. 1888
Detroit, MI 48226
Total Bid Amount: \$119,510

McKenna
235 E. Main Ste. 105
Northville, MI 48167
Total Bid Amount: \$72,500

Moved by Council Pro Tem McDonald
Supported by Councilmember Lewis

To refer to Community Development Director Robinson to make a recommendation.
Yeas (5), Nays (0), Absent (0).

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11-06-17 Vc

The Clerk stated this was the place and time to open bids received for Comprehensive Building Mechanical and Repair Agreement

No bids were received.

ORDINANCE FINAL READING

11-6-17 VI

ORDINANCE NO. 874

SPECIAL EVENT VENDING ORDINANCE

An Ordinance to amend the Highland Park City Business Regulation and Taxation Code, Chapter 874, by adding section 874.01(a) to define "food truck vendor"; by adding section 874.01(b) to define "special event vendor"; by adding the word "limitations" to section 874.03, License Applications, Investigations section heading; by adding section 874.03(a) titled "Food Truck Vendor License"; by adding section 874.03(b) titled "Special Event Vendor License"; by adding section 874.0S(f), "fees for a Truck Vendor license"; by adding section 874.0S(g), "fees for a Special Event Vendor License," to provide a means to allow for food and goods to be sold by vendors at City-endorsed or City-allowed "Special Events," such as: the Michigan Week parade, the Highland Park Music Festival, art shows, carnivals, or any other event deemed "special" by the City Council.

Moved by Council Pro Tem McDonald
Supported by Councilmember Woodard

WHEREAS, the City of Highland Park wishes to amend a local Ordinance adopting the definition of a special event vendor, and authority to grant a "Special Event Vendor License;" and

WHEREAS, the Charter for the City of Highland Park provides that Council has the authority to enact all ordinances they deem necessary for the safety, order, and good government of the City and the general welfare of the inhabitants.

NOW, THEREFORE, THE CITY OF HIGHLAND PARK ORDAINS:

SECTION 1. The existing Title II, Chapter 874, section 874.01 of the Highland Park Code of Ordinances are hereby amended and the following new sections 874.01(a) and 874.01(b) are added and hereby adopted.

874.01 STREET VENDOR DEFINED.

As used in this chapter, "street vendor" includes hucksters and peddlers and means a person who sells or peddles food, or other products, not produced, manufactured or made by himself or

herself on public ways or from door to door of homes, offices, stores, hotels, restaurants or other places of business in the City.

FOOD TRUCK VENDOR: A "FOOD TRUCK VENDOR" MEANS THE OPERATOR OF A MOTORIZED VEHICLE WHICH UPON ISSUANCE OF A LICENSE BY THE CITY CLERK AND CONFORMANCE WITH THE REGULATIONS OF THE STATE AND UNDER THIS CHAPTER DURING SPECIAL EVENTS ONLY, MAY TEMPORARILY PARK UPON A PUBLIC STREET OR IN A PUBLIC PARKING LOT, AND ENGAGE IN THE PREPARATION, SERVICE, SALE OR DISTRIBUTION OF READY-TO-EAT FOOD FOR INDIVIDUAL PORTION SERVICE TO THE GENERAL PUBLIC DIRECTLY FROM THE VEHICLE. FOR PURPOSES OF THIS SECTION, MOBILE FOOD VEHICLE INCLUDES A TRAILER PULLED BY A MOTORIZED VEHICLE ENGAGED IN THE PREPARATION, SERVICE, SALE OR DISTRIBUTION OF READY-TO-EAT FOOD FOR INDIVIDUAL PORTION SERVICE TO THE GENERAL PUBLIC DIRECTLY FROM THE TRAILER, AND SHALL INCLUDE COOKERS, GRILLS, SMOKERS, OR OTHER SIMILAR APPARATUSES, FOOD TRUCK VENDORS SHALL NOT OFFER OR ADVERTISE THE OFFERING OF BEER, WINE, OR OTHER ALCOHOLIC BEVERAGES.

SPECIAL EVENT VENDOR: A "SPECIAL EVENT VENDOR" MEANS AN OPERATOR OF A STATIONARY STAND OR PORTABLE VENDING CART LICENSED FOR A LIMITED, SPECIFIC PERIOD IN ASSOCIATION WITH A SPECIAL EVENT. THE STATIONARY STAND OR PORTABLE VENDING CART MAY BE LEFT ON SITE FOR THE DURATION OF THE EVENT, AND MAY BE LOCATED ON PRIVATE PROPERTY. THE SPECIAL EVENT VENDOR SHALL BE LICENSED BY THE SPECIAL EVENT ORGANIZATION WHICH HAS BEEN APPROVED BY THE CITY COUNCIL TO ORGANIZE A SPECIAL EVENT. THE CITY COUNCIL SHALL DECIDE APPROVAL OF LICENSE IF THE SPECIAL EVENT ORGANIZATION HAS WAIVED VENDING RIGHTS.

SECTION 2. The existing Title II, Chapter 874, section 874.03, of the Highland Park Code of Ordinances are hereby amended, and the word "Limitations" is added to the section heading and is hereby adopted.

874.03 LICENSE APPLICATIONS; INVESTIGATIONS; **LIMITATIONS.**

SECTION 3. The existing Title II, Chapter 874, section 874.03, of the Highland Park Code of Ordinances are hereby amended and the following new section 874.03(a) and 874.03(b) are added and hereby adopted.

874.03 LICENSE APPLICATIONS; INVESTIGATIONS; **LIMITATIONS.**

An application for the license required by Section 874.02 shall be made in writing to Council upon forms furnished by the City and shall be filed with the City Clerk. The application shall give all such information as may be deemed necessary for the proper enforcement of this chapter, including the age, name and residence of the applicant, and shall state whether or not the applicant is a citizen of the United States or has declared his or her intention of becoming a citizen of the United States . Upon receipt of such application, the Clerk shall refer the same to the Chief of Police, and, if the applicant proposes to vend food products, to the Health Officer, for investigation and recommendation, both of whom shall report to Council within 45 days.

(A) FOOD TRUCK VENDOR LICENSE. A FOOD TRUCK VENDOR LICENSE SHALL BE ISSUED FOR CITY-APPROVED SPECIAL EVENTS ONLY. A FOOD TRUCK VENDOR'S OPERATIONS SHALL BE RESTRICTED TO A CITY COUNCIL-APPROVED AREA OF THE SPECIAL EVENT ONLY. SUBSECTION (B) SHALL BE APPLICABLE TO ALL FOOD TRUCK VENDOR LICENSEES.

(B) SPECIAL EVENT VENDOR LICENSE. VENDING LICENSE LIMITATIONS MAY BE EXPANDED OR WAIVED DURING APPROVED SPECIAL EVENTS AUTHORIZED BY RESOLUTION OF THE CITY COUNCIL. THE CITY COUNCIL MAY AUTHORIZE THE CITY CLERK TO ISSUE A VENDOR LICENSE TO VALID LOCAL ORGANIZATIONS SPONSORING AND OPERATING A SPECIAL EVENT WITHIN A SPECIFIED AREA OF THE CITY OF HIGHLAND PARK. NO PERSON, GROUP OR ORGANIZATION SHALL SELL ANY FOOD, MERCHANDISE, GOODS, SERVICES, AMUSEMENTS, RIDES OR OTHER ITEMS ON ANY PUBLIC STREET, ALLEY, SIDEWALK OR OTHER PUBLIC PROPERTY WITHIN THE SPECIAL EVENT AREA DURING THE TIME OF THE SPECIAL EVENT WITHOUT FIRST BEING APPROVED BY THE SPONSORING ORGANIZATION OVERSEEING THE SPECIAL COMMUNITY EVENT.

SECTION 4: The existing Title II, Chapter 874, section 874.05, of the Highland Park Code of Ordinances are hereby amended and the following new sections 874.05(f) and 875.05(g) are added and hereby adopted.

874.05 LICENSE ISSUANCE; FEES.

When a license under this chapter has been granted, the City Clerk shall issue the same upon payment by the applicant to the City Treasurer of the following fees:

- (a) For a street vendor who uses no handcart or pushcart or vehicle: seventy-five dollars (\$75.00)
- (b) For a street vendor who uses a handcart or pushcart: one hundred dollars (\$100.00)
- (c) For a street vendor who uses a mechanically propelled vehicle drawn by animals: one hundred twenty-five dollars (\$125.00)
- (d) DELETED
- (e) DELETED

(f) FOR A FOOD TRUCK VENDOR WHO OPERATES A MOBILE FOOD VENDING VEHICLE LICENSED FOR A LIMITED, SPECIFIC PERIOD IN ASSOCIATION WITH A SPECIAL EVENT ONLY: ONE HUNDRED FIFTY DOLLARS (\$150.00)

(g) FOR A SPECIAL EVENT VENDOR WHO OPERATES A STATIONARY STAND OR PORTABLE VENDING CART LICENSED FOR A LIMITED, SPECIFIC PERIOD IN ASSOCIATION WITH A SPECIAL EVENT: ONE HUNDRED DOLLARS (\$100.00)

SECTION 5: SEVERABILITY. The various parts, sections and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section or clause is adjudged

unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

SECTION 6: EFFECTIVE DATE. This Ordinance shall be published in full in a newspaper of general circulation in the City of Highland Park qualified under State law to publish legal notices and shall become effective upon publication, as provided by law.

SECTION 7: This Ordinance shall take effect immediately upon its adoption. Yeas (5), Nays (0), Absent (0).

**CITY ADMINISTRATOR
11-6-17 VII**

The following resolution was submitted for approval.

To Acknowledge The Audit Findings of the TIFA Audit for Fiscal Year 2016

Moved by Councilmember Woodard
Supported by Councilmember Lewis

WHEREAS, The auditor, Gregory Terrell & Co has indicated in the TIFA fiscal year 2016 audit that: "During our audit we noted that the Authority did not prepare and submit a budget for the year ended June 30, 2016, for City Council approval as required by the Uniform Budgeting and Accounting Act. We recommend that the Authority prepare, adopt and submit annual budgets to the City Council for approval in accordance with the Uniform Budgeting and Accounting Act."

WHEREAS, the Council approves budgets as prescribed by the City Charter;

WHEREAS, TIFA will be notified by the finance department when its next budget hearing will be scheduled for fiscal year 2019;

BE IT FINALLY RESOLVED that Council acknowledges these findings and is to notify the TIFA board of the actions that it must take to conform with state law. Yeas (5), Nays (0), Absent (0).

**CITY CLERK
11-6-17 VIII**

The following communication was submitted for approval.

Honorable Council:

The State of Michigan has suggested that any polling place that has not been reviewed in over five years must be reviewed again. Every jurisdiction must take a look at their polling location

As the Chief Election official of the city I conducted a polling place evaluation taking into consideration cost saving on equipment and maintenance fees as well as a more productive environment for the election, such as ample parking, larger room, outlets to accommodate election equipment, an interior corridor to allow any line to be inside and ADA accessible.

I would like to submit the following recommendation for approval.

Moved by Councilmember Woodard
Supported by Councilmember Lewis

WHEREAS, the State of Michigan has suggested that any polling place that has not been reviewed in over five years, must be reviewed again; and

WHEREAS, Council establishes the location of polling places for every election;

WHEREAS, the Clerk being the Chief Election official for the city has conducted an evaluation and has submitted a recommendation;

NOW, THEREFORE, BE IT RESOLVED, that the following consolidation of precincts and relocation of polling locations be approved:

<u>Precinct</u>	<u>New Pct #</u>	<u>New Total</u>	<u>Polling Location</u>
1 & 12	1	1,177	Healing Spring Baptist Church 12647 Hamilton at Leslie
Pct 1 old location			God's House of Prayer 11843 Hamilton at Elmhurst
Pct 12 old location			New Mt. Moriah Baptist Church 13100 Woodward Ave.
4 & 14	14	2,223	Ernest T. Ford Field House (Rec. Ctr.) 10 Pitkin
Pct 14 old location			Bishop Moore Apartments 99 Manchester
7 & 8	8	1,111	Faith Tabernacle Church 16548 Hamilton
15 & 25	15	1,319	Ernest T. Ford Field House (Rec. Ctr.) 10 Pitkin
18 (no change)		1,165	Robert B. Blackwell Municipal Complex 12050 Woodward Ave.
20 (no change)		1,115	New Mt. Moriah Baptist Church 13100 Woodward Ave.

23 (no change)

400

Downes Manor
13725 John R.

FURTHER BE IT RESOLVED; that the City Clerk will mail new voter identification cards to every voter affected by these changes and signage will be placed at the locations on Election Day. Yeas (5), Nays (0), Absent (0).

11-6-17 IV

The 2018 City Council Meeting Schedule was submitted for approval.

Moved by Council Pro Tem McDonald
Supported by Councilmember Lewis

To approve the 2018 City Council Meeting Schedule as submitted. Yeas (5), Nays (0), Absent (0).

2018
HIGHLAND PARK CITY COUNCIL MEETING SCHEDULE

All Workshop and Regular Meetings of the Highland Park City Council are held the 1st & 3rd Monday of each month at 5:30 p.m. & 7:00 p.m. respectively, unless otherwise posted.

If a holiday falls on the scheduled date, the meeting will be held the following Tuesday.

Workshop & Regular Meetings

January 16 th	July 2 nd & 16 th
February 5 th & 19 th	August 6 th & 20 th
March 5 th & 19 th	September 4 th & 17 th
April 2 nd & 16 th	October 1 st & 15 th
May 7 th & 21 st	November 5 th & 19 th
June 4 th & 18 th	December 3 rd & 17 th

PUBLIC WORKS
11- 6-17 X

The following resolution was submitted for approval.

RESOLUTION TO OVERHEAD GARAGE DOORS FOR DPW

Moved by Council Pro Tem McDonald
Supported by Councilmember Marshall

WHEREAS, the City of Highland Park, has experienced an emergency because of a collapsed overhead garage door, and a garage door in a state of unrepairable disrepair; and

WHEREAS, both doors need to be immediately replace to secure the DPW yard garage and storage facility to protect DPW/HPPD valuable equipment, vehicles, and hand tools stored within the complex; and

WHEREAS, valuable irreplaceable court, police and, city documents being stored within the complex are now in unprotected storage; and

WHEREAS, Jan Door Company is the single source door manufacturer who has serviced the DPW yard doors since 1995, and;

WHEREAS, the cost to manufacture and replace both doors will cost \$8,545

BE IT RESOLVED that funding is approved in the amount of \$8,545 to replace both overhead doors to resolve this current emergency.

There was discussion between City Council and Director Willie Faison.

Moved by Councilmember Lewis
Supported by Councilmember Woodard

To table the above resolution. Yeas (5), Nays (0), Absent (0).

**WATER
11-6-17 XI**

The following resolution was submitted for approval.

**A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY OF HIGHLAND
PARK AND ONYX ENTERPRISE, INC., TO PROVIDE WATER LEAK DETECTION
SERVICES**

Moved by Councilmember Lewis
Supported by Council Pro Tem McDonald

WHEREAS, City Council has the responsibility for approving contracts under Chapter 14 of the Highland Park City Charter; and

WHEREAS, pursuant to Section 280.02 of the Highland Park Code of Ordinances the Water Department advertised a Request for Proposals (RFP) due October 9th, 2017, to competitively solicit proposals; and

WHEREAS, from among the proposals received, the Department has determined the Contractors offer is advantageous to the City of Highland Park and the Water Department; and

WHEREAS, the Water Department and the Contractor have also agreed to the pricing listed in the attached letter to the City Council; and

WHEREAS, the Contractor has presented that it has the requisite personnel, experience and resources to provide the serviced required by the Department and the Contractor desires to provide the Services; and

BE IT RESOLVED, that the Highland Park City Council APPROVES the City entering into a contract with Onyx Enterprise Inc. to provide administration of the Water Leak Detection Survey Project effective November 6, 2017. Yeas (5), Nays (0), Absent (0).

**CITY COUNCIL AFFAIRS
11-6-17 XII**

Moved by Councilmember Woodward

To bring from the table Item X from Public Works “Resolution To Overhead Garage Doors For DPW”.

Item failed for lack of support. Item remains tabled.

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Moved by Councilmember Lewis
Supported by Councilmember Woodward

To hold a Special Workshop Meeting on Tuesday, November 14, 2017 at 6:00 pm to discuss previous Financial Manager Directives. Yeas (5), Nays (0), Absent (0).

ADJOURNMENT

Moved by Councilmember Lewis
Supported by Councilmember Marshall

To adjourn the meeting, motion carried, meeting adjourned at 9:43 p.m.

CERTIFICATE

I, hereby certify that the attached is a copy of the proposed minutes of the Regular Meeting held the 6th day of November, 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