



AGENDA
SPECIAL CITY COUNCIL MEETING
40TH CITY COUNCIL
OAK PARK, MICHIGAN
OCTOBER 21, 2024
6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. SPECIAL BUSINESS

- A. Discuss July 4th Events
- B. Request to receive proposal and negotiate contract for event manager
- C. Economic Development Project Discussion

4. CALL TO THE AUDIENCE

Each speaker's remarks are a matter of public record; the speaker, alone, is responsible for his or her comments and the City of Oak Park does not, by permitting such remarks, support, endorse or accept the content, thereof, as being true or accurate. "Any person while being heard at a City Council Meeting may be called to order by the Chair, or any Council Member for failure to be germane to the business of the City, vulgarity, or personal attacks on persons or institutions." There is a three minute time limit per speaker.

5. ADJOURNMENT

The City of Oak Park will comply with the spirit and intent of the American with Disabilities Act. We will provide support and make reasonable accommodations to assist people with disabilities to access and participate in our programs, facilities and services. Accommodations to participate at a Council Meeting will be made with 7-day prior notice.

In Your Camp!
Campaign Management, Events and Special Projects
Lynne Vettraino, Owner
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Proposal, City of Oak Park Event Manager

Expectation – In Your Camp!

- Serve as the event manager to assist the City of Oak Park in the management of their Juneteenth event. Open to serving as the event manager for additional events including but not limited to the Oak Park Film Fest, and a fundraising event benefitting the Oak Park Event Hub after more information is available and discussed.

Expectation – City of Oak Park

- Provide necessary information and time to In Your Camp! to perform the expectation listed above.

Proposed Scope of Work

- In Your Camp! will be assisting the City of Oak Park in the event management of their Juneteenth event. This shall include but not be limited to the following: planning, coordination, implementation of all aspects of this event and all other duties that fall under this event.
- Work outside the Scope of Work will be addressed as noted in the “Project Cost” section.

Project Cost

- Juneteenth Event:
 - Total amount due to In Your Camp! will be \$5,000.00 for the Juneteenth event.
- Other events, including but not limited to the Oak Park Film Fest and fundraising event benefitting the Oak Park Event Hub:
 - All work beyond the Juneteenth event will be mutually agreed upon, in writing, by both parties. An hourly rate of \$80.00 per hour will be charged for work on any event not related to the Juneteenth event or the two parties will agree upon a flat fee service agreement per event.
- Invoices:
 - The City of Oak Park shall pay all invoices net 30 days. In Your Camp will invoice monthly, or on a lump sum schedule agreed to by the parties.
 - Reimbursable items:

- Billed at cost. Reimbursable items include travel (mileage at the federally approved rate), sub-contractors, printing, shipping, photocopies, or other similar materials.

Proposed Timeline for the Project

- September 2024 – June 2025

Certificate of Insurance Liability Coverage

- Attached
 - Please note the Certificate of Insurance lists Vettraino Consulting, LLC as the insured company. In Your Camp! is a DBA of Vettraino Consulting, LLC.