# Oak Park

# City Council Agenda

December 4, 2023

# AGENDA

**REGULAR CITY COUNCIL MEETING**
**39th CITY COUNCIL**
**OAK PARK, MICHIGAN**
**December 4, 2023**
**7:00 PM**

---

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **APPROVAL OF AGENDA**

5. **CONSENT AGENDA**

   The following routine items are presented for City Council approval without discussion, as a single agenda item. Should any Council Member wish to discuss or disapprove any item it must be dropped from the blanket motion of approval and considered as a separate item.

   A. Regular City Council Meeting Minutes for November 20, 2023
   B. Request to receive the First Quarter FY 2023-24 Investment Report
   C. Request to receive the First Quarter Budget to Actual Report
   D. Request to approve Payment Application No. 3 for the 2023-24 Miscellaneous Concrete Project to Mattioli Cement Company of Fenton, Michigan for $122,948.44
   E. Request to approve payment of invoices from OHM Advisors for GIS DWAM Grant, Nine Mile Road CE, and 8 Mile Booster Station Rehab for the total amount of $11,596.93
   F. Request to approve payment of invoices from MDOT for the Nine Mile Road project in the amount of $9,927.04
   G. Request to approve Payment Application No. 2 (final) for the 2023 Landscape Planting Project, M-766 to Premier Group Associates, of Detroit, MI for $7,979.50
   H. Request to approve Payment Application No. 3 for the 2023 Block Pruning Project, M-748, to Urban Tree Trimming of Detroit MI in the amount of $6,690.00
   I. Arts & Cultural Diversity Commission Meeting Minutes for August 10, 2023 and September 14, 2023
   J. Licenses New and Renewals submitted for December 4, 2023

6. **RECOGNITION OF VISITING ELECTED OFFICIALS**

7. **SPECIAL RECOGNITION/PRESENTATIONS:** None

8. **PUBLIC HEARINGS:** None

9. **COMMUNICATIONS:** None

10. **SPECIAL LICENSES:** None

11. **ACCOUNTING REPORTS:** None

12. **BIDS:** None

13. **ORDINANCES:** None

14. **CITY ATTORNEY:**

**15. CITY MANAGER:**

**City Clerk**

A. Resolution authorizing the temporary relocation of two polling precincts for the February 27, 2024 Presidential Primary Election

**Finance**

B. Resolution approving requested Budget Amendment #2024-2 for period ending 9/30/23

**Department of Public Works**

C. Request to approve Change Order No. 1 in the amount of $8,275.00 and Payment Application No. 1 in the amount of $74,042.38 for the 2023 Shepherd Park Restroom Project, M-759

D. Request to approve a change order request from OHM Advisors to provide Engineering Design and Construction Support Services for the Eight Mile Booster Station Rehabilitation Project, M-732, for the hourly, not to exceed cost of $4,716.00

**Recreation**

E. Resolution supporting the city's application for the Community Foundation of Southeast Michigan Ralph C. Wilson Jr. Grant for the Oak Park Event Hub

**16. 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.

**17. CALL TO THE COUNCIL**

**18. 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. Accommodation to participate in a Council Meeting will be made with 7-day prior notice.

**CITY OF OAK PARK, MICHIGAN**
**REGULAR COUNCIL MEETING OF THE**
**39th OAK PARK CITY COUNCIL**
**November 20, 2023**
**7:00 PM**

# MINUTES

The meeting was called to order at 7:00 p.m. by Mayor Pro Tem Burns in the Council Chambers of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

**PRESENT:** Mayor Pro Tem Burns, Council Member Edgar, Council Member Radner, Council Member Whitehead

**ABSENT:** Mayor McClellan

**OTHERS PRESENT:** City Manager Tungate, City Clerk Norris, City Attorney Duff

**APPROVAL OF AGENDA:**

**CM-11-365-23 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS AMENDED – APPROVED**

Motion by Edgar, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the agenda with the following changes:

- Add Item 15E – Approval consideration for a mural at 8150 Nine Mile Road.
- Omit Items 13A and 13B – Ordinance First readings

| | | |
|---|---|---|
| Voice Vote: | Yes: | Edgar, Burns, Radner, Whitehead |
| | No: | None |
| | Absent: | McClellan |

**MOTION DECLARED ADOPTED**

**CONSENT AGENDA:**

**CM-11-366-23 (AGENDA ITEM #5A-F) CONSENT AGENDA - APPROVED**

Motion by Whitehead, seconded by Burns, CARRIED UNANIMOUSLY, to approve the Consent Agenda consisting of the following items:

A. Regular City Council Meeting Minutes for November 6, 2023 **CM-11-367-23**
B. Special City Council Meeting Minutes for November 6, 2023 **CM-11-368-23**
C. Beautification Commission Meeting Minutes for June 20, 2023 **CM-11-369-23**
D. Retirement Board Meeting Minutes for July 24, 2023 **CM-11-370-23**
E. Request to advertise for bids for 2024 Camera Replacement Project **CM-11-371-23**
F. Licenses new and renewals submitted for November 20, 2023 **CM-11-372-23**

**MERCHANT'S LICENSES – November 20, 2023**
**(Subject to All Departmental Approvals)**

| NEW MERCHANT | ADDRESS | FEE | BUSINESS TYPE |
|---|---|---|---|
| None | | | |

| RENEWALS (2023/2024) | ADDRESS | FEE | |
|---|---|---|---|
| GREENSCAPES, INC | 8555 CAPITAL AVE | $150.00 | LANDSCAPING |
| ACME LADDER & SUPPLY CO | 10101 CAPITAL AVE | $150.00 | INDUSTRIAL |
| EZ GROOM | 10411 CAPITAL AVE | $150.00 | MANUFACTURING |
| BRUTTEL ROOFING INC | 10821 CAPITAL AVE | $150.00 | CONTRACTOR |
| PLUMBING TECHS PIPECON | 12700 CAPITAL AVE | $150.00 | CONTRACTOR |
| MIDLAND EQUIPMENT CO. | 12771 CAPITAL AVE | $150.00 | INDUSTRIAL |
| UNITED REFRIGERATION INC | 12811 CAPITAL AVE | $150.00 | INDUSTRIAL |
| BENSTON D HARRIS INC | 13040 CAPITAL AVE | $150.00 | MEDICAL OFFICE |
| LG MOTORS | 13350 CAPITAL AVE | $150.00 | BODY SHOP |
| CAR STOP AUTOMOTIVE INC | 21006 COOLIDGE HWY | $150.00 | AUTO REPAIR |
| PHYSICAL MEDICINE REHAB & PAIN CONSULTANT | 21675 COOLIDGE 1A | $150.00 | MEDICAL CLINIC |
| HANDS OF HOPE INTERNATIONAL | 21790 COOLIDGE HWY | $150.00 | MASSAGE THERAPY |
| ARNOLD CLEANERS | 22185 COOLIDGE HWY | $150.00 | PROFESSIONAL SERVICE |
| DANNY'S FINE WINE | 23063 COOLIDGE HWY | $150.00 | PARTY STORE |
| GRACE CENTERS OF HOPE | 23119 COOLIDGE HWY | $150.00 | NONPROFIT STORE |
| CHILDRENS DENTAL HOME | 24611 COOLIDGE HWY | $150.00 | CHILDRENS DENTISTRY |
| COMERICA BANK INC | 25555 COOLIDGE HWY | $150.00 | FINANCIAL INSTITUTION |
| ARTISTRY OF HAIR | 25661 COOLIDGE HWY | $150.00 | HAIR SALON |
| LINCOLN COOLIDGE MARKET | 25901 COOLIDGE HWY | $150.00 | PARTY STORE |
| LINCOLN RX INC | 25901 COOLIDGE HWY 1 | $150.00 | PHARMACY |
| STEPPIN OUT FAITH LEARNING CENTER | 25941 COOLIDGE HWY | $150.00 | CHILDCARE CENTER |
| CARING DENTISTRY | 26021 COOLIDGE HWY | $150.00 | GENERAL DENTISTRY |
| F.I.R.M. | 13691 W ELEVEN # 103 | $150.00 | FINANCIAL SERVICES |
| FORTSON DENTAL OAK PARK | 13741 W ELEVEN MILE | $150.00 | GENERAL DENTISTRY |
| CUSTOM CONCEPT COLLISION | 14051 W ELEVEN MILE | $150.00 | BODY SHOP |
| FOUR SEASONS GARDEN CENTER | 14471 W ELEVEN MILE | $150.00 | LANDSCAPING |
| DOG & PONY BREWING LLC | 14661 W ELEVEN 200 | $150.00 | RETAIL |
| ROYAL CREST INC | 14851 W ELEVEN MILE | $150.00 | MANUFACTURING |
| BOLLINGER MOTORS INC | 14925 W ELEVEN MILE | $150.00 | MANUFACTURING |
| PM ENVIRONMENTAL INC | 15431 W ELEVEN MILE | $150.00 | CONSULTING |
| MCDONALD'S | 21000 GREENFIELD | $150.00 | RESTAURANT |
| AURA DIAMOND AND JEWEL | 21700 GREENFIELD # 347 | $150.00 | RETAIL |
| SPECTRUM JEWELERS | 21700 GREENFIELD # 355 | $150.00 | RETAIL |
| FORGOTTEN HARVEST INC | 21800 GREENFIELD RD | $150.00 | NONPROFIT |
| PINEWOOD DENTAL | 21950 GREENFIELD RD | $150.00 | GENERAL DENTISTRY |
| CARE PLUS PHARMACY | 25290 GREENFIELD RD | $150.00 | PHARMACY |
| GLOBAL WATCH REPAIR LLC | 25900 GREENFIELD # 116 | $150.00 | RETAIL AND REPAIR |
| GLOBAL SOLUTIONS GROUP | 25900 GREENFIELD # 220 | $150.00 | CYBERSECURITY |
| APERTURE CONTENT | 25900 GREENFIELD # 402 | $150.00 | OFFICE |
| CONSERVATIVE CUTS | 26090 GREENFIELD RD | $150.00 | BARBERSHOP |
| GLR OF OAK PARK INC | 26500 HARDING AVE | $150.00 | RECYCLING |
| DALE PRENTICE COMPANY | 26511 HARDING AVE | $150.00 | OFFICE |
| HAYNES ENTERPRISE | 21171 MEYERS RD | $150.00 | TRUCKING COMPANY |
| GREAT HANDS MASSAGE | 8230 W NINE MILE RD | $150.00 | MASSAGE THERAPY |
| SCHEER'S ACE HARDWARE | 8601 W NINE MILE RD | $150.00 | RETAIL |
| PIZZA SQUARE | 10770 W NINE MILE RD | $150.00 | RESTAURANT |
| LIGHTHOUSE LIQUOR | 13651 W NINE MILE RD | $150.00 | PARTY STORE |
| ALASKA FRESH FISH AND CHICKEN | 13701 W NINE MILE RD | $150.00 | RESTAURANT |
| CHINA CITY | 13715 W NINE MILE RD | $150.00 | RESTAURANT |

| | | | |
|---|---|---|---|
| OAK PARK FRUIT MARKET INC | 13745 W NINE MILE RD | $150.00 | GROCERY STORE |
| YOUSIF GORIEL M.D., P.C. | 15351 W NINE MILE RD A | $150.00 | MEDICAL OFFICE |
| EJ USA INC | 13001 NORTHEND AVE | $150.00 | INDUSTRIAL |
| OAK PARKER | 13261 NORTHEND AVE | $150.00 | RESTAURANT |
| HATZALAH OF MICHIGAN | 13650 OAK PARK BLVD A | $150.00 | VOLUNTEER EMS |
| TOPP DOGG LLC | 14210 OAK PARK BLVD | $150.00 | FOOD CONCESSION |
| ACCESS & VASCULAR CARE | 10861 TEN MILE | $150.00 | MEDICAL |
| PLANET FITNESS- EFG OAK PARK LLC | 13151 TEN MILE | $150.00 | WORKOUT FACILITY |
| MAD CRAB SEAFOOD REST. | 13351 TEN MILE | $150.00 | RESTAURANT |
| SCOTIA STOP/G&M IBVESTMENT | 12701 W TEN MILE RD | $150.00 | PARTY STORE |

| | | |
|---|---|---|
| Voice Vote: | Yes: | Edgar, Burns, Radner, Whitehead |
| | No: | None |
| | Absent: | McClellan |

**MOTION DECLARED ADOPTED**

**RECOGNITION OF VISITING ELECTED OFFICIALS: None**

**SPECIAL RECOGNITION/PRESENTATIONS:**

**(AGENDA ITEM #7A) Public Safety Civilian Citations for Albert Wilson Jr and John Wilson.**
Public Safety Director Cooper presented civilian citations to Albert Wilson Jr. and John Wilson who rescued residents from a house fire in Oak Park.

**(AGENDA ITEM #7B) Annual Corridor Improvement Authority Presentation.**
Municipal Services Director Marrone introduced Authority Manager Michelle Bishop and presented the annual Corridor Improvement Authority report.

**PUBLIC HEARINGS: None**

**SPECIAL LICENSES: None**

**ACCOUNTING REPORTS**:

**CM-11-373-23** **(AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF $16,811.08 - APPROVED**

Motion by Radner, seconded by Edgar, CARRIED UNANIMOUSLY, to approve payment of invoices #616826, 616827 and 616828 by Garan, Lucow, Miller P.C., for legal services rendered through October 31, 2023 in the total amount of $16,811.08.

| | | |
|---|---|---|
| Roll Call Vote: | Yes: | Edgar, Burns, Radner, Whitehead |
| | No: | None |
| | Absent: | McClellan |

**MOTION DECLARED ADOPTED**

**BIDS: None**

**ORDINANCES:**

A. FIRST READING OF AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 50 OFFENSES AND MISCELLANEOUS PROVISIONS, ARTICLE II – OFFENSES AGAINST PROPERTY, SECTION 50-45 MARKET BASKET CART, OF THE CODE OF ORDINANCES, CITY OF OAK PARK (The proposed ordinance updates the regulations pertaining to shopping carts) **(Removed from the Agenda)**

B. FIRST READING OF AN ORDINANCE TO ADD ARTICLE X – VACANT BUILDING REGISTRATION, SECTION 18-401 - OF CHAPTER 18, BUILDINGS AND BUILDING REGULATIONS, OF THE CODE OF ORDINANCES, CITY OF OAK PARK (This proposed ordinance would provide the City with the means to enforce the maintenance of abandoned, blighted, and vacant buildings or structures in the community) **(Removed from the Agenda)**

**CITY ATTORNEY: No Report**

**CITY MANAGER:**

**City Clerk**

A. November 7, 2023 General City Election.

City Manager Tungate congratulated Mayor McClellan and Council Members Edgar and Radner for being re-elected to City Council and reminded everyone that the city's organizational meeting will take place on December 4, 2023 at 6:00 p.m.

**45th District Court**

**CM-11-374-23** **(AGENDA ITEM #15B) RESOLUTION APPROVING A CONTRACT BETWEEN THE STATE COURT ADMINISTRATIVE OFFICE (SCAO) AND THE 45TH DISTRICT COURT FOR THE 2024 VETERANS TREATMENT COURT GRANT PROGRAM - APPROVED**

Motion by Whitehead, seconded by Radner, CARRIED UNANIMOUSLY, to approve the following resolution approving a contract between the State Court Administrative Office (SCAO) and the 45th District Court for the 2024 Veterans Treatment Court Grant Program:

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

RESOLUTION APPROVING A CONTRACT BETWEEN THE STATE COURT ADMINISTRATIVE OFFICE (SCAO) AND THE 45TH DISTRICT COURT FOR THE 2024 VETERANS TREATMENT COURT GRANT PROGRAM

WHEREAS, the Michigan Supreme Court State Court Administrative Office (SCAO) is providing a Michigan Veterans Treatment Court Grant to the 45th District Court in the amount of $50,000.00 for fiscal year 2024: and

WHEREAS, the contract for the Grant Program commences on 10/1/2023 and terminates on 9/30/2024;

NOW, THEREFORE, BE IT RESOLVED that the Oak Park City Council approves the Michigan Supreme Court State Court Administrative Office Michigan Veterans Treatment Court Grant Program

FY 2024 Contract (#32477) and authorizes the City Manager to sign the contract on behalf of the 45th District Court and the City of Oak Park.

| | | |
|---|---|---|
| Roll Call Vote: | Yes: | Burns, Radner, Whitehead, Edgar |
| | No: | None |
| | Absent: | McClellan |

**MOTION DECLARED ADOPTED**

**CM-11-375-23 (AGENDA ITEM #15B) RESOLUTION APPROVING A CONTRACT BETWEEN THE STATE COURT ADMINISTRATIVE OFFICE (SCAO) AND THE 45TH DISTRICT COURT FOR THE BEHAVIORAL HEALTH AND WELLNESS COURT GRANT PROGRAM - APPROVED**

Motion by Radner, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the following resolution approving a contract between the State Court Administrative Office (SCAO) and the 45th District Court for the Behavioral Health and Wellness Court Grant Program:

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

RESOLUTION APPROVING A CONTRACT BETWEEN THE STATE COURT ADMINISTRATIVE OFFICE (SCAO) AND THE 45TH DISTRICT COURT FOR THE 2024 BEHAVIORAL HEALTH AND WELLNESS COURT GRANT PROGRAM

WHEREAS, the Michigan Supreme Court State Court Administrative Office, Lansing Michigan (SCAO) is providing a Michigan Mental Health Court Grant to the 45th District Court in the amount of $111,050 for fiscal year 2024: and

WHEREAS, the contract for the Grant Program commences on 10/1/2023 and terminates on 9/30/2024;

NOW, THEREFORE, BE IT RESOLVED that the Oak Park City Council approves the Michigan Supreme Court State Court Administrative Office Michigan Behavioral Health and Wellness Court Grant Program FY 2024 Contract (#U20023) and authorizes the City Manager to sign the contract on behalf of the 45th District Court and the City of Oak Park.

| | | |
|---|---|---|
| Roll Call Vote: | Yes: | Burns, Radner, Whitehead, Edgar |
| | No: | None |
| | Absent: | McClellan |

**MOTION DECLARED ADOPTED**

**Recreation**

**CM-11-376-23 (AGENDA ITEM #15D) REQUEST TO WAIVE THE SHEPHERD PARK SHELTER ONE RENTAL FEE FOR WILLIE HORTON - FAILED**

Motion by Radner, seconded by Whitehead, FAILED, to waive the Shepherd Park Shelter One rental fee for Willie Horton.

| | | |
|---|---|---|
| Roll Call Vote: | Yes: | None |
| | No: | Burns, Radner, Whitehead, Edgar |
| | Absent: | McClellan |

**MOTION FAILED**

City Manager Tungate reported that his office received a request to waive the rental fee of Shelter One on Sunday, September 1, 2024 from former Mayor Jerry Naftaly for former professional baseball player, Willie Horton. Mr. Naftaly's request referenced Mr. Horton's past community contributions to the City of Oak Park during his tenure as Mayor, Mr. Horton's ties to the community including a number of family, friends and supporters in the city, and the fact that Mr. Horton has been provided the shelter rental and fee waiver in past years.

**CALL TO THE AUDIENCE:**

Cheryl Bischoff, 23110 Seneca, expressed concerns that she was told that her temporary "carport" was not permitted and. She also expressed concern about the garden structure in her neighbor's yard.

Silva Haywood, 21750 Kenosha, spoke about concerns with the trash carts being consistently left out in her neighborhood.

Helen Miller, 21800 Church, spoke about concerns with overgrown bushes on a neighbor's property.

**ADJOURNMENT:**

There being no further business to come before the City Council, Mayor Pro Tem Burns adjourned the meeting at 8:00 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

# CITY OF OAK PARK

**Saundra Crawford, Director**
**Department of Finance**




# MEMORANDUM

Date: November 15, 2023

To: Erik Tungate, City Manager

From: Saundra Crawford, Finance Director
Carl Johnson, Financial Assistant

Re: First Quarter FY 2023-24 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City on September 30, 2023. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity.

The first quarter investment report shows total citywide cash and investments of $45,316,613 (market value) including cash in the operating account of $1,773,739 (excluding outstanding checks and other adjustments), short-term investments in Investment Pools of $36,106,422, money market of $250,385, and long-term investments total $7,186,067. The City has maximized investment return on short-term cash by minimizing the funds in the MiClass Investment Pool and the amount maintained in the checking and daily depository accounts. During this quarter the majority of the funds continued to be invested in the investment pools as they provide the greatest yield and security while interest rates continue to rise due to inflation concerns. Longer-term investments purchased in previous quarters continue to experience significant unrealized losses (due to several interest rate increase by the Feds) which will reverse as they mature. Investment income for the months of July through September 2023 included interest income of $466,173 and an unrealized gain on investments of $13,613.

During the first quarter actual investment returns moved forward with the high interest rates with an approximate yield of 15.0%. The increase in actual returns is expected to continue as the Feds have warned of additional significant interest rate increases in the coming quarter.

City of Oak Park
Summary of Cash and Investments Held
September 30, 2023

| | Maturity Date | Market Value | Book Value | % of Portfolio | Current Interest Rate | YTM @ Cost | Days to Maturity | Investment Broker |
|---|---|---|---|---|---|---|---|---|
| **Cash** | | | | | | | | |
| Huntington Bank - Collection | | $ 1,773,739 | $ 1,773,739 | 3.88% | 0.0300% | 0.0300% | 1 | Huntington |
| Huntington Bank - Accounts Payable | | - | - | 0.00% | 0.0300% | 0.0300% | 1 | Huntington |
| Huntington Bank - Payroll | | - | - | 0.00% | 0.0300% | 0.0300% | 1 | Huntington |
| **Money Market** | | | | | | | | |
| Fifth Third - Money Market | | 230,360 | 230,360 | 0.50% | 4.8100% | 4.8100% | 1 | Fifth Third |
| Comerica Securities - Money Market | | - | - | 0.00% | 4.3500% | 4.3500% | 1 | Comerica |
| Huntington Bank - Money Market | | 20,025 | 20,025 | 0.04% | 5.2730% | 5.2730% | 1 | Huntington |
| **Government Securities** | | | | | | | | |
| Federal Home Loan BA SER RA-9025 | 4/21/2025 | 662,463 | 677,960 | 1% | 1.7500% | 1.7500% | 568 | Fifth Third |
| Federal Home Loan BA SER BJ-9025 | 11/17/2025 | 528,287 | 570,000 | 1.25% | 0.7500% | 0.7500% | 778 | Fifth Third |
| Federal Home Loan BA SER L5-2025 | 12/26/2025 | 454,345 | 495,000 | 1.08% | 0.9000% | 0.9000% | 817 | Fifth Third |
| Federal Home Loan BA SER E6-9026 | 2/18/2026 | 922,340 | 992,000 | 2.17% | 1.7500% | 1.7500% | 871 | Fifth Third |
| Federal Home Loan BA SER F1-9026 | 2/24/2026 | 1,359,071 | 1,443,475 | 3.15% | 1.1250% | 1.1250% | 877 | Fifth Third |
| **Municipal Bonds** | | | | | | | | |
| Michigan Fin Auth Rev Taxable Tob | 6/1/2024 | 967,580 | 965,000 | 2.11% | 1.3760% | 1.3760% | 244 | Fifth Third |
| Michigan Fin Auth Rev Taxable Hosp Ref | 12/1/2030 | 387,311 | 488,858 | 1.07% | 2.9540% | 2.9540% | 2252 | Comerica |
| **Certificate of Deposits** | | | | | | | | |
| Capital One Natl Assn | 8/18/2025 | 959,260 | 1,000,000 | 2.19% | 3.3000% | 3.3000% | 687 | Fifth Third |
| Capital One Natl Assn | 8/17/2026 | 945,410 | 1,000,000 | 2.19% | 3.3500% | 3.3500% | 1051 | Fifth Third |
| **Commercial Paper** | | | | | | | | |
| **Investment Pool** | | | | | | | | |
| Local Government Investment Pool | | 36,106,207 | 36,106,207 | 78.90% | 5.4704% | 5.4704% | 1 | MICLASS |
| Oakland County Investment Pool | | 215 | 215 | 0.00% | 2.4600% | 2.4600% | 1 | Oakland County |
| Total | | $ 45,316,613 | $ 45,762,839 | 100.00% | | | | |

CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance



# MEMORANDUM

Date: November 28, 2023

To: Erik Tungate, City Manager

From: Saundra Crawford

Re: 1st Quarter Budget to Actual Report, General Fund

The purpose of this memorandum is to highlight fiscal year-to-date revenue and expenditure activity through the first quarter ending September 30, 2023 (see attached report for budget-to-actual by department activity for the General Fund only). Through the first quarter, generally, revenues and expenditures should represent 25% of the annual budget.

**GENERAL FUND**

**REVENUES**

Total revenues for the first quarter total approximately $17.6 million, representing approximately 69% of the annual budget. Overall revenues are on track with budget with the following items of note:

- Property Tax Revenue – City property tax levies are billed July 1 and payable in full without penalty by August 31, 2023. As of the end of the first quarter approximately 93% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2024. Property tax revenue is the primary reason the overall revenues are at 69% to date.

- Intergovernmental Revenue (State Revenue Sharing) – The City receives six bi-monthly payments annually for state-shared revenue. The first quarter report reflects no fiscal 2023 payments as the August 31, 2023, payment by statute is included as part of the June 30, 2023 revenues. The City will receive payments on October 31, December 31, February 28, April 30, June 30 and August 31 (2024) related to the current fiscal year. The estimated annual revenue included in the budget totals $4,502,806.

- Fines and forfeiture revenue received from the 45th District Court is budgeted for a total of $1,220,000 of which $292,592 or 24% was received in this first quarter. Overall court revenue continues to be less than prior year and less than budget due the reduced number of tickets written by all communities. The court has done a good job reducing their costs to offset some of the lost revenue but the City's net contribution continues to increase. The revenue received is used to offset a portion of the court's operating costs. Finance will continue to monitor both the court revenue and expenditure budgets and amended as necessary.

- Federal grants revenue is budgeted at $500,000 from the second and final ARPA grant payment. The revenue recorded in the first quarter of $433,577 represents prior year's body cams federal grant funds which are included in the first quarterly amendment.

- Cable franchise fee revenue is budgeted at $500,000 and includes no revenue in the first quarter. Cable revenue is received approximately 30 days after the end of each quarter and the receipt in July 2023 was recorded in fiscal year 2023.

**EXPENDITURES**

Total expenditures for the first quarter total approximately $6.5 million, representing approximately 25% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 25%):

- The Public Safety Department at 28% due to the purchase of part of the body cams totaling $458,000 the first quarter.
- The Management Information Department is at 30% of their budget due to the payment of many of the annual license agreements in the beginning of the fiscal year. The overall budget is in line with the current annual projections.
- The recreation departments including Recreation Administration (32%), Outdoor Activities (56%) Special Events (35%) and Swimming Pool (56%) are currently over the 25% guideline primarily due to their costs being seasonal in nature as a significant part of their budget includes summer programming. The overall budget is in line with the current annual projections.

The unaudited Fiscal Year End 2022-23 show a slight increase in fund balance. In addition, projects budgeted but not completed from 2023 were included in a rollover budget requests in Budget Amendment #2024-1 totaling $651,000. Overall, the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 17.5% of annual expenditures.

11/28/2023 REVENUE AND EXPENDITURE REPORT FOR CITY OF OAK PARK
PERIOD ENDING 09/30/2023
% Fiscal Year Completed: 25.14

| ACCOUNT DESCRIPTION | END BALANCE 06/30/2023 NORM (ABNORM) | 2023-24 ORIGINAL BUDGET | 2023-24 AMENDED BUDGET | YTD BALANCE 09/30/2023 NORM (ABNORM) | AVAILABLE BALANCE NORM (ABNORM) | % BDGT USED |
|---|---|---|---|---|---|---|
| Fund 101 - GENERAL FUND | | | | | | |
| 00.000 - NONE | 19,671,706.93 | 19,722,140.00 | 19,722,140.00 | 11,964,377.11 | 7,757,762.89 | 60.66 |
| 17.345 - PUBLIC SAFETY | 5,250,142.88 | 5,596,312.00 | 5,596,312.00 | 5,342,586.69 | 253,725.31 | 95.47 |
| 19.752 - RECREATION ADMINISTRATION | 263,847.76 | 280,277.00 | 280,277.00 | 267,515.47 | 12,761.53 | 95.45 |
| TOTAL REVENUES | 25,185,697.57 | 25,598,729.00 | 25,598,729.00 | 17,574,479.27 | 8,024,249.73 | 68.65 |
| 10.101 - CITY COUNCIL AND MAYOR | 61,342.48 | 95,795.00 | 95,795.00 | 7,756.29 | 88,038.71 | 8.10 |
| 11.172 - CITY MANAGER | 600,580.37 | 561,954.00 | 565,704.00 | 145,405.13 | 420,298.87 | 25.70 |
| 11.270 - HUMAN RESOURCES | 248,354.09 | 354,839.00 | 354,839.00 | 75,335.78 | 279,503.22 | 21.23 |
| 11.611 - ECONOMIC DEVELOPMENT | 289,492.24 | 191,997.00 | 196,297.00 | 43,582.72 | 152,714.28 | 22.20 |
| 12.258 - MANAGEMENT INFORMTN SERVICE | 302,300.23 | 433,281.00 | 433,281.00 | 130,028.15 | 303,252.85 | 30.01 |
| 13.210 - CITY ATTORNEY | 238,409.15 | 289,600.00 | 289,600.00 | 48,285.48 | 241,314.52 | 16.67 |
| 13.229 - PROSECUTING ATTORNEY | 80,499.83 | 81,000.00 | 81,000.00 | 6,500.00 | 74,500.00 | 8.02 |
| 14.191 - ELECTIONS | 310,584.31 | 297,569.00 | 297,569.00 | 50,089.00 | 247,480.00 | 16.83 |
| 14.215 - CITY CLERK | 141,334.27 | 147,577.00 | 147,577.00 | 36,866.30 | 110,710.70 | 24.98 |
| 15.201 - FINANCE & ADMIN SERVICES | 585,052.09 | 573,771.00 | 573,771.00 | 78,533.77 | 495,237.23 | 13.69 |
| 16.371 - MUNICIPAL SERVICES - INSPECTIONS | 769,387.95 | 750,511.00 | 750,511.00 | 196,450.09 | 554,060.91 | 26.18 |
| 16.401 - MUNICIPAL SERVICES - ADMIN | 226,648.91 | 601,259.00 | 601,259.00 | 66,024.60 | 535,234.40 | 10.98 |
| 16.447 - MUNICIPAL SERVICES - ENGINEERING | 33,112.51 | 46,248.00 | 46,248.00 | 11,149.06 | 35,098.94 | 24.11 |
| 16.448 - MUNICIPAL SERVICES - STREET LIGHTING | 435,562.71 | 450,000.00 | 550,000.00 | 115,106.57 | 434,893.43 | 20.93 |
| 17.345 - PUBLIC SAFETY | 12,407,018.18 | 12,763,641.00 | 13,244,971.00 | 3,668,256.06 | 9,576,714.94 | 27.70 |
| 17.346 - PUBLIC SAFETY K-9 | 257,180.31 | 220,175.00 | 220,175.00 | 57,004.72 | 163,170.28 | 25.89 |
| 18.265 - BUILDING MAINTENANCE | 942,873.77 | 966,158.00 | 1,006,158.00 | 167,173.64 | 994,620.26 | 1.15 |
| 18.441 - DPW ADMINISTRATION | 13,773.06 | 21,672.00 | 21,672.00 | 2,389.22 | 19,282.78 | 11.02 |
| 18.443 - SHEPHERD PARK | 121,379.00 | 158,349.00 | 158,349.00 | 32,576.14 | 125,772.86 | 20.57 |
| 18.444 - OTHER PARKS FORESTRY | 382,138.43 | 182,142.00 | 210,142.00 | 35,087.97 | 175,054.03 | 16.70 |
| 19.752 - RECREATION ADMINISTRATION | 559,362.14 | 488,839.00 | 503,839.00 | 162,434.52 | 341,404.48 | 32.24 |
| 19.753 - ATHLETICS | 8,400.05 | 31,071.00 | 13,071.00 | 2,361.05 | 10,709.95 | 18.06 |
| 19.754 - OUTDOOR ACTIVITIES | 97,076.07 | 102,617.00 | 113,617.00 | 63,590.33 | 50,026.67 | 55.97 |
| 19.755 - INSTRUCTIONAL ACTIVITIES | 17,109.10 | 25,000.00 | 17,000.00 | 2,019.50 | 14,980.50 | 11.88 |
| 19.756 - SPECIAL RECREATION EVENTS | 69,826.08 | 85,800.00 | 85,800.00 | 30,286.05 | 55,513.95 | 35.30 |
| 19.757 - SWIMMING POOL FACILITY | 156,878.39 | 159,987.00 | 162,487.00 | 91,600.87 | 70,886.13 | 56.37 |
| 19.776 - SENIOR SERVICES | 72,500.06 | 67,162.00 | 64,662.00 | 14,436.21 | 50,225.79 | 22.33 |
| 21.890 - NON DEPARTMENTAL | 5,454,550.44 | 4,909,375.00 | 4,909,375.00 | 1,099,454.99 | 3,809,920.01 | 22.40 |
| 22.806 - COMMUNICATIONS & PUBLIC INFORMATION | 300,917.51 | 441,340.00 | 468,340.00 | 86,814.41 | 381,525.59 | 18.54 |
| TOTAL EXPENDITURES | 25,183,643.73 | 25,498,729.00 | 26,183,109.00 | 6,526,598.62 | 19,656,510.38 | 24.93 |
| TOTAL REVENUES | 25,185,697.57 | 25,598,729.00 | 25,598,729.00 | 17,574,479.27 | 8,024,249.73 | 68.65 |
| TOTAL EXPENDITURES | 25,183,643.73 | 25,498,729.00 | 26,183,109.00 | 6,526,598.62 | 19,656,510.38 | 24.93 |
| NET OF REVENUES & EXPENDITURES | 2,053.84 | 100,000.00 | (584,380.00) | 11,047,880.65 | (11,632,260.65) | 1,839.19 |

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** December 4, 2023

**SUBJECT:** Payment Application No. 3 for the 2023-24 Miscellaneous Concrete Project, M-754.

**DEPARTMENT:** Municipal Services – Engineering *KMG*

**SUMMARY:** Attached is Payment Application No. 3 for the 2023-24 Miscellaneous Concrete Project, M-754 by Mattioli Cement Company of Fenton, Michigan. This project includes miscellaneous concrete road work throughout the city. This project is approximately 62% complete and will pick up back in the Spring of 2024.

**FINANCIAL STATEMENT:**

| | |
|---|---|
| Original Contract Amount: | $949,943.50 |
| | |
| Total Completed to Date: | $587,696.16 |
| Less Retainage: | $ 29,384.81 |
| Net Earned: | $558,311.35 |
| Deductions: | $ 0.00 |
| Balance: | $558,311.35 |
| Payments to Date: | $435,362.91 |
| Amount Due Mattioli Cement Company: | $122,948.44 |

**RECOMMENDED ACTION:** It is recommended that Payment Application No. 3 for the 2023-24 Miscellaneous Concrete Project to Mattioli Cement Company of Fenton, Michigan be approved for the amount of $122,948.44. Funding is available in the Local Street Fund 203-18-479-970 and Water and Sewer Fund 592-18-538-970 for this expenditure.

**APPROVALS:**

City Manager: ET

Department Director: KM

Director of Finance: SC

City Attorney: CK

Budgeted: ☐

**EXHIBITS:** Payment Application No. 3, Maps, Project list

PAYMENT APPLICATION

PROJECT: 2023-2024 MISCELLANEOUS CONCRETE PROJECT

JOB NUMBER: M-754

OWNER: CITY OF OAK PARK, MICHIGAN

APPLICATION NO.: 3

CONTRACT MATTIOLI CEMENT COMPANY
6085 MCGUIRE ROAD
FENTON, MI 48430

PERIOD ENDING: 11/10/2023

| ITEM | DESCRIPTION | ORIGINAL BID QUANTITY | UNIT | UNIT PRICE | PERIOD QUANTITY | PERIOD AMOUNT | QUANTITY TO DATE | AMOUNT TO DATE |
|---|---|---|---|---|---|---|---|---|
| 1 | REMOVE CONCRETE PAVEMENT, MODIFIED SP | 11,300 | SYD | $11.71 | 1,028.32 | $12,041.63 | 7,046.61 | $82,515.80 |
| 2 | CONCRETE PVMT W/ INT CURB & GUTTER 9" CONCRETE, MODIFIED SP | 5,600 | SYD | $60.00 | 948.19 | $56,891.40 | 5,776.77 | $346,606.20 |
| 3 | CONCRETE PVMT W/INT CURB & GUTTER, 9" CONC. PATCHES OVER 4500 SFT | 5,000 | SYD | $60.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| 4 | REMOVAL COOLIDGE CONCRETE PAVEMENT, MODIFIED SP | 100 | SYD | $20.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| 5 | COOLIDGE CONCRETE PAVEMENT WITH INT. CURB, 9" CONCRETE MOD. SP | 100 | SYD | $60.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| 6 | SIDEWALK CONC. NON-REINF 4" SIDEWALK MOD | 500 | SFT | $6.00 | 1,876.31 | $11,257.86 | 3,674.61 | $22,047.66 |
| 7 | SIDEWALK CONC. NON-REINF 4" SIDEWALK MOD (ROTHSTEIN PARK) | 5,500 | SFT | $7.50 | 0.00 | $0.00 | 0.00 | $0.00 |
| 8 | SIDEWALK CONC. NON-REINF. 6" SIDEWALK/ DRIVE APPROACH MOD. | 500 | SFT | $6.50 | 2,161.75 | $14,051.38 | 2,951.24 | $19,183.06 |
| 9 | CONCRETE PAVEMENT, 24" CURB & GUTTER SECTION NON- REINF. 9" CONC. MOD | 50 | LFT | $36.00 | 7.00 | $252.00 | 22.20 | $799.20 |
| 10 | AGGREGATE BASE UNDER 9" CONC. (3" 21AA CR. LIMESTONE) | 10,700 | SYD | $6.44 | 862.63 | $5,555.34 | 5,665.04 | $36,482.86 |
| 11 | AGGREGATE BASE UNDER 4"& 6" & 9" CONC. (6" 21AA CR LIMESTONE) | 100 | SYD | $9.00 | 0.00 | $0.00 | 8.56 | $77.04 |
| 12 | ADJUST DRAINAGE STRUCTURES | 25 | EACH | $225.00 | 2.00 | $450.00 | 9.00 | $2,025.00 |
| 13 | CAST IN PLACE DETECTABLE/ TACTILE WARNING SURFACE MODIFIED | 100 | SFT | $26.00 | 30.00 | $780.00 | 60.00 | $1,560.00 |
| 14 | CAST IRON DETECTABLE WARNING DEVICE | 50 | SFT | $61.75 | 0.00 | $0.00 | 0.00 | $0.00 |
| 15 | SANITARY MANHOLE 1040A RAME AND COVER | 5 | EACH | $880.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| 16 | CATCH BASIN 5080M3 6 HOLE FRAME AND COVER | 5 | EACH | $880.00 | 0.00 | $0.00 | 4.00 | $3,520.00 |
| 17 | MINOR TRAFFIC DEVICES MODIFIED (5% MAX) | 1 | LSUM | $13,000.00 | 0.00 | $0.00 | 1.00 | $13,000.00 |
| 18 | COOLIDGE MINOR TRAFFIC DEVICES MODIFIED (5% MAX) | 1 | LSUM | $1,000.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| 19 | PROJECT CLEAN UP MODIFIED (5% MAX) | 1 | LSUM | $6,000.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| 20 | INSPECTION CREW DAYS | $320 | DAY | 45 | 8.50 | $0.00 | 29.00 | $0.00 |
| 21 | SIDEWALK CURB < 6" | 0 | LFT | $19.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| 22 | SIDEWALK CURB > 6" | 0 | LFT | $20.00 | 134.00 | $2,680.00 | 186.00 | $3,720.00 |
| 23 | SIDEWALK CONC. NON-REINF 7" SIDEWALK MOD (ROTHSTEIN PARK) | 0 | SFT | $10.25 | 0.00 | $0.00 | 5,478.96 | $56,159.34 |

Period Total Amount: $103,959.61 Amount to Date: $587,696.16

Original Contract Amount: $949,943.50

| | |
|---|---|
| Earnings This Period: | $103,959.61 |
| Total Earnings to Date: | $587,696.16 |
| Less Retainage: | $29,384.81 |
| Net Earned: | $558,311.35 |
| Deductions: | $0.00 |
| Balance: | $558,311.35 |
| Payments to Date: | $435,362.91 |

AMOUNT DUE MATTIOLI CEMENT COMPANY: $122,948.44

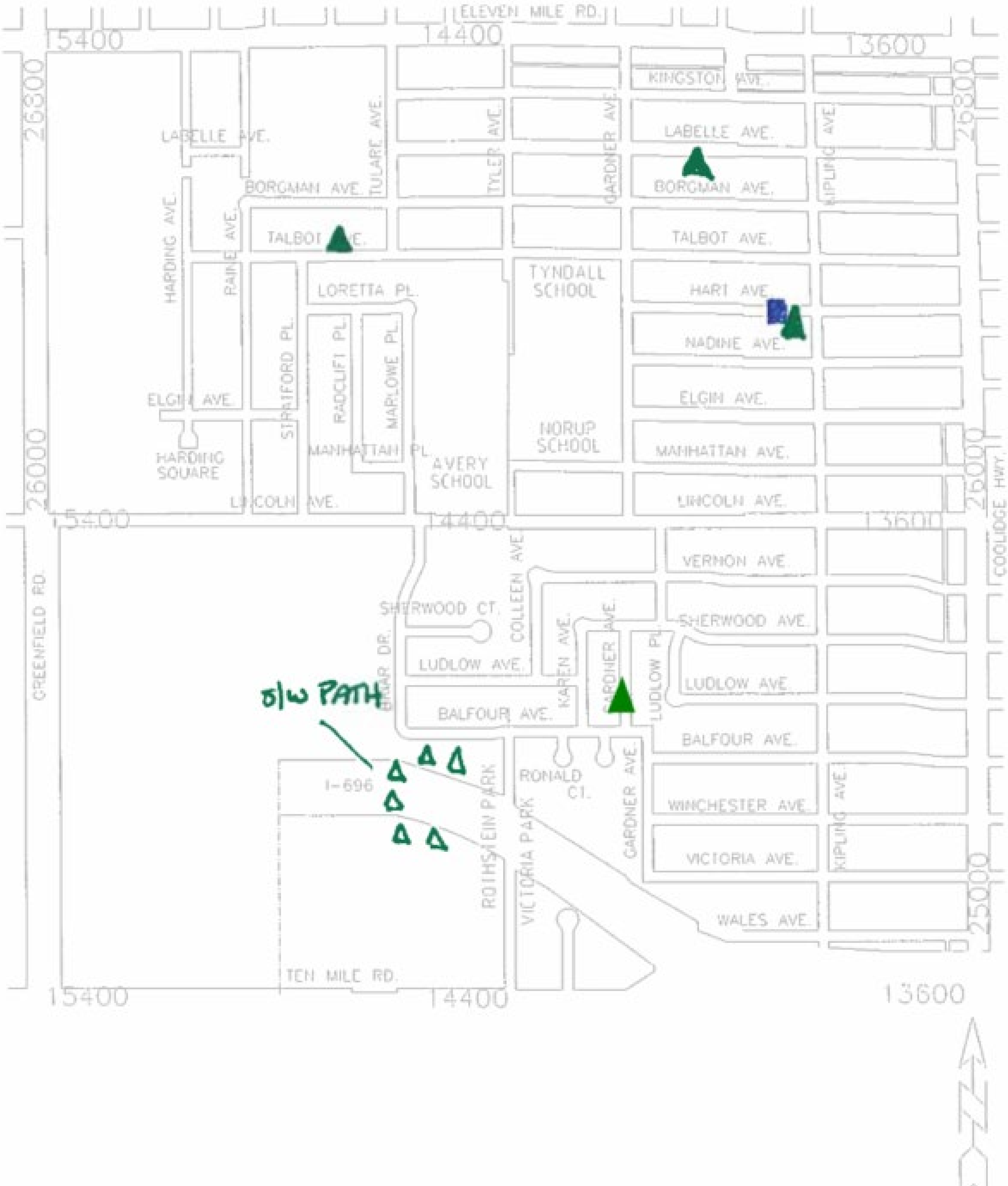
Accepted By: john mattioli
john mattioli (Nov 17, 2023 16:29 EST)
Mattioli Cement Company

Date: 11/17/2023

Approved By: Kara M. Grisamer
Kara Grisamer P.E., City Engineer
City of Oak Park, Michigan

Date: 11/20/2023

# SECTION 19



ELEVEN MILE RD.
15400
14400
13600
26300
26300
KINGSTON AVE.
LABELLE AVE.
LABELLE AVE.
TULARE AVE.
TYLER AVE.
GARDNER AVE.
KIPLING AVE.
BORGMAN AVE.
BORGMAN AVE.
HARDING AVE.
RAINE AVE.
TALBOT AVE.
TALBOT AVE.
LORETTA PL.
TYNDALL SCHOOL
HART AVE.
NADINE AVE.
STRATFORD PL.
RADCLIFT PL.
MARLOWE PL.
ELGIN AVE.
ELGIN AVE.
NORUP SCHOOL
HARDING SQUARE
MANHATTAN PL.
AVERY SCHOOL
MANHATTAN AVE.
26000
26000
LINCOLN AVE.
LINCOLN AVE.
COOLIDGE HWY.
15400
14400
13600
GREENFIELD RD.
VERNON AVE.
COLLEEN AVE.
SHERWOOD CT.
SHERWOOD AVE.
BRIAR DR.
KAREN AVE.
GARDNER AVE.
LUDLOW PL.
LUDLOW AVE.
LUDLOW AVE.
S/W PATH
BALFOUR AVE.
BALFOUR AVE.
I-696
ROTHSTEIN PARK
RONALD CT.
GARDNER AVE.
WINCHESTER AVE.
KIPLING AVE.
VICTORIA PARK
VICTORIA AVE.
WALES AVE.
25000
TEN MILE RD.
15400
14400
13600
N

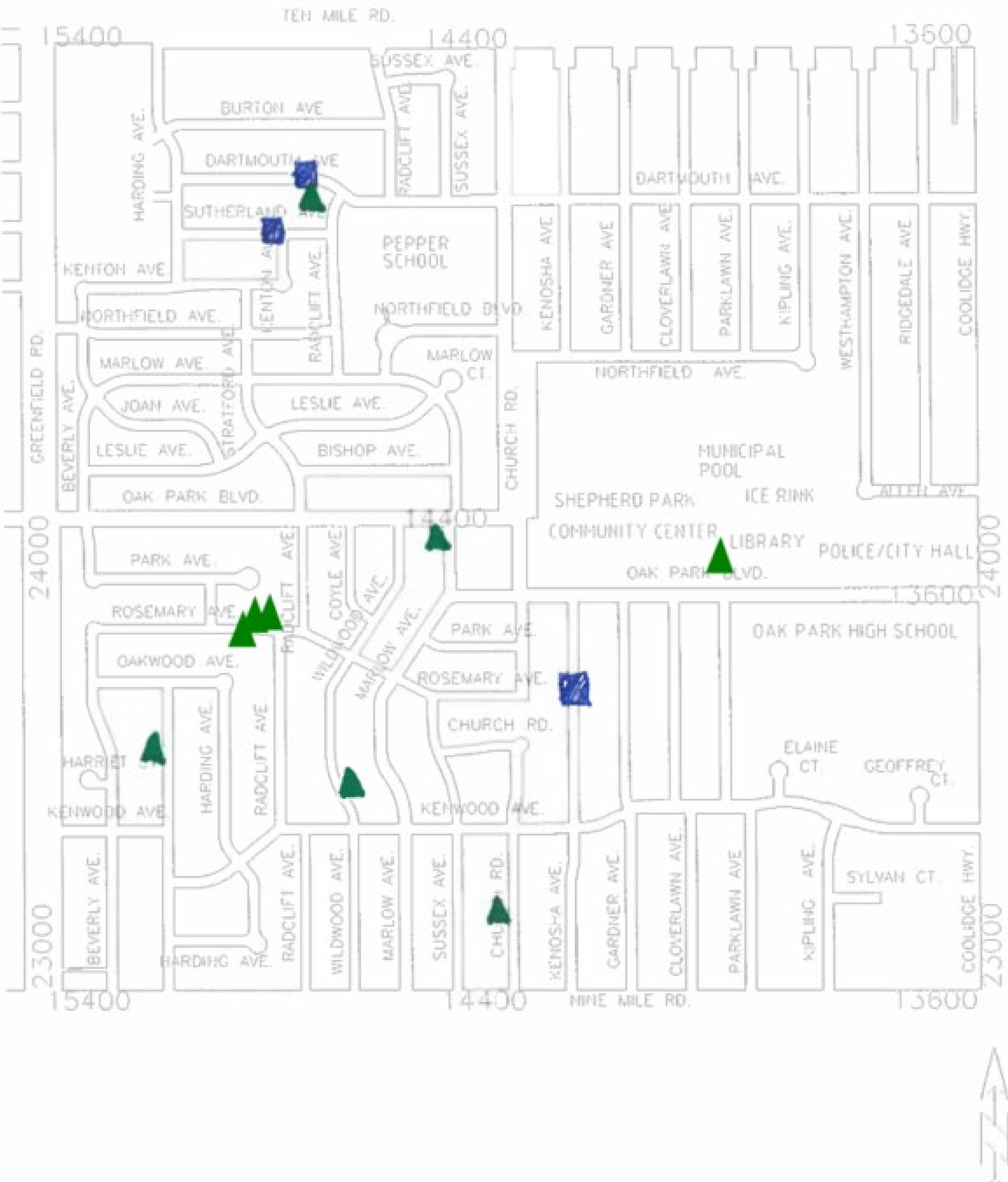
# SECTION 28

TEN MILE RD./I-696
8200
WOODSIDE CT.
WOODSIDE PARK DR.
KENBERTON DR.
REPUBLIC AVE.
WOODSIDE PARK BLVD.
KENBERTON DR.
COLGATE AVE.
SHERMAN AVE.
YALE AVE.
BEST SCHOOL
NORTHFIELD AVE.
NORTHFIELD AVE.
ROSELAND CT.
CHAPMAN AVE.
24000
OAK PARK BLVD.
8200
24000
ROSEWOOD AVE.
NORWOOD AVE.
MEADOWLARK AVE.
ROANOKE AVE.
REPUBLIC AVE.
SHERMAN AVE.
FOREST AVE.
BRECKENRIDGE AVE.
23000
NINE MILE RD.
8200

# SECTION 29

TEN MILE RD./I-696
12700
10000
- FOOTPRINTS IN ROAD
BURTON AVE.
DARTMOUTH AVE.
SENECA AVE.
ONEIDA AVE.
MANISTEE AVE.
ROSEWOOD CT.
WOODLAND CT.
BURTON AVE.
DARTMOUTH AVE.
KENBERTON CT.
COOLIDGE HWY.
BLACKSTONE AVE.
DANTE AVE.
BERKLEY AVE.
EASTWOOD AVE.
MORITZ AVE.
JEROME AVE.
MORTON AVE.
CONDON AVE.
SCOTIA RD.
NORTHFIELD BLVD.
CONSTANCE AVE.
ITHACA AVE.
24000
LADY OF FATIMA SCHOOL
OAK PARK BLVD.
12700
10000
24000
JACKSON SCHOOL
IRVINE BLVD.
ROSEMARY BLVD.
EASTWOOD AVE.
SCOTIA RD.
GENEVA AVE.
RENSSELAER AVE.
SENECA AVE.
ONEIDA AVE.
MANISTEE AVE.
MAJESTIC AVE.
ROSEWOOD AVE.
BERKLEY AVE.
KEY SCHOOL
WOODVALE AVE.
KENWOOD AVE.
KENWOOD AVE.
ROOSEVELT SCHOOL
MCCLAIN AVE.
OAK CREST CT.
WEBSTER AVE.
STERLING CT.
COOLIDGE HWY.
23000
OAK CREST AVE.
12700
NINE MILE RD.
10000
23000
N

# SECTION 30

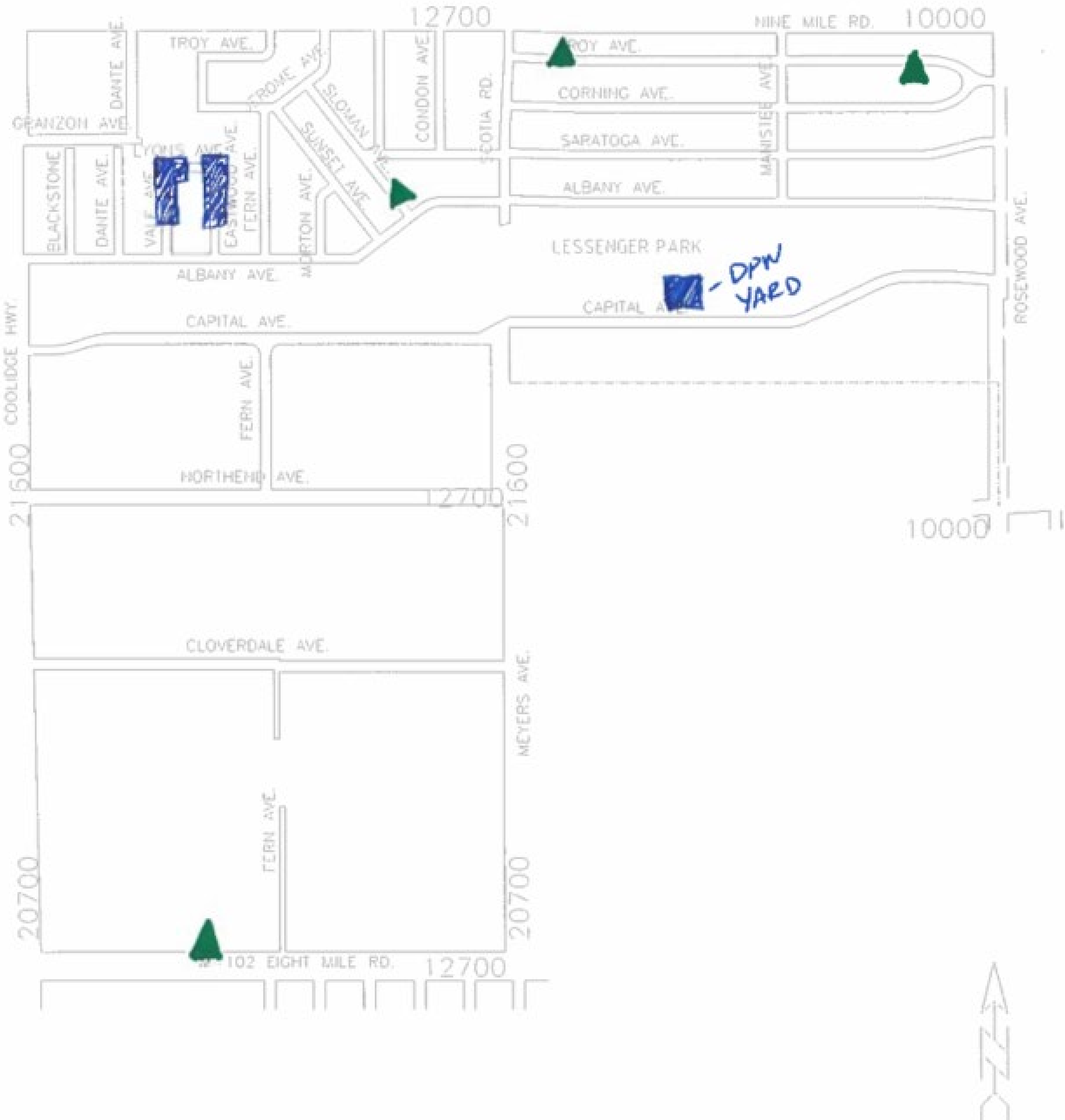


TEN MILE RD.
15400
14400
13600
SUSSEX AVE.
BURTON AVE.
HARDING AVE.
DARTMOUTH AVE.
RADCLIFT AVE.
SUSSEX AVE.
DARTMOUTH AVE.
SUTHERLAND AVE.
PEPPER SCHOOL
KENTON AVE.
KENTON AVE.
RADCLIFT AVE.
KENOSHA AVE.
GARDNER AVE.
CLOVERLAWN AVE.
PARKLAWN AVE.
KIPLING AVE.
WESTHAMPTON AVE.
RIDGEDALE AVE.
COOLIDGE HWY.
NORTHFIELD AVE.
NORTHFIELD BLVD.
MARLOW AVE.
STRATFORD AVE.
MARLOW CT.
NORTHFIELD AVE.
GREENFIELD RD.
BEVERLY AVE.
JOAN AVE.
LESLIE AVE.
LESLIE AVE.
BISHOP AVE.
CHURCH RD.
MUNICIPAL POOL
OAK PARK BLVD.
SHEPHERD PARK
ICE RINK
ALLEN AVE.
14400
COMMUNITY CENTER
LIBRARY
POLICE/CITY HALL
24000
PARK AVE.
COYLE AVE.
OAK PARK BLVD.
24000
ROSEMARY AVE.
WILDWOOD AVE.
13600
PARK AVE.
OAK PARK HIGH SCHOOL
OAKWOOD AVE.
MARLOW AVE.
ROSEMARY AVE.
CHURCH RD.
HARRIET
HARDING AVE.
RADCLIFT AVE.
ELAINE CT.
GEOFFREY CT.
KENWOOD AVE.
KENWOOD AVE.
BEVERLY AVE.
RADCLIFT AVE.
WILDWOOD AVE.
MARLOW AVE.
SUSSEX AVE.
CHURCH RD.
KENOSHA AVE.
GARDNER AVE.
CLOVERLAWN AVE.
PARKLAWN AVE.
KIPLING AVE.
SYLVAN CT.
COOLIDGE HWY.
23000
HARDING AVE.
23000
15400
14400
NINE MILE RD.
13600

# SECTION 31

15400
14400
NINE MILE RD.
13600
23000
CLINTON SCHOOL
GRANZON AVE.
BEVERLY AVE.
AVON AVE.
HARDING AVE.
STRATFORD AVE.
MARLOW AVE.
WHITMORE AVE.
SUSSEX AVE.
CHURCH RD.
KENOSHA AVE.
GARDNER AVE.
CLOVERLAWN AVE.
PARKLAWN AVE.
KIPLING AVE.
WESTHAMPTON AVE.
RIDGEDALE AVE.
COOLIDGE HWY.
COURTLAND AVE.
SUSSEX AVE.
PEARSON AVE.
STRATFORD CT.
DEWEY PARK
NORTHEND AVE.
21600
JAMES AVE.
MILLER AVE.
STRATFORD AVE.
EINSTEIN SCHOOL
GREENFIELD RD.
CLOVERDALE AVE.
GREENBRIAR AVE
PASEDENA AVE.
HUBBELL AVE.
20700
NEW S/W
M-102 EIGHT MILE RD.

# SECTION 32


12700
NINE MILE RD.
10000
TROY AVE.
DANTE AVE.
FROME AVE.
SLOMAN AVE.
CONDON AVE.
SCOTIA RD.
TROY AVE.
CORNING AVE.
MANISTEE AVE.
GRANZON AVE.
LYONS AVE.
SUNSET AVE.
SARATOGA AVE.
EASTWOOD AVE.
FERN AVE.
ALBANY AVE.
BLACKSTONE
DANTE AVE.
VALE AVE.
MORTON AVE.
LESSENGER PARK
ROSEWOOD AVE.
ALBANY AVE.
- DPW YARD
CAPITAL AVE.
CAPITAL AVE.
COOLIDGE HWY.
FERN AVE.
NORTHEND AVE.
21600
12700
21600
10000
CLOVERDALE AVE.
MEYERS AVE.
FERN AVE.
20700
20700
102 EIGHT MILE RD.
12700
N

# SECTION 33

8200
TROY AVE.
SARATOGA AVE.
ALBANY AVE.
JEFFERSON
SCHOOL
ROSEWOOD AVE.
PUBLIC AVE.
LEROY AVE.
CAPITAL AVE.
8200
NORTHEND AVE.

| | | | | | ROAD WORK | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **LOCATION** | **DOUBLE** | **PAVEMENT REMOVAL (SQ.FT)** | **4" Conc. (sq.ft) Sidewalk Homeowner** | **6" Conc. (sq.ft) Sidewalk/DA Homeowner** | **4" Conc. (sq.ft) Sidewalk City** | **6" Conc. (sq.ft) Sidewalk/DA City** | **9" Conc. (sq.ft)** | **9" Conc. (sq.yd)** | **TYPE** |
| **8775 CAPITAL (CB AND GATE WELL)** | NO | 371.1 | | | | | 371.1 | 41.23 | ROAD - 2 LOCATIONS |
| **COLGATE/ROANOKE (CB)** | NO | 571.83 | | | | | 571.83 | 63.54 | ROAD |
| **15021 DARTMOUTH (CB)** | NO | 168.2 | | | | 57.2 | 111 | 12.33 | ROAD/APPROACH |
| **EASTWOOD/LYONS** | YES | 9993.81 | | | | 117.59 | 9876.22 | 1097.36 | ROAD/APPROACH |
| **GARDNER/KENOSHA WEST END** | YES | 10384.55 | | | 160.84 | 76.86 | 10146.85 | 1127.43 | ROAD/SIDEWALK |
| **GARDNER/KENOSHA EAST END** | YES | 4082 | | | | | 4082 | 453.56 | ROAD |
| **23531 GENEVA (CB)** | NO | 78.65 | | | | | 78.65 | 8.74 | ROAD |
| **14031 HART (SEWER REPAIR)** | NO | 117 | | | | | 117 | 13.00 | ROAD |
| **23520 KENOSHA (CB)** | NO | 87 | | | | | 87 | 9.67 | ROAD |
| **LEROY/REPUBLIC (CB)** | NO | 118.8 | | | | | 118.8 | 13.20 | ROAD |
| **23830 MEADOWLARK (SEWER)** | NO | 194.54 | | | | | 194.54 | 21.62 | ROAD |
| **14450 PEARSON (CB)** | YES | 1118.82 | | | | | 1118.82 | 124.31 | ROAD |
| **23522 RENSSELAER** | NO | 208.74 | | | | | 208.74 | 23.19 | ROAD |
| **24225 ROANOKE** | NO | 365.56 | | | | | 365.56 | 40.62 | ROAD |
| **24433 ROANOKE** | YES | 1802.67 | | | | | 1802.67 | 200.30 | ROAD |
| **24617 ROANOKE** | YES | 527.24 | | | | | 527.24 | 58.58 | ROAD |
| **15101 SUTHERLAND (CB)** | NO | 75.75 | | | | | 75.75 | 8.42 | ROAD |
| **VALE/LYONS** | YES | 12029.93 | | | | 264.42 | 11765.51 | 1307.28 | ROAD/APPROACH |
| **DPW YARD** | NO | 1887.6 | | | | | 1887.6 | 209.73 | PARKING |
| **SCOTIA (S OF 10) FOOTPRINT ON PAVEMENT** | NO | 0 | | | | | 0 | | ROAD |
| | | **44,183.79** | **0.00** | **0.00** | **160.84** | **516.07** | **43,506.88** | **4,834.11** | |
| | | | | SIDEWALK/APPROACH | | | | | |
| **23461 Avon** | | 125 | 125 | | | | | | SIDEWALK |
| **24340 Berkley** | | 96.5 | 96.5 | | | | | | SIDEWALK |
| **23045 Church** | | 246.5 | 204 | 42.5 | | | | | SIDEWALK |
| **13000 Eight Mile (DPW)** | | 75 | | | | 75 | | | SIDEWALK |
| **15300 Eight Mile** | | 1354 | | | | 1340 | | | SIDEWALK/CURB |
| **21101 Gardner** | | 98.23 | | | | 98.23 | | | APPROACH |
| **25441 Gardner** | | 172.5 | 150 | 14 | 8.5 | | | | SIDEWALK |
| **23200 Geneva** | | 149 | 149 | | | | | | SIDEWALK |
| **23281 Geneva** | | 204 | 178 | 26 | | | | | SIDEWALK |
| **20700 Greenfield** | | 1603 | | | | 1575 | | | SIDEWALK/CURB |
| **14026 Hart** | | 137.2 | | | | 137.2 | | | APPROACH |
| **14221 Labelle** | | 246.5 | 220.5 | 26 | | | | | SIDEWALK |
| **23751 Marlow** | | 298.25 | 275.5 | | | 22.75 | | | SIDEWALK |
| **24090 Moritz** | | 97 | 97 | | | | | | SIDEWALK |
| **14200 Oak Park Blvd (Library)** | | | | | | | | | SIDEWALK RAMP |
| **23525 Renssalaer** | | 100.5 | 75.5 | | 25 | | | | SIDEWALK |
| **22051 Ridgedale (City)** | | 25 | | | 25 | | | | SIDEWALK |
| **15215 Rosemary** | | 178 | 153 | 25 | | | | | SIDEWALK |
| **Sherman/Colgate Crossing** | | | | | | | | | SIDEWALK |
| **21911 Sloman (DPW)** | | 29 | | | 29 | | | | DRIVEWAY |
| **14790 Talbot** | | 175.5 | 149.5 | 26 | | | | | SIDEWALK |
| **10061 Troy (DPW)** | | 65 | | | 65 | | | | SIDEWALK |
| **23420 Wildwood** | | 189.5 | 170 | 19.5 | | | | | SIDEWALK |
| **Connector Park** | | 293.5 | | | 293.5 | | | | SIDEWALK/APPROACH |
| | | **5,958.68** | **2,043.50** | **179.00** | **446.00** | **3,248.18** | **0.00** | **0.00** | |
| **Victoria/Rothstein Park** | | 5478.96 | | | 5478.96 | | | | SIDEWALK |

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** December 4, 2023

**SUBJECT:** Proposed payment request for Engineering Consulting Services.

**DEPARTMENT:** DPW/Municipal Services – Engineering *KMG*

**SUMMARY:** Attached is a request for payment for invoices from OHM Advisors for the projects as listed below:

| Project | This Period | Prior Billings | To Date | Current Contract | Account Number |
|---|---|---|---|---|---|
| GIS DWAM Grant | $5,073.75 | $213,558.00 | $218,631.75 | $240,000.00 | 592-18-538-970 |
| Nine Mile Rd CE | $3,645.68 | $335,594.23 | $339,239.91 | $457,000.00 | 202-18-479-970 |
| 8 Mile Booster Station Rehab | $2,877.50 | $19,278.25 | $22,155.75 | $41,800.00 | 592-18-540-970 |
| **Totals** | **$11,596.93** | **$354,872.48** | **$580,027.41** | **$697,000.00** | |

**RECOMMENDED ACTION:** It is recommended that the invoices from OHM Advisors for the above listed projects be approved for the total amount of $11,596.93. Funding is available in the above listed accounts.

**APPROVALS:**

City Manager: ET

Department Director: KM

Finance Director: SC

City Attorney: CK

Budgeted: ☐

**EXHIBITS:** Invoices

**REMIT TO:**
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM Advancing Communities®

# INVOICE

**CITY OF OAK PARK**
**Attn: Kara Grisamer, City Engineer**
**10600 Capital Ave.**
**Oak Park, MI 48237**

Invoice Date: 11/07/2023
Invoice #: 69016
Project: 0037228040

**Project Name:** Oak Park GIS DWAM

**For Professional Services Rendered Through: October 28, 2023**

## Professional Services

| *Description* | | *Fee* | *Prior Billed* | *Total Available* | *Current Billing* |
|---|---|---|---|---|---|
| Task 1: City & OHM Meetings | | $2,500.00 | $2,466.00 | $34.00 | $0.00 |
| Task 2: Field Data Colleciton | | $160,000.00 | $156,145.00 | $3,855.00 | $0.00 |
| Task 3: GIS Topology / Attribution Updates | | $30,000.00 | $29,995.75 | $4.25 | $0.00 |
| Task 4: Application Development | | $45,000.00 | $23,556.75 | $21,443.25 | $4,553.75 |
| Task 5: Eos GPS Configuration and Training | | $2,500.00 | $1,394.50 | $1,105.50 | $520.00 |
| | **Totals** | **$240,000.00** | **$213,558.00** | **$26,442.00** | **$5,073.75** |

**Invoice Total** **$5,073.75**

**REMIT TO:**
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM Advancing Communities®

# INVOICE

**CITY OF OAK PARK**
**Attn: Kara Grisamer, City Engineer**
**10600 Capital Ave.**
**Oak Park, MI 48237**

Invoice Date: 11/07/2023
Invoice #: 69016
Project: 0037228040

**Project Name:** Oak Park GIS DWAM

**Task 4: Application Development**
*Professional Services*

| | *Hours* | *Rate* | *Amount* |
|---|---|---|---|
| Associate | 1.00 | 198.00 | $198.00 |
| Technician I | 19.50 | 96.00 | $1,872.00 |
| Technician II | 14.25 | 115.00 | $1,638.75 |
| Technician III | 6.50 | 130.00 | $845.00 |
| **Professional Services Subtotal** | **41.25** | | **$4,553.75** |
| **Task 4: Application Development Total:** | **41.25** | | **$4,553.75** |

**Task 5: Eos GPS Configuration and Training**
*Professional Services*

| | *Hours* | *Rate* | *Amount* |
|---|---|---|---|
| Technician III | 4.00 | 130.00 | $520.00 |
| **Professional Services Subtotal** | **4.00** | | **$520.00** |
| **Task 5: Eos GPS Configuration and Training Total:** | **4.00** | | **$520.00** |

| | | | |
|---|---|---|---|
| **Total Backup:** | **45.25** | | **$5,073.75** |

**REMIT TO:**
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM Advancing Communities®

# INVOICE

**CITY OF OAK PARK**
**Attn: Kara Grisamer, City Engineer**
**10600 Capital Ave.**
**Oak Park, MI 48237**

Invoice Date: 11/07/2023
Invoice #: 69017
Project: 0037230003

**Project Name:** CE - Nine Mile Road Rehab

**For Professional Services Rendered Through: October 28, 2023**

## Professional Services

| *Description* | | *Fee* | *Prior Billed* | *Total Available* | *Current Billing* |
|---|---|---|---|---|---|
| OHM | | $402,006.00 | $324,497.50 | $77,508.50 | $3,091.00 |
| Sub - G2 | | $54,994.00 | $24,787.73 | $30,206.27 | $554.68 |
| Billing Adjustment | | $0.00 | ($13,691.00) | $13,691.00 | $0.00 |
| | **Totals** | **$457,000.00** | **$335,594.23** | **$121,405.77** | **$3,645.68** |

**Invoice Total** **$3,645.68**

**REMIT TO:**
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM Advancing Communities®

# INVOICE

**CITY OF OAK PARK**
**Attn: Kara Grisamer, City Engineer**
**10600 Capital Ave.**
**Oak Park, MI 48237**

| | |
|---|---|
| Invoice Date: | 11/07/2023 |
| Invoice #: | 69017 |
| Project: | 0037230003 |

**Project Name:** CE - Nine Mile Road Rehab

**OHM**

*Professional Services*

| | Hours | Rate | Amount |
|---|---|---|---|
| Associate | 1.00 | 198.00 | $198.00 |
| Professional Engineer/Architect IV | 7.00 | 195.00 | $1,365.00 |
| Technician II | 12.00 | 115.00 | $1,380.00 |
| Technician IV | 1.00 | 148.00 | $148.00 |
| **Professional Services Subtotal** | **21.00** | | **$3,091.00** |
| **OHM Total:** | **21.00** | | **$3,091.00** |

**Sub - G2**

*Outside Consultants*

| | Qty | Cost Rate | Multiplier | Amount |
|---|---|---|---|---|
| G2 Consulting Group LLC 232397 | 1.00 | 504.25 | 1.10 | $554.68 |
| **Outside Consultants Subtotal** | **1.00** | | | **$554.68** |
| **Sub - G2 Total:** | | | | **$554.68** |
| **Total Backup:** | | **21.00** | | **$3,645.68** |

**REMIT TO:**
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM Advancing Communities®

# INVOICE

**CITY OF OAK PARK**
**Attn: Kara Grisamer, City Engineer**
**10600 Capital Ave.**
**Oak Park, MI 48237**

Invoice Date: 11/07/2023
Invoice #: 69015
Project: 0037220030

**Project Name:** 8 Mile Booster Station Rehab – Phase I

**For Professional Services Rendered Through: October 28, 2023**

## Professional Services

| *Description* | | *Fee* | *Prior Billed* | *Total Available* | *Current Billing* |
|---|---|---|---|---|---|
| Engineering Design | | $19,500.00 | $19,278.25 | $221.75 | $195.00 |
| Permit & Bidding | | $6,000.00 | $0.00 | $6,000.00 | $2,682.50 |
| Construction Services | | $16,300.00 | $0.00 | $16,300.00 | $0.00 |
| | **Totals** | **$41,800.00** | **$19,278.25** | **$22,521.75** | **$2,877.50** |

**Invoice Total** **$2,877.50**

**REMIT TO:**
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM Advancing Communities®

# INVOICE

**CITY OF OAK PARK**
**Attn: Kara Grisamer, City Engineer**
**10600 Capital Ave.**
**Oak Park, MI 48237**

| | |
|---|---|
| Invoice Date: | 11/07/2023 |
| Invoice #: | 69015 |
| Project: | 0037220030 |

**Project Name:** 8 Mile Booster Station Rehab – Phase I

**Engineering Design**
*Professional Services*

| | ***Hours*** | ***Rate*** | ***Amount*** |
|---|---|---|---|
| Professional Engineer/Architect IV | 1.00 | 195.00 | $195.00 |
| **Professional Services Subtotal** | **1.00** | | **$195.00** |
| **Engineering Design Total:** | **1.00** | | **$195.00** |

**Permit & Bidding**
*Professional Services*

| | ***Hours*** | ***Rate*** | ***Amount*** |
|---|---|---|---|
| Graduate Engineer III | 18.50 | 145.00 | $2,682.50 |
| **Professional Services Subtotal** | **18.50** | | **$2,682.50** |
| **Permit & Bidding Total:** | **18.50** | | **$2,682.50** |

| | | | |
|---|---|---|---|
| **Total Backup:** | **19.50** | | **$2,877.50** |

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** December 4, 2023

**SUBJECT:** Proposed payment request for MDOT Construction Projects.

**DEPARTMENT:** Municipal Services – Engineering *KMG*

**SUMMARY:** Attached is a request for payment for invoices from MDOT for the project as listed below:

| Project | This Period | Prior Billings | To Date | Current Contract | Account Number |
|---|---|---|---|---|---|
| Nine Mile Rd | $9,927.04 | $1,336,180.47 | $1,346,107.51 | $1,920,376.28 | 202-18-479-970 |
| **Totals** | **$9,927.04** | **$1,336,180.47** | **$1,346,107.51** | **$1,920,376.28** | |

**RECOMMENDED ACTION:** It is recommended that the invoices from MDOT for the above listed project be approved for the total amount of $9,927.04. Funding is available in the above listed account.

**APPROVALS:**

City Manager: ET

Department Director: KM

Finance Director: SC

City Attorney: CK

Budgeted ☐

**EXHIBITS:** Invoice

| STATEMENT | Customer Name | PAGE 1 |
|---|---|---|
| | CITY OF OAK PARK | |
| | Customer Account Number | Statement Closing Date |
| | MDOT00264 | 11-05-23 |

| AR Dept/BPRO | Due Date |
|---|---|
| 591:ACT51 | 12-05-23 |
| | Amount Enclosed |
| | |

Remit to:
State of Michigan
Attn: Finance Cashier
P.O. Box 30648
Lansing MI 48909

RECEIVED
NOV 20 2023
BY: ..........................

Bill to:
CITY OF OAK PARK
OAK PARK CITY TREASURER
13600 OAK PARK BLVD.
OAK PARK MI 48237

Payment Method: Check ☐ Money Order ☐

Please write Customer Account No. on front of Check or Money Order.
DO NOT MAIL CASH

☐ Please check if address has changed. Write correct address on back of stub and attach with payment.

Please detach the above stub and return with your remittance payable to Dept. of Transportation

## Transportation

## *ORIGINAL*

| Customer Account Number | Statement Closing Date |
|---|---|
| MDOT00264 | 11-05-23 |

| Customer Name | IF YOU HAVE ANY QUESTIONS,PLEASE CALL |
|---|---|
| CITY OF OAK PARK | |

**Current Period Charges**

| Description | Date | Transaction ID | Charges |
|---|---|---|---|
| - | 10-31-23 | CARE1591REIM24000136 | $9,927.04 |

MDOT

Michigan Department of Transportation

Statement Date: 11/07/2023

**MDOT00264 - CITY OF OAK PARK**

**Program:** 212901CON

**Federal Project:** 23A0213

**Description:** W 9 Mile Rd Road Rehab

**Phase: 01 Construction Contract**

| Funding Profile | Fed Pro Rata | Jrnl Description | | |
|---|---|---|---|---|
| A00226 | 34.2 | 2023-5044 CITY OF OAK PARK | | |
| | Current Budget | Cash Expenditures | Collected | Balance Due |
| Federal | 998,128.70 | 849,723.24 | | |
| Local | 1,920,376.28 | 1,634,847.67 | 324,888.26 | 9,927.04 |

**Phase: 03 Advertising**

| Funding Profile | Fed Pro Rata | Jrnl Description | | |
|---|---|---|---|---|
| A00226 | 34.2 | 2023-5044 CITY OF OAK PARK | | |
| | Current Budget | Cash Expenditures | Collected | Balance Due |
| Federal | 68.40 | 19.41 | | |
| Local | 131.60 | 37.34 | 0.00 | 0.00 |

| Vendor Code | Vendor Legal Name | Vendor Alias/DBA Name |
|---|---|---|
| MDOT00264 | CITY OF OAK PARK | |

**Instruction:** Instruction: Remit this listing of Balance Due by Program with the payment. Payments will be applied to all programs with a balance due, unless otherwise noted.

**Statement Date:** 11/07/2023

☐ Pay in Full (default if neither box is checked)

☐ Manual allocation specified by Program in Paid Amount below

**Remittance Information:**

State of Michigan
Attention: Finance Cashier
P.O. Box 30648
Lansing, MI 48909

| Program | Balance Due | |
|---|---|---|
| 212901CON - | 9,927.04 | |

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** December 4, 2023

**SUBJECT:** Payment Application No. 2 (final) for the 2023 Landscape Planting Project, M-766.

**DEPARTMENT:** Municipal Services – Engineering KMG

**SUMMARY:** Attached is Payment Application No. 2 (final) for the 2023 Landscape Planting Project, M-766 by Premier Group Associates of Detroit, MI. This project provided landscaping to several welcome signs and pedestrian islands in the commercial corridors. This project is 100% complete.

**FINANCIAL STATEMENT:**

| | |
|---|---|
| Original Contract Amount: | $38,100.00 |
| | |
| Total Completed to Date: | $38,100.00 |
| Less Retainage: | $ 0.00 |
| Net Earned: | $38,100.00 |
| Deductions: | $ 0.00 |
| Balance: | $38,100.00 |
| Payments to Date: | $30,120.50 |
| Amount Due Premier Group: | $ 7,979.50 |

**RECOMMENDED ACTION:** It is recommended that Payment Application No. 2 (final) for the 2023 Landscape Planting Project, M-766 to Premier Group Associates, of Detroit, MI be approved for the amount of $7,979.50. Funding for the project is available in the Corridor Improvement Authority Fund (251-00-000-970.001).

**APPROVALS:**

City Manager: ET

Department Director: KM

Director of Finance: SC

Legal: CK

Budgeted: ☐

**EXHIBITS:** Payment Application No. 2 (final)

**PAYMENT APPLICATION**

| | | | |
|---|---|---|---|
| **PROJECT:** | **2023 LANDSCAPE PLANTING PROJECT** | **JOB NUMBER:** | M-766 |
| **OWNER:** | **CITY OF OAK PARK, MICHIGAN** | **APPLICATION NO.:** | 2 |
| **CONTRACTOR:** | **PREMIER GROUP ASSOCIATES**<br>**2221 BELLVUE**<br>**DETROIT, MI 48207** | **PERIOD ENDING:** | 11/3/2023 |

| ITEM | DESCRIPTION | ORIGINAL BID QUANTITY | | UNIT PRICE | PERIOD QUANTITY | PERIOD AMOUNT | QUANTITY TO DATE | AMOUNT TO DATE |
|---|---|---|---|---|---|---|---|---|
| 1 | Landscape Island - 9 Mile Rennselaer | 1 | LSUM | $9,540.00 | 0 | $0.00 | 1 | $9,540.00 |
| 2 | Landscape Island - 9 Mile Majestic | 1 | LSUM | $9,540.00 | 0 | $0.00 | 1 | $9,540.00 |
| 3 | Welcome Sign - 11 & Cooldige | 1 | LSUM | $950.00 | 0 | $0.00 | 1 | $950.00 |
| 4 | Welcome Sign - 10 & Cooldige (696) | 1 | LSUM | $3,200.00 | 0 | $0.00 | 1 | $3,200.00 |
| 5 | Welcome Sign - Cooldige & Oak Park Blvd. | 1 | LSUM | $8,245.00 | 0.10 | $824.50 | 1 | $8,245.00 |
| 6 | Welcome Sign - 9 Mile Between Sherman & Forest | 1 | LSUM | $1,625.00 | 0 | $0.00 | 1 | $1,625.00 |
| 7 | Fall Perenials | 1 | LSUM | $5,000.00 | 1 | $5,000.00 | 1 | $5,000.00 |
| | | | | **Period Total Amount:** | | **$5,824.50** | **Amount to Date:** | **$38,100.00** |

**Contract Amount:** **$38,100.00**

| | |
|---|---|
| Earnings This Period: | $5,824.50 |
| Total Earnings to Date: | $38,100.00 |
| Less Retainage: | $0.00 |
| Net Earned: | $38,100.00 |
| Deductions: | $0.00 |
| Balance: | $38,100.00 |
| Payments to Date: | $30,120.50 |
| **AMOUNT DUE PREMIER GROUP ASSOC.:** | **$7,979.50** |

Accepted By: Kelee Teodecki
Kelee Teodecki (Nov 28, 2023 16:24 EST)
Premier Group Associates

Date: 11/28/2023

Approved By: Kara M. Grisamer
Kara Grisamer, P.E, City Engineer
City of Oak Park, Michigan

Date: 11/28/2023

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** December 4, 2023

**SUBJECT:** Payment Application No. 3 for the 2023 Block Pruning Project, M-748.

**DEPARTMENT:** Public Works - *DED*

**SUMMARY:** Attached is Payment Application No. 3 for the 2023 Block Pruning Project, M-748. This project includes the trimming, removal, and stumping of select trees around the City of Oak Park. This project is currently 50% complete.

| | |
|---|---|
| Original Contract Amount: | $90,000.00 |
| Total Completed to Date: | $44,675.00 |
| Less Retainage: | $ 0.00 |
| Net Earned: | $44,675.00 |
| Deductions: | $ 0.00 |
| Balance: | $44,675.00 |
| Payments to Date: | $37,985.00 |
| Amount Due to Urban Tree: | $6,690.00 |

**RECOMMENDED ACTION:** It is recommended that Payment Application No. 3 for the 2023 Block Pruning Project, M-748, to Urban Tree Trimming of Detroit MI, be approved in the amount of $6,690.00. Funding is available in the Major Streets (202-18.479-801) and Local Streets (203-18.479-801) funds for this expenditure.

**APPROVALS:**

City Manager: ET

Department Director: *DED*

Finance Director: SC

City Attorney: CK

Budgeted: ☐

**EXHIBITS:** Pay Application No. 3

# PAYMENT APPLICATION

PROJECT: 2023 Block Pruning Project
OWNER: City of Oak Park, MI
CONTRACTOR: Urban Tree Trimming
5671 Trumbull
Detroit, MI 48208

JOB NUMBER: M-748
APPLICATION NO.: 3
PERIOD ENDING: November 30, 2023

| ITEM NO. | ITEM DESCRIPTION | UNIT | BID PRICE | PERIOD QUANTITY | PERIOD AMOUNT | QUANTITY TO DATE | AMOUNT TO DATE |
|---|---|---|---|---|---|---|---|
| 1 | Traditional Block Pruning (Raising) | Per Tree | $70.00 | 2.00 | $140.00 | 2.00 | $140.00 |
| 2 | Crown Cleaning | Per Tree | $125.00 | 47.00 | $5,875.00 | 104.00 | $13,000.00 |
| 3 | Tree Removals, 8" to 19" DBH | Per Tree | $375.00 | 0.00 | $0.00 | 50.00 | $18,750.00 |
| 4 | Tree Removals, 20" to 27" DBH | Per Tree | $675.00 | 1.00 | $675.00 | 4.00 | $2,700.00 |
| 5 | Tree Removals, 28" to 35" DBH | Per Tree | $1,250.00 | 0.00 | $0.00 | 2.00 | $2,500.00 |
| 6 | Tree Removals, 36" to 43" DBH | Per Tree | $2,275.00 | 0.00 | $0.00 | 1.00 | $2,275.00 |
| 7 | Tree Removals, 44" and over DBH | Per Tree | $3,255.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| 8 | Stump Removal, 8" to 19" DBH | Per Tree | $100.00 | 0.00 | $0.00 | 50.00 | $5,000.00 |
| 9 | Stump Removal, 20" to 27" DBH | Per Tree | $175.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| 10 | Stump Removals, 28" to 35" DBH | Per Tree | $220.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| 11 | Stump Removal, 36" to 43" DBH | Per Tree | $310.00 | 0.00 | $0.00 | 1.00 | $310.00 |
| 12 | Stump Removals, 44" and over DBH | Per Tree | $425.00 | 0.00 | $0.00 | 0.00 | $0.00 |
| | | | | Period Amount: | **$6,690.00** | Total Amount: | **$44,675.00** |

**Original Contract Amount:** **$90,000.00**

| | |
|---|---|
| **Earnings This Period:** | **$6,690.00** |
| Total Earnings to Date: | $44,675.00 |
| Deductions: | $0.00 |
| Payments to Date: | $37,985.00 |

**Amount Due to Urban Tree Trimming: $6,690.00**

Mayor
Marian McClellan
**Mayor Pro Tem**
Carolyn Burns
**Council Members**
Solomon Radner
Julie Edgar
Shaun Whitehead
**City Manager**
Erik Tungate

# CITY OF OAK PARK

BOARDS AND COMMISSIONS

**Minutes**
**REGULAR MEETING**
**CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION**
**THURSDAY August 10, 7:00 P.M.**

1. **CALL TO ORDER**
   a. Time: __7:04p.m.___

2. **ROLL CALL**
   **a. City Council:**
   Council Member Shaun Whitehead_x_
   **b. Commissioners:**
   Stephanie Crawford _x_ Sarah Davidson _x_ Dawn Henry_x_
   Rosetta Kincaid __ Terri McQueen _x_ Sudha Chandra Sekhar
   Avi Snider_x_ Michele Stevenson _x_ Lonnie Tabb-Upshaw_x_
   Carla Wallace __ Donny Wilson_x_
   **c. City Liaisons:**
   Director Crystal VanVleck _Virtually(sick)_
   **d. Guests:**

3. **APPROVAL OF AGENDA**
   i. Date_Sept 14, 2023__Motion__Avi S._Seconded_Terri M.____Approved____x_____

4. **APPROVAL OF MINUTES**
   a. Date August 10, 2023 Motion __Terri M.____Seconded__Michele S.______ Approved__x____

**5. MATTERS FOR CONSIDERATION**

**a. Old Business:**
i. Artist Ken Hirshenson Sept/Oct 2023~. Barbara Jacobs (cruise ship artist) Dec.2023/Jan. 2024~. Paul ?? March/April 2024

ii. Photo op for Christine Monholland installation. Need to firm up attendance of at least one city official for reception with future artist receptions w/city photographer.

**b. New Business**

i. Oak Park Film Fest 2023.

Golden tix & prizes(5 gift cards), Trivia Company ($300.00), new shirts, website, trophies, Amazon Basket $200.00, food, $200 gift card/Oakland University, outdoor screen $950+

$4,000.00 total needed for event.

Committee voted unanimously to fund $3,500.00 to OPFF 2023.

ii. Friday September 8, 2023,5p. Red Carpet. @
Dog & Pony Show Brewing
Saturday September 9, Trivia + outdoor screening Water Tower District
Sunday September 10, Awards @ Berkley Coffee

iii. Committee decided on Heather Kelly Green shirts for this years OPFF t-shirts

iv. Next years calendar should also contain Film Fest 2024, need literature in city wide water bill month before also

v. Commissioners need to watch and review film submissions on Film Freeway for festival.

vi Receipt submitted for decour for Film Fest by Dawn H, plus two additional receipts from day of OPFF needs to be reimbursed.

**6. COMMISSIONER REPORTS**

i

**5. ADJOURNMENT**

a. **Next Meeting:** ____October 12, 7:00p.m. 2023________________

b. **Time of Adjournment:**_____8:13p.m._______________

**Minutes**
**REGULAR MEETING**
**CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION**
**THURSDAY September 14, 7:00 P.M.**

1. **CALL TO ORDER**
   a. Time: __7:12p.m.___

2. **ROLL CALL**
   **a. City Council:**
   Council Member Shaun Whitehead__
   **b. Commissioners:**
   Stephanie Crawford __ Sarah Davidson __ Dawn Henry_x_
   Rosetta Kincaid __ Terri McQueen _x_ Sudha Chandra Sekhar
   Avi Snider__ Michele Stevenson _x_ Lonnie Tabb-Upshaw_x_
   Carla Wallace _x_ Donny Wilson_x_
   **c. City Liaisons:**
   Director Crystal VanVleck _x_
   **d. Guests:**

3. **APPROVAL OF AGENDA**
   i. Date_October 12, 2023__Motion__Carla_.
   Seconded __Lonnie ____Approved____x_____

4. **APPROVAL OF MINUTES**
   a. Date September 14, 2023 Motion __Carla____Seconded__Michele ______
   Approved__x____

**5. MATTERS FOR CONSIDERATION**

**a. Old Business:**

i. Film Fest 2023 recap; Low attendance, need to start earlier in calendar year with strategizing & marketing. 33 Film submissions/9 accepted. Michelle introduced the idea to bring in locally made films next year. Reach out to local High Schools for student submissions. Hagopian, Scheer's Ace Hardware & Tai Fai were generous with their donations of food & red carpet (& padding).

ii. Oak Park Film Fest 2024, September 13-15, 2024
iii. Next year promotions? Blankets, scarves with logo?
iv. Submission deadline for movies should be earlier, to set up viewing schedule. Have Red Carpet event kick off with movies on Friday night? Fancy night Friday, more casual attire/t-shirts Saturday?
v. Quizzo was fun addition to festival.
vi. One Film Fest audience member commented on the line up of anti gun documentary, then a movie incorporating guns, seemed contradictory.
vii. Golden ticket winner, again like last year, scooped up most of the tickets, before realizing new rule "One per Family". Committee voted to allow only "one ticket per family" for gift card. Crystal dropped off card and goodie bag for winner at Dawn's home, to give to winner who lives next door to her.
viii. Next artist; Ken Hirshenson, Artist reception November 6, 6-7p.m. Get photo op, for city site to announce new artist install/city hall.
ix. Artist Christine Monholland, city photo op with Mayor McClellan & City Manager, Eric Tungate Monday September 8, 2023. (Pictures were posted to city Facebook live feed/site.) Christine M. to take down art end of September.
x. Carla added information regarding Juneteenth that her car was totaled day before event but event went well considering.

**b. New Business**

i. Oak Park, October Fest, September 16, 2023
ii. Trunk or Treat, October 28, 2023

**6. COMMISSIONER REPORTS**

i Carla went to Cancun for much needed rest!

**5. ADJOURNMENT**

a. **Next Meeting:** ____October 12, 7:00p.m. 2023________________
b. **Time of Adjournment:**_____8:14p.m.________________

# MERCHANT'S LICENSES - DECEMBER 4, 2023

**(Subject to All Departmental Approvals)**

| NEW MERCHANT | ADDRESS | FEES | BUSINESS TYPE |
|---|---|---|---|

| RENEWALS FOR 2024 | ADDRESS | FEES | BUSINESS TYPE |
|---|---|---|---|
| FORMTECH PLASTICS | 10030 CAPITAL AVE | $150.00 | PLASTIC SHEET FABRICATION |
| STONE FOR YOU | 10700 CAPITAL AVE | $150.00 | STONE COUNTERTOP INSTALLER |
| AUTOBAHN COLLISION | 20850 COOLIDGE HWY | $150.00 | AUTO REPAIR |
| MERCURY DRUGS | 22150 COOLIDGE HWY | $150.00 | DRUG STORE |
| HUNGRY HOWIES PIZZA | 24691 COOLIDGE HWY | $150.00 | RESTAURANT |
| SUNBELT RENTALS INC | 12992 W EIGHT MILE RD | $150.00 | EQUIPMENT RENTALS |
| TUBBYS | 13740 W EIGHT MILE RD | $150.00 | RESTAURANT |
| BARTON MALOW COMPANY | 21090 FERN AVE | $150.00 | |
| BARTON MALOW COMPANY | 21101 FERN AVE | $150.00 | CONSTRUCTION |
| AMERICAN MEDICAL CENTER | 20820 GREENFIELD RD | $225.00 | MEDICAL OFFICE |
| HJ PAWN AND EXCHANGE LLC | 21380 GREENFIELD | $150.00 | PAWN SHOP |
| GOLD CORP INC | 21600 GREENFIELD RD # 100 | $150.00 | JEWELER |
| METROPOLITAN REHAB CLINICS | 21700 GREENFIELD RD # 130 | $150.00 | REHAB CLINIC |
| DIAMOND FASHION JEWELERS | 21700 GREENFIELD RD # 337 | $150.00 | JEWELER |
| MARO JEWELERS | 21700 GREENFIELD RD # 365 | $150.00 | JEWELER |
| PRINCE JEWELERS | 21700 GREENFIELD RD # 447 | $150.00 | JEWELER |
| MAPLE HOME HEALTH CARE INC | 23300 GREENFIELD RD # 219 | $150.00 | HOME HEALTH AGENCY |
| LTC CONSULTING SERVICES LLC | 25900 GREENFIELD RD # 412 | $150.00 | MEDICAL BILLING OFFICE |
| TOP THAT LLC | 25950 GREENFIELD RD | $150.00 | RETAIL |
| ALLIANCE A/C & HEATING | 20800 HUBBELL AVE | $150.00 | HVAC SERVICES |
| ELITE NAIL SUPPLY | 10740 W NINE MILE RD | $150.00 | RETAIL |

# Massage Facility License - RENEWAL 2023-24

**(Subject to All Departmental Approvals)**

| NAME | ADDRESS | FEES |
|---|---|---|
| Great Hands Massage | 3230 West 9 Mile | $125.00 |

**CITY OF OAK PARK**
**OAKLAND COUNTY, MICHIGAN**

**RESOLUTION AUTHORIZING THE TEMPORARY RELOCATION OF TWO POLLING PRECINCTS FOR THE FEBRUARY 27, 2024 PRESIDENTIAL PRIMARY ELECTION**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on the 4th day of December 2023, at 7:00 p.m.

The meeting was called to order by ___________________________.

Present:
Absent:

The following Resolution was offered by ___________________ and seconded by ___________________.

**WHEREAS**, Jackson Center (CASA), in the Ferndale School District, is the polling location for Oak Park Voting Precincts 15 and 16; and

**WHEREAS**, Jackson Center (CASA) is scheduled to be torn down and the new Lower Elementary School is still under construction and will be unavailable for use as a polling location for the February 27, 2024 Presidential Primary Election; and

**WHEREAS**, the Ferndale School District has Ferndale Upper Elementary, 24220 Rosewood, available to accommodate Precincts 15 and 16 for the February 27, 2024 Presidential Primary Election.

**NOW THEREFORE BE IT RESOLVED,** the City of Oak Park City Council hereby agrees to temporarily move Precincts 15 and 16 for the February 27, 2024 Presidential Primary Election to Ferndale Upper Elementary, 24220 Rosewood, Oak Park, MI; and

**BE IT FURTHER RESOLVED,** the City Clerk of the City of Oak Park is directed to notify the voters in Precinct 15 and 16 that the Precincts are moved to Ferndale Upper Elementary, 24220 Rosewood, Oak Park, MI for the February 27, 2024 Presidential Primary Election.

Roll Call Vote:

**RESOLUTION DECLARED ADOPTED**

I, T. Edwin Norris, City Clerk, do hereby certify that the forgoing constitutes a true, complete and original copy of a resolution adopted by the City Council of the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on December 4, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

___________________________________
T. Edwin Norris, City Clerk

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF: December 4, 2023**

**SUBJECT**: Approval of resolution to authorize Budget Amendment #2024-2

**DEPARTMENT**: Finance

**SUMMARY**: The City's annual budget was adopted on May 15th, 2023 and is effective July 1st. The budget is adopted at the departmental level. In accordance with the State Budget Act, budget amendments are to be completed throughout the fiscal year in order to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the department total require Council approval. The proposed amendments only incorporates expenditures from fiscal year 2022/2023 that were not completed at year end and were required to be "rolled over" as the actual expense will be incurred in fiscal year 2023/2024.

The first quarter (12/4/23) budget amendment for the General Fund is attached and is also summarized below.

**GENERAL FUND**

| | |
|---|---|
| Unaudited Beginning Fund Balance July 1, 2023 | $ 4,911,696 |
| Amended Budget as of December 4, 2023 | $ (584,380) |
| Net Change in Fund Balance (Amendment #2024-2) | $ 84,380 |
| Estimated Ending Fund Balance June 30, 2024 | $ 4,411,696 |

Note: The roll over budget totaling $561,000 was incorporated in the amended budget above.

The General Fund amendment is primarily to reflect the balance of federal grant revenue from 2023 received in 2024 totaling $257,419. On the expenditure side, the budget was increased for police training of new hires of $85,000 and various personnel and operating costs which have come in more than anticipated.

**SPECIAL REVENUE FUNDS**

- The Library Fund received additional contributions which will be used to purchase books and the Library Board approved capital outlay of $25,000 not in the original budget.
- The Indigent Defense Fund received additional grant funds totaling $140,743 which it will be using for allowable grant expenditures.

**Note: The State of Michigan does not require budgets for any funds except the General and Special Revenue Funds. The City has chosen to be fiscally responsible and adopt budgets for all funds to assist in monitoring the overall financial activity of the City.**

**ENTERPRISE FUND**

- The Water and Sewer Fund includes additional revenues over budget estimates which will be used to offset operating costs greater than originally estimated.

**FINANCIAL STATEMENT**: The proposed budget amendment has an impact on the fund balance of General Fund while keeping the estimated fund balance at approximately 17% of annual expenditures. The amendments to all other funds keep the fund balance at targeted ranges and are done in compliance with State of Michigan requirements and guidelines.

**RECOMMENDED ACTION**: Approval of resolution to authorize Budget Amendment #2024-2

**APPROVALS**:

City Manager: ___________ET___________________

Finance Director: __________SC__________________

**City of Oak Park**
**Proposed Budget Amendments**
**September 30, 2023**

| Account Number | Account Name | Amount | Description |
|---|---|---|---|
| | **General Fund** | | |
| 101-00.000-502.000 | Federal Grants | $ 257,419 | Balance of the body cams grant from 2023 received 2024 |
| 101-00.000-664.000 | Interest Income | 61 | Interest actual slightly higher than budget |
| | **Total Revenue Increase (Decrease)** | 257,480 | |
| 101-11.172-702.000 | Salaries & Wages | 15,000 | Employee wage increases not included in original budget |
| 101-11.172-714.002 | Retirement- 457 City Contribution | 5,000 | Extra Contribution per contract not budgeted |
| 101-11.172-801.000 | Professional Services | 16,250 | Grant writing consultants not originally in budget |
| 101-11.270-960.000 | Education & Training | 4,000 | Customer Service training not budgeted |
| 101-16.371-721.000 | Uniform Allowance | 1,000 | Expenses to date greater than budget and estimates |
| 101-16.371-818.017 | Contractual Services- Board Up | 1,850 | Expenses to date greater than budget and estimates |
| 101-16.448-921.000 | Utilities - Electric | 15,000 | Street lighting fees running higher than anticipated |
| 101-17.345-960.000 | Education & Training | 85,000 | Additional training for new officers over original budget |
| 101-18.265-921.000 | Utilities - Electric | 30,000 | Expenses to date greater than budget and estimates |
| | **Total Expenditure Increase (Decrease)** | 173,100 | |
| | **Net Increase (Decrease) to Fund Balance** | $ 84,380 | |
| | **Library Fund** | | |
| 111-00.000-675.000 | Donations | 3,000 | Donation for books not budgeted |
| | **Total Revenue Increase (Decrease)** | 3,000 | |
| 111-20.790-727.020 | Adult Books | 3,000 | Use of Donation Revenue to cover purchase of books |
| 111-20.790.970.000 | Capital Outlay | 25,000 | Library Board voted to increase |
| | **Total Expenditure Increase (Decrease)** | 28,000 | |
| | **Net Increase (Decrease) to Fund Balance** | $ (25,000) | |
| | **MI Indigent Defense Grant Fund** | | |
| 260-00.000-543.000 | State Grant | 140,743 | MIDC Grant more then expected |
| | **Total Revenue Increase (Decrease)** | $ 140,743 | |
| 260-50.137-818.000 | Contractual Services | 140,743 | Increase grant expenditure budget for additional revenue |
| | **Total Expenditure Increase (Decrease)** | $ 140,743 | |
| | **Net Increase (Decrease) to Fund Balance** | $ - | |
| | **Water and Sewer Fund** | | |
| 592-00.000-643.005 | Meter Service Sales | $ 25,000 | Adjust to actual receipts to date |
| 592-00.000-664.000 | Interest Income | 5,000 | Adjust to actual receipts to date |
| | **Total Revenue Increase (Decrease)** | $ 30,000 | |
| 592-18.537-702.000 | Salaries and Wages | $ 25,000 | Employee wage increase not included in original budget |
| 592-18.537-714.002 | Retirement- 457 City Contribution | 5,000 | Extra contribution per contract not budgeted |
| | **Total Expenditure Increase (Decrease)** | $ 30,000 | |
| | **Net Increase (Decrease) to Fund Balance** | $ - | |

**Resolution**

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2024-2 is authorized:

| | INCREASE (DECREASE) |
|---|---|
| **GENERAL FUND** | |
| **REVENUES** | |
| INTERGOVERNMENTAL | $ 257,419 |
| INTEREST INCOME | 61 |
| **TOTAL REVENUES** | 257,480 |
| **EXPENDITURES** | |
| CITY MANAGER | 36,250 |
| HUMAN RESOURCES | 4,000 |
| TECHNICAL AND PLANNING | 2,850 |
| PUBLIC SAFETY | 85,000 |
| PUBLIC WORKS | 45,000 |
| **TOTAL EXPENDITURES** | 173,100 |
| **Net Increase to Fund Balance** | $ 84,380 |
| **LIBRARY FUND** | |
| **REVENUES** | |
| OTHER REVENUE | $ 3,000 |
| **TOTAL REVENUES** | 3,000 |
| **EXPENDITURES** | |
| CAPITAL OUTLAY | 28,000 |
| **TOTAL EXPENDITURES** | 28,000 |
| **Net Increase to Fund Balance** | $ (25,000) |
| **MI INDIGENT DEFENSE GRANT FUND** | |
| **REVENUES** | |
| INTERGOVERNMENTAL | $ 140,743 |
| **TOTAL REVENUES** | 140,743 |
| **EXPENDITURES** | |
| OPERATIONS | 140,743 |
| **TOTAL EXPENDITURES** | 140,743 |
| **Net Increase to Fund Balance** | $ - |
| **WATER AND SEWER FUND** | |
| **REVENUES** | |
| CHARGES FOR SERVICES | $ 25,000 |
| INTEREST INCOME | $ 5,000 |
| **TOTAL REVENUES** | 30,000 |
| **EXPENDITURES** | |
| SALARIES AND FRINGES | 30,000 |
| **TOTAL EXPENDITURES** | 30,000 |
| **Net Decrease to Fund Balance** | $ - |

I certify that the forgoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a regular Meeting held on this 4th day of December, 2023.

____________________________________
T. Edwin Norris, City Clerk

15C

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** December 4, 2023

**SUBJECT:** Change Order No. 1 and Payment Application No. 1 for the 2023 Shepherd Park Restroom Project, M-759

**DEPARTMENT:** Public Works – *DED*

**SUMMARY:** Attached is Change Order No. 1 and Payment Application No. 1 for the 2023 Shepherd Park Restroom Project, M-759 by KAB Enterprises, of Lincoln Park, MI. This change order is for the selection of stainless steel fixtures as well as some additional exterior lighting. The restroom has been ordered and is scheduled to be installed in the Spring of 2024.

**FINANCIAL STATEMENT:**

| | |
|---|---|
| Original Contract Amount: | $139,809.75 |
| Proposed Change Order No. 1: | $ 8,275.00 |
| Proposed Contract Amount: | $148,084.75 |
| | |
| Proposed Pay Application No. 1: | $ 74,042.38 |

**RECOMMENDED ACTION:** It is recommended City Council approve Change Order No. 1 and Payment Application No. 1 for the 2023 Shepherd Park Restroom Project, M-759 for the total amount $74,042.38. Funding is available in the Parks and Recreation Improvement Fund for this expenditure.

**APPROVALS:**

City Manager: ET

Department Director: *DED*

Finance Director: SC

City Attorney: CK

Budgeted: ☐

**EXHIBITS:** Change Order No. 1 and Pay Application No. 1

# CHANGE ORDER

PROJECT: 2023 Shepherd Park Restroom Project

JOB NUMBER: M-579

OWNER: City of Oak Park, MI

CHANGE ORDER: 1

CONTRACTOR: KAB Enterprises, Inc.
3318 Fort Street
Lincoln Park, MI 48146

PERIOD ENDING: November 30, 2023

**TO THE CONTRACTOR:**

You are hereby directed to comply with the changes/extras to the contract documents.
This change order reflects work completed or anticipated. Further documentation supporting these changes is on file with the City Engineer.

**THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT**

| Item No. | Description | Original Bid Quantity | Unit | Unit Price | Increased Quantity | Quantity to Date | TOTAL Amount |
|---|---|---|---|---|---|---|---|
| 2 | REMOVE CONCRETE PAVEMENT MODIFIED | 0 | LSUM | $8,275.00 | 1.00 | 1.00 | $8,275.00 |
| | | | | | | **TOTALS** | **$8,275.00** |

**THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE SUBTRACTED FROM THE CONTRACT AMOUNT**

| Item No. | Description | Original Bid Quantity | Unit | Unit Price | Decreased Quantity | Quantity to Date | TOTAL Amount |
|---|---|---|---|---|---|---|---|

**SUMMARY**

| | |
|---|---|
| Total Increase | $8,275.00 |
| Total Decrease | $0.00 |
| **Total for Change Order No.1:** | **$8,275.00** |
| Contract Amount | $139,809.75 |
| Change Order No. 1: | $8,275.00 |
| **New Contract Amount:** | **$148,084.75** |

KAB Enterprises, Inc. Date

David DeCoster, City of Oak Park Date

# PAYMENT APPLICATION

**PROJECT:** 2023 Shepherd Park Restroom Project

**JOB NUMBER:** M-579

**OWNER:** City of Oak Park, MI

**APPLICATION NO.:** 1

**CONTRACTOR:** KAB Enterprises, Inc.
3318 Fort Street
Lincoln Park, MI 48146

**PERIOD ENDING:** November 30, 2023

| ITEM NO. | ITEM DESCRIPTION | UNIT | BID PRICE | PERIOD QUANTITY | PERIOD AMOUNT | QUANTITY TO DATE | AMOUNT TO DATE |
|---|---|---|---|---|---|---|---|
| 1 | Precast Concrete Restroom Strucrture from Easi-Set | LSUM | $139,809.75 | 0.50 | $69,904.88 | 0.50 | $69,904.88 |
| 2 | Stainless Steel fixtures and Exterior Lighting | LSUM | $8,275.00 | 0.50 | $4,137.50 | 0.50 | $4,137.50 |
| | | | | **Period Amount:** | **$74,042.38** | **Total Amount:** | **$74,042.38** |

| | |
|---|---|
| **Original Contract Amount:** | **$139,809.75** |
| **Proposed Change Order No. 1:** | **$8,275.00** |
| **New Contract Amount:** | **$148,084.75** |

| | |
|---|---|
| **Earnings This Period:** | **$74,042.38** |
| Total Earnings to Date: | $74,042.38 |
| Deductions: | $0.00 |
| Payments to Date: | $0.00 |

**Amount Due to KAB Enterprises. Inc.: $74,042.38**

KAB Enterprises, Inc. Date

David DeCoster, City of Oak Park Date

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** December 4, 2023

**SUBJECT:** Change Order to the existing professional services contract to provide Engineering Design and Construction Support Services for the Eight Mile Booster Station Rehabilitation Project, M-732.

**DEPARTMENT:** Public Works - *DED*

**SUMMARY:** Attached is a change order request from OHM Advisors to provide additional Engineering Design and Construction Support Services for the Eight Mile Booster Station Rehabilitation Project, M-732. This proposal will cover the unforeseen investigation as to the specific pump curve and specifications with the existing pumps. Without these exact specifications a new pump cannot be designed for this project.

**RECOMMENDED ACTION:** It is recommended that City Council approve the attached change order request from OHM Advisors to provide Engineering Design and Construction Support Services for the Eight Mile Booster Station Rehabilitation Project, M-732, for the hourly, not to exceed cost of $4,716.00. With this approval, the new contract amount will be $46,516.00. Funding is available in the Water and Sewer fund (592-18-540-970).

**APPROVALS:**

City Manager: ET

Department Director: *DED*

Finance Director: SC

City Attorney: CK

☐ Budgeted

**EXHIBITS:** Change Order Request

November 28, 2023

David DeCoster, Director of Public Works
City of Oak Park
10600 Capital Avenue
Oak Park, Michigan 48237

RE: 8-Mile Booster Station Rehabilitation
Design Services Amendment

Dear Mr. DeCoster:

Per your request, we are submitting this amendment to our original design scope dated January 20, 2022. The additional design services for the 8-Mile Booster Station Project include the following:

Due to the age of the existing pumps to be replaced, existing pump curve information was not readily available, therefore, in order to properly size the new replacement pump, the following work items were performed:

- Field testing protocol of existing pumps.
- Coordinate and meet with pump manufacturer on field testing data and calculations needed to build replacement pump.
- Hydraulic calculations to develop the pump curve for pumps No.3 and No.4.

Total effort: $4,136.00

In addition, the following work items were added to the plans and specs:

- Replacement of all bolts on the process piping.
- Painting of all process piping.

Total effort: $580.00

The total requested amendment is $4,716.00. Please feel free to call with any questions or concerns. The project is proposed to go out to bid in December of 2023.

Sincerely,
OHM Advisors

James C. Stevens, PE
Vice President

cc: Matt Kennedy, OHM

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** December 4, 2023

**SUBJECT:** **Request Support of the City's Application for the Community Foundation of Southeast Michigan Ralph C. Wilson Jr. Grant for the Oak Park Event Hub**

**DEPARTMENT:** **Recreation / City Manager's Office**

**SUMMARY:** The Community Foundation of Southeast Michigan, through the Ralph C. Wilson Jr. Fund, is offering grants up to $50,000 for projects that serve to increase the walkability and bikeability of local communities and/or increase outdoor recreational activities within the region. We believe the Oak Park Event Hub is a worthy candidate for this grant. The Event Hub is one of the projects that was identified as a high priority through the City's yearlong process of updating the Parks and Recreation Master Plan.

We are requesting a grant of $50,000 to assist with the development of the Event Hub.

**FINANCIAL STATEMENT:** Funding is available for the Event Hub in the Parks and Recreation Improvement Fund. Additionally, we have secured outside funding from Oakland County and the State of Michigan, and are actively seeking other avenues of outside funding.

**RECOMMENDED ACTION:** It is recommended that City Council approve a resolution in support of the City's application for the Community foundation of Southeast Michigan Ralph C. Wilson Jr. Fund Grant.

**APPROVALS:**

City Manager:___________ET____________

Department Director: ________CV___________

Director of Finance: _________SC___________

Budgeted: ☐

**EXHIBITS:**

**STATE OF MICHIGAN**
**COUNTY OF OAKLAND**
**CITY OF OAK PARK**

**RESOLUTION NO. CM-XX-XXX-XX**

# SUPPORT FOR THE CITY OF OAK PARK APPLICATION FOR THE COMMUNITY FOUNDATION OF SOUTHEAST MICHIGAN RALPH C. WILSON LEGACY FUND GRANT FOR OAK PARK EVENT HUB

**December 4, 2023**

**WHEREAS,** the Community Foundation of Southeast Michigan, through the Ralph C. Wilson Fund is providing grant funding to support projects within southeast Michigan that serve to increase the walkability and bikeability of local communities and/or increasing outdoor recreational activities within the region; and

**WHEREAS**, the City of Oak Park is planning the creation of the Event Hub located on Oak Park Boulevard.; and

**WHEREAS**, the City of Oak Park's Recreation Master Plan lists "Develop new city facilities as needed, utilizing natural and sustainable design elements," "Improve equitable access to parks and amenities to encourage participation and active lifestyles for all age groups and abilities" and "Establish unique places through non-traditional and specialty parks and programming"

**WHEREAS**, the City of Oak Park's Strategic Plan lists "identify the best uses for City property to ensure equitable access to quality public spaces" as an objective under the goal of "deepen sense of place and community identity"; and

**WHEREAS**, the creation of the Event Hub will contribute significantly to meeting these goals and objectives; and

**WHEREAS**, the grant request is for $50,000; and

**BE IT HEREBY RESOLVED**, that the Oak Park City Council supports the grant application for the Community Foundation of Southeast Michigan Ralph C. Wilson Legacy Fund Grant for the Event Hub.

Yeas:
Nays:
Absent:
Abstained:

STATE OF MICHIGAN )
) ss.
COUNTY OF OAKLAND )

I, the undersigned, the duly qualified and acting City Clerk of the City of Oak Park, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a duly called meeting held on February 1, 2016, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 4th day December, 2023.

______________________________
T. Edwin Norris, City Clerk