CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
39th OAK PARK CITY COUNCIL
November 7, 2022
7:00 PM

MINUTES

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

PRESENT: Mayor ProTem Edgar, Council Member Burns, Council Member Whitehead

ABSENT: Mayor McClellan, Council Member Radner

OTHERS PRESENT: City Manager Tungate, Assistant City Manager VanVleck, City Attorney Duff

APPROVAL OF AGENDA:

CM-11-354-22 **(AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED**

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the agenda as presented.

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-11-355-22 **(AGENDA ITEM #5A-F) CONSENT AGENDA - APPROVED**

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

A. Regular City Council Meeting Minutes of October 24, 2022 **CM-11-356-22**
B. Special City Council Meeting Minutes of October 24, 2022 **CM-11-357-22**
C. Retirement Board Meeting Minutes of July 25, 2022 **CM-11-358-22**
D. Arts and Cultural Diversity Commission Meeting Minutes of May 12, 2022, June 9, 2022, July 14, 2022, August 11, 2022 and September 8, 2022 **CM-11-359-22**
E. Request to approve payment to SmithGroup for the Parks and Recreation Master Plan Update and Comprehensive Asset Management Contract in the amount of $12,498.50 **CM-11-360-22**
F. Licenses New and Renewals submitted for November 7, 2022 **CM-11-361-22**

MERCHANT'S LICENSES – November 7, 2022
(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEE	BUSINESS TYPE
None			

RENEWALS (2022)	ADDRESS	FEE	
TIGER COLLISION	10010 CAPITAL AVE	$150.00	AUTO REPAIR
FORMTECH PLASTICS	10030 CAPITAL AVE	$150.00	CUSTOM FABRICATION
PRONTO PEST MANAGEMENT	10130 CAPITAL AVE	$150.00	PEST COMPANY
MICHIGAN DESSERT CORP	10750 CAPITAL AVE	$150.00	RETAIL
PLUMBING TECHS PIPECON	12700 CAPITAL AVE	$150.00	PLUMBING CONTRACTOR
BENSTON D HARRIS INC	13040 CAPITAL AVE	$150.00	HVAC
WURTH BAER SUPPLY CO	13390 CLOVERDALE AVE	$150.00	WAREHOUSE DISTRIBUTOR
NEW NORTHEND MARKET	21601 COOLIDGE HWY	$150.00	LIQUOR STORE
KFC	22001 COOLIDGE HWY	$150.00	FAST FOOD
ADVANCE AMERICA #1328	22140 COOLIDGE HWY	$150.00	CASH ADVANCE STORE
SUNBELT RENTALS INC	12992 W EIGHT MILE RD	$150.00	EQUIPMENT RENTAL
STAR FACTORY ARTIST DEVELOPMENT LLC	13650 W EIGHT MILE RD	$150.00	MUSIC OFFICE
OAK LIQUOR & WINE	13700 W EIGHT MILE RD	$150.00	LIQUOR STORE
CUSTOM CONCEPT COLLISION	14051 W ELEVEN MILE RD	$150.00	AUTO BODY SHOP
TO GO CAFÉ	21700 GREENFIELD # 132	$150.00	CONVENIENT STORE
DIAMOND FASHION JEWELERS	21700 GREENFIELD # 337	$150.00	JEWELERY STORE
PINEWOOD DENTAL	21950 GREENFIELD RD	$150.00	GENERAL DENTISTRY
FINDINGS OUTLET INC	21990 GREENFIELD RD	$150.00	JEWELER SUPPLIES
FINDINGS OUTLET INC	21990 GREENFIELD RD	$150.00	JEWELER SUPPLIES
AUTOZONE #4365	22150 GREENFIELD RD	$150.00	AUTO STORE
SELECT MEDICAL GROUP	23350 GREENFIELD # 200	$150.00	MEDICAL PRACTICE
SKYLAR LAUNDROMAT OF OP	25214 GREENFIELD RD	$150.00	LAUNDROMAT
SUMMIT DISABILITY PLLC	25900 GREENFIELD # 111	$150.00	LAW FIRM
MODERN STAMPS INC	25900 GREENFIELD # 136	$150.00	STAMPS FOR COLLECTORS
BROAD COVERAGE	25900 GREENFIELD # 206	$150.00	OFFICE
GLOBAL SOLUTIONS GROUP	25900 GREENFIELD # 220	$150.00	OFFICE
OXFORD HILL PARTNERS LLC	25900 GREENFIELD # 232	$150.00	MARKETING CONSULTING
AYZERTECH INC	25900 GREENFIELD # 276	$150.00	OFFICE
JEWISH FAMILY SERVICE	25900 GREENFIELD # 405	$150.00	SOCIAL SERVICE AGENCY
TOP THAT LLC	25950 GREENFIELD RD	$150.00	RETAIL
BLING BLING GG INC	26122 GREENFIELD RD	$150.00	RETAIL
WHITE CASTLE	26500 GREENFIELD RD	$150.00	FAST FOOD
ALLIANCE A/C & HEATING	20800 HUBBELL AVE	$150.00	CONTRACTOR
ROYAL CONTAINER	21100 HUBBELL AVE	$150.00	STORAGE FACILITY
SOLTMAN HEATING & COOL	8650 W NINE MILE RD	$150.00	CONTRACTOR
SUNNYSIDE ENRICHMENT CTR	10440 W NINE MILE RD	$150.00	CHILD CARE FACILITY
TOUCH OF CLASS CATERING	10612 W NINE MILE RD	$150.00	FOOD SERVICES
PIZZA SQUARE	10770 W NINE MILE RD	$150.00	PIZZA SHOP
CAPTAIN JAYS #126 INC	13500 W NINE MILE RD	$150.00	FISH AND CHICKEN MARKET
THE D LOFT CAFÉ	13710 W NINE MILE RD	$150.00	FOOD SERVICES
CHINA CITY	13715 W NINE MILE RD	$150.00	CHINESE TAKEOUT
PETEETS FAMOUS CHEESECAKES	13835 W NINE MILE RD	$225.00	CHEESE CAKE BAKERY
OAK PARK MEDICAL CENTER	15300 W NINE MILE RD	$150.00	MEDICAL CENTER
OAKLAND CABINET COAT.	8800 NORTHEND AVE	$150.00	CABINET REFINISHING
SADIA ENTERPRISES INC	13000 NORTHEND AVE	$150.00	OFFICE
VGAGE LLC	13250 NORTHEND AVE	$150.00	INDUSTRIAL
LAWFORD FABRICATING CO	21650 WYOMING CT	$150.00	PROTOTYPE TOOLING

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) Special Retirement Recognition for Brian Bernieri. City Manager Tungate recognized Brian Bernieri who is retiring from the Oak Park Department of Public Works.

(AGENDA ITEM #7B) Recreation Master Plan Presentation – SmithGroup. Bob Doyle from the consulting group SmithGroup presented a draft report on the Recreation Master Plan. A complete copy of the report is on file with the City Clerk.

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS: None

BIDS: None

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

Public Safety Department

CM-11-362-22 **(AGENDA ITEM #15A) REQUEST TO PURCHASE NEW DUTY PISTOLS FOR THE PUBLIC SAFETY DEPARTMENT IN THE AMOUNT OF $54,577.36 AND TO AUTHORIZE A BUDGET AMENDMENT TO PULL FORWARD $11,000 FROM THE 2023-24 FISCAL BUDGET AND USE FUND BALANCE IN THE AMOUNT OF $43,577.36 TO COVER THE COST OF THE PURCHASE - APPROVED**

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to purchase new duty pistols for the Public Safety Department in the amount of $54,577.36 and to authorize a budget amendment to pull forward $11,000 from the 2023-24 fiscal budget and use fund balance in the amount of $43,577.36 to cover the cost of the purchase.

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

MOTION DECLARED ADOPTED

Finance

(AGENDA ITEM #15B) Quarterly Investment Report for period ending 9/30/2022
Finance Director Crawford presented the first quarter investment report.

First Quarter Fiscal 2022/2023 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, 2022. 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 $44,699,361 (market value) including cash in the operating account of $10,955,042 (excluding outstanding checks and other adjustments), short-term investments in the Oakland County Investment Pool of $474,838, money market of $38,943, commercial paper of $25,897,802 and long-term investments total $7,332,736. The City has maximized investment return on short-term cash by minimizing the funds in the Oakland County Investment Pool and the amount maintained in the checking and daily depository accounts. During this quarter the majority of the funds have been invested in commercial paper as it provides 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 2022 included interest income of $47,095 and an unrealized loss on investments of $141,371.

During the first quarter actual investment returns moved forward with the rise in interest rates (approximately 2.8%) but were offset by unrealized losses of existing longer-term investments. The increase in actual returns is expected to continue as the Feds have warned of additional significant interest rate increases in the coming quarter. The investment return for the first quarter was a net loss of approximately 1.0% (including realized and unrealized gains/losses) primarily due to the unrealized market adjustment.

(AGENDA ITEM #15C) Quarterly Financial Report for period ending 9/30/2022
Finance Director Crawford presented the first quarter financial report

<u>GENERAL FUND</u>

REVENUES
Total revenues for the first quarter total approximately $16.2 million, representing approximately 65% 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, 2022. 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 2023. Property tax revenue is the primary reason the overall revenues are at 65% 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 2022 payments as the August 31, 2022, payment by statute is included as part of the June 30, 2022 revenues. The City will receive payments on October 31, December 31, February 28, April 30, June 30 and August 31 (2023) related to the current fiscal year. The estimated annual revenue included in the budget totals $4,141,228.

- Fines and forfeiture revenue received from the 45th District Court is budgeted for a total of $1,300,000 of which $248,664 or 19% 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 $1.5 million and includes $560,000 for police body cams and $950,000 from the second and final ARPA grant payment. No revenue had been recognized during the first quarter.

- Cable franchise fee revenue is budgeted at $580,000 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 2022 was recorded in fiscal year 2022.

EXPENDITURES
Total expenditures for the first quarter total approximately $5.2 million, representing approximately 20% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 25%):

- Defined benefit pension contributions for the Employees Retirement System are at 35% through the first quarter and impacted any department who has employees eligible for that system. The contribution rate will be decreased for future quarters to get the expenditure back to the budgeted amounts.
- The Elections and City Clerk's Departments are at 38% and 30%, respectively due to one of the two budgeted elections took place during the first quarter.
- The Finance & Admin Services Department is at 39% of their budget due to the significant number of employees included in the defined benefit pension plan (see bullet number 1 above). The overall budget is in line with the current annual projections.
- The recreation departments including Outdoor Activities (46%) Special Events (33%) and Swimming Pool (66%) 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 2021-22 use of fund balance is attributed to various projects that were budgeted in future years but ordered in fiscal year 2022 due to supply chain issues. In addition, projects budgeted but not completed from 2022 were included in a rollover budget requests in Budget Amendment #2023-1. 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.

CALL TO THE AUDIENCE:

Dawn Thompson, 21351 Kenosha St., discussed problems with deer in the community.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor ProTem Edgar adjourned the meeting at 8:15 P.M.

T. Edwin Norris, City Clerk

Julie Edgar, Mayor ProTem