

Oak Park City Council Agenda

October 24, 2022





AGENDA
REGULAR CITY COUNCIL MEETING
39th CITY COUNCIL
OAK PARK, MICHIGAN
October 24, 2022
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 of October 3, 2022
- B. Special City Council Meeting Minutes of October 3, 2022
- C. Request to authorize the Recreation Department to renew their Municipal Credits and Community Credits Contract with Suburban Mobility Authority for Regional Transportation (SMART)
- D. Library Board Meeting Minutes of August 16, 2022 and September 20, 2022
- E. Request to approve payment of invoices from OHM Advisors for Nine Mile Linear Park Landscaping, Nine Mile Road Design Engineering and Fern Street Survey for the total amount of \$32,584.25
- F. Request to approve payment of invoices from SmithGroup in the amount of \$33,307.25 for the Parks and Recreation Master Plan Update and Comprehensive Asset Management Contract
- G. Licenses New and Renewals submitted for October 24, 2022

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Presentation of Juneteenth Essay Contest Participants
- B. Strategic Plan Quarterly Report

8. PUBLIC HEARINGS:

9. COMMUNICATIONS: None

10. SPECIAL LICENSES: None

11. ACCOUNTING REPORTS:

- A. Approval for payment of invoices submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$13,362.27

12. BIDS: None

13. ORDINANCES:

- A. Second reading and adoption of an ordinance to amend Chapter 18, Article IX, Land Improvements, of the Code of Ordinances by amending Division 1 and Division 2 thereof (Ordinance Amendments will bring Article IX into compliance with changes to Oakland County Stormwater Engineering Design Standards and the most recent version of MDOT specifications)

14. CITY ATTORNEY:

- A. Resolution to approve request from 123Net, Inc. for extension of Metro Act Right of Way Permit

15. CITY MANAGER:

Finance/Assessing

- A. Request to approve an Interlocal Agreement for Oakland County to approve the Designated Assessor
- B. Receive and approve exception recommendations regarding Special Assessment Districts
- C. Quarterly Investment Report for period ending 6/30/2022
- D. Quarterly Financial Report for period ending 6/30/2022
- E. Resolution approving requested Budget Amendment #2023-1 for period ending 9/30/22

Public Safety

- F. Request to approve Traffic Control Order 160 Sec. 1.31 for the intersection of Balfour and Church Streets as recommended by the Traffic Improvement Association.

Administration

- G. Resolution of Support for the Nine Mile Corridor Study and the City's participation in the Nine Mile City Corridor Committee

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. Accommodations to participate at 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
October 3, 2022
7:00 PM**

MINUTES

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

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

ABSENT: Council Member Radner

OTHERS

PRESENT: City Manager Tungate, City Clerk Norris, City Attorney Krause

APPROVAL OF AGENDA:

**CM-10-321-22 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS AMENDED
– APPROVED**

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to approve the agenda with the following addition.

- Add Item #15B – Resolution in support and funding commitment of the City’s joint application for the Reconnecting Communities Pilot Discretionary Grant Program

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-10-322-22 (AGENDA ITEM #5A-G) CONSENT AGENDA - APPROVED

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

- A. Regular City Council Meeting Minutes of September 19, 2022 **CM-10-323-22**
- B. Recycling Commission Meeting Minutes of August 18, 2022 **CM-10-324-22**
- C. Request authorization to re-advertise for bids for the 2022 Block Pruning Project, M-748 **CM-10-325-22**
- D. Request to approve payment of invoices from OHM Advisors for GIS DWAM Grant, Nine Mile Road Design Engineering and Fern Street Survey for the total amount of \$47,860.00 **CM-10-326-22**

- E. Request to approve Payment Application No. 3 in the amount of \$472,918.56 and Change Order No. 1 in the amount of (\$24,128.05) to Mark Anthony Contracting of Milford, Michigan for the 2022 Water Main Replacement Project, M-737 **CM-10-327-22**
- F. Beautification Advisory Commission Meeting Minutes of June 22, 2022 **CM-10-328-22**
- G. Licenses New and Renewals submitted for October 3, 2022 **CM-10-329-22**

**MERCHANT'S LICENSES – October 3, 2022
(Subject to All Departmental Approvals)**

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
COMERICA BANK INC	25555 COOLIDGE	\$150.00	FINANCIAL INSTITUTION
<u>RENEWALS (2022)</u>	<u>ADDRESS</u>	<u>FEE</u>	
CITIZENS BANK	23067 COOLIDGE	\$225.00	FINANCIAL INSTITUTION
SIGNS OF RECOVERY CASE MANAGEMENT LLC	25900 GREENFIELD 236	\$225.00	MEDICAL CASE MANAGEMENT
ENTERPRISE RENT-A-CAR	26520 GREENFIELD	\$225.00	RENTAL CAR COMPANY

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) Proclamation declaring October as Michigan Library Appreciation Month.

Mayor McClellan proclaimed October as Michigan Library Appreciation Month.

PUBLIC HEARINGS:

Mayor McClellan opened the Public Hearing on Special Assessment Districts 701, Delinquent Utilities; #702 – Delinquent False Alarms; and #703 - Property Blight at 7:15 p.m. and invited interested parties to speak. There were no audience members who wished to speak during the public hearing. The special assessment exceptions listed below were read into the record then Mayor McClellan closed the Public Hearing at 7:17 p.m.

CM-10-330-22 (AGENDA ITEM #8) PUBLIC HEARING AND ADOPTION OF SPECIAL ASSESSMENT RESOLUTIONS TO CONFIRM THE ROLLS AND SET THE DUE DATE OF NOVEMBER 7, 2022 TOGETHER WITH PENALTY OF TEN PERCENT (10%) FOR SPECIAL ASSESSMENT DISTRICTS #701 - DELINQUENT UTILITIES; #702 – DELINQUENT FALSE ALARMS; AND #703 - PROPERTY BLIGHT – APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to adopt the following Special Assessment Resolution (No. 9) confirming the rolls, and Special Assessment Resolution (No. 10) setting the due date of November 7, 2022 with penalty for Special Assessment districts: No. 701 – Unpaid Utility Invoices; No. 702 – Unpaid False Alarm Invoices; and No. 703 – Unpaid Property Blight Invoices and withholding the

temporary exceptions pending further review by the City Manager to report back to the City Council as to whether they will be kept on the Roll, added on at a later date or removed permanently:

CITY OF OAK PARK
MICHIGAN

SPECIAL ASSESSMENT RESOLUTION NO. 9

DISTRICT NO. 701
DISTRICT NO. 702
DISTRICT NO. 703

The Mayor announced that this was the time set to review the Special Assessment Roll as prepared and revised by the City Assessor for unpaid expenses incurred on private premises, assessed in Special Assessment Rolls No. 701, 702, and 703.

There were objections received as follows:

SAD	Address	Parcel ID #
701 - Unpaid Utility Invoices		
	22030 Kenosha	52-25-31-202-018
	15100 Northfield	52-25-30-151-027
	23741 Wildwood	52-25-30-327-010
	14540 Leslie	52-25-30-177-023
	26420 Raine St.	52-25-19-127-003
	10801 Oak Park Blvd.	52-25-29-404-005
	15140 Burton	52-25-30-126-018
	22180 Avon	52-25-31-103-010
	24200 Scotia	52-25-29-251-012
	13321 Kenwood	52-25-29-355-006
	10761 Saratoga	52-25-32-204-005
	23140 Parklawn	52-25-30-476-003
	13220 Troy	52-25-32-104-007
	23110 Kenosha	52-25-30-452-006
	23100 Kenosha	52-25-30-452-007
	13950 Northfield	52-25-30-230-033
	21301 Ridgedale	52-25-31-428-027
	21801 Cloverlawn	52-25-31-207-030
	23055 Church	52-25-30-380-024
	Vacant Lot	52-25-29-102-094
	24220 Beverly	52-25-30-151-003
	24273 Westhampton	52-25-30-276-041
	22020 Avon	52-25-31-103-019
	22140 Dante #109	52-25-32-104-128
	24261 Kipling St.	52-25-30-230-028
	23041 Oneida	52-25-29-454-034
	24080 Seneca	52-25-29-258-004
702 - Unpaid False Alarms		
	10400 Capital	52-25-32-251-060
703 - Unpaid Property Blight Invoices		
	10631 Albany	52-25-32-251-016

BE IT RESOLVED that Special Assessment Rolls No. 701, 702, and 703 as prepared and revised by the City Assessor, are hereby confirmed.

CITY OF OAK PARK
MICHIGAN

SPECIAL ASSESSMENT RESOLUTION NO. 10

DISTRICT NO. 701
DISTRICT NO. 702
DISTRICT NO. 703

At a Regular Meeting of the City Council of the City of Oak Park, held the 3rd day of October 2022 at 7:00 PM, City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237.

WHEREAS, by resolution adopted October 3, 2022, Special Assessment Rolls No. 701, 702, and 703 were confirmed by the City Council.

NOW, THEREFORE, BE IT RESOLVED THAT: Said Special Assessment Rolls shall be due in one (1) installment payable on November 7, 2022, in full, together with a penalty of ten percent (10%).

BE IT FURTHER RESOLVED THAT: An unpaid installment of said Special Assessment Roll shall bear penalty at an annual rate of five percent (5%) after due date November 7, 2022.

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

MOTION DECLARED ADOPTED

COMMUNICATIONS: None

SPECIAL LICENSES:

**CM-10-331-21 (AGENDA ITEM #10A) SPECIAL EVENT REQUEST –BOOK BEAT
– OUTDOOR BOOK SALE – APPROVED**

Motion by Whitehead, seconded by Burns, CARRIED UNANIMOUSLY, to approve the following Special Event request subject to all departmental approvals:

Name	Event	Fee
Book Beat 26010 Greenfield	Outdoor Book Sale – Appreciation Day October 16, 2021 Noon – 4:30 PM	Application fee paid

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

MOTION DECLARED ADOPTED

ACCOUNTING REPORTS: None

BIDS: None

ORDINANCES:

CM-10-332-22 (AGENDA ITEM #13A) FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE IX, LAND IMPROVEMENTS, OF THE CODE OF ORDINANCES BY AMENDING DIVISION 1 AND DIVISION 2 THEREOF (Ordinance Amendments will bring Article IX into compliance with changes to Oakland County Stormwater Engineering Design Standards and the most recent version of MDOT specifications) - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the First reading of an ordinance to amend Chapter 18, Article IX, Land Improvements, of the Code of Ordinances by amending Division 1 and Division 2 thereof (Ordinance Amendments will bring Article IX into compliance with changes to Oakland County Stormwater Engineering Design Standards and the most recent version of MDOT specifications)

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

MOTION DECLARED ADOPTED

CITY ATTORNEY: No Report

CITY MANAGER:

Public Safety Department

CM-10-333-22 (AGENDA ITEM #15A) REQUEST TO APPROVE TRAFFIC CONTROL ORDER 160 SECTION 1.30 PROHIBITING PARKING AT THE HARDING COURT TOT LOT AND ERECTING NO PARKING SIGNAGE IN FRONT OF THE PARTIAL PARKING SPACES ON THE EAST AND WEST SIDES OF THE PARK AND REMOVING THE “NO OVERNIGHT PARKING” SIGNAGE FROM BEHIND THE HARDING TOT LOT SIGNAGE AND REPLACING IT WITH NO PARKING SIGNAGE - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve Request to approve Traffic Control Order 160 Section 1.30 prohibiting parking at the Harding Court Tot Lot and erecting no parking signage in front of the partial parking spaces on the east and west sides of the park and removing the “No Overnight Parking” signage from behind the Harding Tot Lot signage and replacing it with No Parking signage.

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

MOTION DECLARED ADOPTED

Economic Development and Planning

CM-10-334-22 (AGENDA ITEM #15B) Added to the agenda. REQUEST TO APPROVE A RESOLUTION IN SUPPORT AND FUNDING COMMITMENT OF THE CITY'S JOINT APPLICATION FOR THE RECONNECTING COMMUNITIES PILOT DISCRETIONARY GRANT PROGRAM - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the following resolution in support and funding commitment of the City's joint application for the Reconnecting Communities Pilot Discretionary Grant Program:

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF OAK PARK

RESOLUTION IN SUPPORT AND FUNDING COMMITMENT OF JOINT APPLICATION OF THE
RECONNECTING COMMUNITIES PILOT DISCRETIONARY GRANT PROGRAM

WHEREAS, the Federal Department of Transportation, through the Reconnecting Communities Pilot Discretionary Grant Program is providing grant funding to support projects that reconnect communities by removing, retrofitting, or mitigating highways and other transportation facilities that create barriers to community connectivity, including to mobility, access, or economic development.; and

WHEREAS, the Cities of Oak Park, Berkley, Huntington Woods, and Royal Oak are planning to redesign the Eleven Mile Corridor and jointly apply for the Reconnecting Communities Pilot Discretionary Grant Program; and

WHEREAS, the City of Oak Park's Corridor Improvement Authorities Development and Tax Increment Financing Plans lists "establishing vibrant commercial corridors, creating bike paths, landscaping and economic development" as objectives;" and

WHEREAS, the City of Oak Park's Master Plan lists "Create a catalytic transformation of our commercial corridors with strategically targeted investment" as objectives under the goal of "Create vibrant, dynamic commercial corridors;" and

WHEREAS, the City of Oak Park's Master Plan lists "Incorporate green infrastructure into future design for City projects" as objectives under the goal of "Improve environmental sustainability;" and

WHEREAS, the City of Oak Park's Master Plan lists "Improve the safety and comfort of pedestrians and bicyclists at key intersections and Improve the safety and accessibility of the City's transportation network for all users" as objectives under the goal of "Enhance pedestrian scaled streets and foster a comfortable and safe environment for all users within the context of the City's existing infrastructure and community needs;" and

WHEREAS, the 11 Mile Redesign will contribute significantly to meeting these goals; and

WHEREAS, the grant request is for the City of Oak Park's portion to plan and engineer the project and will be funded through the Corridor Improvement Authority funds; and

BE IT HEREBY RESOLVED, that the City Council of the City of Oak Park, Michigan, does hereby support the joint application of the Cities of Oak Park, Berkley, Huntington Woods, and Royal Oak to the Reconnecting Communities Pilot Discretionary Grant Program; and commit to the funding for the City of Oak Park grant match funding.

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Sarah Sherman, 14071 Manhattan, expressed concerns about the proposed Gardner Pocket Park.

Pat Lechner, 12740 Sterling Court, discussed the parking problem along Scotia by Key Park during school drop off and pick up.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:40 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
39th OAK PARK CITY COUNCIL
October 3, 2022
5:30 PM**

MINUTES

The Special Meeting was called to order at 5:30 p.m. in the Council Chambers of Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

PRESENT: Mayor McClellan, Council Member Burns, Council Member Radner,
Council Member Whitehead

ABSENT: Council Member Radner

OTHERS

PRESENT: City Manager Tungate, City Clerk Norris, City Attorney Krause and members of the Planning Commission

SPECIAL BUSINESS:

(AGENDA ITEM A) Presentation from SmithGroup regarding conceptual designs for the Recreation Master Plan.

Conceptual designs for the Recreation Master Plan were presented by SmithGroup. The designs illustrated potential comprehensive improvements to parks, greenway areas and city facilities resulting from extensive community engagement over the past year.

CALL TO THE AUDIENCE:

There were no members of the audience who wished to speak.

ADJOURNMENT:

The Special Meeting was adjourned at 6:45 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 24, 2022

AGENDA #:

SUBJECT: SMART (Suburban Mobility Authority for Regional Transportation) Municipal Credit and Community Credit Contract for Fiscal Year July 1, 2022-June 30, 2023

DEPARTMENT: Recreation

SUMMARY: Oak Park Recreation Department is seeking authorization to renew their Municipal Credits and Community Credits contract with SMART. This allows the Recreation Department to operate/administer a senior transportation program. SMART intends to provide Oak Park \$27,664.00 in Municipal Credits and \$48,960.00 in Community Credits for fiscal year July 1, 2022-June 30, 2023.

RECOMMENDED ACTION: Authorize the City of Oak Park Recreation Department to renew their Municipal Credits and Community Credits contract with SMART. By doing so, Oak Park agrees to operate/administer a senior transportation program, and SMART intends to provide Oak Park \$27,664.00 in Municipal Credits and \$48,960.00 in Community Credits for fiscal year July 1, 2022-June 30, 2023.

APPROVALS:

Director: _____

City Manager: _____

Finance Director: _____

EXHIBITS: Contract

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY2023

I, **ERIK TUNGATE**, as the **CITY MANAGER** of the **CITY of OAK PARK** (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period **July 1, 2022** through **June 30, 2023** (Section 1 below), and **Community Credits** available for the period **July 1, 2022** to **June 30 2023** (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use \$ **27,664** in **Municipal Credit** funds as follows:

- | | | |
|-----|---|-------------------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ <u>27,664.00</u> |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Services Purchased from Subcontractor

(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement) | At the cost of: \$ _____ |

Total \$ 27,664.00

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State's approved budget. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by **June 30, 2025**; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use \$ **48,960.00** in **Community Credit** funds available as follows:

- | | | |
|-----|--|-------------------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ <u>48,960.00</u> |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Capital Purchases | At the cost of: \$ _____ |

(e) Services Purchased from Subcontractor

At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement)

Total \$ 48,960.00

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in **FY 2023**, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by **June 30, 2026** any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

This Agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY
FOR REGIONAL TRANSPORTATION**

CITY of OAK PARK

Signature

Signature

DWIGHT FERRELL

ERIK TUNGATE

Printed Name

Printed Name

GENERAL MANAGER

CITY MANAGER

Title

Title

Date

Date

EXHIBIT A

PROJECT DESCRIPTION

Overall Project Description (Provide a descriptive narrative):

A large portion of the Oak Park Transportation service focuses on providing transportation for seniors and residents with disabilities to their; medical appointments, errands, area grocery stores and department stores such as Target, Meijer, and Walmart, as well as to classes and events at the Community Center, and on City grounds. The COVID pandemic has impacted food insecurities among the homebound seniors and those with disabilities. We have continued to use one of our busses to deliver food from the Forgotten Harvest food pantry to these community members each Wednesday. In addition, senior trips planned to specific events that occur within the tri-county area are provided as well as other special event requests that are dealt with on an individual basis.

Service Area (Provide geographic boundaries):

Most trips are provided within a reasonable radius of the Recreation Office.

Service Times (Provide days and hours of service):

Monday – Friday 8 am – 5 pm. When needed senior trips on Fridays, evenings and the weekends.

Eligible User Groups (Users eligible to use the service):

Residents of Oak Park who are 50 years or older and residents with disabilities.

Fare Structure: (Cost to use service)

Medical transportation: \$4 round trip

Errand transportation: \$2 round trip; with \$1 for each additional stop

Community Center transportation: \$1

Service Mode (Describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

Two (2) 23' Champion buses with wheelchair lifts. One -13 passenger and one -14 passenger.

Special events may require a larger chartered bus to be used.

EXHIBIT B
PROJECT OPERATING BUDGET

Municipality: CITY OF OAK PARK
Contract Period: July 1, 2022-June 30, 2023
Account Number: 48234

OPERATING EXPENSES

Administrative Fee (All employees other than drivers and dispatchers – 10% max of MC and CC funds):	\$3,124.00
Driver Wages:	\$23,730.00
Fringe Benefits:	\$7,900.00
Gasoline & Lubricants:	\$4,900.00
Vehicle Insurance:	\$7,732.00
Parts, Maintenance & Supplies:	\$1,200.00
Mechanic Wages:	\$300.00
Fringe Benefits:	\$5,400.00
Dispatcher Wages:	\$24,350.00
Other:	
Subtotal (Operating Expenses):	\$78,636.00

PURCHASED SERVICE

Taxi Service:	
Charter Service:	
SMART Bus Tickets:	
SMART Shuttle Bus:	
SMART Dial-A-Ride:	
Other:	
Subtotal (Purchased Service):	\$0.00

CAPITAL EQUIPMENT

(Only list purchases to be made with Community Credits)

Computer Equipment:	
Software:	
Vehicle:	
Maintenance Equipment:	
Other:	
Subtotal (Capital Equipment):	\$0.00

TOTAL EXPENSES:

Operating Expenses, Purchased Service, and Capital Equipment:	\$78,636.00
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EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	\$ 27,664.00
Community Credit Funds	\$ 48,960.00
Specialized Services Funds	
General Funds	
Farebox Revenue	\$2,012.00
In-Kind Service	
Special Fares (<i>Contracted Service</i>)	
Other (<i>Specify</i>)	

TOTAL REVENUE:

\$78,636.00

(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)

Oak Park Library Meeting

08/16/2022

Notes taken by Noson Daitchman

1. Call to Order
2. Roll Call
 - a. Zakiya Hollifield - Present
 - b. Cheryl Daniel - Present
 - c. Noson Daitchman - Present
 - d. Kenneth Sherman - Present
 - e. Alburn Elvin – Present
 - f. Leslye Richie – Present
 - g. Shaun Whitehead – Late (Showed up at 6:37)
3. Approval of Agenda
 - a. Noson moves for approval of agenda. 2nd by Ken.
 - i. Motion passes unanimously
4. Approval of minutes
 - a. Al moves for approval of June 21, 2022 minutes. 2nd by Cheryl.
 - i. Motion passes unanimously
5. Library Director Report
 - a. Bills
 - i. Noson moves to approve bills in the amount of \$13,623.32. 2nd by Al
 1. Zakiya Hollifield - Yes
 2. Cheryl Daniel - Yes
 3. Noson Daitchman - Yes
 4. Kenneth Sherman - Yes
 5. Alburn Elvin – Yes
 6. Leslye Richie – Yes
 - b. Library happenings
 - i. Summer reading challenge ended with a concert. 321 people participated in the challenge up from 100 last year.
 - ii. Launched Hoopla an e-material service.
 - iii. Library has a lineup of Fall events (Movie nights, Comedy Magician, concerts, storytime)
 - iv. Self Check Machine is at the end of life. Library no longer has a self check machine; looking into it. It might take some time.
 - v. Ellen (one of the library staff) has found a new position. Library is looking for replacement.
 - vi. New Wifi access point
 - c. Statistics
 - i. Trevor briefly went over some statistics with a handout
6. Old Business
 - a. Bylaws Review

- i. Ken moves to amend the by-laws as presented with 4.B.7 (which was passed in the interim and refers to reviewing by-laws). 2nd by Cheryl
 - 1. Zakiya Hollifield - Yes
 - 2. Cheryl Daniel - Yes
 - 3. Noson Daitchman - Yes
 - 4. Kenneth Sherman - Yes
 - 5. Alburn Elvin – Yes
 - 6. Leslye Richie – Yes
 - 7. Shaun - Yes

7. New Business

a. Fall plans

i. Security

- 1. The Library Director has been in contact with security companies getting estimates. She is going to need approval for \$30,000 for a security guard.
- 2. Noson moves to approve up to \$30,000 per year for one security guard. 2nd by Cheryl
 - a. Ken wants to know why the school can't help with the problem.
 - b. Vote
 - i. Zakiya Hollifield - Yes
 - ii. Cheryl Daniel - Yes
 - iii. Noson Daitchman - Yes
 - iv. Kenneth Sherman - No
 - v. Alburn Elvin – Yes
 - vi. Leslye Richie – Yes
 - vii. Shaun - Yes

b. Patron Behavior Policy

- i. Al moves for approval of the patron behavior policy and children and vulnerable adults policy with following changes: 1.1.6 (patron behaviour policy) and 1.2.6.D (children and vulnerable adults policy) shall include the sentence “The board shall hear the appeal at the next regularly scheduled meeting”. 1.2.6.D change 14 days to 10 business days. 2^{ns} by Ken

- 1. Zakiya Hollifield - Yes
- 2. Cheryl Daniel - Yes
- 3. Noson Daitchman - Yes
- 4. Kenneth Sherman - Yes
- 5. Alburn Elvin – Yes
- 6. Leslye Richie – Yes
- 7. Shaun - Yes

c. Board Reappointments, Recognitions, and New Appointment

- i. Noson and Ken were reappointed to the board for 2 years.
- ii. There will be some new appointments to the board that will be heard soon.

d. Library Meetings

- i. Ken went to a few Library Trustee meetings

1. Navigating Material Challenges for Library Trustees
8. Friends of the Library Report
 - a. Trevor had already talked about the summer reading challenge
9. Public Comment
 - a. Al – The school board has lost a school board member. They have 30 days to find a replacement.
10. Adjournment
 - a. Al moves to adjourn the meeting at 8:30 pm. 2nd by Ken.
 - i. Vote passes unanimously.

Oak Park Library Meeting

09/20/2022

Notes taken by Noson Daitchman

1. Call to Order at 6:33
2. Roll Call
 - a. Zakiya Hollifield - Present
 - b. Cheryl Daniel - Present
 - c. Noson Daitchman - Present
 - d. Hilery Cash - Present
 - e. Leslye Richie – Present
 - f. Shaun Whitehead – Present
3. Approval of Agenda
 - a. Noson moves for approval of agenda. 2nd by Ken.
 - i. Motion passes unanimously
4. Approval of minutes
 - a. Noson moves for approval of August 16, 2022 minutes. 2nd by Cheryl.
 - i. Motion passes unanimously
5. Library Director Report
 - a. Bills
 - i. Noson moves to approve bills in the amount of \$17875.99 2nd by Cheryl
 1. Zakiya Hollifield - Yes
 2. Cheryl Daniel - Yes
 3. Noson Daitchman - Yes
 4. Kenneth Sherman - Yes
 5. Hilery Cash – Yes
 6. Leslye Richie – Yes
 7. Shaun Whitehead - Yes
 - b. Library happenings
 - i. Benches installed in front. Architectural feature will be painted, hopefully this season.
 - ii. Technology updates
 1. TLN is going to schedule installation of new firewall
 2. 5 new laptops have come
 3. Irian has been teaching a computer class
 4. New city wide system in the works for texting
 5. Hoopla access has started
 - iii. Staff Updates
 1. Vera Wexler as a PT Librarian.
 2. Stuart has resigned as youth librarian. We will be looking for a new one.
 - iv. Events
 1. ESL classes have started
 2. Concert on September 18 , 2022
 3. Information classes on Medicare and Advance Planning

4. Teen council will be held 1st and 3rd Wednesday each month
 5. Teen sSports starting in October
 6. Storytime and tot time continue
 7. Words on wheel
 - c. Statistics
 - i. The Library Director briefly went over some statistics with a handout
6. Old Business
 - a. Fall Update
 - i. We have security in the building 4-8 daily. Results are very positive.
7. New Business
 - a. New Board Appointment
 - i. Hilery Cash was newly appointed to the Board
 - b. Quarterly Budget Summary
 - i. Library Director went over Quarterly Budget Summary
 - ii. We might have to move some amount from Capital Outlay to Security
 - c. Marketing Update
 - i. We got marketing in with water bill.
 - ii. Working with website
8. Friends of the Library Report
 - a. There wasn't a meeting this month. The Friends of the library made a donation to the library for a comedy magician, and an author event
9. Public Comment
10. Adjournment
 - a. Ken moves to adjourn the meeting at 7:32 pm. 2nd by Noson
 - i. Vote passes unanimously

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** October 24, 2022**AGENDA #****SUBJECT:** Proposed payment request for Engineering Consulting Services.**DEPARTMENT:** DPW/Technical & Planning – Engineering *KMG***SUMMARY:** Attached is a request for payment for July 2022 invoices from OHM Advisors for the projects as listed below:

Project	This Period	Prior Billings	To Date	Current Contract	Account Number
Nine Mile Linear Park Landscaping	\$582.25	\$11,989.25	\$12,571.50	\$17,500.00	401-70-900-970
Nine Mile Rd Design Engineering	\$29,740.50	N/A – July invoice	\$126,463.75	\$161,500.00	202-18-479-970
Fern St Survey	\$2,261.50	\$497.25	\$2,758.75	\$4,000.00	592-18-538-801
Totals	\$32,584.25	\$12,486.50	\$141,794.00	\$183,000.00	

RECOMMENDED ACTION: It is recommended that the invoices from OHM Advisors for the above listed projects be approved for the total amount of \$32,584.25. The invoices were submitted on 10/11/2022 with apologies from OHM for the late billing. Funding is available in the above listed accounts.

APPROVALS:City Manager: _____ET_____ Department Director: _____*KMG*_____Finance Director: _____SC_____ City Attorney: _____*N/A*_____

Budgeted X

EXHIBITS: Invoices

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



INVOICE

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

Invoice Date: 07/22/2022
Invoice #: 53204
Project: 0037210080

Project Name: Nine Mile Linear Park Landscaping

For Professional Services Rendered Through: July 09, 2022

Professional Services

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
Concept Design	\$5,500.00	\$5,490.50	\$9.50	\$0.00
Construction Documents	\$6,500.00	\$6,498.75	\$1.25	\$0.00
Bidding and Construction Phase Services	\$5,500.00	\$0.00	\$5,500.00	\$582.25
Totals	\$17,500.00	\$11,989.25	\$5,510.75	\$582.25

Invoice Total \$582.25

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



INVOICE

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

Invoice Date: 07/22/2022
Invoice #: 53205
Project: 0037220021

Project Name: 9 Mile Road - Cloverlawn to Republic

For Professional Services Rendered Through: July 09, 2022

Professional Services

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
9 Mile Road - Cloverlawn to Republic	\$161,500.00	\$42,057.25	\$119,442.75	\$29,740.50

Invoice Total \$29,740.50

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



INVOICE

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

Invoice Date: 07/22/2022
Invoice #: 53206
Project: 0037220041

Project Name: Fern Street Survey - North of 8 Mile

For Professional Services Rendered Through: July 09, 2022

Professional Services	
Field Survey and Drawing	\$2,261.50
Easements	\$0.00
Amount Due This Invoice	\$2,261.50
Invoice Total	\$2,261.50

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** October 24, 2022**SUBJECT:** Payment of Invoice from SmithGroup for Parks and Recreation Master Plan Update and Comprehensive Asset Management Contract**DEPARTMENT:** City Manager's Office / Recreation**SUMMARY:** Attached is an invoice from SmithGroup for the Parks and Recreation Master Plan Update and Comprehensive Asset Management Contract in the amount of \$33,307.25.**FINANCIAL STATEMENT:** Funding (\$125,000) is available in the General Fund (101-19.752-818.000).

Original Contract Amount:	\$119,235.00
Amended Contract Amount (<i>approved 4/4/22</i>):	\$124,735.00
Total Payments to date:	\$50,870.50
Amount Due:	\$33,307.25
Balance:	\$40,557.25

RECOMMENDED ACTION: It is recommended that City Council approve the invoice payment to SmithGroup.**APPROVALS:**

City Manager: _____ ET _____

Department Director: _____ CV _____

Director of Finance: _____ SC _____

Budgeted: Yes X

EXHIBITS:SmithGroup Amended Contract
SmithGroup original proposal
SmithGroup Invoice

INVOICE**SMITHGROUP****SMITHGROUP, INC**

201 Depot Street, Second Floor
Ann Arbor, MI 48104
T 734.669.2736 F 313.442.8395
smithgroup.com

September 29, 2022

Project No: 13795

Invoice No: 0165873

Invoice Total	\$33,307.25
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Crystal VanVleck
City Manager of Community Services
City of Oak Park, Michigan
City Hall
14000 Oak Park Blvd
Oak Park, MI 48237

Professional Services from July 30, 2022 to August 26, 2022

Contract 000 City of Oak Park Parks and Recreation Master Plan Updates

Fee

Billing Phase	Fee	Percent Complete	Total Earned	Previous Fee Billing	Current Fee Billing
Original Scope and Fee	73,735.00	65.00	47,927.75	22,120.50	25,807.25
Additional Stakeholder Engagement	18,000.00	75.00	13,500.00	13,500.00	0.00
Enhanced Statistical Community Survey	12,500.00	100.00	12,500.00	12,500.00	0.00
Four Additional Park Site Plans	15,000.00	50.00	7,500.00	0.00	7,500.00
Dewey Park	5,500.00	50.00	2,750.00	2,750.00	0.00
Total Fee	124,735.00		84,177.75	50,870.50	33,307.25
Total Fee					33,307.25
Total this Contract					\$33,307.25
Total this Invoice					<u>\$33,307.25</u>

"BE GREEN" - to receive your invoices via e-mail,
please contact Kim at the number above

SmithGroup PM

Mark Woodhurst

DUE AND PAYABLE UPON RECEIPT

Electronic Payments: SmithGroup, Comerica Bank (CMCA) #072000096, Account #1840094476

MERCHANT'S LICENSES - OCTOBER 24, 2022

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS		FEES	BUSINESS TYPE
ALLYSE LAMAR	23110 COOLIDGE	CB213916	\$150.00	SHOWROOM
SRF WIRELESS DBA METRO BY TMOBILE	22150 COOLIDGE HWY	CB223978	\$225.00	PHONE SITE
A-1 AUTO DETAILING LLC	13001 CAPITAL AVE 102	CB223977	\$150.00	DETAIL SHOP
RENEWALS FOR 2022	ADDRESS		FEES	BUSINESS TYPE
B & G WHOLESALE	8625 CAPITAL AVE	CB234501	\$150.00	WAREHOUSE
SUPERIOR ELECTRIC CO OF GREATER DETROIT	10280 CAPITAL AVE	CB234253	\$150.00	ELECTRICAL CONTRACTOR
ALL MY SONS OF DETROIT LLC	13220 CLOVERDALE AVE B	CB234675	\$150.00	MOVING SERVICES
AUTOBAHN COLLISION	20850 COOLIDGE HWY	CB234016	\$150.00	AUTO COLLISION REPAIR CENTER
CAR STOP AUTOMOTIVE INC	21006 COOLIDGE HWY	CB234022	\$150.00	AUTO COLLISION REPAIR CENTER
TOBACCO IMPORT USA	21060 COOLIDGE HWY	CB234068	\$150.00	RETAIL
TALK A LOT WAREHOUSE	21150 COOLIDGE HWY	CB234224	\$150.00	CELLULAR
SPECIALTIES SHOWROOM	21750 COOLIDGE HWY	CB234659	\$150.00	WAREHOUSE
SPECIALTIES SHOWROOM	21760 COOLIDGE HWY	CB234658	\$150.00	WAREHOUSE
HANDS OF HOPE INTERNATIONAL	21790 COOLIDGE HWY	CB234397	\$150.00	501C3 NONPROFIT
CHIROPRACTIC WORKS OC	21790 COOLIDGE HWY UPPR	CB234366	\$150.00	CHIROPRACTIC SERVICES
VALUE WORLD INC	22130 COOLIDGE HWY	CB234146	\$150.00	SECOND HAND GOODS
WALK IN THE PARK COIN LAUNDRY LLC	23170 COOLIDGE HWY	CB234032	\$150.00	COIN LAUNDRY
DREAMS OF GOLD JEWELRY CORP	24760 COOLIDGE HWY	CB233997	\$150.00	JEWELRY STORE
IMPRESSICE TILE	12990 W EIGHT MILE RD	CB234560	\$150.00	CASH AND CARRY BUILDING SUPPLY
GONZALEZ PRODUCTION SYSTEMS	13200 W EIGHT MILE RD	CB234420	\$150.00	AUTOMOTIVE SUPPLIER
WHEEL DEPOT ONE LLC	13800 W EIGHT MILE RD	CB234429	\$150.00	AUTOMOTIVE SALES & REPAIR
U.S. WHEEL & TIRE	13800 W EIGHT MILE RD B	CB234516	\$150.00	TIRE & WHEEL SALES
SOUTHFIELD QUALITY CARS II INC	13900 W EIGHT MILE RD	CB234418	\$150.00	USED AUTO SALES
DISCOUNT HYDRO	14370 W EIGHT MILE RD	CB234476	\$150.00	GARDENING SUPPLIES
MATTRESS WHOLESALE	14510 W EIGHT MILE RD	CB234121	\$150.00	RETAIL
LLZ VENTURES/DBA 8 MILE SMOKE & VAPE	15180 W EIGHT MILE RD	CB234057	\$150.00	SMOKE & VAPE WHOLESALE
VALUE WHOLESALE	15188 W EIGHT MILE RD	CB234056	\$150.00	GROCERY DISTRIBUTION
ZUENE MICHIGAN STORAGE CENTERS LLC	15300 W EIGHT MILE RD	CB234142	\$150.00	SELF STORAGE
ROYAL OAK STORAGE	15255 W ELEVEN MILE RD	CB234540	\$150.00	RECORDS STORAGE MANAGEMENT
MCDONALDS	21000 GREENFIELD RD	CB234076	\$150.00	FAST FOOD CHAIN
GREENFIELD PLAZA ASSOCIATES INC	21700 GREENFIELD RD # 202	CB234034	\$ 150.00	OFFICE MANAGEMENT
KROME JEWELERS	21700 GREENFIELD RD # 302	CB234214	\$ 150.00	JEWELRY SALES
G & J WHOLESALE	21700 GREENFIELD RD # 310	CB234012	\$ 150.00	WHOLESALE JEWELRY SUPPLIES
HERMANS CREATIONS	21700 GREENFIELD RD # 324	CB234167	\$ 150.00	JEWELRY SALES AND REPAIRS
DIAMONDS FOREVER INC	21700 GREENFIELD RD # 350	CB234200	\$ 150.00	JEWELRY STORE
DIAMOND ISLAND OF GREENFIELD INC	21700 GREENFIELD RD # 390	CB234137	\$ 150.00	JEWELER
BUILDING TECHNOLOGY ASSOCIATES	21850 GREENFIELD RD	CB234005	\$ 150.00	ROOF CONSULTANTS
LIFE SKILLS VILLAGE PLLC	25900 GREENFIELD RD # 100	CB234296	\$ 150.00	MEDICAL OFFICE
GLOBAL WATCH REPAIR LLC	25900 GREENFIELD RD # 116	CB234631	\$ 150.00	WATCH AND JEWELRY REPAIR
EVERY BODY KNEADED MASSAGE AND BODY WORK	25900 GREENFIELD RD # 258	CB234678	\$ 150.00	MASSAGE THERAPY
LTC CONSULTING SERVICES LLC	25900 GREENFIELD RD # 412	CB234443	\$ 150.00	MEDICAL BILLING SERVICE
HOMESITE MORTGAGE LLC	25900 GREENFIELD RD # 520	CB234542	\$ 150.00	OFFICE
HEWSON VAN HELLEMONT PC	25900 GREENFIELD RD # 650	CB234286	\$ 150.00	LAW FIRM
METRO PCS BY TMOBILE	26102 GREENFIELD RD	CB234403	\$ 150.00	RETAIL
KROGER FUEL	26156 GREENFIELD RD	CB234588	\$ 150.00	GAS STATION
MCDONALDS	26160 GREENFIELD RD	CB234292	\$ 150.00	FAST FOOD CHAIN
KROGER #751	26200 GREENFIELD RD	CB234587	\$ 150.00	RETAILER
GLR OF OAK PARK INC	26500 HARDING AVE	CB234202	\$ 150.00	ELECTRONIC RECYCLING
REALTEAM REAL ESTATE	8250 W NINE MILE RD	CB234369	\$ 150.00	REAL ESTATE
DE BENAY DABNEY	10300 W NINE MILE RD	CB234046	\$ 150.00	DENTAL PRACTICE
KNIGHT LIGHT CANDLE COMPANY LLC	10332 W NINE MILE RD	CB234432	\$ 150.00	RETAIL CANDLE STORE
THE WORK PLACE	10450 W NINE MILE RD B	CB234612	\$ 150.00	OFFICE
USAS LITTLE ANGELS CHRISTIAN CHILDCARE	10460 W NINE MILE RD	CB234330	\$ 150.00	DAYCARE
USAS LITTLE ANGELS CHRISTIAN CHILDCARE	10460 W NINE MILE RD	CB234575	\$ 150.00	DAYCARE
L N S TOBACCO	10700 W NINE MILE RD	CB234133	\$ 150.00	GAS STATION
CRESCANT PATTERN COMPANY	8720 NORTHEND AVE	CB234073	\$ 150.00	PROTOTYPE PATTERN MAKERS
NORTHEND COLLISION INC	12700 NORTHEND AVE	CB234065	\$ 150.00	COLLISION REPAIR
AMERICAN DATA SECURITY	13070 NORTHEND AVE	CB234050	\$ 150.00	PAPER SHREDDING/OFFICE RECORDS DESTRUCTION

DISCOVERED OPERATING WITHOUT A BL	ADDRESS	FEES	BUSINESS TYPE
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CITY OF OAK PARK

7B

STRATEGIC PLAN

2021 - 2026

QUARTERLY UPDATE

October, 2022



INTRODUCTION



The Strategic Plan Quarterly Reports are an opportunity to share the progress the City is making on our 2021-2026 Strategic Plan.

City administration created an action plan that guides staff over the next five years in achieving the City's established goals and objectives. It is broken down into actionable items with a timeframe for completion and identifies the departments responsible for insuring their completion. Quarterly reports provide a highlight of these activities that the City has carried out in the previous three months, in an effort to work toward our established objectives.

For this Quarterly Report, which is reflective of the third quarter of 2022, it is important to highlight we are making significant progress both in meeting our objectives and their associated action items, which all tie back to our goals, and ultimately our mission and vision statements for the City of Oak Park. Here, in Oak Park, we strive to provide the highest quality of life for our residents, which is driven through our richness in cultural diversity-both in our community and in our staff. The cultural diversity of our community is our greatest asset and we are proud to say we mirror such diversity internally, knowing that we are a reflection of those we serve. Such voices allow us to develop equitable and enriched programs and policies, which we regularly re-evaluate, to ensure the needs of our community are being met.

VISION, MISSION, VALUES



OUR VISION

The City of Oak Park will lead the region as the most dynamic city in Metropolitan Detroit, serving as a destination as a vibrant, cutting-edge community.

OUR MISSION

In the City of Oak Park, we strive to provide the highest quality of life for our residents in everything we do.

We pride ourselves on the richness of our cultural diversity and our safe and secure neighborhoods.

We actively encourage residential and business growth.

We are business minded and family-centered.

OUR VALUES

Prioritizing our public's well-being first;

Operating with integrity and maintaining the trust of our residents;

Providing the highest quality programs and services;

Serving as good stewards of our financial and physical resources;

Delivering honest, responsive government;

Attracting innovation, community development and business enterprise.

GOALS



GOAL 1:

Deepen sense of place and community identity

GOAL 2:

Foster an engaged, informed community

GOAL 3:

Cultivate organizational excellence

GOAL 4:

Provide efficient, resilient government

GOAL 5:

Ensure a safe and comfortable environment for everyone

GOAL 6:

Encourage environmentally sustainable practices

QUARTERLY REPORT



GOAL 1: DEEPEN SENSE OF PLACE AND COMMUNITY IDENTITY

Through the expansion of dynamic commercial and industrial corridors, preservation of the integrity of our neighborhoods, and events and amenities that celebrate Oak Park's diversity

Objective: Attract and retain a mixture of robust businesses into the City

- The Corridor Improvement Authority is working on material to further promote the Façade Improvement Program
- The Economic Development Department is working on forming a partnership with another existing Chamber of Commerce since SOAR dissolved
- The Economic Development Department hosted an At-home and small business event in August, with a second scheduled for November, and partnered with MIWorks for an event in September

Objective: Improve the overall appearance of commercial corridors and industrial districts

- The island at Coolidge and Lincoln is now landscaped
- With funding from the CIA, benches and waste receptacles have been installed throughout the commercial corridor
- Plans have been created for improvements to the 11 Mile Water Tower Districts, the City is hosting a pilot pocket park on Gardner in the parking lots, hosting events in the district and engaging the public's opinion of the project throughout the month of October. We continue to seek funding opportunities

Objective: Combat blight issues in residential neighborhoods

- Oak Park's second Oak Park Clean Up Day, hosted by the Recycling Commission and the Department of Public Works, was held September 11 and focused on the Nine Mile Linear Park. DPW also supported the East Oak Park Block Club in their clean up days, with supplies and garbage bag pickup

Objective: Preserve and increase the City's tree canopy

- The Department of Public Works added a form to their City webpage where residents can "request a tree"

QUARTERLY REPORT



Objective: Celebrate Oak Park's diversity through events and programs that attract people throughout the region

- The Juneteenth Committee is now a sub-committee of the Arts and Cultural Diversity Commission (ACDC), and is beginning to plan the 2023 celebration
- ACDC hosted the second annual film festival September 17-19 and are discussing ways to elevate the event for 2023
- The Communications department continues to market City events through the quarterly magazine and social media, through paid advertising in the Woodward Talk and Fern-dale Friends, and we began incorporating event information into the monthly utility bills

Objective: Provide programming that responds to the needs of all demographics of the community

- The Parks and Recreation Master Plan Update and Comprehensive Assessment process we are in the middle of includes a complete assessment of our current programming.
- The Library and Recreation department continue to work with the Oak Park High School to provide an E Sports program, which will begin again on November 3rd.

Objective: Foster social interaction and a sense of ownership at all of the City's public spaces

- The Recreation department was able to soft-launch the mobile recreation program with help from a Community Foundation of Southeast Michigan Ralph C. Wilson Jr. grant, utilizing a SMART van, arts and craft supplies, recreation equipment, games and a small staff. Every park was scheduled throughout the 6 week program. The program will be further developed for next summer.
- The City hosted an event at the Water Tower Social District in August, activating the pilot pocket park at Gardner, to engage with the public and garner feedback on the potential improvement plans for the parking lots
- The City's second annual film festival was hosted in various locations, including a night of outdoor films in the Water Tower Social District
- The City is activating the Water Tower Social District, with a pilot road closure of Gardner, through the month of October.

Objective: Identify best uses for City property to ensure equitable access to quality public spaces

- The Parks and Recreation Master Plan Update and Comprehensive Assessment will provide the City with a 10 year vision for our parks and recreation system
- The Dog Park is scheduled to open this year, we are currently experiencing delays with some of the equipment
- The City continues to identify opportunities for small pocket parks. Throughout the month of October we are testing out the closure of Gardner at Kingston, for a potentially permanent pocket park

QUARTERLY REPORT



GOAL 2: FOSTER AN ENGAGED, INFORMED COMMUNITY

Through meaningful, timely communications, and ample opportunities for resident engagement with their government and each other

Objective: Ensure effective, meaningful communication with the community

- The Communications department has been utilizing the monthly utility bills mailers to distribute important information, including utility rates, recycling and payment assistance.
- The Communications department is looking into ways to encourage residents to sign up for email notifications, such as through an easy-to-use QR code and sign up sheets at City events
- Public Safety was active in the neighborhoods this summer with the Ice Cream Truck, and visiting summer block parties along with a "Coffee with a Cop" event held at Coolidge Café, with another one scheduled for October at 9 Oaks Grill

Objective: Cultivate a culture of civic involvement

- We have been actively engaging the public throughout our Parks and Recreation Master Plan Update and Comprehensive Assessment process, as well as the 11 Mile Parking lot improvements and the Bird pilot .
 - * 11 public engagement sessions for the Parks and Recreation Master Plan Update
 - * 1 open house for the 11 Mile parking lots - activating the 11 Mile parking lots throughout the month of October and soliciting feedback
 - * Bird e-scooter survey has been released to solicit feedback on the pilot program

Objective: Increase positive media coverage

- Communications department continues to connect with local reporters, encouraging positive coverage of the City, and shares positive coverage via our social media channels
 - * Daily Tribune article re: Oak Park's Parks and Recreation Master Plan Update - September 29
 - * WDIV-TV Channel 4 coverage on The Nine groundbreaking ceremony - September 20
 - * Fox 2 Detroit coverage of 11 Mile - "Surge of new businesses open on 11 Mile in Oak Park" - July 21

QUARTERLY REPORT



GOAL 3: CULTIVATE ORGANIZATIONAL EXCELLENCE

Through the development of a workplace culture that focuses on continuous improvement, accountability, engagement and healthy lifestyles

Objective: Provide high quality, friendly, responsive customer service

- Reports from CRM system will help us to become more proactive in delivering information the community needs and ensure we are upholding customer service standards
- We are in the process of upgrading the Citywide phone system, ensuring ease of use for residents and staff

Objective: Provide a workplace environment that supports healthy lifestyles

- The City has increased the incentive for health assessments with our Wellness Center
- The City is having discussions regarding the expansion of the Wellness Center

GOAL 4: PROVIDE EFFICIENT, RESILIENT GOVERNMENT

Through a commitment to financial sustainability, innovation and best practices

Objective: Secure grants to help fund City projects and capital expenses

- The City secured a green infrastructure grant for \$100,000 for the 11 Mile parking lots
- The DNR is currently reviewing our bid documents for \$100,000 Connector Park grant
- The City is participating in a task force of Oakland County communities along 9 Mile to conduct a study of the corridor, and received a SEMCOG planning grant, with a match covered by Oakland County for a total of \$100,000

Objective: Partner with neighboring jurisdictions, as appropriate to accomplish common goals and maximize efficiencies

- Together, with neighboring communities on the 9 Mile Corridor from Hazel Park to Farmington Hills, and Oakland County, we created a 9 Mile task force, and applied for a grant to conduct a study that will analyze how we can provide a connected and consistent complete street throughout the corridor, building upon what the City has already accomplished

QUARTERLY REPORT



GOAL 5: ENSURE A SAFE AND COMFORTABLE ENVIRONMENT FOR EVERYONE

Through continued investment in public safety service and sustainable infrastructure throughout the City

Objective: Provide high quality public safety services

- Public Safety strategically directs resources in specific areas where speeding continues to be an issue.

Objective: Sustain and expand a safe and comprehensive transportation network for all users

- Public Safety, with the assistance of the Traffic Safety Committee, contracts with the Traffic Improvement Association (TIA) to gather and analyze traffic data at possible dangerous intersections
- Public Safety deploys two speed trailers daily, and follows up with selective enforcement
- The City uses the PASER rating system to strategically invest annually in the City's street network

Objective: Consistent, strategic investment in water sewer infrastructure

- The City uses Water and Sewer Asset Management Study to guide strategic investment in our water and sewer infrastructure
- As part of the DWAM grant, we were awarded \$240,000 to further develop and expand our water and sewer assets in a GIS system. The project is ongoing and 40% complete

QUARTERLY REPORT



GOAL 6: ENCOURAGE ENVIRONMENTALLY SUSTAINABLE PRACTICES

Through a commitment to sustainable practices within City facilities and projects, and the promotion of such practices to businesses and residents

Objective: Increase environmentally sustainable practices in all City buildings

- Transitioned the up lighting at City Hall and Public Safety to LED
- Each department has at least one staff person with Adobe Sign so that everyone is able to seek digital signature of documents

Objective: Promote environmentally sustainable practices to residents and businesses

- The Economic Development department introduces and promotes the Oakland County PACE program to new developers and will be introducing it at the upcoming educational forum

Objective: Incorporate green infrastructure in all City projects, wherever possible

- Preliminary plans for the 11 Mile Parking lots include bioswales and EV charging stations



1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 597220

October 11, 2022

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

Re: In Re: City of Oak Park

*Client 7406
Matter 1*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Friday, September 30, 2022

\$13,333.34

Fee Total

Costs Advanced:

Date	Description	Amount
08/16/22	Fee to Register of Deeds search and copy fee for Deed Restrictions applicable to vacant lots on Scotia per the request of Kim Marrone.	9.00
09/20/22	Fee to Attorney Conference for call regarding the matter.	2.93
Total Costs Advanced		\$ 11.93

Total Fees and Disbursements: \$13,345.27

Invoices for legal services are due upon receipt. To ensure proper application of your payment,

**GARAN
LUCOW
MILLER P.C.**

GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 597221

October 11, 2022

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

*Re: Leonard Cohen & Sara M. Cohen v City of
Oak Park*

*Client 7406
Matter 46*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Friday, September 30, 2022

\$ 17.50

Fee Total

Total Costs Advanced

\$ 0.00

Total Fees and Disbursements: \$ 17.50

*Invoices for legal services are due upon receipt. To ensure proper application of your payment,
Please indicate our invoice number and client/matter number on your remittance.*

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** October 3, 2022**AGENDA#****SUBJECT:** Second Reading to amend – Chapter 18, Article IX, Division 1 and Division 2 in the Code of Ordinances**DEPARTMENT:** Engineering

SUMMARY: In an effort to comply with recent changes to “Oakland County Stormwater Engineering Design Standards”, the City of Oak Park revised our Land Improvement Design and Construction Standards. These updates change the way stormwater detention requirements are calculated for new developments and redevelopments within the City. Additionally, they provide the City with the authority to enforce post-development maintenance of the private stormwater detention systems. They will apply to developments of 0.5 acre or more. We made minor changes to Division 1 to comply with the most recent version of MDOT specifications. These changes have been reviewed and approved by the City Attorney.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Approve the first reading to amend Chapter 18, Article IX, Division 1 and Division 2 in the Code of Ordinances

APPROVALS:City Manager: ET Department Director: KMG

Director of Finance: _____ Legal: _____

Budgeted: ☐**EXHIBITS:** Ordinance Change Memo, Resolution

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

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE IX, LAND IMPROVEMENTS
OF PART II OF THE CODE OF ORDINANCES BY AMENDING DIVISION 1 AND
DIVISION 2 THEREOF.**

THE CITY OF OAK PARK ORDAINS:

SECTION 1:

DIVISION 1. PLAN REVIEW PROCEDURE

Sec. 18-301. General.

- (a) *Purpose.* This article has been enacted for the purpose of protecting the public health, safety and general welfare of the residents of the city, and ensuring the orderly growth and harmonious development of the city by requiring:
- (1) Adequate and convenient open spaces for traffic, utilities, access of fire fighting equipment, recreation, light, air, privacy and safety from fire hazards.
 - (2) Establishment of procedures, requirements, fees and standards for the construction of certain land improvements.
- (b) *Interpretation.* The provisions of this article shall be construed as the minimum requirements necessary for the preservation of public health, safety and welfare within the city. This article is not intended to repeal, abrogate or supersede any existing regulations of the city, or conflict with any statutes, laws or regulations of the state or Oakland County, except that these regulations shall prevail in cases where these regulations impose a lawful restriction or requirement more severe than existing statutes, laws or regulations. If any section or provision of this article shall be held invalid by a court of competent jurisdiction, this shall not affect the validity of other sections or provisions hereof.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-302. Definitions.

The following definitions apply to the respective terms as they are used in this article:

Department. City of Oak Park Office of the City Engineer.

Grading. Any change or alteration of existing ground surface elevations of a parcel of land by excavation or filling.

Land improvements. Any paving, grading or filling of land, or changing of surface drainage of land, and the construction or installation of any sanitary sewer main, storm sewer main, water main or stormwater retention pond.

Exceptions:

-
- (1) Resurfacing of existing areas that do not affect the course of drainage, as determined by the city engineer.
 - (2) Residential driveways.

Parcel. A unit of land described by survey of metes and bounds, or identified by sidwell number or lot number in a plat.

Surface drainage. Any stormwater collecting on or flowing over the surface of ground.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-303. Permit required.

No person shall commence land improvements on any parcel of land without having first applied for and received a land improvement construction permit in accordance with this article.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-304. Application for permit.

- (a) *Application.* Prior to the construction or installation of land improvements on any parcel of land, the owner of such land, or an agent having the written authorization of the owner, shall submit an application for a land improvement permit with the department. The application shall include an estimate of the costs of the land improvements, the appropriate plan review fee, and plans and specifications in form and number hereinafter specified.
- (b) *Plans and specifications.*
 - (1) The plans and specifications shall be prepared by, and each sheet of the plans signed and sealed by, a professional engineer. Plans detailing parcel surveys must be signed and sealed by a licensed land surveyor.
 - (2) Plans shall be prepared on 24-inch × 36-inch size sheets and shall generally be drawn to scale of not more than 50 feet to the inch. The drawings shall contain sufficient detail to properly show the proposed locations and methods of construction or grading. The city engineer may require the plans to be drawn to a scale of 20 feet to the inch when deemed necessary for proper review.
 - (3) Three complete sets of plans and specifications shall be submitted with the permit application.
 - (4) After completion of the project, "as-built" plans, in an electronic format and acceptable to the city, must be submitted, showing the exact location of all land improvements prior to final approval of the project by the city. These plans must be prepared and certified by the owner's engineer.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-305. Plan review fee.

A plan review fee shall be required in the amount one and one-half percent of the total estimated cost of improvements, or \$500.00, whichever sum is greater, which amount will be used by the city to defray its expenses incurred for engineering review work. Any unused portion of the fee shall be returned to the applicant at the completion of the project.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-306. Duties of department.

Upon receipt of the permit application, plans and specifications, cost estimate and plan review fee, the department shall transmit copies to the appropriate departments for their review.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-307. Review.

The city engineer shall review the plans and specifications, and approve the same if they comply with the city's design and construction standards. In the event any item does not comply with said standards, the plans shall be returned to the land owner or agent, with notations as to any deficiency. The land developer or owner shall resubmit the required number of copies of corrected plans directly to the city engineer. Upon approval of the plans and specifications, the city engineer shall notify the owner, or agent, of such approval.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-308. Issuance of permit.

Following approval of the plans and specifications, a land development construction permit will be issued upon receipt of the following:

- (1) Inspection fees, as required herein.
- (2) Performance bond, if applicable.
- (3) Approvals and/or permits from other governmental agencies having jurisdiction, if applicable.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-309. Inspection.

No land improvements shall be undertaken without city inspection. Any facilities installed without inspection may be required to be removed and reinstalled at the owner's expense, with proper city inspection.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-310. Inspection fees.

Inspection fees shall be deposited with the city in the following amounts, to cover the inspection costs, and any unused portion shall be returned to the applicant at the completion of the project:

- (1) On projects less than \$100,000.00, the deposit shall be five percent of the total estimated cost.
- (2) On projects of \$100,000.00 or more, the deposit shall be three and one-half percent of the total estimated cost.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-311. Performance bond.

The owner or contractor shall post a performance bond in the name of the city and guaranteeing completion of land improvements. The amount of the bond shall be equal to the construction cost.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-312. Penalties.

Any person or persons who shall violate any of the provisions of this article, on conviction hereof, shall be punished by a fine not to exceed \$500.00 or imprisonment not to exceed 90 days, or both such fine and imprisonment, at the discretion of the court.

(Ord. No. O-99-390, § 1, 1-18-99)

Secs. 18-313—18-350. Reserved.**SECTION 2:*****DIVISION 2. LAND IMPROVEMENT DESIGN AND CONSTRUCTION STANDARDS*****Sec. 18-351. Grading and surface drainage plans.**

- (a) All fill brought on to the site or used for backfill shall be clean, inert granular or cohesive soil as approved by the City Engineer. Building debris, broken concrete, organic materials or other objectionable materials will not be allowed to be dumped on the site being filled.
- (b) In order to provide effective erosion and sediment control without impeding surface water flow, practical combinations of the following technical principles shall be applied to the erosion control aspects of the grading plan:
 - (1) If required, an Oakland County soil and erosion control permit shall be obtained through the Oakland County Drain Commissioner's Office and a copy submitted to the department prior to the start of construction. All applicable Oakland County soil and erosion control standards shall be applied and adhered to during construction.
 - (2) The smallest practical area of land shall be exposed at any one time during development.
 - (3) When land is exposed during development, the exposure shall be kept to the shortest practical period of time.
 - (4) Temporary vegetation and/or mulching shall be used to protect critical areas exposed during development.
 - (5) Sediment basins (debris basins or silt traps) shall be installed and maintained to remove sediment from runoff waters from land undergoing development.
 - (6) Provision shall be made to effectively accommodate the increased runoff caused by changed soil and surface conditions after the development.
 - (7) The permanent final vegetation and structures shall be installed as soon as practical in the development.

-
- (8) The development plan shall be fitted to the topography and soil so as to create the least erosion potential.
 - (9) Wherever feasible, natural vegetation shall be retained and protected.
 - (10) Asphalt, paved or grass covered areas shall have minimum general slope of one percent with specific water carrying swales having a minimum slope of four-tenths percent.
 - (11) Concrete paved surfaces shall have a minimum slope of four-tenths percent.
 - (12) All project areas shall drain stormwaters to approved inlet structures which will prevent such stormwater from flowing across adjacent private property and prevent damage to both private and public properties.
 - (13) No person shall interfere with or obstruct the flow of surface water over easements for public utilities, or impede the flow of surface water across private property, in a manner different from the approved grading plan and drainage pattern.
 - (14) Prior to the issuance of a certificate of occupancy, a grading survey, prepared and signed by a registered civil engineer or land surveyor, shall be submitted to the department attesting to the fact that the site is graded in accordance with the drainage pattern approved at the time of issuance of the land improvement construction permit. This may be submitted as part of the "as-built" construction drawings.
 - (15) If a building, land or structure is rendered suitable for occupancy during that season of the year when weather conditions make finish grading unfeasible, a temporary certificate of occupancy may be issued and the date for completion of grading shall be indicated on the temporary certificate of occupancy or its related documents. A surety bond, letter of credit or cash deposit in an amount set by the city engineer shall be deposited with the department to ensure completion of the grading and submission of the required survey at a later date.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-352. Storm sewer system and design criteria and construction requirements.

The developer's engineer must submit copies of all design, data together with plans for any storm water management system. Determination of surface runoff and sizing of sewer system pipes, culverts, and open channels shall be as follows.

- (1) All storm drain systems shall be designed to carry maximum anticipated storm runoff flowing full from the entire contributing acreage.
- (2) The "rational method" of design shall be used to determine design flow.
- (3) The ten-year storm frequency of $I=50.12/(T+9.17)^{0.81}$ shall be used.
- (4) A calculated coefficient runoff shall be used based upon the imperviousness of the contributing acreage.
- (5) An initial time of concentration (T) of 20 minutes for the farthest upstream inlet will be used for residential developments and 15 minutes for commercial or industrial developments. For sites less than 5 acres, an initial time of concentration of 10 minutes will be used.
- (6) The minimum full flow velocity through pipes shall be two and one-half (2.5) feet per second. The maximum full flow velocity shall be ten (10) feet per second.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-353. Stormwater storage, infiltration, and water quality control facilities.

The current "Oakland County Stormwater Engineering Design Standards" as amended from time to time, are hereby adopted by the City of Oak Park in this article for the control and treatment of stormwater runoff. This article shall apply to post-construction storm water runoff from new development and redevelopment projects that disturb 0.5 or more acres, including projects less than 0.5 acres that are part of a larger common plan of development, and that discharge to the City's MS4 or sewer system, including projects where the City is the developer.

Calculations of stormwater runoff volumes and peak discharge rates from all contributing areas to storage facilities or other outlets shall be submitted with engineering specifications. Calculations shall be provided for Channel Protection Volume Control, Channel Protection Rate Control, Extended Detention, Water Quality Control and Detention Flood Control.

1. Channel Protection Volume Control (CPVC) shall be provided to control the post-development runoff volume from a 1.3-inch rainfall event. CPVC shall be provided by infiltration and/or storage/reuse best management practices (BMPs). This may include (but is not limited to) bioretention, rain gardens, bio-swales, pervious pavement, cisterns, green roofs, and infiltration trenches. For water reuse BMPs (i.e., cisterns), water demand (such as gray water or irrigation water) must be established and documented to show adequate drawdown times.
 - a. Equation to calculate the required CPVC: $V_{CP-R} = 4,719 \times C \times A$
 - i. C equals the post development runoff coefficient
 - ii. A equals the contributing area in acres
 - iii. V_{CP-R} equals the required CPVC volume in cubic feet
2. Where in-situ soil infiltration rates are determined to be less than 0.24 inches per hour and groundwater is less than 2 feet below the bottom of the layer of the proposed BMP, infiltration is deemed impractical and therefore waived. In these cases of poor infiltration rates, other low impact development (LID) practices must be implemented to the MEP. Requirements related to site specific in-situ infiltration rates can be found in the Oakland County Water Resources Commissioner Stormwater Engineering Design Standards.
 - a. When the measured in-situ infiltration rate is above 0.5 in/hr., supplemental measures, such as subsoil amendments and/or a perforated underdrain system, are not required.
 - b. When the measured in-situ infiltration rate is between 0.24 in/hr. and 0.5 in/hr., soils are marginally suitable for infiltration BMPs, and supplemental measures are required. Supplemental measures may include subsoil amendment, or an underdrain located at the top of the storage bed layer to maximize infiltration.
 - c. When the measured in-situ infiltration rate is less than 0.24 in/hr., infiltration is deemed impractical, and the use of this BMP is therefore waived. When infiltration is waived, other volume-reducing LID practices must be implemented to the MEP.
 - d. Infiltration BMPs shall completely dewater in less than 72 hours, consisting of 24-hour dewatering for the surface volume, and 48-hour dewatering of the void space (soil storage) volume. Water storage/reuse BMPs shall also be designed to fully dewater within 72 hours.
3. Where infiltration facilities are proposed, in-situ infiltration rates must be determined by direct testing, as well as verification that the groundwater depths will not impact the designed infiltration. General infiltration test guidelines are available in the Oakland County Water Resources Commissioner Stormwater Engineering Design Standards.

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4. The provided stormwater infiltration practice can be subtracted from the required 100-year detention volume. Upon subtracting the provided Channel Protection Volume from the required 100-year detention volume, the resulting volume cannot be less than the Extended Detention.
 5. Channel Protection Rate Control (CPRC) shall be provided for the volume of runoff under post development conditions from a 1.9-inch rainfall event that requires extended detention be provided. The extended detention volume shall be dewatered in not less than 48 hours. The equation to calculate the required Extended Detention (CPVC) Volume is:
 - a. Equation to calculate the required Extended Detention (CPVC) Volume: $V_{ED} = 6,897 \times C \times A$
 - i. C equals the post-development runoff coefficient
 - ii. A equals the contributing area in acres
 - b. V_{ED} equals the required Extended Detention Volume in cubic feet
 6. Water Quality Control (WQC) shall be provided by either reducing the total suspended solids (TSS) in the post development runoff to 80 milligrams per liter or 80% TSS reduction. Infiltration or water reuse BMPs for the area tributary to the CPVC meet the TSS requirement. If any areas on a site plan bypass infiltration BMPs, those areas must receive alternative TSS treatment. In other cases, WQC can be achieved by either a mechanical separator or sediment forebay generated by a 1-year peak flow.
 - a. $Q_{WQ} = C \times I_1 \times A$
 - i. Q_{WQ} equals the peak flow rate for mechanical separator design in cubic feet per second
 - ii. C equals the post-development runoff coefficient
 - iii. I_1 equals the rainfall intensity in inches per hour
 - iv. A equals the contributing area in acres
 - b. $I_1 = 35.44 / (T_c + 9.17)^{.81}$
 - i. I_1 equals the rainfall intensity in inches per hour
 - ii. T equals the time of concentration (minutes)
 - c. $V_{WQ} = 3,630 \times C \times A$
 - i. V_{WQ} equals water quality volume in cubic feet
 - ii. C equals the composite runoff coefficient
 - iii. A equals contributing area in acres.
 7. Sediment forebay shall be designed with a volume equal to 15% of the Water Quality Volume ($0.15 \times V_{WQ}$) and capture heavy sediment at inlet pipe locations. The required sediment forebay volume is calculated below:
 - a. $V_F = 0.15 \times V_{WQ} = 545 \times C \times A$
 - i. C equals the post-development runoff coefficient
 - ii. A equals the contributing area in acres
 - iii. V_{WQ} equals the required water quality volume in cubic feet
 - b. $V_{WQ} = 3,630 \times C \times A$
 - i. V_{WQ} equals water quality volume in cubic feet

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- ii. C equals the composite runoff coefficient
 - iii. A equals contributing area in acres.
 - 8. Detention and Flood Control shall be provided to manage the peak 100-year runoff rate either through infiltration or detention basins. The steps to calculate the 100-year detention volume under post-development conditions are listed below.
 - a. Equation to calculate the variable release rate: $Q_{VRR} = 1.1055 - 0.206 \ln(A)$
 - i. Q_{VRR} equals the allowable release rate in cubic feet per second per acre
 - ii. A equals the contributing area in acres
 - b. The variable release rate is capped at 1.0 cfs per acre for developments 2 acres or less. For all developments equal to or greater than 100 acres, the variable release rate is 0.15 cfs per acre.
 - c. Equation to calculate the post-development peak flow rate: $Q_{100P} = Q_{VRR} \times A$
 - i. Q_{100P} equals the allowable 100-year post-development peak flow rate in cubic feet per second
 - ii. A equals the contributing area in acres
 - d. Equation to calculate the 100-year peak inflow rate: $Q_{100IN} = C \times I_{100} \times A$
 - i. Q_{100IN} equals the 100-year post-development peak flow rate in cubic feet per second
 - ii. C equals the post-development runoff coefficient
 - iii. I_{100} equals the 100-year peak rainfall intensity in inches per hour
 - iv. A equals the contributing area in acres
 - e. Equation to calculate the Storage Curve Factor for the 100-year detention volume:
 $R = [0.206 - 0.15 \ln(Q_{100P}/Q_{100IN})]$
 - i. R equals the storage curve factor (dimensionless)
 - ii. Q_{100P} equals the 100-year post-development peak flow rate in cubic feet per second
 - iii. Q_{100IN} equals the 100-year post-development peak inflow rate in cubic feet per second
 - f. Equation to calculate the 100-year runoff volume: $V_{100R} = 18,985 \times C \times A$
 - i. C equals the post-development runoff coefficient
 - ii. A equals the contributing area in acres
 - iii. V_{100R} equals the post-development 100-year runoff volume in cubic feet
 - g. Credits may be applied to the 100-year detention basin size only if the site has provided infiltration BMPs (CPVC).
 - i. Equation to calculate the volume credit: $V_{100D} = (V_{100R} \times R) - V_{CP-P}$
 - 1. V_{100D} equals the 100-year detention volume in cubic feet
 - 2. V_{100R} equals the 100-year runoff volume in cubic feet

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3. R equals the storage curve factor (dimensionless)
4. V_{CP-P} equals the provided infiltration BMPs (CVPC) volume in cubic feet
- ii. Under no circumstances shall the adjusted detention basin volume be less than the extended detention volume (V_{ED}).
9. General requirements for Detention and Flood Control are as follows:
- a. Approved soil and groundwater conditions must be demonstrated for any infiltration facilities. The permeability of the existing soils must be demonstrated such that percolation of the retained storm water is possible.
- b. Detention basins shall be designed to hold run-off from a 100-year frequency storm event. All basins must be permanently stabilized to prevent erosion.
- c. All detention basins shall have a positive method in which to be dewatered, such as by gravity flow or pump outlet. Use of a pumped outlet is discouraged. However, if no feasible gravity is available, stormwater pump stations with emergency backup generators may be used.
- d. Detention volume on a basin is defined as the volume of detention provided above the invert of the outflow pipe. Any volume provided below the invert of the outflow pipe will not be considered as retention.
- e. An irregular basin shape is preferred with flow entering the basin being evenly distributed to minimize stagnant zones. The distance between the inlet and the outlet should be maximized to obtain the greatest flow distance during periods of low flow.
- f. Basin side slopes may not exceed 1 foot vertical to 6 feet horizontal for a wet basin or basins with a permanent water feature, and 1 foot vertical to 4 feet horizontal for a dry basin unless fencing is provided. Additional fencing will be required as needed, depending upon basin depth, depth of permanent pool, etc. Fences shall meet the requirements laid out in the building code. Wet retention facilities shall be required to have fences.
- g. One foot of freeboard shall be provided above the 100-year stormwater elevation.
- h. A primary overflow structure (standpipe or overflow manhole) shall be provided with its rim set at the 100-year storm elevation.
- i. For dry basins, the use of swales or berms, on the bottom of the basin, is required to provide positive flow to the outlet.
- j. In-line detention basins are strongly discouraged and are prohibited on watercourses having an upstream watershed greater than 2 square miles or on a County Drain. In-line basins are also prohibited if the waterway to be impounded traverses any area outside of the proposed development.
- k. All detention basins must have an overflow structure located at the design 100-year storage elevation. This structure will route the stormwater past the restrictor in emergency situations. The overflow must have the capacity to pass the 10-year on-site flow plus the off-site tributary flow.
- l. All detention basins must also have an emergency overflow structure or spillway. The emergency overflow invert shall be set at the 100-year elevation plus 0.5 feet and be sized to convey the 100-year peak detention pond inflow rate plus the offsite tributary flow.
- m. It is not acceptable to retain water on parking lots in excess of one foot depth. Said depth shall not include curbs.

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10. Underground detention facilities may be allowed on sites where traditional stormwater management measures are not feasible. Complete details, calculations and specifications must be submitted for the facility. The underground facility must comply with all standards imposed on traditional facilities; including, but not limited to, a restricted outlet, overflow structure, overflow route, and a perpetual maintenance plan.

(Ord. No. O-99-390, § 1, 1-18-99; Ord. No. O-21-715 , § 1, 11-1-21)

Sec. 18-354. Drainage structures, open channels and/or ditches.

- (a) All drainage structures shall be constructed according to the latest issue of standard details and specifications of the state department of transportation.
- (b) Minimum size of all manholes and catch basins shall be four feet in diameter, All catch basins shall have a two-foot deep sump. The first catch basin prior to the combined sewer main shall be trapped.
- (c) Leaching basins will not be recognized as an acceptable method of providing adequate storm drainage.
- (d) Side slopes of all open channels and/or ditches shall be no steeper than one vertical to three feet horizontal.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-355. Operations, maintenance, and submittals.

- (a) All stormwater management facilities shall be maintained in proper working condition by the owner of the facility. If, after due notice, a facility is not properly maintained, Oak Park may withhold any other inspections, retain bonds, revoke and/or refuse issuance of occupancy permits, and/or perform the necessary maintenance and assess the cost to the owner. The cost of the work shall be a lien on the property, or pro-rated against the beneficial users of the property, and may be placed on the tax roll and collected as ordinary taxes. The financing requirement shall be stated in the maintenance agreement. Additionally, the City may institute appropriate court action to prohibit further activities upon the site.
- (b) The proprietor of a development and/or earth change subject to stormwater management requirements (Sec. 18-353) shall submit a Stormwater Management Operations and Maintenance Agreement to provide the means and assurance that maintenance of stormwater management facilities shall be undertaken.
- (c) The Maintenance Agreement shall provide for routine maintenance and emergency maintenance.
- (d) The Maintenance Agreement shall be binding on all subsequent owners of land served by the stormwater management and erosion control facilities, and shall be recorded in the land records of Oakland County within thirty (30) days after approval by the City.
- (e) Upon substantial completion of the stormwater management facilities and prior to submitting the Notice of Completion described below, the land owner shall submit the Land Use Summary chart, as well as GIS point format data for the following data: development area, site outfalls and points of discharge, drainage areas (including off-site drainage areas), structures, and storm sewer. The Oakland County Water Resources Commissioner Stormwater Engineering Design Standards provides the Land Use Summary chart and a list of GIS shapefiles that should be submitted as part of the Stormwater Management Operations and Maintenance Agreement.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-356. Water mains, fire hydrants and sanitary sewers.

- (a) All water mains and appurtenances shall be designed and constructed according to the city engineering division standards. Three sets of sealed water main plans shall be submitted to the city engineering division for submission to the State regulatory agency for their review and approval. Copies of all required permits must be filed with the city before construction commences.
- (b) All sanitary sewers and appurtenances shall be designed and constructed according to city engineering division standards. Copies of all required permits must be filed with the city before construction commences.
- (c) Except in single family residential areas, no part of any building or structure shall be more than 250 feet from a fire hydrant. This distance shall be measured along the shortest feasible exterior route for laying hose. If the 250 feet limit cannot be met from existing hydrants, additional water mains shall be installed with hydrants spaced no more than 500 feet apart to provide the required coverage. Plans for such additional water mains and appurtenances shall be reviewed and approved by the fire department prior to start of construction.
- (d) Water mains will be constructed in easements, and the easements and water main, with appurtenances, shall be dedicated to the city. The minimum easement size shall be 12 feet in width.
- (e) Hydrants shall be located at least 50 feet from the exterior wall of the building unless a closer location is allowed by the fire department. Driveways capable of accepting fire department equipment shall be provided adjacent to the hydrants. Hydrants shall be placed no closer than five feet from walls, earth mounds, berms and other such obstructions. Four-inch diameter steel pipes filled with concrete shall be provided in parking lot and drive areas to protect hydrants from damage by vehicular traffic. The arrangement of the pipes is subject to approval by the fire department. The fire department may allow curbing in lieu of the pipes.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-357. Pavement design criteria and construction requirements.

- (a) Grades:
 - (1) Minimum grades on roadways with curb and gutter section shall be four-tenths percent and maximum grade shall be six percent.
 - (2) Minimum grades in parking lots shall be one percent and maximum six percent.
 - (3) Vertical curves will be required at all intersection grades where the grade change exceeds one percent.
- (b) New road pavements must be designed in accordance with current AASHTO design requirements. New parking lot pavements shall use current MDOT standards for mixes and application rates.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-358. Pavement thickness.

- (a) In residential developments, pavements on existing subgrades shall consist of a minimum of the following:
 - (1) Four inches asphalt pavement on six inches aggregate base with concrete curb and gutter.
 - (2) Seven inches full depth asphalt pavement with concrete curb and gutter.
 - (3) Seven inches nonreinforced concrete pavement with integral curb and gutter.

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- (b) In commercial developments, pavements on existing subgrades shall consist of a minimum of the following:
- (1) Nine inches full depth asphalt pavement with concrete curb and gutter.
 - (2) Nine inches nonreinforced concrete pavement with integral curb and gutter.
- (c) All concrete curb and gutter sections shall meet current state department of transportation standards.
- (Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-359. Variation.

The city engineer may authorize a variation from these development design standards when it is determined that undue hardship may result from strict compliance. In granting any variations, the city engineer shall accept other methods of accomplishing the intended goals of such standards that are necessary or desirable for the public interest. No variation shall be granted unless the city engineer finds:

- (1) There are special circumstances of conditions affecting the land improvement such that a strict application of the provisions of this article would deprive the applicant of reasonable use of the property; and
- (2) The variation is necessary for the preservation and enjoyment of the substantial property rights of the applicant and is the minimum variation required; and
- (3) The granting of the variation will not be detrimental to the public welfare or injurious to other properties in the area in which the property is situated.

(Ord. No. O-99-390, § 1, 1-18-99)

SECTION 3: Severability.

No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park shall be affected by this ordinance, except as to the above section and in the event any portion, section or subsection of this ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this ordinance or of the Code of Ordinances of the City of Oak Park.

SECTION 4: Effective Date.

This Ordinance shall take effect ten (10) days from the date of its passage and shall be published as required by the Charter of the City of Oak Park

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park, on this day of _____, 2022

T. EDWIN NORRIS
City Clerk

MARIAN McCLELLAN
Mayor

DIVISION 1. PLAN REVIEW PROCEDURE

Sec. 18-301. General.

- (a) *Purpose.* This article has been enacted for the purpose of protecting the public health, safety and general welfare of the residents of the city, and ensuring the orderly growth and harmonious development of the city by requiring:
- (1) Adequate and convenient open spaces for traffic, utilities, access of fire fighting equipment, recreation, light, air, privacy and safety from fire hazards.
 - (2) Establishment of procedures, requirements, fees and standards for the construction of certain land improvements.
- (b) *Interpretation.* The provisions of this article shall be construed as the minimum requirements necessary for the preservation of public health, safety and welfare within the city. This article is not intended to repeal, abrogate or supersede any existing regulations of the city, or conflict with any statutes, laws or regulations of the state or Oakland County, except that these regulations shall prevail in cases where these regulations impose a lawful restriction or requirement more severe than existing statutes, laws or regulations. If any section or provision of this article shall be held invalid by a court of competent jurisdiction, this shall not affect the validity of other sections or provisions hereof.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-302. Definitions.

The following definitions apply to the respective terms as they are used in this article:

Department. City of Oak Park ~~Department of Technical and Planning Services~~ Office of the City Engineer.

Grading. Any change or alteration of existing ground surface elevations of a parcel of land by excavation or filling.

Land improvements. Any paving, grading or filling of land, or changing of surface drainage of land, and the construction or installation of any sanitary sewer main, storm sewer main, water main or stormwater retention pond.

Exceptions:

- (1) Resurfacing of existing areas that do not affect the course of drainage, as determined by the city engineer.
- (2) Residential driveways.

Parcel. A unit of land described by survey of metes and bounds, or identified by sidwell number or lot number in a plat.

Surface drainage. Any stormwater collecting on or flowing over the surface of ground.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-303. Permit required.

No person shall commence land improvements on any parcel of land without having first applied for and received a land improvement construction permit in accordance with this article.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-304. Application for permit.

- (a) *Application.* Prior to the construction or installation of land improvements on any parcel of land, the owner of such land, or an agent having the written authorization of the owner, shall submit an application for a land improvement permit with the department. The application shall include an estimate of the costs of the land improvements, the appropriate plan review fee, and plans and specifications in form and number hereinafter specified.
- (b) *Plans and specifications.*
 - (1) The plans and specifications shall be prepared by, and each sheet of the plans signed and sealed by, a professional engineer. Plans detailing parcel surveys must be signed and sealed by a licensed land surveyor.
 - (2) Plans shall be prepared on ~~600 mm × 900 mm (24-inch × 36-inch)~~ size sheets and shall generally be drawn to scale of not more than ~~600 meters to the meter (50 feet to the inch)~~. The drawings shall contain sufficient detail to properly show the proposed locations and methods of construction or grading. The city engineer may require the plans to be drawn to a scale of ~~250 meters to the meter (20 feet to the inch)~~ when deemed necessary for proper review.
 - (3) Three complete sets of plans and specifications shall be submitted with the permit application.
 - (4) After completion of the project, "as-built" plans, in an electronic format and acceptable to the city, must be submitted, showing the exact location of all land improvements prior to final approval of the project by the city. These plans must be prepared and certified by the owner's engineer.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-305. Plan review fee.

A plan review fee shall be required in the amount one and one-half percent of the total estimated cost of improvements, or \$500.00, whichever sum is greater, which amount will be used by the city to defray its expenses incurred for engineering review work. Any unused portion of the fee shall be returned to the applicant at the completion of the project.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-306. Duties of department.

Upon receipt of the permit application, plans and specifications, cost estimate and plan review fee, the department shall transmit copies to the appropriate departments for their review.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-307. Review.

The city engineer shall review the plans and specifications, and approve the same if they comply with the city's design and construction standards. In the event any item does not comply with said standards, the plans shall be returned to the land owner or agent, with notations as to any deficiency. The land developer or owner shall resubmit the required number of copies of corrected plans directly to the city engineer. Upon approval of the plans and specifications, the city engineer shall notify the owner, or agent, of such approval.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-308. Issuance of permit.

Following approval of the plans and specifications, a land development construction permit will be issued upon receipt of the following:

- (1) Inspection fees, as required herein.
- (2) Performance bond, if applicable.
- (3) Approvals and/or permits from other governmental agencies having jurisdiction, if applicable.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-309. Inspection.

No land improvements shall be undertaken without city inspection. Any facilities installed without inspection may be required to be removed and reinstalled at the owner's expense, with proper city inspection.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-310. Inspection fees.

Inspection fees shall be deposited with the city in the following amounts, to cover the inspection costs, and any unused portion shall be returned to the applicant at the completion of the project:

- (1) On projects less than \$100,000.00, the deposit shall be five percent of the total estimated cost.
- (2) On projects of \$100,000.00 or more, the deposit shall be three and one-half percent of the total estimated cost.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-311. Performance bond.

The owner or contractor shall post a performance bond in the name of the city and guaranteeing completion of land improvements. The amount of the bond shall be equal to the construction cost.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-312. Penalties.

Any person or persons who shall violate any of the provisions of this article, on conviction hereof, shall be punished by a fine not to exceed \$500.00 or imprisonment not to exceed 90 days, or both such fine and imprisonment, at the discretion of the court.

(Ord. No. O-99-390, § 1, 1-18-99)

Secs. 18-313—18-350. Reserved.

DIVISION 2. LAND IMPROVEMENT DESIGN AND CONSTRUCTION STANDARDS

Sec. 18-351. Grading and surface drainage plans.

- (a) All fill brought on to the site or used for backfill shall be clean, inert granular or cohesive soil as approved by the City Engineer. Building debris, broken concrete, organic materials or other objectionable materials will not be allowed to be dumped on the site being filled.
- (b) In order to provide effective erosion and sediment control without impeding surface water flow, practical combinations of the following technical principles shall be applied to the erosion control aspects of the grading plan:
 - (1) If required, an Oakland County soil and erosion control permit shall be obtained through the Oakland County Drain Commissioner's Office and a copy submitted to the department prior to the start of construction. All applicable Oakland County soil and erosion control standards shall be applied and adhered to during construction.
 - (2) The smallest practical area of land shall be exposed at any one time during development.
 - (3) When land is exposed during development, the exposure shall be kept to the shortest practical period of time.
 - (4) Temporary vegetation and/or mulching shall be used to protect critical areas exposed during development.
 - (5) Sediment basins (debris basins or silt traps) shall be installed and maintained to remove sediment from runoff waters from land undergoing development.
 - (6) Provision shall be made to effectively accommodate the increased runoff caused by changed soil and surface conditions after the development.
 - (7) The permanent final vegetation and structures shall be installed as soon as practical in the development.
 - (8) The development plan shall be fitted to the topography and soil so as to create the least erosion potential.
 - (9) Wherever feasible, natural vegetation shall be retained and protected.
 - (10) Asphalt, paved or grass covered areas shall have minimum general slope of one percent with specific water carrying swales having a minimum slope of four-tenths percent.
 - (11) Concrete paved surfaces shall have a minimum slope of four-tenths percent.
 - (12) All project areas shall drain stormwaters to suitable-approved inlet structures which will prevent such stormwater from flowing across adjacent private property and prevent damage to both private and public properties.
 - (13) No person shall interfere with or obstruct the flow of surface water over easements for public utilities, or impede the flow of surface water across private property, in a manner different from the approved grading plan and drainage pattern.

- (14) Prior to the issuance of a certificate of occupancy, a grading survey, prepared and signed by a registered civil engineer or land surveyor, shall be submitted to the department attesting to the fact that the site is graded in accordance with the drainage pattern approved at the time of issuance of the land improvement construction permit. This may be submitted as part of the "as-built" construction drawings.
- (15) If a building, land or structure is rendered suitable for occupancy during that season of the year when weather conditions make finish grading unfeasible, a temporary certificate of occupancy may be issued and the date for completion of grading shall be indicated on the temporary certificate of occupancy or its related documents. A surety bond, letter of credit or cash deposit in an amount set by the city engineer shall be deposited with the department to ensure completion of the grading and submission of the required survey at a later date.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-352. Storm sewer system and ~~retention basin~~ design criteria and construction requirements.

The developer's engineer must submit copies of all design, data together with plans for any storm ~~drainage water management~~ system. Determination of surface runoff and sizing of sewer system pipes, culverts, and open channels shall be as follows.

- (1) All storm drain systems shall be designed to carry maximum anticipated storm runoff flowing full from the entire contributing acreage.
- (2) The "rational method" of design shall be used to determine design flow.
- (3) The ten-year storm frequency of ~~$I=175/(T+25)$~~ $I=50.12/(T+9.17)^{0.81}$ shall be used.
- (4) A ~~realistic-calculated~~ coefficient runoff shall be used based upon the imperviousness of the contributing acreage.
- (5) An initial time of concentration (T) of 20 minutes ~~for the farthest upstream inlet will be used for residential developments and 15 minutes for commercial or industrial developments. For sites less than 5 acres, an initial time of concentration of 10 minutes will be used. shall be used for all developments.~~
- (6) The minimum full flow velocity through pipes shall be two and one-half (2.5) feet per second. The maximum full flow velocity shall be ~~eight- ten (10)~~ feet per second.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-353. Stormwater ~~retention~~ storage, infiltration, and water quality control facilities.

The current "Oakland County Stormwater Engineering Design Standards" as amended from time to time, are hereby adopted by the City of Oak Park in this article for the control and treatment of stormwater runoff. This article shall apply to post-construction storm water runoff from new development and redevelopment projects that disturb 0.5 or more acres, including projects less than 0.5 acres that are part of a larger common plan of development, and that discharge to the City's MS4 or sewer system, including projects where the City is the developer.

Calculations of stormwater runoff volumes and peak discharge rates from all contributing areas to storage facilities or other outlets shall be submitted with engineering specifications. Calculations shall be provided for Channel

Protection Volume Control, Channel Protection Rate Control, Extended Detention, Water Quality Control and Detention Flood Control.

1. Channel Protection Volume Control (CPVC) shall be provided to control the post-development runoff volume from a 1.3-inch rainfall event. CPVC shall be provided by infiltration and/or storage/reuse best management practices (BMPs). This may include (but is not limited to) bioretention, rain gardens, bio-swales, pervious pavement, cisterns, green roofs, and infiltration trenches. For water reuse BMPs (i.e., cisterns), water demand (such as gray water or irrigation water) must be established and documented to show adequate drawdown times.
 - a. Equation to calculate the required CPVC: $V_{CP-R} = 4,719 \times C \times A$
 - i. C equals the post development runoff coefficient
 - ii. A equals the contributing area in acres
 - iii. V_{CP-R} equals the required CPVC volume in cubic feet
2. Where in-situ soil infiltration rates are determined to be less than 0.24 inches per hour and groundwater is less than 2 feet below the bottom of the layer of the proposed BMP, infiltration is deemed impractical and therefore waived. In these cases of poor infiltration rates, other low impact development (LID) practices must be implemented to the MEP. Requirements related to site specific in-situ infiltration rates can be found in the Oakland County Water Resources Commissioner Stormwater Engineering Design Standards.
 - a. When the measured in-situ infiltration rate is above 0.5 in/hr., supplemental measures, such as subsoil amendments and/or a perforated underdrain system, are not required.
 - b. When the measured in-situ infiltration rate is between 0.24 in/hr. and 0.5 in/hr., soils are marginally suitable for infiltration BMPs, and supplemental measures are required. Supplemental measures may include subsoil amendment, or an underdrain located at the top of the storage bed layer to maximize infiltration.
 - c. When the measured in-situ infiltration rate is less than 0.24 in/hr., infiltration is deemed impractical, and the use of this BMP is therefore waived. When infiltration is waived, other volume-reducing LID practices must be implemented to the MEP.
 - d. Infiltration BMPs shall completely dewater in less than 72 hours, consisting of 24-hour dewatering for the surface volume, and 48-hour dewatering of the void space (soil storage) volume. Water storage/reuse BMPs shall also be designed to fully dewater within 72 hours.
3. Where infiltration facilities are proposed, in-situ infiltration rates must be determined by direct testing, as well as verification that the groundwater depths will not impact the designed infiltration. General infiltration test guidelines are available in the Oakland County Water Resources Commissioner Stormwater Engineering Design Standards.
4. The provided stormwater infiltration practice can be subtracted from the required 100-year detention volume. Upon subtracting the provided Channel Protection Volume from the required 100-year detention volume, the resulting volume cannot be less than the Extended Detention.
5. Channel Protection Rate Control (CPRC) shall be provided for the volume of runoff under post development conditions from a 1.9-inch rainfall event that requires extended detention be provided. The extended detention volume shall be dewatered in not less than 48 hours. The equation to calculate the required Extended Detention (CPVC) Volume is:
 - a. Equation to calculate the required Extended Detention (CPVC) Volume: $V_{ED} = 6,897 \times C$
 $\times A$

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- i. C equals the post-development runoff coefficient
 - ii. A equals the contributing area in acres
 - b. V_{ED} equals the required Extended Detention Volume in cubic feet
 - 6. Water Quality Control (WQC) shall be provided by either reducing the total suspended solids (TSS) in the post development runoff to 80 milligrams per liter or 80% TSS reduction. Infiltration or water reuse BMPs for the area tributary to the CPVC meet the TSS requirement. If any areas on a site plan bypass infiltration BMPs, those areas must receive alternative TSS treatment. In other cases, WQC can be achieved by either a mechanical separator or sediment forebay generated by a 1-year peak flow.
 - a. $QWQ = C \times I_1 \times A$
 - i. QWQ equals the peak flow rate for mechanical separator design in cubic feet per second
 - ii. C equals the post-development runoff coefficient
 - iii. I_1 equals the rainfall intensity in inches per hour
 - iv. A equals the contributing area in acres
 - b. $I_1 = 35.44 / (T_c + 9.17)^{0.81}$
 - i. I_1 equals the rainfall intensity in inches per hour
 - ii. T equals the time of concentration (minutes)
 - c. $V_{WQ} = 3,630 \times C \times A$
 - i. V_{WQ} equals water quality volume in cubic feet
 - ii. C equals the composite runoff coefficient
 - iii. A equals contributing area in acres.
 - 7. Sediment forebay shall be designed with a volume equal to 15% of the Water Quality Volume ($0.15 \times V_{WQ}$) and capture heavy sediment at inlet pipe locations. The required sediment forebay volume is calculated below:
 - a. $V_F = 0.15 \times V_{WQ} = 545 \times C \times A$
 - i. C equals the post-development runoff coefficient
 - ii. A equals the contributing area in acres
 - iii. V_{WQ} equals the required water quality volume in cubic feet
 - b. $V_{WQ} = 3,630 \times C \times A$
 - i. V_{WQ} equals water quality volume in cubic feet
 - ii. C equals the composite runoff coefficient
 - iii. A equals contributing area in acres.
 - 8. Detention and Flood Control shall be provided to manage the peak 100-year runoff rate either through infiltration or detention basins. The steps to calculate the 100-year detention volume under post-development conditions are listed below.
 - a. Equation to calculate the variable release rate: $QVRR = 1.1055 - 0.206 \ln(A)$
 - i. QVRR equals the allowable release rate in cubic feet per second per acre

- ii. A equals the contributing area in acres
- b. The variable release rate is capped at 1.0 cfs per acre for developments 2 acres or less. For all developments equal to or greater than 100 acres, the variable release rate is 0.15 cfs per acre.
- c. Equation to calculate the post-development peak flow rate: $Q_{100P} = Q_{VRR} \times A$
 - i. Q_{100P} equals the allowable 100-year post-development peak flow rate in cubic feet per second
 - ii. A equals the contributing area in acres
- d. Equation to calculate the 100-year peak inflow rate: $Q_{100IN} = C \times I_{100} \times A$
 - i. Q_{100IN} equals the 100-year post-development peak flow rate in cubic feet per second
 - ii. C equals the post-development runoff coefficient
 - iii. I_{100} equals the 100-year peak rainfall intensity in inches per hour
 - iv. A equals the contributing area in acres
- e. Equation to calculate the Storage Curve Factor for the 100-year detention volume:
 $R = [0.206 - 0.15 \ln(Q_{100P}/Q_{100IN})]$
 - i. R equals the storage curve factor (dimensionless)
 - ii. Q_{100P} equals the 100-year post-development peak flow rate in cubic feet per second
 - iii. Q_{100IN} equals the 100-year post-development peak inflow rate in cubic feet per second
- f. Equation to calculate the 100-year runoff volume: $V_{100R} = 18,985 \times C \times A$
 - i. C equals the post-development runoff coefficient
 - ii. A equals the contributing area in acres
 - iii. V_{100R} equals the post-development 100-year runoff volume in cubic feet
- g. Credits may be applied to the 100-year detention basin size only if the site has provided infiltration BMPs (CPVC).
 - i. Equation to calculate the volume credit: $V_{100D} = (V_{100R} \times R) - V_{CP-P}$
 - 1. V_{100D} equals the 100-year detention volume in cubic feet
 - 2. V_{100R} equals the 100-year runoff volume in cubic feet
 - 3. R equals the storage curve factor (dimensionless)
 - 4. V_{CP-P} equals the provided infiltration BMPs (CVPC) volume in cubic feet
 - ii. Under no circumstances shall the adjusted detention basin volume be less than the extended detention volume (V_{ED}).

9. General requirements for Detention and Flood Control are as follows:

a. Approved soil and groundwater conditions must be demonstrated for any infiltration facilities. The permeability of the existing soils must be demonstrated such that percolation of the retained storm water is possible.

b. Detention basins shall be designed to hold run-off from a 100-year frequency storm event. All basins must be permanently stabilized to prevent erosion.

c. All detention basins shall have a positive method in which to be dewatered, such as by gravity flow or pump outlet. Use of a pumped outlet is discouraged. However, if no feasible gravity is available, stormwater pump stations with emergency backup generators may be used.

d. Detention volume on a basin is defined as the volume of detention provided above the invert of the outflow pipe. Any volume provided below the invert of the outflow pipe will not be considered as retention.

e. An irregular basin shape is preferred with flow entering the basin being evenly distributed to minimize stagnant zones. The distance between the inlet and the outlet should be maximized to obtain the greatest flow distance during periods of low flow.

f. Basin side slopes may not exceed 1 foot vertical to 6 feet horizontal for a wet basin or basins with a permanent water feature, and 1 foot vertical to 4 feet horizontal for a dry basin unless fencing is provided. Additional fencing will be required as needed, depending upon basin depth, depth of permanent pool, etc. Fences shall meet the requirements laid out in the building code. Wet retention facilities shall be required to have fences.

g. One foot of freeboard shall be provided above the 100-year stormwater elevation.

h. A primary overflow structure (standpipe or overflow manhole) shall be provided with its rim set at the 100-year storm elevation.

i. For dry basins, the use of swales or berms, on the bottom of the basin, is required to provide positive flow to the outlet.

j. In-line detention basins are strongly discouraged and are prohibited on watercourses having an upstream watershed greater than 2 square miles or on a County Drain. In-line basins are also prohibited if the waterway to be impounded traverses any area outside of the proposed development.

k. All detention basins must have an overflow structure located at the design 100-year storage elevation. This structure will route the stormwater past the restrictor in emergency situations. The overflow must have the capacity to pass the 10-year on-site flow plus the off-site tributary flow.

l. All detention basins must also have an emergency overflow structure or spillway. The emergency overflow invert shall be set at the 100-year elevation plus 0.5 feet and be sized to convey the 100-year peak detention pond inflow rate plus the offsite tributary flow.

m. It is not acceptable to retain water on parking lots in excess of one foot depth. Said depth shall not include curbs.

10. Underground detention facilities may be allowed on sites where traditional stormwater management measures are not feasible. Complete details, calculations and specifications must be submitted for the facility. The underground facility must comply with all standards imposed on traditional facilities; including, but not limited to, a restricted outlet, overflow structure, overflow route, and a perpetual maintenance plan.

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- ~~(a) On-site stormwater retention will be required if the storm drainage outlet is incapable of handling the developed runoff.~~
 - ~~(b) The allowable outflow from a site or retention basin shall be restricted to an agricultural rate of runoff, defined in the city engineering standards.~~
 - ~~(c) The volume of retention provided must be equal to or in excess of that required by the Yrjanainen Method for the ten-year frequency storm. See city engineering standards for equations for a ten-year frequency storm.~~
 - ~~(d) All retention basins shall have a positive method in which to be de-watered, such as by gravity flow or pump outlet.~~
 - ~~(e) Retention volume on a gravity outflow retention basin is defined as the volume of detention provided above the invert of the outflow pipe. Any volume provided below the invert of the outflow pipe will not be considered as retention.~~
 - ~~(f) Retention volume must be provided for all acreage contributing to the retention basin, including that acreage offsite.~~
 - ~~(g) Retention may be provided by either an in-line or off-line retention basin.~~
 - ~~(h) All in-line basins must have a control structure capable of passing the upstream ten-year stormflow.~~
 - ~~(i) Provisions for maintenance of the retention basin shall be made by the developer with the property owner or owners. The city will not accept responsibility for the maintenance of any retention basin.~~
 - ~~(j) All retention basins must have provision for an overflow.~~
 - ~~(k) The bottom of all retention basins shall be graded in such a manner as to provide positive flow to the pump or pipe outlet.~~
 - ~~(l) One foot of freeboard shall be provided above the ten-year stormwater elevation.~~
 - ~~(m) Fencing will be required as needed, depending upon basin depth, steepness of side slopes, etc.~~
 - ~~(n) All retention basins must be permanently stabilized to prevent erosion.~~
 - ~~(o) It is not acceptable to retain water on parking lots in excess of 0.3048 meters (one foot) depth. Said depth shall not include curbs.~~

(Ord. No. O-99-390, § 1, 1-18-99; Ord. No. O-21-715 , § 1, 11-1-21)

Sec. 18-354. Drainage structures, open channels and/or ditches.

- (a) All drainage structures shall be constructed according to the latest issue of standard details and specifications of the state department of transportation.
- (b) Minimum size of all manholes and catch basins shall be ~~one and two tenths meters~~ (four feet) in diameter, All catch basins shall have a ~~six-tenth-meter~~ (two-foot) deep sump. The first catch basin prior to the combined sewer main shall be trapped.
- (c) Leaching basins will not be recognized as an acceptable method of providing adequate storm drainage.
- (d) Side slopes of all open channels and/or ditches shall be no steeper than one vertical to ~~four~~ three feet horizontal.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-355. Operations, maintenance, and submittals.

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- (a) All stormwater management facilities shall be maintained in proper working condition by the owner of the facility. If, after due notice, a facility is not properly maintained, Oak Park may withhold any other inspections, retain bonds, revoke and/or refuse issuance of occupancy permits, and/or perform the necessary maintenance and assess the cost to the owner. The cost of the work shall be a lien on the property, or pro-rated against the beneficial users of the property, and may be placed on the tax roll and collected as ordinary taxes. The financing requirement shall be stated in the maintenance agreement. Additionally, the City may institute appropriate court action to prohibit further activities upon the site.
 - (b) The proprietor of a development and/or earth change subject to stormwater management requirements (Sec. 18-353) shall submit a Stormwater Management Operations and Maintenance Agreement to provide the means and assurance that maintenance of stormwater management facilities shall be undertaken.
 - (c) The Maintenance Agreement shall provide for routine maintenance and emergency maintenance.
 - (d) The Maintenance Agreement shall be binding on all subsequent owners of land served by the stormwater management and erosion control facilities, and shall be recorded in the land records of Oakland County within thirty (30) days after approval by the City.
 - (e) Upon substantial completion of the stormwater management facilities and prior to submitting the Notice of Completion described below, the land owner shall submit the Land Use Summary chart, as well as GIS point format data for the following data: development area, site outfalls and points of discharge, drainage areas (including off-site drainage areas), structures, and storm sewer. The Oakland County Water Resources Commissioner Stormwater Engineering Design Standards provides the Land Use Summary chart and a list of GIS shapefiles that should be submitted as part of the Stormwater Management Operations and Maintenance Agreement.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-3565. Water mains, fire hydrants and sanitary sewers.

- (a) All water mains and appurtenances shall be designed and constructed according to the city engineering division standards. ~~Ten-Three~~ sets of sealed water main plans shall be submitted to the city engineering division for submission to the ~~Detroit Water and Sewerage Department~~ State regulatory agency for their review and approval. Copies of all required permits must be filed with the city before construction commences.
- (b) All sanitary sewers and appurtenances shall be designed and constructed according to city engineering division standards. Copies of all required permits must be filed with the city before construction commences.
- (c) Except in single family residential areas, no part of any building or structure shall be more than ~~76.2 meters (250 feet)~~ from a fire hydrant. This distance shall be measured along the shortest feasible exterior route for laying hose. If the ~~76.2 meters (250 feet limit)~~ cannot be met from existing hydrants, additional water mains shall be installed with hydrants spaced no more than ~~152.4 meters (500 feet)~~ apart to provide the required coverage. Plans for such additional water mains and appurtenances shall be reviewed and approved by the fire department prior to start of construction.
- (d) Water mains will be constructed in easements, and the easements and water main, with appurtenances, shall be dedicated to the city. The minimum easement size shall be 12 feet in width.
- (e) Hydrants shall be located at least ~~15.24 meters (50 feet)~~ from the exterior wall of the building unless a closer location is allowed by the fire department. Driveways capable of accepting fire department equipment shall be provided adjacent to the hydrants. Hydrants shall be placed no closer than ~~1.524 meters (five feet)~~ from walls, earth mounds, berms and other such obstructions. Four-inch diameter steel pipes filled with concrete shall be provided in parking lot and drive areas to protect hydrants from damage by vehicular traffic. The

arrangement of the pipes is subject to approval by the fire department. The fire department may allow curbing in lieu of the pipes.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-35~~7~~6. Pavement design criteria and construction requirements.

- (a) Grades:
 - (1) Minimum grades on roadways with curb and gutter section shall be four-tenths percent and maximum grade shall be six percent.
 - (2) Minimum grades in parking lots shall be one percent and maximum six percent.
 - (3) Vertical curves will be required at all intersection grades where the grade change exceeds one percent.
- (b) ~~All~~New road pavements must be designed in accordance with current AASHTO design requirements. New parking lot pavements shall use current MDOT standards for mixes and application rates.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-35~~8~~7. Pavement thickness.

- (a) In residential developments, pavements on existing subgrades shall consist of a minimum of the following:
 - (1) ~~100 mm (four inches)~~ asphalt pavement on ~~150 mm (six inches)~~ aggregate base with concrete curb and gutter.
 - (2) ~~175 mm (seven inches)~~ full depth asphalt pavement with concrete curb and gutter.
 - (3) ~~175 mm (seven inches)~~ nonreinforced concrete pavement with integral curb and gutter.
- (b) In commercial developments, pavements on existing subgrades shall consist of a minimum of the following:
 - (1) ~~225 mm (nine inches)~~ full depth asphalt pavement with concrete curb and gutter.
 - (2) ~~225 mm (nine inches)~~ nonreinforced concrete pavement with integral curb and gutter.
- (c) All concrete curb and gutter sections shall meet current state department of transportation standards.

(Ord. No. O-99-390, § 1, 1-18-99)

Sec. 18-35~~9~~8. Variation.

The city engineer may authorize a variation from these development design standards when it is determined that undue hardship may result from strict compliance. In granting any variations, the city engineer shall accept other methods of accomplishing the intended goals of such standards that are necessary or desirable for the public interest. No variation shall be granted unless the city engineer finds:

- (1) There are special circumstances of conditions affecting the land improvement such that a strict application of the provisions of this article would deprive the applicant of reasonable use of the property; and
- (2) The variation is necessary for the preservation and enjoyment of the substantial property rights of the applicant and is the minimum variation required; and

-
- (3) The granting of the variation will not be detrimental to the public welfare or injurious to other properties in the area in which the property is situated.

(Ord. No. O-99-390, § 1, 1-18-99)

MEMORANDUM

TO: Mayor Marian McClellan
Hon. City Council

FROM: Ebony L. Duff, City Attorney

SUBJECT: Request for METROAct Permit Extension– 123Net, Inc.

DATE: October 11, 2022

Honorable Mayor and Council:

On or about September 27, 2022, the City of Oak Park received a request for an extension to a METROAct Permit issued to 123Net, Inc. on December 5, 2017. The Permit allowed 123Net to install fiber optic cable in the public rights-of-way within the City for the purpose of providing internet service to its customers. The installation includes both underground installation and aerial paths primarily along existing DTE poles. 123Net submitted a current route map and insurance certificates in accordance with the statutory requirements of Public Act No. 48 of 2002 as well as the City of Oak Park Code of Ordinances Chapter 71 regarding Telecommunication Services which have been reviewed by the Department of Technical Planning and City Attorney's office.

As the documents submitted by 123Net comply with the statutory requirements, I recommend approval of the request for an extension. I have attached a proposed Resolution approving the extension along with a copy of the proposed Amendment No. 1 to Telecommunications Permit and documents submitted by 123Net for your review and approval at the City Council Meeting on October 24, 2022.

Thank you for your consideration of this recommendation.

Respectfully,
Ebony L. Duff

**CITY OF OAK PARK
RESOLUTION TO APPROVE REQUEST FROM
123NET, INC. FOR EXTENSION OF METRO ACT RIGHT OF WAY PERMIT**

WHEREAS, on December 5, 2017, the City of Oak Park issued a METRO Act Right-of-Way Telecommunications Permit ("Permit") to 123Net, Inc. ("123Net"); and

WHEREAS, the term of the Permit was five years and shall expire on December 5, 2022; and

WHEREAS, 123Net has submitted a request to extend the Permit for an additional five year term to expire on December 5, 2027; and

WHEREAS, the City is aware of no reason to deny the request to extend the Permit for five years.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oak Park, Oakland County, Michigan, that:

1. The request by 123Net for an extension of their METRO Act Permit through December 5, 2027 is hereby approved.

2. The City Manager is authorized and directed to execute the Amendment No. 1 to METRO Act Right-of-Way Telecommunications Permit, in substantially the form attached hereto.

3. All resolutions inconsistent with this Resolution be and hereby are rescinded to the extent of such inconsistency.

Ayes: _____

Nays: _____

Absent: _____

Resolution declared adopted.

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on Monday, October 24, 2022, 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 No. 267, 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: **October 24, 2022**

SUBJECT: Interlocal agreement with Oakland County to approve the Designated Assessor.

DEPARTMENT: **Finance/Assessing**

SUMMARY: Public Act 660 of 2018 requires all Michigan Counties to name a Designated Assessor for each respective county. This process is to be done by resolution in each of Michigan's 83 counties. The main purpose of this Act and the Designated Assessor is to ensure all cities and townships are in substantial compliance with the General Property Tax Act. The Designated Assessor is not Countywide assessing. It is a process to assist the State Tax Commission in the unlikely event a local city or township is not in substantial compliance with the General Property Tax Act.

FINANCIAL STATEMENT: **N/A**

RECOMMENDED ACTION:

It is recommended that the City Council approve the attached agreement to approve Micheal R. Lohmeier as Designated Assessor for Oakland County.

APPROVALS:

City Manager: _____ ET _____

Finance Director: _____ SC _____

Legal: _____ N/A _____

EXHIBITS: Interlocal Agreement for Oakland County
STC Bulletin 8 of 2020 Overview of Designated Assessor

**INTERLOCAL AGREEMENT FOR OAKLAND COUNTY TO APPROVE
THE DESIGNATED ASSESSOR FOR THE PERIOD January 1, 2023
THROUGH December 31, 2027**

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. On December 29, 2020, Oakland County met this requirement, having a majority of the Assessing Districts in favor of the Equalization Officer serving as its Designated Assessor. On August 4, 2022, Oakland County Commissioners voted to retain Micheal R Lohmeier, MMAO as its new Equalization Officer for its Equalization Division, and as a result, the interlocal agreements were required to be revised. A majority of the Assessing Districts are in favor of the Equalization Officer serving as its Designated Assessor.

The following interlocal agreement (hereinafter "Agreement") has been executed by the Board of Commissioners for Oakland County, a majority of the Assessing Districts in Oakland County, and the individual put forth as the proposed Designated Assessor. Oakland County and the Assessing Districts are collectively referred to throughout this Agreement as the "Parties."

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations (cities and townships) located within the County of Oakland, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an Agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board of Commissioners and a majority of the Assessing Districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Parties agree as follows:

BACKGROUND INFORMATION

Oakland County names **MICHEAL R. LOHMEIER (R-6101)**, in his official capacity as the Equalization Officer for Oakland County, as the Designated Assessor for all of the Assessing Districts within Oakland County¹. Included as an addendum to this Agreement are the Oakland County SEV totals by class, including special act values, those properties deemed unique or complex by a local Assessing District, and a listing of the total number of parcels, by classification, including special act rolls, within each Assessing District.

If the State Tax Commission (STC) invokes the Designated Assessor process for any Assessing District in Oakland County, the Parties agree that the Designated Assessor will perform the duties associated with being the Assessor of Record for an Assessing District at the Oakland County Equalization Division offices in the City of Pontiac, County of Oakland, State of Michigan, unless the duties of the Designated Assessor require on-site visits to the Assessing District's location.

QUALIFICATIONS OF DESIGNATED ASSESSOR

Micheal R. Lohmeier has been certified as a Michigan Master Assessing Officer since 2012. In his capacity as the Oakland County Equalization Officer, he is responsible for managing the Oakland County Equalization Division. Along with its statutory duties, the Equalization Division currently acts as the contracted Assessor of Record for thirty of the fifty-two Assessing Districts in Oakland County.

Micheal R. Lohmeier has disclosed any conflicts of interest involving the proposed Designated Assessor, the County, or any Assessing District, if applicable: **[NONE]**.

It is understood that Micheal R. Lohmeier will, during the length of this agreement, maintain his assessor certification in good standing with the State Tax Commission and if required to serve as the Designated Assessor for an Assessing District in Oakland County shall act as the Assessor of Record for that Assessing District. When acting as the Assessor of Record for an Assessing District, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

¹ Oakland County contains 52 Assessing Districts (cities and townships), two of which (City of Fenton and City of Northville) are not considered to be "in" Oakland County for purposes of MCL 211.10g as the largest share of their state equalized value is located in another county.

A list of the remaining 50 Assessing Districts can be found here:

<https://www.oakgov.com/mgtbud/equal/Pages/assessing-offices.aspx>

1.0 DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR

- 1.1 The Designated Assessor, while serving as the Assessor of Record for an Assessing District within Oakland County, shall satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
- 1.2 Within 30 (thirty) days of being appointed as the Assessor of Record for the Assessing District by the STC or the voluntary election by the Assessing District to utilize the Designated Assessor, the Designated Assessor shall prepare and transmit to the Assessing District's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the STC's audit.
- 1.3 The Parties agree that the Designated Assessor, while serving as the Assessor of Record for an Assessing District, shall do the following things, as applicable to bring the Assessing District into compliance with the Audit of Minimum Assessing Requirements:
 - 1.3.1 Make assessments of real and personal property within the Assessing District;
 - 1.3.2 Appraise all property, process all real and personal property description changes, and prepare the assessment roll for real and personal property in the Assessing District;
 - 1.3.3 Attend (or have a designee attend) all March, July, and December Board of Review meetings;
 - 1.3.4 Be available for consultation on all Michigan Tax Tribunal real and personal property and special assessment appeals, and assist the Assessing District in the preparation of both the oral and written defense of appeals;
 - 1.3.5 Prepare all necessary reports for review by the supervisor, manager, chief executive, board, or council of the Assessing District, as applicable;
 - 1.3.6 Performs any other duties required under PA 660 of 2018.
- 1.4 For an Assessing District employing assessing staff other than the Assessor of Record, assessing staff will conduct their duties as under the direction and supervision of the Designated Assessor, subject to any limitations as may be agreed by the applicable Assessing District and the Designated Assessor. However, no members of said assessing staff will become employees or independent contractors of Oakland County.
- 1.5 While not acting in the capacity as the Designated Assessor for an Assessing District, the Designated Assessor will have the following duties and responsibilities for Oakland County and the Assessing Districts within Oakland County: Equalization Officer.
- 1.6 The parties understand and agree that the duties outlined in this Agreement only apply if and when the Designated Assessor is required, or the Assessing District chooses to request the Designated Assessor, to take over the assessing duties for an Assessing District

pursuant to the terms of PA 660 of 2018. This Agreement will have no effect on any pre-existing agreements that the parties may have, under which Oakland County performs contracted assessing services for the Assessing District.

2.0 DUTIES AND RESPONSIBILITIES OF ASSESSING DISTRICTS

- 2.1 Any Assessing District in Oakland County that is required to utilize the services of the Designated Assessor will, during the period the Assessing District is required to or chooses to utilize the services of the Designated Assessor, do the following:
 - 2.1.1 Provide the Designated Assessor with reasonable access to records, documents, databases and information in order to allow the Designated Assessor to serve as the Assessor of Record for the Assessing District and satisfy all requirements *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
 - 2.1.2 Furnish the Designated Assessor with any applicable policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the Assessing District's Assessor of Record.
 - 2.1.3 Provide, while the Designated Assessor or his designee is physically working on behalf of the Assessing District and within the geographical boundaries of the Assessing District, any technology, equipment, and workspace necessary for the Designated Assessor or his designee to carry out their requirements under this Agreement.
- 2.2 The Assessing District shall, at all times and under all circumstances, remain solely liable for any and all costs, legal obligations, and/or civil liabilities associated with or in any way related to any Assessing District tax appraisal or assessment functions or any other Assessing District legal obligation under any applicable State Property Tax Laws. The Assessing District shall employ and retain its own legal representation, as necessary, to defend any such claim or challenge before the State Tax Tribunal or any other court or review body.
- 2.3 Except for those express statutory and/or regulatory obligations incumbent only upon licensed Equalization Division Personnel (i.e., State Licensed and Certified Real and/or Personal Property Tax Assessors) to defend property tax appraisals and assessments that they either performed, or were otherwise performed under their supervision, before the Michigan Tax Tribunal, the Parties agree that no other County employees, including any County attorneys shall be authorized, required and/or otherwise obligated under this Agreement or pursuant to any other agreement between the Parties to provide any legal representation to or for the Assessing District and/or otherwise defend, challenge, contest, appeal, or argue on behalf of the Assessing District before the Michigan Tax Tribunal or any other review body or court except to the extent the matters have been traditionally and previously handled by assessing staff, such as, but not limited to, Michigan Tax Tribunal small claims division hearings and matters before the State Tax Commission.

- 2.4 The Assessing District shall, at all times and under all circumstances, remain solely liable for any and all costs, legal obligations, and/or civil liabilities associated with or in any way related to any tax appraisal or assessment functions or any other legal obligation. The Assessing District agrees that under no circumstances shall the County or the Designated Assessor be responsible for any costs, obligations, and/or civil liabilities or any responsibility under any State Property Tax Law.

3.0 DESIGNATED ASSESSOR COMPENSATION

- 3.1 The Designated Assessor may charge an Assessing District that is required to contract with the Designated Assessor and that Assessing District shall pay for the reasonable costs incurred by the Designated Assessor in serving as the Assessing District's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.
- 3.2 If the Designated Assessor is required to serve as the Assessor of Record for an Assessing District within Oakland County, the parties understand and agree that he will be serving in his official capacity as the Oakland County Equalization Officer. Therefore, an Assessing District will not make any direct payments to the Designated Assessor. Instead, the Assessing District will be responsible for paying a fee to Oakland County which fee is intended to compensate Oakland County for the reasonable costs incurred by the Designated Assessor and his staff. Oakland County will charge the Assessing District a fee equal to the average rate per parcel that it charges those districts for whom it already performs contracted assessing services, as of the date the Designated Assessor is required to serve as the Assessor of Record. The parties agree that should the standard fee not reasonably reflect the actual cost of the provision of the services required that the standard fee will be modified to a higher or lower fee, and so the fee is reasonable. The modification of the standard fee will be dependent upon the complexity of the work to be performed by the Designated Assessor, the number of staff needed to assist in completing the work and whether the Assessing District provides its own staff to assist the Designated Assessor. The Assessing District is not required to pay a retainer fee. In the event that the Designated Assessor is acting on behalf of an Assessing District for which Oakland County Equalization Department is currently contracted with to provide assessing services, the Designated Assessor will provide its Designated Assessor services at no additional cost to said Assessing District.
- 3.3 If the Assessing District fails, for any reason, to pay the County any monies when and as due under this Contract, the Assessing District agrees that unless expressly prohibited by law, the County or the County Treasurer, at their sole option, shall be entitled to a setoff from any other Assessing District funds that are in the County's possession for any reason. Funds include but are not limited to the Delinquent Tax Revolving Fund ("DTRF"). Any

setoff or retention of funds by the County shall be deemed a voluntary assignment of the amount by the Assessing District to the County. The Assessing District waives any claims against the County or its Officials for any acts related specifically to the County's offsetting or retaining such amounts. This paragraph shall not limit the Assessing District's legal right to dispute whether the underlying amount retained by the County was actually due and owing under this Agreement.

- 3.4 If the County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay the County any amounts due and owing the County under this Contract, the County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to the County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.
- 3.5 Nothing in this Section shall operate to limit the County's right to pursue or exercise any other legal rights or remedies under this Contract against the Assessing District to secure reimbursement of amounts due the County under this Agreement. The remedies in this Section shall be available to the County on an ongoing and successive basis if Assessing District at any time becomes delinquent in its payment. Notwithstanding any other term and condition in this Contract, if the County pursues any legal action in any court to secure its payment under this Contract, the Assessing District agrees to pay all costs and expenses, including attorney's fees and court costs, incurred by the County in the collection of any amount owed by the Assessing District.

4.0 EFFECTIVE DATE AND TERM OF AGREEMENT

This Agreement shall become effective when it is executed by the Oakland County Board of Commissioners, Micheal R. Lohmeier, and the governing bodies of a majority of the Assessing Districts within Oakland County, and shall expire on December 31, 2027. The terms and conditions in Section 3.0 (Compensation) shall survive and continue in full force beyond the termination of this Agreement if the Assessing District owes money to the County under this Agreement.

5.0 DESIGNATED ASSESSOR EMPLOYMENT STATUS

It is understood by the parties that Micheal R. Lohmeier is appointed as the Designated Assessor based on his employment status as Oakland County Equalization Officer and that if his employment status materially changes, the parties will request that the State Tax Commission designate and approve an interim Designated Assessor until the parties are able to amend this Agreement.

6.0 ENTIRE AGREEMENT

This Agreement sets forth all covenants, promises, agreements, conditions and understandings between the parties and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between the Parties other than are set forth in this Agreement.

7.0 AMENDMENTS

This Agreement cannot be modified unless reduced to writing and signed by both Parties.

8.0 SEVERABILITY

If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms or conditions shall remain in full force and effect.

9.0 GOVERNING LAW

This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.

10.0 COUNTERPARTS

This Agreement may be executed in one or more counterparts, including facsimile copies, each of which shall be deemed an original, but all of which shall together constitute one instrument.

IN WITNESS WHEREOF, _____ [name and title of assessing district official] hereby acknowledges that he/she has been authorized by a resolution of the _____ [name of assessing district], a certified copy of which is attached, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

[Signatures contained on following page]

EXECUTED: _____
Name and Title:

DATE: _____

WITNESSED: _____
Name and Title:

DATE: _____

IN WITNESS WHEREOF, David Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____
David Woodward, Chairperson
Oakland County Board of Commissioners

DATE: _____

WITNESSED: _____
Name and Title:

DATE: _____

MICHEAL R. LOHMEIER, in his official capacity as Equalization Officer for Oakland County, hereby accepts the role of Designated Assessor as outlined in this Agreement.

EXECUTED: _____
Micheal R. Lohmeier
Oakland County Equalization Officer

DATE: _____

ADDENDUM – SEV TOTALS

OAKLAND COUNTY SEV TOTALS BY CLASS

Class	Parcel Counts	State Equalized Values
Agricultural	392	87,150,370
Commercial	20,907	14,614,165,290
Industrial	4,441	2,896,770,040
Residential	448,068	68,274,369,769
Personal Property	52,372	3,863,299,665
Special Acts	650	507,403,698



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

Bulletin 8 of 2020
June 9, 2020
Audit Process and Designated Assessor

TO: Assessors and Equalization Directors

FROM: State Tax Commission

SUBJECT: Overview of Audit Process and Designated Assessor under Public Act 660 of 2018

Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. The Designated Assessor is an integral part of that process.

Audit Process Overview

The Commission will conduct an audit of assessment practices according to a published schedule. If the assessing district (City, Township or Joint Assessing Authority) is determined to be in substantial compliance, the audit process for that five-year cycle is complete and the assessing district is not required to take any additional action.

If the State Tax Commission determines that an assessing district is not in substantial compliance with the General Property Tax Act, the Commission will provide the assessing district with a notice of noncompliance, including the reasons the assessing district is not in substantial compliance.

The assessing district must either appeal the audit determination by filing a written petition to be developed by the State Tax Commission or they must submit a corrective action plan to be approved by the State Tax Commission. "Corrective action plan" is defined in P.A. 660 of 2018 as "a plan developed by an assessing district that specifically indicates *how* the assessing district will achieve substantial compliance . . . and *when* substantial compliance will be achieved." (Emphasis added). Additional information related to the corrective action plan and petition to challenge the audit results will be provided by the State Tax Commission in separate guidance.

In the event the Commission conducts a follow-up review and the assessing district is not in substantial compliance after the follow-up review, the assessing district has three options:

1. The assessing district may hire a new Michigan Advanced Assessing Officer (MAAO) or Michigan Master Assessor Officer (MMAO),

2. The State Tax Commission assumes jurisdiction over the assessment roll in order to bring the roll into substantial compliance, or,
3. The local unit may move directly to the designated assessor.

Regardless of which option is selected, the Commission will conduct a second follow-up review to determine if the assessment roll is in substantial compliance. If, after the second follow-up review the assessing district continues to be in noncompliance, the local unit will move directly to the Designated Assessor process.

As defined in statute **substantial compliance** “means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute.”

As defined in statute **noncompliance** “means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute.”

At the December 17, 2019 State Tax Commission meeting, the Commission determined “substantial compliance” to mean that the local unit 1) has properly calculated and appropriately documented Economic Condition Factors; 2) has properly calculated and appropriately documented land value determinations; and 3) less than 1% of the record cards are on override and less than 1% of the record cards reflect flat land values. If any of the requirements associated with those items are not met, the local unit will be considered noncompliant and the notice of noncompliance will be issued.

Once the audit is complete, if an assessing district is notified that it has fallen out of substantial compliance prior to the next audit, the State Tax Commission may require the assessing district to contract with the Designated Assessor to serve as their assessor of record. If the assessing district is notified that it has fallen out of substantial compliance more than four years after the initial finding of substantial compliance, then the regular audit process will be followed.

What is the Designated Assessor?

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the General Property Tax Act, meaning that local units are meeting minimum assessing requirements.

The Designated Assessor is the individual selected and agreed to by the County Board of Commissioners and a majority of the assessing districts within that county, subject to final approval of the State Tax Commission.

The Designated Assessor serves as the assessor of record and assumes all duties and responsibilities as the assessor of record for an assessing district that is determined to be non-compliant with an audit.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over as the assessor for local units. While the County can be named the Designated Assessor, it is not an automatic designation as the Designated Assessor as this is determined by the approved interlocal agreement.

Who may be the Designated Assessor?

Each Assessing District within each County is required to have an assessor of record with a certification level that meets the valuation requirements set forth by the State Tax Commission. Township and City certification levels are adjusted annually and approved by the STC. The individual who will serve as the county's Designated Assessor must be in good standing and be certified, at least, at the highest level required within the County. If the County contains an Assessing District that requires a Michigan Master Assessing Officer (MMAO), the Designated Assessor must then also be certified at the MMAO level. If the County only contains Assessing Districts that require a Michigan Advanced Assessing Officer (MAAO) certification, or a lower certification, the Designated Assessor may be certified at the level of MAAO. A Michigan Certified Assessing Officer (MCAO) may not serve as the Designated Assessor. As part of the annual certification level process, the Commission will review all MAAO Designated Assessors to ensure compliance with certification level requirements. Additionally, the STC will examine and determine a specific process, on a case by case basis, any specific instance of a MAAO that has been assigned multiple units that may place them beyond the certification requirements of a MAAO.

Notification of Selected Designated Assessor

P.A. 660 of 2018 requires that each county notify the State Tax Commission, no later than December 31, 2020, of the individual that will serve as the county's Designated Assessor. In addition, the county must provide the State Tax Commission with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts within that county, and the proposed Designated Assessor for the county. The interlocal agreement must provide enough detail regarding the assessment responsibilities for the designated assessor. The Commission expects the interlocal agreement will include, but not be limited to, the following:

- Information related to the scope of services being provided by the Designated Assessor, including preparation of assessment rolls, timeline for delivery of documents and execution of forms, attendance at Boards of Review meetings, duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, filed with the Michigan Tax Tribunal, responsibility to meet with local unit officials, and obligations of local unit assessing staff members.
- Duties and responsibilities for each local unit within the County, including providing the Designated Assessor with reasonable access to records, documents and information.
- Details relating to cost and compensation for overseeing and administering the annual assessment and operating the assessing office, including payment terms and cost reimbursement.

Failure to timely notify the State Tax Commission of the county's Designated Assessor will result in the State Tax Commission selecting a Designated Assessor for the county.

If the State Tax Commission determines that an individual named as the Designated Assessor is capable of ensuring that the assessing districts within the county will achieve and maintain substantial

compliance, the Commission shall approve that individual as the County's Designated Assessor. Once approved, the designation will not be revoked for at least five years from the approval date.

If the State Tax Commission is unable to approve the individual identified as the county's Designated Assessor because the Commission determines that the proposed Designated Assessor is not capable of ensuring that the assessing districts will achieve and maintain substantial compliance, the county must submit a new Designated Assessor candidate and accompanying interlocal agreement within sixty days of the Commission's determination. The county will be required to repeat the process until a satisfactory Designated Assessor can be approved. The State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor during this period.

The State Tax Commission will develop a form to be utilized by the County Equalization Departments to notify the Commission of the proposed Designated Assessor. The Designated Assessor form will be available by August 18, 2020. The form must be submitted to the Commission no later than December 31, 2020.

Designated Assessor Term

Once an assessing district is under contract with a Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. Statute does provide for a local unit to petition the Commission to end the contract after the Designated Assessor has been in place for 3 years.

The Commission shall approve termination of a contract if it is determined that the assessing district can ***achieve and maintain*** substantial compliance with the General Property Tax Act using a different assessor of record other than the Designated Assessor.

The State Tax Commission may revoke the Designated Assessor and provide for an interim designated assessor if:

1. The Designated Assessor dies or becomes incapacitated
2. The Designated Assessor's employment status materially changes or
3. The Designated Assessor is not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

The interim Designated Assessor will remain in place until a new Designated Assessor can be selected following the interlocal agreement process.

If the Designated Assessor is serving as an assessor of record for an assessing district that is found to be in noncompliance, the State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor. The county will utilize the normal process to select and notify the Commission of the new Designated Assessor.

Designated Assessor Costs

The Designated Assessor is permitted to charge an assessing district for the reasonable costs incurred in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The assessing district is required to pay these costs in accordance with

the interlocal agreement. The costs and fees agreed to by the county, assessing districts and the Designated Assessor is a local issue and will vary statewide.

The Commission will develop guidelines as required by statute for any local unit to protest charges by the Designated Assessor.

Audit Preparation

While the audit process outlined in P.A. 660 of 2018 will not commence until 2022, assessing districts can prepare for these audits by meeting the requirements of the current Audit of Minimum Assessing Requirements (AMAR) and the “Supervising Preparation of the Assessment Roll”, as those requirements existed on October 1, 2018. Additionally, assessing districts should employ an assessor certified by the State Tax Commission at the proper certification level based on the valuation requirements, adjusted annually, set forth by the State Tax Commission. Additional information about the AMAR, including the AMAR Review Sheet, and certification levels, are available on the State Tax Commission website (www.michigan.gov/statetaxcommission).

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** OCTOBER 24, 2022**SUBJECT:** Special Assessment District No. 701, 702 and No. 703 - Unpaid Delinquent Exception Recommendations**DEPARTMENT:** Finance/Treasury

SUMMARY: At the council meeting of October 3, 2022, City Council adopted Special Assessment Resolution No. 9 to confirm the roll with the exceptions of twenty-eight (attached hereto), which were removed temporarily for further review. City Council also adopted Special Assessment Resolution No. 10, setting the due date of November 7, 2022, together with the penalty of ten percent (10%) for Special Assessment District No. 701 Delinquent Utilities, Special Assessment District No. 702 False Alarms and Special Assessment District No. 703 Delinquent Property Blight.

FINANCIAL STATEMENT:

RECOMMENDED ACTION: It is recommended that the unpaid invoice(s) belonging to the following parcel(s) be restored to the Special Assessment District No. 701 along with the original 10% penalty:

52-25-30-151-027 15100 Northfield & 52-25-29-404-005 10801 Oak Pk Blvd
52-25-29-251-012 24200 Scotia & 52-25-29-355-006 13321 Kenwood
52-25-32-204-005 10761 Saratoga & 52-25-30-476-003 23140 Parklawn
52-25-32-104-007 13220 Troy & 52-25-30-452-006 23110 Kenosha
52-25-30-452-007 23100 Kenosha & 52-25-30-230-033 13950 Northfield
52-25-31-207-030 21801 Cloverlawn & 52-25-30-380-024 23055 Church
52-25-29-102-094 Scotia & 52-25-30-151-003 24220 Beverly
52-25-30-276-041 24273 Westhampton & 52-25-31-103-019 22020 Avon
52-25-30-230-028 24261 Kipling & 52-25-29-454-034 23041 Oneida
52-25-29-258-004 24080 Seneca

And the following parcel(s) be removed from the Special Assessment District No. 701 along with the original 10% penalty:

52-25-31-202-018 22030 Kenosha & 52-25-30-327-010 23741 Wildwood
52-25-30-177-023 14540 Leslie & 52-25-19-127-003 26420 Raine

52-25-30-126-018 15140 Burton & 52-25-31-103-010 22180 Avon
52-25-31-428-027 21301 Ridgedale & 52-25-32-104-128 22140 Dante #109
52-25-19-426-013 13625 Lincoln

It is also recommended that the invoice(s) belonging to the following parcel(s) be removed from Special Assessment District No. 702 along with the original 10% penalty:

52-25-32-251-060 10400 Capital

And the following parcel(s) be removed from Special Assessment District No. 703 along with the original 10% penalty:

52-25-32-251-016 10631 Albany

APPROVALS:

City Manager: _____ET_____

Department Director: _____SL_____

Director of Finance: _____SC_____

Budgeted: N/A

Legal: _____N/A_____

EXHIBITS: Attached



CITY OF OAK PARK

Utility Billing Division

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

To: Erik Tungate, City Manager
From: Kevin VanDeWalle, Water Supervisor
Date: October 11, 2022
RE: Special Assessment District # 701 Unpaid Utility Invoices

At City Council's request, the Utility Division has completed an investigation of the concerns voiced at the October 3, 2022 special assessment public hearing for unpaid invoices.

We have investigated all of the concerns and mailed letters to the property owners informing them of the results of the investigation. Attached are copies of the letters that were mailed out.

It is the opinion of the City of Oak Park Utility Division that the following parcels be removed from the Special Assessment Roll # 701 Unpaid Utility Invoice.

Parcel # 52-25-31-202-018	22030 Kenosha
Parcel # 52-25-30-327-010	23741 Wildwood
Parcel # 52-25-30-177-023	14540 Leslie
Parcel # 52-25-19-127-003	26420 Raine
Parcel # 52-25-30-126-018	15140 Burton
Parcel # 52-25-31-103-010	22180 Avon
Parcel # 52-25-31-428-027	21301 Ridgedale
Parcel # 52-25-32-104-128	22140 Dante APT # 109
Parcel # 52-25-19-426-013	13625 Lincoln

It is the opinion of the City of Oak Park Utility Division that the following parcels remain in the Special Assessment Roll # 701 Unpaid Utility Invoice.

Parcel # 52-25-30-151-027	15100 Northfield	Parcel # 52-25-31-207-030	21801 Cloverlawn
Parcel # 52-25-29-404-005	10801 Oak Park Blvd.	Parcel # 52-25-30-380-024	23055 Church
Parcel # 52-25-29-251-012	24200 Scotia	Parcel # 52-25-29-102-094	Scotia
Parcel # 52-25-29-355-006	13321 Kenwood	Parcel # 52-25-30-151-003	24220 Beverly
Parcel # 52-25-32-204-005	10761 Saratoga	Parcel # 52-25-30-276-041	24273 Westhampton
Parcel # 52-25-30-476-003	23140 Parklawn	Parcel # 52-25-31-103-019	22020 Avon
Parcel # 52-25-32-104-007	13220 Troy	Parcel # 52-25-30-230-028	24261 Kipling St.
Parcel # 52-25-30-452-006	23110 Kenosha	Parcel # 52-25-29-454-034	23041 Oneida
Parcel # 52-25-30-452-007	23100 Kenosha	Parcel # 52-25-29-258-004	24080 Seneca
Parcel # 52-25-30-230-033	13950 Northfield		

Sincerely,
Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237



CITY OF OAK PARK

Utility Billing Division

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

October 5, 2022

Ethan Dietrich
10801 Oak Park Blvd
Oak Park, MI 48237

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear Ethan Dietrich:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to the utility bill invoice being placed on the special assessment roll at the October 3, 2022, Oak Park City Council Meeting. Your objection was you stated, in part, “I received a notice for a public hearing due to unpaid utility charges. These charges are dated prior to my possession of the property. I took ownership of the house on November 10th, 2021. The previous owners were occupying the home until that date. What do I need to do for this notice?”.

Upon further review the property at 10801 Oak Park Blvd, parcel # 52-25-29-404-005 has an unpaid utility invoice for the tax roll amount of \$118.46 as of the date of this letter. A final bill for account # 300007305 was processed and billed up to 11/15/2021. The amount of this final bill was for \$200.89, and a payment was made of \$82.43 on 11/23/2022. This left the account delinquent with a balance of \$118.46. It appears the final bill had not been paid at the time of closing and was overlooked by the Title agency or Realtor at the time of purchase. The property owner is held accountable for payment of any delinquent outstanding utility bills. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

I am recommending to the City Council that the unpaid utility invoice be placed back on the special assessment district at the November 7, 2022 City Council Meeting. You have until November 7, 2022 to pay the invoice without further penalties.

Sincerely,
Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237





CITY OF OAK PARK

Utility Billing Division

Mayor
Marian McClellan
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Shaun Whitehead
City Manager
Erik Tungate

October 11, 2022

Roosevelt Brown
13625 Lincoln
Oak Park, MI 48237

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear Roosevelt Brown:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. Upon further review there is no unpaid utility invoice for the 2022 winter tax roll for property at 13625 Lincoln parcel # 52-25-19-426-013.

After reviewing your utility account, it is determined that the subject invoice can be removed from the special assessment district at the November 7, 2022, City Council Meeting.

Sincerely,

Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237





CITY OF OAK PARK

Utility Billing Division

Mayor
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Erik Tungate

October 5, 2022

Rick Rosenhaus
RNR Holdings LLC
398 Princess Point Rd
Yarmouth, ME 04096

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear Rick Rosenhaus:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your utility bill invoices being placed on the special assessment roll at the October 3, 2022, Oak Park City Council Meeting. Your objection was because you stated, in part, “(RNR Holdings LLC) and (Nathan Holdings LLC) am in protest to this billing”.

Upon further review the unpaid utility invoice for delinquent water are as follows.

15100 Northfield

Parcel # 52-25-30-151-027 for the tax roll amount is \$231.03 as of the date of this letter and has not been paid in full. The most recent payment showing on this account was \$431.89 on 3/9/2022. Unpaid utility bills are a lien on the property and roll to property tax if left unpaid. Currently, the unpaid utility invoice is now past due. I am recommending to the City Council that the unpaid utility invoice be placed back on the special assessment district at the November 7, 2022 Council Meeting. You have until November 7, 2022 to pay the invoice without further penalties.

23741 Wildwood

Parcel # 52-25-30-327-010 for the tax roll amount was \$194.83 and has been paid in full. It is determined that the subject invoice can be removed from the special assessment district at the November 7, 2022 Council Meeting.

14540 Leslie

Parcel # 52-25-30-177-023 for the tax roll amount was \$462.04 and has been paid in full. It is determined that the subject invoice can be removed from the special assessment district at the November 7, 2022 Council Meeting.

Sincerely,

Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237



CITY OF OAK PARK

Utility Billing Division

Mayor
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Erik Tungate

October 5, 2022

Max Adamson
15140 Burton
Oak Park, MI 48237

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear Max Adamson:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. Upon further review there is no unpaid utility invoice for the 2022 winter tax roll for property at 15140 Burton parcel # 52-25-30-126-018.

After reviewing your utility account, it is determined that the subject invoice can be removed from the special assessment district at the November 7, 2022, City Council Meeting.

Sincerely,

Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237





CITY OF OAK PARK

Utility Billing Division

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City Manager
Erik Tungate

October 5, 2022

Monica Robinson
22030 Kenosha
Oak Park, MI 48237

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear Monica Robinson:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. Upon further review there is no unpaid utility invoice for the 2022 winter tax roll for property at 22030 Kenosha parcel # 52-25-31-202-018.

After reviewing your utility account, it is determined that the subject invoice can be removed from the special assessment district at the November 7, 2022, City Council Meeting.

Sincerely,

Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237





CITY OF OAK PARK

Utility Billing Division

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Erik Tungate

October 6, 2022

Inez Williams
22140 Dante Apt 109
Oak Park, MI 48237

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear Inez Williams:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. Upon further review there is no unpaid utility invoice for the 2022 winter tax roll for property at 22100-22149 Dante "A" (Laurentian Village). Per the City Ordinance, there is a 5% late fee charged on all accounts carrying a balance over past the due date. This property has one service line and with one meter that supplies 16 units with water. You would need to reach out to your condo association who would determine the decision on moving forward with supplying 16 units with independent meters. If they moved forward with this process, property 22140 Dante Apt 109 would be supplied an independent meter.

After reviewing the utility account, it is determined that the subject invoice can be removed from the special assessment district at the November 7, 2022, City Council Meeting.

Sincerely,

Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237





CITY OF OAK PARK

Utility Billing Division

Mayor
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Shaun Whitehead
City Manager
Erik Tungate

October 5, 2022

Shai Goel
23041 Oneida St
Oak Park, MI 48237

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear Shai Goel:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to the utility bill invoice being placed on the special assessment roll at the October 3, 2022, Oak Park City Council Meeting

Upon further review the property at 23041 Oneida St, parcel # 52-25-29-454-034 has an unpaid utility invoice for the tax roll as of the date of this letter. The property owner is held accountable for payment of any delinquent outstanding utility bills as they are attached to the property, not the person. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council that the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Sincerely,

Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237





CITY OF OAK PARK

Utility Billing Division

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Shaun Whitehead
City Manager
Erik Tungate

October 11, 2022

Shelley Lahey
24080 Seneca
Oak Park, MI 48237

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear Shelley Lahey:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to the utility bill invoice being placed on the special assessment roll at the October 3, 2022, Oak Park City Council Meeting. Your objection was because you stated, in part, “Problems paying water. Need help paying bill, getting assistance, and getting my water turned back on”.

Upon further review the property at 24080 Seneca, parcel # 52-25-29-258-004 has an unpaid utility invoice that has not been paid in full. The property owner is held accountable for payment of any delinquent outstanding utility bills. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council is that the unpaid utility invoice be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Sincerely,

Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237





CITY OF OAK PARK

Utility Billing Division

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Marian McClellan
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Council Members
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Shaun Whitehead
City Manager
Erik Tungate

October 6, 2022

Dina Harris
24261 Kipling St
Oak Park, MI 48237

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear Dina Harris:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to the utility bill invoice being placed on the special assessment roll at the October 3, 2022, Oak Park City Council Meeting. Your objection was because you stated, in part, “Does this mean that the taxes on my property went up. And if so, will my taxes go back down once its paid”.

Upon further review the property at 24261 Kipling, parcel # 52-25-30-230-028 has an unpaid utility invoice. The property owner is held accountable for payment of any delinquent outstanding utility bills. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid. Once the special assessment for delinquent water is paid in full, it will be removed from the tax roll so you will not see an increase on your property tax.

The recommended action to City Council that the unpaid utility invoice be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Sincerely,

Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237





CITY OF OAK PARK

Utility Billing Division

Mayor
Marian McClellan
Mayor Pro Tem
Julie Edgar
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Solomon Radner
Shaun Whitehead
City Manager
Erik Tungate

October 5, 2022

Patrick North
26420 Raine St
Oak Park, MI 48237

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear Patrick North:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. Unpaid utility bills are a lien on the property and roll to property tax if left unpaid. However, upon further review property at 26420 Raine, parcel # 52-25-19-127-003 has been enrolled into a payment plan which is up to date.

After reviewing your utility account, it is determined that the subject invoice can be removed from the special assessment district at the November 7, 2022, City Council Meeting.

Sincerely,

Kevin VanDeWalle
Water Supervisor
City of Oak Park
City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237





CITY OF OAK PARK

Utility Billing Division

Mayor
Marian McClellan
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Shaun Whitehead
City Manager
Erik Tungate

October 6, 2022

DAVID EINHORN
COMMERCE PARK PROPERTIES, LLC
BERKLEY, MI 48072

RE: Public Hearing – Special Assessment Roll No. 701 Unpaid Utility Invoices

Dear David Einhorn:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to the utility bill invoices being placed on the special assessment roll at the October 3, 2022, Oak Park City Council Meeting. Your objection was because you stated, in part, “I am formally requesting time to conduct an investigation into why these utility bills have gone unpaid. As per the terms of all of our lease agreements, the tenant is responsible for all utilities, including water. Please let me know what the next steps are and feel free to contact me with any questions you may have”.

Parcel ID: 52-25-31-103-010 (22180 Avon)

Upon further review, account # 500003336 has no unpaid utility invoice for the 2022 winter tax roll. The subject invoice can be removed from the special assessment district at the November 7, 2022, City Council Meeting.

Parcel ID: 52-25-29-251-012 (24200 Scotia)

Upon further review, account # 300007682 has an unpaid utility invoice that has not been paid in full. A final bill was processed and billed up to 5/19/2022 for \$475.10. It appears this final bill has not been paid and left the account delinquent. The property owner is held accountable for payment of any delinquent outstanding utility bills as they are attached to the property, not the person. Unpaid utility bills are a lien on the property and roll to the property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-29-355-006 (13321 Kenwood)

Upon further review, account # 300007104 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to the property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-32-204-005 (10761 Saratoga)

Upon further review, account # 200006402 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-30-476-003 (23140 Parklawn)

Upon further review, account # 400008892 has an unpaid utility invoice that has not been paid in full. A final bill was processed and billed up to 5/27/2022 for \$736.19. It appears this final bill has not been paid and left the account delinquent. The property owner is held accountable for payment of any delinquent outstanding utility bills as they are attached to the property, not the person. Unpaid utility bills are a lien on the property and roll to the property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-32-104-007 (13220 Troy)

Upon further review, account # 200006582 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-30-452-006 (23110 Kenosha)

Upon further review, account # 500009597 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-30-452-007 (23100 Kenosha)

Upon further review, account # 500009595 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-30-230-033 (13950 Northfield)

Upon further review, account # 600003486 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-31-428-027 (21301 Ridgedale)

Upon further review, there is no unpaid utility invoice for the winter 2022 special assessment tax roll.

Parcel ID: 52-25-31-207-030 (21801 Cloverlawn)

Upon further review, account # 400007944 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-30-380-024 (23055 Church)

Upon further review, account # 500002653 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-29-102-094 (Scotia)

Upon further review, account # 200406194 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-30-151-003 (24220 Beverly)

Upon further review, account # 000012128 has an unpaid utility invoice that has not been paid in full. A final bill was processed and billed up to 3/10/2022 for \$192.09. It appears this final bill has not been paid and left the account delinquent. The property owner is held accountable for payment of any delinquent outstanding utility bills as they are attached to the property, not the person. Unpaid utility bills are a lien on the property and roll to the property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-30-276-041 (24273 Westhampton)

Upon further review, account # 600001806 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Parcel ID: 52-25-31-103-019 (22020 Avon)

Upon further review, account # 500003233 has an unpaid utility invoice that has not been paid in full. Unpaid utility bills are a lien on the property and roll to property tax of the owner if left unpaid.

The recommended action to City Council for the unpaid utility invoice is to be placed back on the special assessment district at the November 7, 2022, City Council Meeting. You have until November 7, 2022, to pay the invoice without further penalties.

Sincerely,

Kevin VanDeWalle

Water Supervisor

City of Oak Park

City Hall - 14000 Oak Park Blvd., Oak Park, MI 48237





CITY OF OAK PARK

**Steve Cooper, Director
Department of Public Safety**

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

TO: Erik Tungate, City Manager

FROM: Steve Cooper, Director of Public Safety

DATE: October 13, 2022

SUBJECT: Special Assessment District #702 Unpaid False Alarms

Parcel #52-25-32-251-060 10400 Capital

At the request of City Council, The Public Safety Department has completed an investigation of the concerns voiced as the October 3, 2022 special assessment public hearing for unpaid invoices.

We have investigated all of the concerns and the invoice has been paid. Based on the results of the investigation, I recommend removing the invoice from the Special Assessment Rolls for the October 24, 2022 City Council Meeting.

This completes the investigation of the property owner who expressed concerns relating to their unpaid invoice at the October 3, 2022 public hearing.

If you need any further information, please do not hesitate to contact my office.

Sincerely,

**Steve Cooper
Director of Public Safety**



CITY OF OAK PARK
Department of Technical & Planning Services

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

October 6, 2022

Kenneth Bates 10631 Albany
Oak Park, MI 48237

RE: Public Hearing – Special Assessment District No. 703 for Unpaid Charges 10631 Albany, Oak Park,
MI 48237

Dear Mr. Bates:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your Yard Waste Removal invoice being placed on the special assessment roll at the October, 3, 2022 Oak Park City Council Meeting. Your objection was, in part, due to the notice being given on August 18, 2021, and the city ordered removal was performed on the same day. After reviewing the time frame and dates from that incident, as well as the City Ordinance language, it was determined that the subject invoice can be cancelled and removed from the special assessment district at the October 24, 2022 City Council Meeting.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Daniel Fairless
Deputy Director of Technical and Planning Service



CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

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

MEMORANDUM

Date: October 19, 2022

To: Erik Tungate, City Manager

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

Re: Fourth Quarter FY 2021-22 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 June 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 fourth quarter investment report shows total citywide cash and investments of \$29,785,098 (market value) including cash in the operating account of \$1,647,116 (excluding outstanding checks and other adjustments), short-term investments in the Oakland County Investment Pool of \$473,916, money market of \$23,367, commercial paper of \$21,887,926 and long-term investments total \$5,752,773. 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 which will reverse as they mature. Investment income for the months of April through June 2022 included interest income of \$46,584 and an unrealized loss on investments of \$79,165.

During the fourth quarter actual investment returns move forward with the rise in interest rates 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 fourth quarter was a net loss of approximately 0.4% (including realized and unrealized gains/losses) primarily due to the unrealized market adjustment.

City of Oak Park
Summary of Cash and Investments Held
June 30, 2022

	<u>Maturity Date</u>	<u>Market Value</u>	<u>Book Value</u>	<u>% of Portfolio</u>	<u>Current Interest Rate</u>	<u>YTM @ Cost</u>	<u>Days to Maturity</u>	<u>Investment Broker</u>
Cash								
Huntington Bank - Collection		\$ 1,647,116	\$ 1,647,116	5.49%	0.0100%	0.0100%	1	Huntington
Huntington Bank - Accounts Payable		-	-	0.00%	0.0100%	0.0100%	1	Huntington
Huntington Bank - Payroll		-	-	0.00%	0.0100%	0.0100%	1	Huntington
Money Market								
Fifth Third - Money Market		23,367	23,367	0.08%	1.2600%	1.2600%	1	Fifth Third
Comerica Securities - Money Market		-	-	0.00%	0.0100%	0.0100%	1	Comerica
Government Securities								
Federal Home Loan BA SER RA-9025	4/21/2025	669,977	677,960	2%	1.7500%	1.7500%	1025	Fifth Third
Federal Home Loan BA SER BJ-9025	11/17/2025	541,882	570,000	1.90%	0.7500%	0.7500%	1235	Fifth Third
Federal Home Loan BA SER L5-2025	12/26/2025	465,080	495,000	1.65%	0.9000%	0.9000%	1274	Fifth Third
Federal Home Loan BA SER E6-9026	2/18/2026	959,030	992,000	3.31%	1.7500%	1.7500%	1328	Fifth Third
Federal Home Loan BA SER F1-9026	2/24/2026	1,400,816	1,443,475	4.81%	1.1250%	1.1250%	1334	Fifth Third
Municipal Bonds								
Kalkaska Mich Sch Bldg	5/1/2023	145,322	147,748	0.49%	6.1000%	6.1000%	396	Fifth Third
Michigan Fin Auth Rev Taxable Tobacco	6/1/2024	946,540	965,000	3.22%	1.3760%	1.3760%	701	Fifth Third
South Lyon Mich Comm Schools	5/1/2023	49,877	50,177	0.17%	2.8900%	2.8900%	304	Comerica
Michigan Fin Auth Rev Taxable Hosp Ref	12/1/2030	424,180	493,477	1.64%	2.9540%	2.9540%	2709	Comerica
Certificate of Deposits								
Wells Fargo Bank NA	7/28/2022	150,071	150,000	0.50%	2.3000%	2.3000%	27	Fifth Third
Commercial Paper								
Avery Dennison Corp	9/6/2022	995,720	993,000	3.31%	1.8150%	1.8150%	68	Fifth Third
Entergy Corp	9/7/2022	995,710	996,000	3.32%	1.6064%	1.6064%	69	Fifth Third
Enel Fin Amer LLC	9/9/2022	995,290	995,103	3.32%	2.0600%	2.0600%	71	Fifth Third
BASF SE	10/3/2022	993,670	993,400	3.31%	2.2146%	2.2146%	95	Fifth Third
Enel Fin Amer LLC	12/7/2022	1,477,380	1,481,146	4.94%	2.2146%	2.2146%	160	Fifth Third
Crown Point Capital	10/7/2022	1,489,646	1,489,961	4.97%	2.4500%	2.4500%	99	Huntington
Enel Fin Amer LLC	7/18/2022	999,145	997,305	3.32%	1.4100%	1.4100%	18	Huntington
Enel Fin Amer LLC	9/6/2022	498,121	497,724	1.66%	1.8500%	1.8500%	68	Huntington
Enel Fin Amer LLC	9/6/2022	996,241	995,534	3.32%	1.9000%	1.9000%	68	Huntington
Enel Fin Amer LLC	9/6/2022	498,121	497,931	1.66%	2.2000%	2.2000%	68	Huntington
Entergy Corp	7/8/2022	999,620	997,531	3.32%	1.1000%	1.1000%	8	Huntington
Honeywell Intl Inc	9/14/2022	995,799	995,857	3.32%	0.7200%	0.7200%	76	Huntington
Societe Generale	10/5/2022	993,237	991,890	3.31%	1.4500%	1.4500%	97	Huntington
Hyundai Capital Amer	12/1/2022	493,498	494,376	1.65%	1.7500%	1.7500%	154	Huntington
Legacy Capital Co LLC	9/21/2022	994,766	994,970	3.32%	1.7500%	1.7500%	83	Huntington
Mitsubishi UFJ Tr & Bkg Corp	10/3/2022	1,490,065	1,490,873	4.97%	2.3200%	2.3200%	95	Huntington
Oglethorpe Power Corp	8/9/2022	998,100	997,784	3.33%	1.9500%	1.9500%	40	Huntington
Realty Income Corp	12/14/2022	492,949	494,302	1.65%	1.6800%	1.6800%	167	Huntington
Transcanada Pipeline	7/11/2022	999,478	997,440	3.32%	1.1000%	1.1000%	11	Huntington
Transcanada Pipeline	7/25/2022	499,406	498,290	1.66%	1.4200%	1.4200%	25	Huntington
Transcanada Pipeline	8/2/2022	998,433	996,744	3.32%	1.4000%	1.4000%	33	Huntington
Transcanada Pipeline	8/12/2022	997,623	996,148	3.32%	1.6000%	1.6000%	43	Huntington
Transcanada Pipeline	9/12/2022	995,909	995,665	3.32%	1.6500%	1.6500%	74	Huntington
Investment Pool								
Oakland County Investment Pool		<u>473,916</u>	<u>473,916</u>	<u>1.58%</u>	0.1740%	0.1740%	1	Oakland County
Total		<u>\$ 29,785,098</u>	<u>\$ 30,008,210</u>	<u>100.00%</u>				



CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

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

MEMORANDUM

Date: October 19, 2022

To: Erik Tungate, City Manager

From: Saundra Crawford

Re: 4th Quarter Budget to Actual Report

The purpose of this memorandum is to highlight revenue and expenditure activity for the fiscal year ended June 30, 2022. As required by section 2.32 of the City's Charter, all departments are required to submit their preliminary financial results to the City Manager within 60 days after year end and the City Manager is to prepare a summary report for the mayor and city council. The following is a summary of the highlights for all funds of the City. The attached report includes the unaudited numbers to date which should be materially close to the final audited numbers.

GENERAL FUND

Total revenues for the fiscal year totaled approximately \$24.58 million which was an increase of \$326,110 from prior fiscal years total of \$24.25 million. Expenditures for the fiscal year totaled \$24.98 million which is approximately \$675,909 less than budgeted and approximately \$1.69 million more than prior year. Overall, most departmental expenditure budgets came in under budget. The following are some of the significant items worth noting for the General Fund:

- City continued to address the unfunded pension liability by making an extra contribution totaling over \$900,000 (over and above the required actuarial determined amount using the 22 year amortization). The additional grant monies received for CARES and ARPA were used for revenue loss allowing the City to make the actuarial contribution based on the 16 year amortization period.
- In anticipation of future capital needs, a contribution to the Parks & Recreation improvement fund was made totaling \$345,000. This amount represents budgeted parks projects that were on hold pending the completion of the parks master plan.

- City contributed an additional \$540,000 to the Motor Pool fund for purchase of a Fire Truck which cost approximately \$1.39 million.
- Court revenues continue to lag due to the lack of tickets written. Overall, the court revenue decreased by approximately \$200,000 from prior year while the City's contribution to the court fund increased by \$200,000 over prior year for a net impact of \$400,000.
- Healthcare costs citywide were up significantly from prior year by approximately 20%. Retiree healthcare costs alone were up approximately \$472,000. As a result of the increases costs, the City was unable to make any additional contributions to the OPEB fund to address the long-term liability.
- Approximately \$1.45 million in ARPA federal grants were included in revenue

Overall, the General Fund net expenditures over revenues of \$400,555 will decrease fund balance from \$5,305,331 at June 30, 2021 to an estimated \$4,904,776 at June 30, 2022. The decrease is less than the final amended budget amount of \$666,056. The projected fund balance at June 30, 2022 represents approximately 19.6% of annual expenditures and remains within targeted levels.

SPECIAL REVENUE FUND

Overall, all special revenue accounts are ended the year on track with the final amended budgets and the following is a significant item worth noting:

Major and Local Street Funds – The street funds recognized an increase in Act 51 revenue (city's share of gas taxes collected by the State) of approximately \$180,000 over prior year. The City continues to spend every dime collected in these funds to improve the roads according to the six-year capital plan included in the budget.

Solid Waste Fund – This fund is financed by a dedicated property tax levy and monthly fees charged to our customer and is used to pay monthly trash and related charges.

DEBT SERVICE FUNDS

The City levies dedicated property tax levies to fund most debt and these funds are used to track all revenues and related debt payments on the bonds. Overall collections and debt service payments were in line with the final amended budget. The annual number of mills that need to be levied continues to decrease as a result of the continued increases in taxable value citywide.

CAPITAL PROJECT FUNDS

These funds are used to account costs related to certain capital projects throughout the City. As stated under the General Fund the City did transfer \$345,000 to the new Parks & Recreation Improvement Fund for budgeted projects not completed in the current year. The Public

Improvement Fund also transferred \$150,000 to the Parks & Recreation Improvement Fund for similar projects.

ENTERPRISE FUND

Annually the rates in the Water and Sewer Fund are set to cover not only operating costs but cover capital and debt costs as well. During the current year rates were increased however, the fund saw a decrease in revenues of more than \$807,000 or 8.8%. The City's decrease is consistent with decrease recognized by other communities in SE Michigan as consumption was down overall. Despite the significant revenue loss during the year ended June 30, 2022 the fund generated sufficient cash flow to cover operating, maintenance, debt and capital costs.

INTERNAL SERVICE FUNDS

These funds are used to account for certain costs such as insurance, workers compensation and motor pool which are subsequently allocated/charged to all funds of the City. As stated under the General Fund the City did contribute an additional \$540,000 (\$850,000 contributed in prior year) for the purchase of a new Fire Truck totaling \$1.39 million.

Retiree Healthcare Court - The City is self-insured and experienced a slight increase in insurance costs related to court retirees from approximately \$192,408 in prior year to \$192,653 in the current year. The costs increase is incorporated in the Court Fund which is partially subsidized by the General Fund.

PROPRIETARY FUNDS

Retiree Healthcare (OPEB) – The City did not make an extra contribution above the pay-as-you go amount to the OPEB plan for the year ended June 30, 2022. The City does expect to make an extra contribution for the upcoming fiscal year 2022-23. The estimated ending fund balance to offset the substantial OPEB liability totals \$6,416,613 at June 30, 2022.

General and Public Safety Retirement Systems – As stated in the General fund the City made the required actuarial contributions plus additional contributions of more than \$900,000 for the year ended June 30, 2022 by contributing the amount of the shorter amortization period of 16 year as oppose to the adopted 22 year amortization period amount. Overall, both systems saw a net decrease in fund reserves due to unfavorable investment returns which total approximately \$3.175 million for the General and \$8.49 million for the Public Safety Funds.

10/18/2022

REVENUE AND EXPENDITURE REPORT FOR CITY OF OAK PARK
 PERIOD ENDING 06/30/2022
 % Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021 NORM (ABNORM)	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
00.000 - NONE		19,319,585.56	18,556,130.00	19,909,032.00	19,440,081.28	468,950.72	97.64
17.345 - PUBLIC SAFETY		4,685,247.84	4,817,315.00	4,828,930.00	4,883,771.09	(54,841.09)	101.14
19.752 - RECREATION ADMINISTRATION		247,677.39	252,066.00	252,066.00	254,767.92	(2,701.92)	101.07
TOTAL REVENUES		24,252,510.79	23,625,511.00	24,990,028.00	24,578,620.29	411,407.71	98.35
10.101 - CITY COUNCIL AND MAYOR		45,711.88	75,879.00	75,879.00	62,632.74	13,246.26	82.54
11.172 - CITY MANAGER		392,495.72	481,685.00	487,685.00	474,168.99	13,516.01	97.23
11.270 - HUMAN RESOURCES		394,744.05	263,203.00	276,349.00	260,342.33	16,006.67	94.21
11.611 - ECONOMIC DEVELOPMENT		213,229.32	256,617.00	263,617.00	256,120.92	7,496.08	97.16
12.258 - MAGEMENT INFORMTN SERVICE		377,663.53	338,081.00	348,081.00	249,720.33	98,360.67	71.74
13.210 - CITY ATTORNEY		234,687.11	269,600.00	259,600.00	245,394.07	14,205.93	94.53
13.229 - PROSECUTING ATTORNEY		71,660.04	71,660.00	71,660.00	71,660.04	(0.04)	100.00
14.191 - ELECTIONS		313,471.28	283,296.00	228,296.00	226,463.46	1,832.54	99.20
14.215 - CITY CLERK		107,093.72	117,236.00	127,236.00	123,320.35	3,915.65	96.92
15.201 - FINANCE & ADMIN SERVICES		455,771.74	465,144.00	590,144.00	569,563.05	20,580.95	96.51
16.371 - INSPECTIONS		614,574.07	688,511.00	778,511.00	766,950.73	11,560.27	98.52
16.401 - TECH & PLANNING ADMIN.		198,935.21	216,505.00	241,505.00	241,489.19	15.81	99.99
16.447 - ENGINEERING		50,006.46	56,842.00	33,842.00	28,435.63	5,406.37	84.02
16.448 - STREET LIGHTING		388,103.88	500,000.00	480,000.00	471,433.63	8,566.37	98.22
17.345 - PUBLIC SAFETY		11,663,042.32	12,132,069.00	12,968,471.00	12,962,493.24	5,977.76	99.95
17.346 - PUBLIC SAFETY K-9		237,981.53	203,192.00	224,192.00	224,095.51	96.49	99.96
18.265 - BUILDING MAINTENANCE		709,245.30	1,066,313.00	1,114,313.00	757,339.33	356,973.67	67.96
18.441 - DPW ADMINISTRATION		16,247.98	20,014.00	57,514.00	57,100.47	413.53	99.28
18.443 - SHEPHERD PARK		315,807.25	316,608.00	123,108.00	78,321.10	44,786.90	63.62
18.444 - OTHER PARKS FORESTRY		768,535.93	368,513.00	778,113.00	607,589.72	170,523.28	78.09
19.752 - RECREATION ADMINISTRATION		333,281.12	535,870.00	494,151.00	386,992.62	107,158.38	78.31
19.753 - ATHLETICS		11,160.46	29,311.00	16,181.00	9,671.00	6,510.00	59.77
19.754 - OUTDOOR ACTIVITIES		12,244.74	69,230.00	87,430.00	80,636.61	6,793.39	92.23
19.755 - INSTRUCTIONAL ACTIVITIES		(129.74)	10,000.00	18,530.00	16,440.20	2,089.80	88.72
19.756 - SPECIAL RECREATION EVENTS		28,226.32	49,800.00	82,000.00	81,326.11	673.89	99.18
19.757 - SWIMMING POOL FACILITY		181,840.73	135,059.00	117,059.00	88,840.85	28,218.15	75.89
19.776 - SENIOR SERVICES		26,408.96	42,174.00	55,093.00	54,512.57	580.43	98.95
21.890 - NON DEPARTMENTAL		4,835,097.10	4,263,385.00	4,967,500.00	5,254,659.11	(287,159.11)	105.78
22.806 - COMMUNICATIONS & PUBLIC INFORMATION		295,581.63	299,714.00	289,024.00	271,461.02	17,562.98	93.92
TOTAL EXPENDITURES		23,292,719.64	23,625,511.00	25,655,084.00	24,979,174.92	675,909.08	97.37
TOTAL REVENUES		24,252,510.79	23,625,511.00	24,990,028.00	24,578,620.29	411,407.71	98.35
TOTAL EXPENDITURES		23,292,719.64	23,625,511.00	25,655,084.00	24,979,174.92	675,909.08	97.37
NET OF REVENUES & EXPENDITURES		959,791.15	0.00	(665,056.00)	(400,554.63)	(264,501.37)	60.23



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 24, 2022

AGENDA #

SUBJECT: Approval of resolution to authorize Budget Amendment #2023-1

DEPARTMENT: Finance

SUMMARY: The City's annual budget was adopted on May 16, 2022 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 incorporate expenditures from fiscal year 2021/2022 that were not completed at year end and were required to be "rolled over" as the actual expense will be incurred in fiscal year 2022/2023.

The first quarter (9/30/22) budget amendment for the General Fund is attached and is also summarized below.

GENERAL FUND	
Unaudited Beginning Fund Balance July 1, 2022	\$ 4,904,766
Amended Budget as of September 30, 2022	\$ 0
Net Change in Fund Balance (Amendment #2023-1)	\$ (450,000)
Estimated Ending Fund Balance June 30, 2023	<u>\$ 4,454,766</u>

AUTHORITIES, SPECIAL REVENUE AND CAPITAL PROJECT FUNDS

The amendment includes rollover budgets from fiscal year 2021-22 that were not spent on capital related items. The overall net of this amendment will allow completion of the projects budgeted. The result of the amendment is a net zero impact on fund balance as the fund balance is higher than anticipated at June 30, 2022 due to the expenditures not being incurred and will be lowered in fiscal year 2022/2023 when the projects are complete.

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 roll over budgets from fiscal year 2021-22 that were not spent on capital related items. The overall net of these amendments will allow purchase of the capital items budgeted.

FINANCIAL STATEMENT: The proposed budget amendment has an impact on the fund balance of General Fund while keeping the estimated fund balance at approximately 20% 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 #2023-1

APPROVALS:

City Manager: _____ ET _____

Finance Director: _____ SC _____

City of Oak Park
Proposed Budget Amendments
September 30, 2022

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>General Fund</u>			
101-00.000-574.000	State Grant - State Revenue Sharing	\$ 170,624	Increase per estimate from Department of Treasury
101-00.000-664.000	Interest Income	<u>(10,659)</u>	Decrease per activity to date
Total Revenue Increase (Decrease)		159,965	
101-11.611-726.000	Supplies	1,820	Rollover balance of planters
101-16.401-960.000	Education & Training	10,000	Additional training request from department
101-17.345-970.000	Capital Outlay	10,000	Rollover balance of additional 911 costs
101-18.444-970.000	Capital Outlay	141,000	Rollover balance of Dog Park
101-18.444-970.000	Capital Outlay	282,265	Rollover balance of M-735 Greenfield fence
101-19.752-818.000	Contractual Services	102,880	Rollover balance of parks master plan
101-19.752-702.000	Salaries and Wages	9,000	Rollover balance of youth sports grant
101-19.754-702.000	Salaries and Wages	5,800	Rollover balance of youth sports grant
101-19.756-702.000	Salaries and Wages	3,000	Rollover balance of youth sports grant
101-19.756-818.000	Contractual Services	4,200	Rollover balance of youth sports grant plus other per dept
101-19.757-930.000	Repairs and Maintenance	40,000	One-time pool repairs over budget
Total Expenditure Increase (Decrease)		<u>609,965</u>	
Net Increase (Decrease) to Fund Balance		<u>\$ (450,000)</u>	
<u>Major Streets Fund</u>			
202-00.000-664.000	Interest Income	\$ (4,035)	Decrease per activity to date
Total Revenue Increase (Decrease)		<u>\$ (4,035)</u>	
202-18.479-970.000	Capital Outlay	2,472	Dump truck bid slightly over budget
202-18.479-970.000	Capital Outlay	37,000	Rollover balance of 3 yd dump box
202-18.479-970.000	Capital Outlay	<u>1,421,493</u>	M-737 Water Main project rollover budget from FY 21/22
Total Expenditure Increase (Decrease)		<u>\$ 1,460,965</u>	
Net Increase (Decrease) to Fund Balance		<u>\$ (1,465,000)</u>	
<u>Local Streets Fund</u>			
203-00.000-664.000	Interest Income	\$ (10,528)	Decrease per activity to date
Total Revenue Increase (Decrease)		<u>\$ (10,528)</u>	
203-18.479-801.000	Professional services	20,000	Rollover balance of block pruning
203-18.479-970.000	Capital Outlay	2,472	Dump truck bid slightly over budget
203-18.479-970.000	Capital Outlay	<u>37,000</u>	Rollover balance of 3 yd dump box
Total Expenditure Increase (Decrease)		<u>\$ 59,472</u>	
Net Increase (Decrease) to Fund Balance		<u>\$ (70,000)</u>	
<u>Corridor Improvement Authority</u>			
251-00.000-664.000	Interest Income	<u>(220)</u>	Decrease based on year-to-date activity
Total Revenue Increase (Decrease)		<u>\$ (220)</u>	
251-00.000-726.000	Materials and Supplies	19,300	Rollover from FY 22/22
251-00.000-801.018	Professional Services - Marketing	4,935	Rollover from FY 22/22
251-00.000-970.001	Capital Outlay	20,545	Rollover from FY 22/22 - 9 Mile streetscape
251-00.000-970.003	Capital Outlay	<u>15,000</u>	Rollover from FY 22/22 - Façade
Total Expenditure Increase (Decrease)		<u>\$ 59,780</u>	
Net Increase (Decrease) to Fund Balance		<u>\$ (60,000)</u>	

City of Oak Park
Proposed Budget Amendments
September 30, 2022

<u>Public Improvement Fund</u>			
401-70.900-664.000	Interest Income	\$ 85	
	Total Revenue Increase (Decrease)	\$ 85	
401-70.900-810.000	Bank Fees	85	Increase based on year-to-date activity
401-70.900-970.000	Capital Outlay	119,515	Rollover balance of 9 Mile Linear Park project
	Total Expenditure Increase (Decrease)	\$ 119,600	
	Net Increase (Decrease) to Fund Balance	\$ (119,515)	
<u>City Owned Property Fund</u>			
402-00.000-664.000	Interest Income	\$ (1,383)	Decrease based on year-to-date activity
	Total Revenue Increase (Decrease)	\$ (1,383)	
402-18.444-970.000	Capital Outlay	-	
402-18.444-970.000	Capital Outlay	59,617	Rollover balance of 9 Mile Linear Park project
	Total Expenditure Increase (Decrease)	\$ 59,617	
	Net Increase (Decrease) to Fund Balance	\$ (61,000)	
<u>Parks & Recreation Improvement Fund</u>			
407-00.000-664.000	Interest Income	\$ 267	
	Total Revenue Increase (Decrease)	\$ 267	
407-18.443-970.000	Capital Outlay	100,000	Rollover balance of Shepherd Ballfield Repairs
407-18.443-970.000	Capital Outlay	225,000	Rollover balance of Shepherd Bathroom Repairs
407-18.443-970.000	Capital Outlay	70,000	Rollover balance of Dewey Park Playscape
407-18.444-970.000	Capital Outlay	100,000	Rollover balance of Key Ballfield Repairs
	Total Expenditure Increase (Decrease)	\$ 495,000	
	Net Increase (Decrease) to Fund Balance	\$ (494,733)	
<u>Sidewalk Special Assessment Fund</u>			
451-71.442-653.000	Sidewalk Billings	405,246	Special assessment billings for sidewalk program
	Total Revenue Increase (Decrease)	\$ 405,246	
451-71.442-970.000	Capital Outlay	171,449	M-713 Rollover from FY 21/22
	Total Expenditure Increase (Decrease)	\$ 171,449	
	Net Increase (Decrease) to Fund Balance	\$ 233,797	
<u>Municipal Building Construction Fund</u>			
470-00.000-664.000	Interest Income	(2,000)	Decrease based on year-to-date activity
	Total Revenue Increase (Decrease)	\$ (2,000)	
470-70.900-970.000	Capital Outlay	25,000	Rollover from FY 21/22 - building remediation project
	Total Expenditure Increase (Decrease)	\$ 25,000	
	Net Increase (Decrease) to Fund Balance	\$ (27,000)	

<u>Water and Sewer Fund</u>			
592-00.000-664.000	Interest Income	\$ (10,673)	Decrease based on year-to-date activity
Total Revenue Increase (Decrease)		\$ (10,673)	
592-18.538-970.000	Capital Outlay	1,421,493	M-737 Water Main project rollover budget from FY 21/22
592-18-540-970.000	Capital Outlay	243,000	Rollover balance of pump station replacement
592-18-550-930.000	Repairs & Maintenance	210,852	Rollover balance of project M-728
592-18-550-970.000	Capital Outlay	60,000	Rollover balance of vector repair project
592-18-538-970.000	Capital Outlay	193,982	Dump truck budgeted in 23/24 moved to 22/23
Total Expenditure Increase (Decrease)		\$ 2,129,327	
Net Increase (Decrease) to Fund Balance		\$ (2,140,000)	
<u>Motor Pool Internal Service Fund</u>			
654-18.875-627.101	Charges for Services - General Fund	105,000	Estimate based on prior and current year activity
Total Revenue Increase (Decrease)		\$ 105,000	
654-18.875-970.000	Capital Outlay	30,000	Rollover from FY 21/22 - facilities van repairs
654-18.875-970.000	Capital Outlay	37,000	Ford Ranger budgeted in 23/24 moved to 22/23
654-18.875-970.000	Capital Outlay	38,000	Rollover from FY 21/22 (30k) plus cost over bid - Transit Van
Total Expenditure Increase (Decrease)		\$ 105,000	
Net Increase (Decrease) to Fund Balance		\$ -	

Resolution

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2023-1 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
INTERGOVERNMENTAL	\$ 170,624
CHARGES FOR SERVICES	-
FINES	-
INTEREST INCOME	(10,659)
TOTAL REVENUES	159,965
EXPENDITURES	
CITY COUNCIL	-
CITY MANAGER	-
HUMAN RESOURCES	-
COMMUNITY & ECONOMIC DEVELOPMENT	1,820
INFORMATION TECHNOLOGY	-
CITY CLERK - ELECTIONS	-
CITY CLERK	-
FINANCE	-
CITY ATTORNEYS - CIVIL AND LABOR	-
PROSECUTING ATTORNEY	-
TECHNICAL AND PLANNING	10,000
PUBLIC SAFETY	10,000
RECREATION	164,880
PUBLIC WORKS	423,265
TOTAL EXPENDITURES	609,965
Net Increase to Fund Balance	\$ (450,000)
MAJOR STREETS FUND	
REVENUES	
INTEREST INCOME	\$ (4,035)
TOTAL REVENUES	(4,035)
EXPENDITURES	
CAPITAL OUTLAY	1,460,965
TOTAL EXPENDITURES	1,460,965
Net Increase to Fund Balance	\$ (1,465,000)
LOCAL STREETS FUND	
REVENUES	
INTERGOVERNMENTAL	-
INTEREST INCOME	\$ (10,528)
OTHER REVENUE	-
TOTAL REVENUES	(10,528)
EXPENDITURES	
FRINGES	-
PROFESSIONAL SERVICES	20,000
CAPITAL OUTLAY	39,472
TRANSFER OUT - GENERAL FUND	-
TOTAL EXPENDITURES	59,472
Net Increase to Fund Balance	\$ (70,000)
CORRIDOR IMPROVEMENT FUND	
REVENUES	
INTERGOVERNMENTAL	-
INTEREST INCOME	\$ (220)
OTHER REVENUE	-
TOTAL REVENUES	(220)
EXPENDITURES	
MATERIALS & SUPPLIES	19,300
PROFESSIONAL SERVICES	4,935
CAPITAL OUTLAY	35,545
TOTAL EXPENDITURES	59,780
Net Increase to Fund Balance	\$ (60,000)
PUBLIC IMPROVEMENT FUND	
REVENUES	
INTEREST INCOME	\$ 85
STATE GRANT	-
OTHER REVENUE	-
TOTAL REVENUES	85
EXPENDITURES	
BANK FEES	85
CAPITAL OUTLAY	119,515
TOTAL EXPENDITURES	119,600
Net Decrease to Fund Balance	\$ (119,515)

		INCREASE (DECREASE)
CITY OWNED PROPERTY FUND		
REVENUES		
INTEREST INCOME	\$	(1,383)
OTHER REVENUE		-
TOTAL REVENUES		<u>(1,383)</u>
EXPENDITURES		
CAPITAL OUTLAY		59,617
TOTAL EXPENDITURES		<u>59,617</u>
Net Decrease to Fund Balance	\$	<u>(61,000)</u>

PARKS & RECREATION IMPROVEMENT FUND		
REVENUES		
INTEREST INCOME	\$	267
OTHER REVENUE		-
TOTAL REVENUES		<u>267</u>
EXPENDITURES		
PROFESSIONAL SERVICES		-
CAPITAL OUTLAY		495,000
TOTAL EXPENDITURES		<u>495,000</u>
Net Decrease to Fund Balance	\$	<u>(494,733)</u>

SIDEWALK SPECIAL ASSESSMENT FUND		
REVENUES		
INTEREST INCOME		-
OTHER REVENUE	\$	405,246
TOTAL REVENUES		<u>405,246</u>
EXPENDITURES		
PROFESSIONAL SERVICES		-
CAPITAL OUTLAY		171,449
TOTAL EXPENDITURES		<u>171,449</u>
Net Decrease to Fund Balance	\$	<u>233,797</u>

MUNICIPAL BUILDING CONSTRUCTION FUND		
REVENUES		
INTEREST INCOME	\$	(2,000)
TOTAL REVENUES		<u>(2,000)</u>
EXPENDITURES		
CAPITAL OUTLAY		25,000
TOTAL EXPENDITURES		<u>25,000</u>
Net Decrease to Fund Balance	\$	<u>(27,000)</u>

WATER AND SEWER FUND		
REVENUES		
INTEREST INCOME	\$	(10,673)
TOTAL REVENUES		<u>(10,673)</u>
EXPENDITURES		
REPAIRS AND MAINTENANCE		210,852
CAPITAL OUTLAY		1,918,475
TOTAL EXPENDITURES		<u>2,129,327</u>
Net Decrease to Fund Balance	\$	<u>(2,140,000)</u>

MOTOR POOL FUND		
REVENUES		
CHARGES TO OTHER FUNDS	\$	105,000
INTEREST EARNINGS		-
TRANSFER IN		-
TOTAL REVENUES		<u>105,000</u>
EXPENDITURES		
OPERATIONS		-
CAPITAL OUTLAY		105,000
TOTAL EXPENDITURES		<u>105,000</u>
Net Decrease to Fund Balance	\$	<u>-</u>

INCREASE
(DECREASE)

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 24th day of October, 2022.

T. Edwin Norris, City Clerk

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF: October 24, 2022****SUBJECT: Traffic Control Order 160 Sec 1.31****DEPARTMENT: Public Safety**

SUMMARY: The Traffic Safety Board requested the Traffic Improvement Association (TIA) to conduct a study of the Balfour and Church Street intersection to determine if an All-Way Stop condition was warranted as well Prohibited Parking signage to assist with pedestrian safety at this intersection.

On September 15, 2022, 24-hour traffic volume counts were conducted for this intersection with a total of 4,367 vehicles entering the intersection. During this period, pedestrian traffic was monitored. Crash data was also taken into consideration.

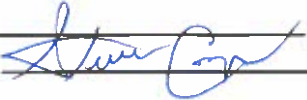
TIA's recommendation is to retain the current Stop signage for northbound Church Street at Balfour. Parking should be prohibited on the south side of Balfour, up to the first driveway east and west of the intersection. This can be accomplished on the west leg with the installation of a No parking (symbolic) R8-3 sign with a supplemental "Beyond This Sign" or "Here to Corner" plaque. This can be accomplished on the east leg with the installation of a No parking (symbolic) R-83 sign with a supplemental "The Side of Sign" plaque.

FINANCIAL STATEMENT: NA.

RECOMMENDED ACTION: City Council to approve Traffic Control Order 160 Sec 1.31 for the intersection of Balfour and Church Streets, with the recommendations spelled out by the Traffic Improvement Association.

EXHIBIT: Traffic Improvement Association report attached.

APPROVALS:

City Manager: _____
Department Director: 
Director of Finance: _____
Budgeted: ☐ NA



TRANSPORTATION IMPROVEMENT ASSOCIATION

100 E. Big Beaver Rd., Suite 910, Troy, Michigan 48063

Office (248) 334-4971 • Fax (248) 475-3434

www.tiasafety.us

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Wayne County

ANTHONY M. WICKERSHAM

Sheriff

Macomb County

September 30, 2022

Kara Grisamer, P.E.

City Engineer

Technical and Planning Services

City of Oak Park

14300 Oak Park Boulevard

Oak Park, Michigan 48237

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

Re: Balfour Avenue & Church Street Intersection Study

Dear Ms. Grisamer:

At your request the Traffic Improvement Association (TIA) conducted a study of the Balfour Avenue and Church Street intersection to determine if an All-Way Stop condition is warranted, if parking prohibitions are appropriate, and pedestrians are safely able to negotiate the intersection. For this evaluation, TIA conducted a site visit to observe the existing conditions, reviewed the crash history, collected 24-hour vehicular volume data, and observed the pedestrian crossings during school arrival and dismissal periods.

EXISTING CONDITIONS

A site visit was conducted on August 23, 2022. Balfour Avenue and Church Street is a T-intersection. Balfour Avenue runs east-west as the through street, and Church Street runs north-south as the stem of the T-intersection controlled with a Stop sign.

Balfour Avenue is a 27-foot wide, 2-lane, 2-way road, which widens southerly to 29-foot on the west side of the intersection. Church Street is a 27-foot wide, 2-lane, 2-way road. Residential properties with sidewalk are located on both sides of both roads. Further south on Church Street is the Victoria Park and the Beth Jacob Preschool and High School. Both streets are considered residential and have a posted 25 MPH speed limit. Parking is prohibited on the north side of Balfour Avenue and the west side of Church Street. The corner sight distance from Church Street looking west and east is adequate and within established guidelines. With vehicles parked on the south side of Balfour Avenue, just west and east of the intersection, between the first driveway and the intersection, this corner sight distance becomes limited.

At the intersection of Balfour Avenue and Church Street there is an ADA compliant pedestrian crossing for the south leg. The west and east legs have no ramps or pedestrian crossing facilities.

CRASH HISTORY

A review of the 3-year (2019-2021) plus this year through September of 2022 crash history for the intersection found 5 reported crashes. There were 4 property damage only crashes involving legally parked vehicles and one "B" injury crash involving a child that ran into the road at a location 100-feet south of the intersection where they were hit by a northbound motorist. See attached crash history report.

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

SUMMARY OF VOLUME DATA

Starting on September 15, 2022, 24-hour traffic volume counts were collected for the intersection of Balfour Avenue and Church Street. The daily traffic on eastbound Balfour Avenue west of the intersection was 1,842 vehicles. The daily traffic on westbound Balfour Avenue east of the intersection was 792 vehicles. The daily traffic on northbound Church Street south of the intersection was 1,733 vehicles. A total of 4,367 vehicles enter the intersection daily. See attached volume count reports.

PEDESTRIAN CROSSING OBSERVATION

On September 15, 2022, observation of pedestrians crossing at the intersection from 7-9 AM and again from 2-4 PM were conducted. See attached Balfour Avenue & Church Street, Pedestrian Counts at Intersection chart. The times for this observation were conducted during the school arrival and dismissal periods when pedestrian activity at the intersection is reported to be at its highest with the most vulnerable users being the younger students.

During the 7-9 AM observation a total of 22 pedestrian crossed at the intersection, 2 on the west leg, 5 on the east leg, and 15 on the south leg. Adults were observed escorting younger children. Sufficient gaps in the flow of traffic were observed for the crossings made on the uncontrolled Balfour Avenue east and west legs.

During the 2-4 PM observation a total of 14 pedestrian crossed at the intersection, none on the west leg, 1 on the east leg, and 13 on the south leg. Adults were observed escorting younger children. Sufficient gaps in the flow of traffic were observed for the crossing made on the uncontrolled Balfour Avenue east leg.

During both observation time periods, vehicles parked on the south side of Balfour Avenue near the intersection were causing corner sightline limitations and causing traffic congestion.

CONCLUSION

When evaluating the applicability of an All-Way Stop for an intersection the Michigan Manual on Uniform Traffic Control Devices (MMUTCD) is consulted. The criteria (or warrants) are dependent on minimum traffic volumes, crash history, or as a preliminary measure to traffic signal control. The MMUTCD minimum volume criteria is required to be met for 8-hours with the major approach at 300 vehicles per hour, and the minor approach being 200 vehicles per hour. Thus this intersection does not meet this criterion. The crash history would require 5 or more crashes in a 12-month period susceptible to correction by a multi-way stop installation. Thus this intersection does not meet this criterion.

The parking of vehicles on the south side of Balfour Avenue near the intersection with Church Street are limiting corner sight distance and causing traffic congestion when hourly traffic volumes are highest.

Pedestrians are safely able to negotiate the intersection with the Stop control on the south leg of the intersection and the presents of sufficient gaps in traffic on the east and west legs.

RECOMMENDATION

The current traffic control of a Stop sign on northbound Church Street at Balfour Avenue should be retained.

Consideration should be given to constructing an ADA compliant crossing (sidewalk and ramps) on the east leg of Balfour Avenue. The east leg is recommended because the Annual Average Daily Traffic (AADT) is less (1,849 vehicles) versus the west leg (3,140 vehicles).

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

Parking should be prohibited on the south side of Balfour Avenue, up to the first driveway east and west of the intersection. This can be accomplished on the west leg with installation of a No Parking (symbolic) R8-3 sign with a supplemental "Beyond This Sign" or "Here to Corner" plaque. This can be accomplished on the east leg with the installation of a No Parking (symbolic) R8-3 sign with a supplemental "This Side of Sign" plaque.

Please don't hesitate to contact us if you have any questions or comments.

Respectfully,

A handwritten signature in black ink, appearing to read "Chuck Keller", written in a cursive style.

Chuck Keller, P.E.
Director of Engineering
Chief Traffic Engineer

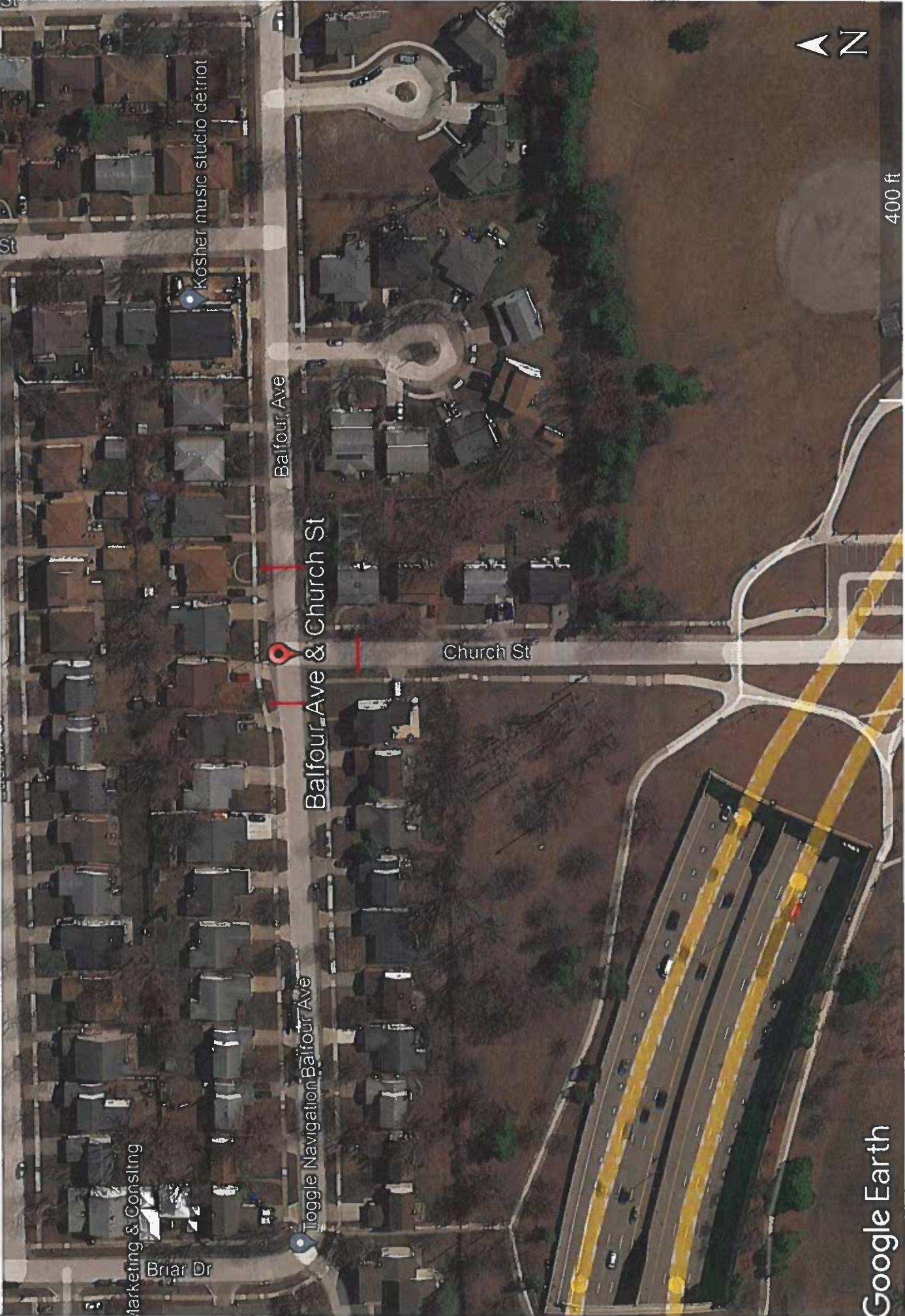
Attachments

City of Oak Park - Balfour Ave & Church St Count Locations Map

24-Hour, Volume Counts

Legend

 Balfour Ave & Church St



Site Code: BALFOUR e of CHURCH
Station ID:

Balfour East of Church - VOLUME
Latitude: 0° 0.0000 South

[illegible]

Site Code: BALFOUR w of CHURCH
Station ID:

Balfour West of Church - VOLUME
Latitude: 0° 0.0000 South

Start Time	12-Sep-22				Tue		Wed		Thu		Fri		Sat		Sun		Week Average	
	EB	WB	EB	WB	EB	WB	EB	WB	EB	WB	EB	WB	EB	WB	EB	WB	EB	WB
12:00 AM	*	*	*	*	*	*	*	*	*	*	9	8	*	*	*	*	9	8
01:00	*	*	*	*	*	*	*	*	*	*	7	3	*	*	*	*	7	3
02:00	*	*	*	*	*	*	*	*	*	*	2	3	*	*	*	*	2	3
03:00	*	*	*	*	*	*	*	*	*	*	2	1	*	*	*	*	2	1
04:00	*	*	*	*	*	*	*	*	*	*	6	1	*	*	*	*	6	1
05:00	*	*	*	*	*	*	*	*	*	*	20	6	*	*	*	*	20	6
06:00	*	*	*	*	*	*	*	*	*	*	46	35	*	*	*	*	46	35
07:00	*	*	*	*	*	*	*	*	*	*	81	33	*	*	*	*	81	33
08:00	*	*	*	*	*	*	*	*	*	*	221	108	*	*	*	*	221	108
09:00	*	*	*	*	*	*	*	*	*	*	89	86	*	*	*	*	89	86
10:00	*	*	*	*	*	*	*	*	*	*	72	55	*	*	*	*	72	55
11:00	*	*	*	*	*	*	*	*	*	*	73	53	*	*	*	*	73	53
12:00 PM	*	*	*	*	*	*	*	*	*	*	132	83	*	*	*	*	132	83
01:00	*	*	*	*	*	*	*	*	*	*	176	75	*	*	*	*	176	75
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	109	83
03:00	*	*	*	*	*	*	*	*	*	*	119	100	*	*	*	*	119	100
04:00	*	*	*	*	*	*	*	*	*	*	148	128	*	*	*	*	148	128
05:00	*	*	*	*	*	*	*	*	*	*	104	96	*	*	*	*	104	96
06:00	*	*	*	*	*	*	*	*	*	*	110	74	*	*	*	*	110	74
07:00	*	*	*	*	*	*	*	*	*	*	111	94	*	*	*	*	111	94
08:00	*	*	*	*	*	*	*	*	*	*	79	83	*	*	*	*	79	83
09:00	*	*	*	*	*	*	*	*	*	*	55	40	*	*	*	*	55	40
10:00	*	*	*	*	*	*	*	*	*	*	50	33	*	*	*	*	50	33
11:00	*	*	*	*	*	*	*	*	*	*	21	17	*	*	*	*	21	17
Lane	0	0	0	0	0	0	0	0	0	0	936	550	0	0	0	0	1842	1298
Day	0	0	0	0	0	0	0	0	0	0	1486	0	0	0	0	0	3140	0
AM Peak Vol.	-	-	-	-	-	-	-	-	-	-	08:00	08:00	-	-	-	-	08:00	08:00
PM Peak Vol.	-	-	-	-	-	-	-	-	-	-	16:00	16:00	-	-	-	-	13:00	16:00

Transportation Improvement Association

100 E. Big Beaver Road, Suite 910
Troy, MI 48063

Site Code: CHURCH S of BALFOUR
Station ID:

Church South of Balfour - VOLUME
Latitude: 0° 0.0000 South

Start Time	12-Sep-22		Tue		Wed		Thu		Fri		Sat		Sun		Week Average	
	NB	SB	NB	SB	NB	SB	NB	SB	NB	SB	NB	SB	NB	SB	NB	SB
12:00 AM	*	*	*	*	*	*	*	*	13	8	*	*	*	*	13	8
01:00	*	*	*	*	*	*	*	*	5	8	*	*	*	*	5	8
02:00	*	*	*	*	*	*	*	*	5	3	*	*	*	*	5	3
03:00	*	*	*	*	*	*	*	*	1	2	*	*	*	*	1	2
04:00	*	*	*	*	*	*	*	*	1	9	*	*	*	*	1	9
05:00	*	*	*	*	*	*	*	*	9	18	*	*	*	*	9	18
06:00	*	*	*	*	*	*	*	*	32	54	*	*	*	*	32	54
07:00	*	*	*	*	*	*	*	*	40	97	*	*	*	*	40	97
08:00	*	*	*	*	*	*	*	*	128	269	*	*	*	*	128	269
09:00	*	*	*	*	*	*	*	*	114	112	*	*	*	*	114	112
10:00	*	*	*	*	*	*	*	*	66	80	*	*	*	*	66	80
11:00	*	*	*	*	*	*	*	*	71	79	*	*	*	*	71	79
12:00 PM	*	*	*	*	*	*	*	*	113	143	*	*	*	*	113	143
01:00	*	*	*	*	*	*	*	*	117	211	*	*	*	*	117	211
02:00	*	*	*	*	*	*	112	115	*	*	*	*	*	*	112	115
03:00	*	*	*	*	*	155	154	154	*	*	*	*	*	*	155	154
04:00	*	*	*	*	*	171	159	159	*	*	*	*	*	*	171	159
05:00	*	*	*	*	*	142	125	125	*	*	*	*	*	*	142	125
06:00	*	*	*	*	*	96	130	130	*	*	*	*	*	*	96	130
07:00	*	*	*	*	*	119	119	119	*	*	*	*	*	*	119	119
08:00	*	*	*	*	*	90	89	89	*	*	*	*	*	*	90	89
09:00	*	*	*	*	*	57	51	51	*	*	*	*	*	*	57	51
10:00	*	*	*	*	*	47	55	55	*	*	*	*	*	*	47	55
11:00	*	*	*	*	*	29	25	25	*	*	*	*	*	*	29	25
Lane	0	0	0	0	0	0	1018	1022	715	1093	0	0	0	0	1733	2115
Day	0	0	0	0	0	0	2040	2040	1808	1808	0	0	0	0	3848	3848
AM Peak Vol.	-	-	-	-	-	-	-	-	08:00	08:00	-	-	-	-	08:00	08:00
PM Peak Vol.	-	-	-	-	-	-	16:00	16:00	13:00	13:00	-	-	-	-	16:00	13:00
	-	-	-	-	-	-	171	159	117	211	-	-	-	-	171	211

Comb. Total 0 0 0 2040 1808 0 3848

ADT ADT 3,848 AADT 3,848

Balfour Avenue & Church Street, Pedestrian Crossings at Intersection

Date: 9-15-22, 7-9 AM and 2-4 PM

Weather: AM went from Overcast and 58 F to Sunny and 62 F / PM was Partly Cloudy and 72 F

AM	Number of Pedestrians							Total Pedestrians
	West Leg		East Leg		South Leg			
	Northbound	Southbound	Northbound	Southbound	Eastbound	Westbound		
7:00 to 7:15	0	0	0	0	0	1	1	
7:15 to 7:30	0	0	0	0	0	1	1	
7:30 to 7:45	0	0	0	0	1	0	1	
7:45 to 8:00	0	0	0	0	1	1	2	
	Total for the Hour							5
8:00 to 8:15	0	0	0	0	3	1	4	
8:15 to 8:30	0	1	0	2	3	0	6	
8:30 to 8:45	1	0	0	3	0	0	4	
8:45 to 9:00	0	0	0	0	3	0	3	
	Total for the Hour							17

PM	Number of Pedestrians							Total Pedestrians
	West Leg		East Leg		South Leg			
	Northbound	Southbound	Northbound	Southbound	Eastbound	Westbound		
3:00 to 3:15	0	0	0	0	0	1	1	
3:15 to 3:30	0	0	0	0	2	0	2	
3:30 to 3:45	0	0	0	0	0	0	0	
3:45 to 4:00	0	0	0	0	0	1	1	
	Total for the Hour							4
4:00 to 4:15	0	0	0	0	0	2	2	
4:15 to 4:30	0	0	1	0	0	7	8	
4:30 to 4:45	0	0	0	0	0	0	0	
4:45 to 5:00	0	0	0	0	0	0	0	
	Total for the Hour							10

Notes: This is a T-Intersection with Balfour Avenue as the through road and Church Street as the stem of the T controlled with a Stop sign

Sufficient gaps in traffic were observed for the crossings made on Balfour Avenue

Between 7:15-7:30 AM on the S. Leg the WB crossing was a bike

Between 7:45-8:00 AM on the S. Leg the EB crossing was a scooter

Between 8:00-9:00 AM, there were 5 groups of 2 pedestrians crossing (each pedestrian is accounted for in the above numbers)

Between 4:15-4:30 PM on the S. Leg there were 2 groups, one with 3 pedestrians and one with 4 pedestrians

Adults were observed escorting younger children



Transportation Improvement Association

Crash Report, Balfour Ave & Church St

Request #: 0057713

Printed By: Chuck Keller

Printed On: 9/30/2022

STATE:	MI
STAT_YEAR:	3-Year Plus
Balfour Ave & Church St:	3-Year Plus (2019 -2022)

#1 Location: CHURCH ST (0.97) 50 feet E of BALFOUR AVE

Crash ID: 2411144

Crash Date: 10/07/2021 Day: Thu Hour: 5pm Weather: rain Roadway: wet Light: day
 Injuries K: 0 Inj A: 0 Inj B: 0 Inj C: 0 Inj 0: 2 How: ss-same
 CVT: Oak Park Area: straight HBD: N Drugs: N Complaint No: 210010641

Unit No	Veh Dir	Action Prior	Event 1	Event 2	Event 3	Event 4	Haz Action	Veh Type	Damage
1	E	nodriver parked	veh in transpt	none	none	none	imprp lane use	car	lftside
2	E	go straight	veh parked	none	none	none	none	car	rtside

UD-10: 2411144

#2 Location: BALFOUR (0.10) 40 feet W of CHURCH ST

Crash ID: 2411145

Crash Date: 10/13/2021 Day: Wed Hour: 12am Weather: clear Roadway: dry Light: dark/ltl
 Injuries K: 0 Inj A: 0 Inj B: 0 Inj C: 0 Inj 0: 0 How: unknown
 CVT: Oak Park Area: straight HBD: N Drugs: N Complaint No: 210010871

Unit No	Veh Dir	Action Prior	Event 1	Event 2	Event 3	Event 4	Haz Action	Veh Type	Damage
1		unknown	veh in transpt	none	none	none	unknown	car	
2	E	nodriver parked	veh in transpt	none	none	none	none	car	lftside

UD-10: 2411145

#3 Location: BALFOUR (0.08) 150 feet W of CHURCH

Crash ID: 2473639

Crash Date: 12/09/2021 Day: Thu Hour: 4pm Weather: clear Roadway: dry Light: dawn
 Injuries K: 0 Inj A: 0 Inj B: 0 Inj C: 0 Inj 0: 0 How: ss-same
 CVT: Oak Park Area: straight HBD: N Drugs: N Complaint No: 210012965

Unit No	Veh Dir	Action Prior	Event 1	Event 2	Event 3	Event 4	Haz Action	Veh Type	Damage
1		go straight	veh parked	none	none	none	unknown	car	
2	E	nodriver parked	veh in transpt	none	none	none	none	car	lftside

UD-10: 2473639

#4 Location: CHURCH RD (0.95) 99 feet S of BALFOUR

Crash ID: 2613970

Crash Date: 06/10/2022 Day: Fri Hour: 2pm Weather: rain Roadway: wet Light: day
 Injuries K: 0 Inj A: 0 Inj B: 1 Inj C: 0 Inj 0: 0 How: other
 CVT: Oak Park Area: straight HBD: N Drugs: N Complaint No: 220005997

Unit No	Veh Dir	Action Prior	Event 1	Event 2	Event 3	Event 4	Haz Action	Veh Type	Damage
1	N	go straight	pedestrian	none	none	none	none	car	none
2		crossing no inter	veh in transpt	none	none	none	none	uncoded	none

UD-10: 2613970

#5 Location: WB BALFOUR (0.12) 50 feet E of NB CHURCH

Crash ID: 2660575

Crash Date: 07/23/2022 Day: Sat Hour: 11pm Weather: unknown Roadway: unknown Light: dark/ltl
 Injuries K: 0 Inj A: 0 Inj B: 0 Inj C: 0 Inj 0: 0 How: angle
 CVT: Oak Park Area: straight HBD: N Drugs: N Complaint No: 220007774

Unit No	Veh Dir	Action Prior	Event 1	Event 2	Event 3	Event 4	Haz Action	Veh Type	Damage
1		go straight	veh in transpt	none	none	none	unknown	uncoded	
2	E	nodriver parked	veh parked	none	none	none	none	car	lftside

UD-10: 2660575

Crash Type

Count	Type
0	uncoded
0	single
0	head-on
0	head-on/lt
1	angle
0	rr-end
0	rr-end/lt
0	rr-end/rt
2	ss-same
0	ss-opp
0	back
1	other
1	unknown
Totals: 5	

Light Conditions

Count	Type
0	uncoded
2	day
1	dawn
0	dusk
2	dark/lt
0	dark/unltd
0	other
0	unknown
Totals: 5	

Weather

Count	Type
0	uncoded
2	clear
0	smoke
0	cloudy
0	fog
2	rain
0	snow
0	wind
0	sleet/hail
0	blowing snow
0	blowing sand
1	unknown
Totals: 5	

Road Condition

Count	Type
0	uncoded
2	dry
0	oily
2	wet
0	ice
0	snow
0	mud
0	slush
0	debris
0	water
0	sand
0	other
1	unknown
Totals: 5	

Crashes By Month

Count	Type
0	January
0	February
0	March
0	April
0	May
1	June
1	July
0	August
0	September
2	October
0	November
1	December
Totals: 5	

Hazardous Action

Count	Type
6	none
0	speeding
0	imprp/no signal
0	imprp backing
0	unable to stop
0	other
3	unknown
0	reckls driving
0	carels driving
0	spd too slow
0	failed to yield
0	disrgd traffic cntrl
0	wrong way
0	left of center
0	imprp passing
1	imprp lane use
0	imprp turn
Totals: 10	

Unit Type

Count	Type
0	Bicyclist
0	Engineer
9	Vehicle
1	Pedestrian
Totals: 10	

Crashes By Year

Count	Type
0	2012
0	2013
0	2014
0	2015
0	2016
0	2017
0	2018
0	2019
0	2020
3	2021
2	2022
Totals: 5	

Crash Severity

	FATAL	A	B	C	No Inj	Total
Persons	0	0	1	0	2	3
Crashes	0	0	1	0	4	5

Alcohol In Crashes

	FATAL	PI	PD	Total
Drinking	0	0	0	0
Not Drinking	0	1	4	5
Total	0	1	4	5

Crashes per Hour by Day

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Unknown	Total
12a - 1a	0	0	0	1	0	0	0	0	1
1a - 2a	0	0	0	0	0	0	0	0	0
2a - 3a	0	0	0	0	0	0	0	0	0
3a - 4a	0	0	0	0	0	0	0	0	0
4a - 5a	0	0	0	0	0	0	0	0	0
5a - 6a	0	0	0	0	0	0	0	0	0
6a - 7a	0	0	0	0	0	0	0	0	0
7a - 8a	0	0	0	0	0	0	0	0	0
8a - 9a	0	0	0	0	0	0	0	0	0
9a - 10a	0	0	0	0	0	0	0	0	0
10a - 11a	0	0	0	0	0	0	0	0	0
11a - 12p	0	0	0	0	0	0	0	0	0
12p - 1p	0	0	0	0	0	0	0	0	0
1p - 2p	0	0	0	0	0	0	0	0	0
2p - 3p	0	0	0	0	0	1	0	0	1
3p - 4p	0	0	0	0	0	0	0	0	0
4p - 5p	0	0	0	0	1	0	0	0	1
5p - 6p	0	0	0	0	1	0	0	0	1
6p - 7p	0	0	0	0	0	0	0	0	0
7p - 8p	0	0	0	0	0	0	0	0	0
8p - 9p	0	0	0	0	0	0	0	0	0
9p - 10p	0	0	0	0	0	0	0	0	0
10p - 11p	0	0	0	0	0	0	0	0	0
11p - 12a	0	0	0	0	0	0	1	0	1
Unknown Time	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	2	1	1	0	5

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF: October 24, 2022****AGENDA #**

SUBJECT: Request Resolution of Support for the Nine Mile Corridor Study and the City's participation in the Nine Mile City Corridor Committee

DEPARTMENT: City Manager's Office

SUMMARY: We have been working with our fellow Oakland County communities that share the 9 Mile corridor (Hazel Park through Farmington Hills), along with Oakland County, to identify ways to collaborate with each other and connect the communities through a shared pathway along 9 Mile Road. In July, 2022, with the support of Oak Park and the other collaborating communities, Oakland County Parks and Recreation Commission was awarded a Planning and Assistance Program grant by SEMCOG to conduct a study along the Nine Mile Corridor communities to identify placemaking opportunities, ways to improve safe and equitable transportation options, and ultimately establish a cohesive 9 Mile Corridor.

RECOMMENDED ACTION: City council approve the attached resolution, supporting the City's participation in the committee and the study.

APPROVALS:

City Manager: _____ET_____

Department Director: _____CV_____

Finance Director: _____SC_____

EXHIBITS:

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

RESOLUTION NO. XXX-XXX-XXX

SUPPORT FOR THE REGIONAL NINE MILE CORRIDOR STUDY

WHEREAS, in July 2022 the Oakland County Parks and Recreation Commission was awarded a \$45,000 Planning and Assistance Program grant by the Southeast Michigan Council of Governments (SEMCOG); and,

WHEREAS, the grant funds a feasibility study to determine how Nine Mile corridor communities located between Hazel Park and the City of Farmington can collaborate to share resources and connect their communities through a branded pedestrian and bike pathway; and

WHEREAS, this study seeks to bolster recreational opportunities and placemaking along the corridor by: creating or improving safe and equitable transportation options along the corridor; establishing and promoting connections to different city assets; coordinating green infrastructure standards; and establishing cohesive corridor branding and wayfinding systems that facilitate mobility and recreation; and,

WHEREAS, each city agrees to support this effort by participating in the Nine Mile City Corridor Committee (CCC), which will include appointments from each city's respective executive offices; and,

WHEREAS, the Nine Mile CCC will direct and implement the planning gstudy and Oakland County Parks and Recreation will act as a fiduciary and project/contract manager with the selected planning firm; and,

WHEREAS, the Regional Nine Mile Corridor Study supports the City of Oak Park's efforts to pursue regional partnerships, to improve accessible transportation and to invest in sustainable infrastructure,

NOW THEREFORE, BE IT RESOLVED that The City of Oak Park resolves to support and participate in the Regional Nine Mile Corridor Study funded and managed by Oakland County Parks and Recreation and directed by the Nine Mile City Corridor Committee.

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 October 24, 2022, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 25th day of October 2022.

T. Edwin Norris, City Clerk