

Oak Park City Council Agenda

August 21, 2017





AGENDA
REGULAR CITY COUNCIL MEETING
36th CITY COUNCIL
OAK PARK, MICHIGAN
August 21, 2017
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 Council Meeting Minutes of August 7, 2017
- B. Board of Review Meeting Minutes of July 18, 2017
- C. Payment of invoices from Orchard, Hiltz & McCliment (OHM) for Traffic Signal Optimization and SAW Grant Support in the total amount of \$11,611.93
- D. Change Order No. 1 in the amount of (\$14,750.00) and Payment Application No. 1 for the total amount of \$44,000.00 to Cross Renovation, Inc. of Garden City, MI for the 2017 Fire Hydrant Blasting and Repainting Project, M-646
- E. Beautification Advisory Commission resolution and nominee recommendations for the 2017 Beautification Awards
- F. Request to approve the Calendar Year 2018 Free Garage Sale dates
- G. Licenses - New and Renewals as submitted for August 21, 2017

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Canine Badge Ceremony – A symbolic welcoming of Officer Mase, the newest member of the Public Safety Department, and the launch of the City's first Canine Unit.

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES:

- A. Request for a Special Event License and waiver of fees submitted by Thomas Zerafa, 24320 Seneca, for the annual Seneca Block Party to be held on September 10, 2017

11. ACCOUNTING REPORTS:

- A. Approval for payment of invoices submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$17,048.84
- B. Approval for payment of an invoice submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley for legal services in the total amount of \$6,352.00

12. BIDS: None

13. ORDINANCES:

- A. Second reading and adoption of an ordinance to provide for a service charge in lieu of taxes for a housing development known as Coolidge Place located at 2111 Coolidge Highway

14. CITY ATTORNEY:

15. CITY MANAGER:

Administration

- A. Yeshiva Safety Event

City Clerk

- B. Resolution adopting the 2018 City Council Regular Meeting Schedule

Department of Public Works

- C. Request to authorize the Public Works Department to participate in the Oakland County Purchasing bid for the purchase of 850 Neptune R900 water meter remote radio reading devices at \$90.58 each (\$76,993.00 total)

Recreation

- D. Summerfest Recap

Economic Development and Communications

- E. Request to approve a façade improvement grant to Best Friends Childcare, 8440 West 9 Mile, for 50% of the project costs not to exceed \$1,470.50

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
36th OAK PARK CITY COUNCIL**

August 7, 2017

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 Pro Tem Burns, Council Member Rich,
Council Member Radner

ABSENT: Council Member Speech

OTHERS

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

APPROVAL OF AGENDA:

**CM-08-334-17 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS
PRESENTED – APPROVED**

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

Voice Vote:	Yes:	McClellan, Burns, Rich, Radner
	No:	None
	Absent:	Speech

MOTION DECLARED ADOPTED

Mayor McClellan noted that a revised agenda item for 15F referencing a name change from Balfour Court to Curtis Court was provided to Council.

CONSENT AGENDA:

CM-08-335-17 (AGENDA ITEM #5A-F) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of July 17, 2017 **CM-08-336-17**
- B. Special Council Meeting Minutes of July 27, 2017 **CM-08-337-17**
- C. Retirement Board Meeting Minutes of April 24, 2017, June 26, 2017 and July 10, 2017
CM-08-338-17
- D. Zoning Board of Appeals Meeting Minutes of June 27, 2017 **CM-08-339-17**
- E. Payment Application No. 3 for the 2017 Water Main Replacement Project, M-649, to Aielli Construction Co. for the amount of \$102,697.87 **CM-08-340-17**

F. Licenses - New and Renewals as submitted for August 7, 2017 **CM-08-341-17**

MERCHANT'S LICENSES – August 7, 2017
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Resale Warehouse Furniture & Home Goods LLC	21050 Coolidge	\$150	Retail
Bombay Wedding Events Inc	21300 Coolidge	\$150	Warehouse & Showroom
Lavish Luxe Hair Lounge	10730 Nine Mile	\$150	Retail
Resale Warehouse Furniture & Home Goods LLC	21050 Coolidge	\$150	Retail

<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
The Collective Music Group	13305 Capital #100	\$225	Studio
Salon Essence Inc	21751 Coolidge	\$225	Salon
Office Depot #617	21110 Greenfield	\$150	Retail
Lori'el – n – Ladon's	21700 Greenfield #441	\$225	Salon
Express Payday & Advance Check Cash	24800 Greenfield	\$225	Banking
NYA Brickhouse Boutique	26060 Greenfield	\$225	Retail
House of Solace Thrift Store	10800 Nine Mile	\$600	Retail

Roll Call Vote: Yes: McClellan, Burns, Rich, Radner
 No: None
 Absent: Speech

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

County Commissioner Helaine Zack presented information pertaining to Oakland County.

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) City Manager Employee Recognition. City Manager Tungate presented the Employee of the Year Award to Detective Robert Koch from the Public Safety Department and the Employee of the Year Runner-up Award to Tiffany Brown from the Public Works Department.

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES:

CM-08-342-17

**(AGENDA ITEM #10A) SPECIAL EVENT REQUEST
– BOOK BEAT – APPROVED**

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

Name	Event	Fee
Book Beat 26010 Greenfield	Outdoor book sale and store celebration August 27, 2017 Noon – 5:00 PM	\$100 (paid)

Voice Vote: Yes: McClellan, Burns, Rich, Radner
 No: None
 Absent: Speech

MOTION DECLARED ADOPTED

ACCOUNTING REPORTS:

**CM-08-343-17 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF
INVOICES SUBMITTED BY SECREST, WARDLE, LYNCH,
HAMPTON, TRUOX & MORLEY, P.C. FOR LEGAL SERVICES IN
THE TOTAL AMOUNT OF \$8,289.13 - APPROVED**

Motion by Radner, seconded by Rich, CARRIED UNANIMOUSLY, to approve payment of invoices #1302505 and 1312391 submitted by Secrest, Wardle, Lynch, Hampton, Truox & Morley, P.C. for legal services in the total amount of \$8,289.13.

Roll Call Vote: Yes: McClellan, Burns, Radner, Rich
 No: None
 Absent: Speech

MOTION DECLARED ADOPTED

BIDS:

**CM-08-344-17 (AGENDA ITEM #12A) BID AWARD FOR 2017 MISCELLANEOUS
SEWER REPAIR PROJECT, M-671, TO BRICCO EXCAVATING
OF OAK PARK, MI FOR THE TOTAL AMOUNT OF \$117,260.00
- APPROVED**

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to award the bid for 2017 Miscellaneous Sewer Repair Project, M-671, to Bricco Excavating of Oak Park, MI for the total amount of \$117,260.00.

Roll Call Vote: Yes: McClellan, Burns, Radner, Rich
 No: None
 Absent: Speech

MOTION DECLARED ADOPTED

ORDINANCES:

CM-08-345-17

(AGENDA ITEM #13A) FIRST READING OF AN ORDINANCE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A HOUSING DEVELOPMENT KNOWN AS COOLIDGE PLACE LOCATED AT 2111 COOLIDGE HIGHWAY - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the first reading of the following ordinance to provide for a service charge in lieu of taxes for a housing development known as Coolidge Place located at 2111 Coolidge Highway:

CITY OF OAK PARK, MICHIGAN

TAX EXEMPTION ORDINANCE- COOLIDGE PLACE PILOT

An Ordinance to provide for a service charge in lieu of taxes for a housing development for low income persons and families to be financed with a federally-aided Mortgage Loan pursuant to the provisions of the State Housing Development Authority Act of 1966 (1966 PA 346, as amended; MCL 125.1401, *et seq*) (the "Act").

THE CITY OF OAK PARK ORDAINS:

SECTION 1. This ordinance shall be known and cited as the City of Oak Park Tax Exemption Ordinance-Coolidge Place

SECTION 2. Preamble.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its low income persons and families and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the Act. The City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for low income persons and families is a public necessity, and as the City will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this ordinance for tax exemption and the service charge in lieu of all *ad valorem* taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing development that is constructed or rehabilitated with financing extended in reliance on such tax exemption.

The City acknowledges that the Sponsor, Spero Housing, (as defined below) has offered, subject to receipt of an allocation under the LIHTC Program by the Michigan State Housing Development Authority, to rehabilitate, own and operate a housing development identified as Coolidge Place on certain property located at 21111 Coolidge Highway, in the City, to serve low income persons and families, and that the Sponsor has offered to pay the City on account of this housing development an annual service charge for public services in lieu of all *ad valorem* property taxes.

SECTION 3. Definitions.

- A. **Annual Shelter Rent** means the total collections during an agreed annual period from or paid on behalf of all occupants of a housing development representing rent or occupancy charges exclusive of Utilities.

- B. Authority means the Michigan State Housing Development Authority.
- C. LIHTC Program means the Low Income Housing Tax Credit program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.
- D. Low Income Persons and Families means persons and families eligible to move into a housing development.
- E. Mortgage Loan means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the construction, rehabilitation, acquisition and/or permanent financing of a housing development, and secured by a mortgage on the housing development.
- F. Sponsor means Spero Housing and any entity that receives or assumes a Mortgage Loan.
- G. Utilities mean charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the housing development.

SECTION 4. Class of Housing Developments.

It is determined that the class of housing developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing developments for Low Income Persons and Families that are financed with a Mortgage Loan. It is further determined that Coolidge Place is of this class.

SECTION 5. Establishment of Annual Service Charge.

The housing development identified as Coolidge Place and the property on which it will be located shall be exempt from all *ad valorem* property taxes from and after the commencement of construction or rehabilitation. The City acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing development for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to rehabilitate, construct and operate the housing development, the City agrees to accept payment of an annual service charge for public services in lieu of all *ad valorem* property taxes. Subject to receipt of a Mortgage Loan, the annual service charge shall be equal to fifteen percent of the Annual Shelter Rents actually collected by the housing development during each operating year, however it is expressly understood and agreed that in any event, the minimum annual service charge to be paid for years one through 18 will be equal to the projections submitted by Sponsor in support of its request for the PILOT as approved by City Council.

SECTION 6. Contractual Effect of Ordinance.

Notwithstanding the provisions of Section 15(a)(5) of the Act to the contrary, a contract between the City and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

SECTION 7. Limitation on the Payment of Annual Service Charge.

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the housing development that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing development if the housing development were not tax exempt.

SECTION 8. Payment of Service Charge.

The annual service charge in lieu of taxes as determined under this Ordinance shall be payable in the same manner as general property taxes are payable to the City and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The annual payment for each operating year shall be paid on or before May 1 of the following year. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA 206, as amended; MCL 211.1 et seq.).

SECTION 9. Duration.

This Ordinance shall remain in effect and shall not terminate for so long as a Mortgage Loan remains outstanding and unpaid and the housing development remains subject to income and rent restrictions under the LIHTC Program.

SECTION 10. Severability.

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provisions of this Ordinance, other than the section or provision so declared to be unconstitutional or invalid.

SECTION 11. Inconsistent Ordinances.

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

SECTION 12. Effective Date.

This ordinance shall become effective ten (10) days from the date of its passage and shall be published as required by the Charter of the City of Oak Park.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich
	No:	None
	Absent:	Speech

MOTION DECLARED ADOPTED

Community and Economic Development Director Marrone summarized the ordinance that would provide for a PILOT incentive for the Coolidge Place development.

Service Fee/PILOT housing is an agreement between a municipality and a property owner (private or public) to pay a service fee instead of property taxes. Regardless of the amount of rent paid, the Income Tax Act provides that a renter living in Service Fee/PILOT housing must calculate the property tax credit using only 10% of rent paid.

Ms. Marrone explained that often, Service Fee/PILOT housing is low income or senior citizen housing that can include an apartment or single family home rentals. Coolidge Place is a low income project to provide better housing for seniors and families in need. The tenants will go through a strict screening process.

CITY ATTORNEY:

City Attorney Duff informed Council that work continues on ordinances pertaining to the implementation of civil infractions and a target date for their consideration would be in September.

CITY MANAGER:

Administration

(AGENDA ITEM #15A) Granzon Street Resurfacing Update. City Manager Tungate announced the completion of the Granzon Street Resurfacing Project and encouraged residents to help water the grass between the sidewalk and street.

Recreation

CM-08-346-17 (AGENDA ITEM #15B) MUNICIPAL CREDITS AND COMMUNITY CREDITS CONTRACT WITH SMART (SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION) FOR FISCAL YEAR JULY 2017 – JUNE 2018 - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to authorize the Recreation Department to renew their Municipal Credits and Community Credits Contract with SMART (Suburban Mobility Authority for Regional Transportation) for fiscal year July 2017 – June 2018.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich
	No:	None
	Absent:	Speech

MOTION DECLARED ADOPTED

Recreation Director Stasiak reviewed the request to renew the Municipal Credits and Community Credits Contract with SMART. This agreement allows the Recreation Department to operate/administer a senior transportation program. SMART intends to provide Oak Park \$28,842 of Municipal Credits and \$38,803 of Community Credits for fiscal year July 2017 – June 2018.

Community and Economic Development

(AGENDA ITEM #15C) Sherman Pop-up Park recap. Ms. Marrone provided a recap of the Sherman Pop-up Park initiative and reviewed the results of a survey given to residents.

CM-08-347-17

**(AGENDA ITEM #15D) RESOLUTION SUPPORTING THE MEDC
REDEVELOPMENT READY COMMUNITIES PROGRAM -
APPROVED**

Motion by Rich, seconded by Radner, CARRIED UNANIMOUSLY, to adopt the following resolution supporting the MEDC Redevelopment Ready Communities Program:

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

**RESOLUTION AUTHORIZING THE IMPLEMENTATION OF RECOMMENDATIONS
NECESSARY TO RECEIVE REDEVELOPMENT READY COMMUNITIES CERTIFICATION
FROM THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC)**

- WHEREAS, The City of Oak Park has engaged in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Community Assessment Report and Evaluation of Findings dated July 2017; and
- WHEREAS, The MEDC has developed a program for certifying Redevelopment Ready Communities and the City of Oak Park desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and
- WHEREAS, The City of Oak Park has updated its Master Plan and development readiness is appropriately addressed in that document; and
- WHEREAS, the program includes evaluating the strong partnerships with city boards and commissions related to development including the City Council, City Planning Commission, Zoning Board of Appeals and Corridor Improvement Authority; and
- WHEREAS, after review of the Redevelopment Ready Community Report of Findings, the City of Oak Park is willing to complete the tasks as outlined, which will involve interaction with the aforementioned city councils and boards; and
- WHEREAS, certain recommendations have and will be made by the MEDC that are required in order for the City to attain Redevelopment Ready Communities Certification;

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Oak Park, Michigan, hereby authorizes the implementation of recommendations made by MEDC that are necessary to receive Redevelopment Ready Communities Certification from MEDC.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Speech
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Ms. Marrone reported that Christopher Germaine from the MEDC presented the RRC Report of Findings at the July 5, 2017 City Council Meeting. She explained the proposed resolution will accept the Report of Findings as presented and confirm the City's participation in moving forward with the RRC Certification Process.

CM-08-348-17

**(AGENDA ITEM #15E) PURCHASE AGREEMENT WITH SPERO
HOUSING FOR PROPERTIES LOCATED AT 21111-21435
COOLIDGE HIGHWAY - APPROVED**

Motion by Rich, seconded by Radner, CARRIED UNANIMOUSLY, to authorize the City Manager to enter into a purchase agreement with SPERO Housing for properties located at 21111-21435 Coolidge Highway.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich
	No:	None
	Absent:	Speech

MOTION DECLARED ADOPTED

CM-08-349-17

**(AGENDA ITEM #15F) ACCEPTANCE OF THE CURTIS COURT
DEDICATION FROM BALFOUR COMPANY LLC - APPROVED**

Motion by Rich, seconded by Radner, CARRIED UNANIMOUSLY, to approve the following resolution accepting the Curtis Court dedication from Balfour Company LLC:

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

**RESOLUTION TO APPROVE THE ACCEPTANCE OF THE CURTIS
COURT DEDICATION FROM BALFOUR COMPANY LLC**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on Monday, August 7, 2017 at 7:00 p.m.

The following preamble and resolution was offered by Rich and seconded by Radner to approve the City of Oak Park's Acceptance of the Curtis Court Dedication as follows:

WHEREAS, there exists a private road, which serves several properties in the City of Oak Park on the south side of Balfour Ave, West of Coolidge, between Gardner and Karen Streets; and

WHEREAS, the owner, Balfour Company LLC, desires to dedicate and convey Curtis Court, as described in the attached Exhibit A, to the City of Oak Park for public highway purposes, which the City will hereafter own and maintain; and

THEREFORE, BE IT RESOLVED that the Oak Park City Council, on behalf of the City of Oak Park, accepts the Quit Claim Deed from Balfour Company LLC, a Michigan limited liability company, dedicating and conveying Curtis Court to the City of Oak Park.

IT IS FURTHER RESOLVED that the road described in the attached Exhibit A shall be dedicated as Curtis Court.

IT IS FURTHER RESOLVED, that Curtis Court, as described in the attached Exhibit A, is accepted as of this date into the City of Oak Park's local street system as a public highway for public highway purposes. It is open for public use and under the jurisdiction and control of the City of Oak Park.

IT IS FURTHER RESOLVED, that the City Attorney shall record the Quit Claim deed with the Oakland County Register of Deeds and, together with the City Administration, undertake any other appropriate steps to incorporate Curtis Court into the City of Oak Park's local street system, including but not limited to furnishing information the State of Michigan to place Curtis Court into the Oak Park local street system for purposes of obtaining funds under 1051 PA 51, as amended.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich
	No:	None
	Absent:	Speech

MOTION DECLARED ADOPTED

Ms. Marrone indicated that the Balfour Company created four new home sites and a road from two previous existing lots. The private road, commonly known as Curtis Court, serves these properties in the City of Oak Park on the south side of Balfour Ave, West of Coolidge, between Gardner and Karen Streets. The owner, Balfour Company LLC, desires to dedicate and convey Curtis Court, to the City of Oak Park for public highway purposes, which the City will hereafter own and maintain. She explained that adopting this resolution will authorize the execution of a Quit Claim Deed from Balfour Company LLC, a Michigan limited liability company, dedicating and conveying Curtis Court to the City of Oak. The street is open for public use and will be under the city's jurisdiction and control.

Department of Public Works

CM-08-350-17 (AGENDA ITEM #15G) CONTRACT EXTENSION FROM OWEN TREE SERVICE FOR THE 2017 CITY TREE BLOCK PRUNING PROJECT, M-674 IN THE TOTAL AMOUNT OF \$100,000.00 - APPROVED

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to approve a contract extension from Owen Tree Service for the 2017 City Tree Block Pruning Project, M-674 in the total amount of \$100,000.00.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich
	No:	None
	Absent:	Speech

MOTION DECLARED ADOPTED

Deputy Director of Public Works Fortura indicated that Owen Tree Service, the contractor for the 2015 and 2016 City Tree Block Pruning Projects, has indicated they would like to execute the second year extension of their unit prices from these projects to perform the 2017 City Tree Block Pruning Project, M-674. He explained the current contract allows for up to a two (2) year extension. Funding is available in the Major and Local Street Funds for this expenditure.

Technical and Planning

CM-08-351-17

(AGENDA ITEM #15H) INTER-GOVERNMENTAL COST SHARING AGREEMENT WITH THE CITY OF FERNDALE TO CONSTRUCT THE WEST NINE MILE ROAD TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT SUBJECT TO FINAL REVIEW BY THE CITY ATTORNEY - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve an inter-governmental cost sharing agreement with the City of Ferndale to construct the West Nine Mile Road Transportation Alternatives Program (TAP) project subject to final review by the City Attorney.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich
	No:	None
	Absent:	Speech

MOTION DECLARED ADOPTED

Assistant City Engineer Surles summarized the request to enter into an inter-governmental cost sharing agreement with the City of Ferndale for construction of the West Nine Mile Road Transportation Alternatives Program (TAP) 2018 Project. The agreement calls for the City of Ferndale to reimburse and make payment to the City of Oak Park for the construction and engineering costs undertaken in the their jurisdiction.

CM-08-352-17

(AGENDA ITEM #15I) RESOLUTION SUPPORTING CERTIFICATIONS AND AUTHORIZATIONS REQUIRED TO IMPLEMENT THE WEST NINE MILE ROAD TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT - APPROVED

Motion by Radner, seconded by Rich, CARRIED UNANIMOUSLY, to approve the following resolution supporting certifications and authorizations required to implement the West Nine Mile Road Transportation Alternatives Program (TAP) project subject to final review by the City Attorney:

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

RESOLUTION IN SUPPORT OF TAP PROJECT IMPLEMENTATION

- WHEREAS, The City of Oak Park has discussed the feasibility of redesigning Nine Mile Road with the intent to create a downtown atmosphere and include bike lanes, streetscapes, and provide safe alternative transportation options along the Nine Mile Corridor; and
- WHEREAS, The City of Oak Park has worked with the Center for New Urbanism and Project for Public Spaces to engage the public for input and support of the project; and
- WHEREAS, The City of Oak Park has worked with the engineering firm of OHM Advisors to design and provide cost estimates for the project that includes a road diet, bike lanes, trailhead, streetscape and new lighting; and

- WHEREAS, The City of Oak Park will partner with the City of Ferndale on this project to help increase connectivity between communities; and
- WHEREAS, The City of Oak Park supports the acceptance of a Transportation Alternative Grant from the Michigan Department of Transportation (MDOT) and Southeast Michigan Council of Governments (SEMCOG) to assist with partial funding of the project;
- WHEREAS, The City of Oak Park certifies that the financing is secured, available and committed for use in constructing the project;
- WHEREAS, The City of Oak Park authorizes Kevin Yee, P.E., Assistant City Manager/Director of Public Works/City Engineer to act as the City's agent during project development and to sign a project agreement on the City's behalf upon receipt of a funding award for the project;
- WHEREAS, The City of Oak Park commits to owning, operating, and implementing a maintenance program over the design life of the facilities constructed with TAP funds for the project;

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Oak Park, Michigan, hereby supports the Nine Mile Redesign Project and actions required for Transportation Alternative Program implementation.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich
	No:	None
	Absent:	Speech

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Ervin Milton and Sharon Vogal invited everyone to attend a performing arts event on October 22, 2017 celebrating the Bicentenary of the birth of Baha'ullah, the founder of Baha'I Faith.

CALL TO THE COUNCIL:

Mayor McClellan discussed the State's budget deficit.

Mayor Pro Tem Burns discussed the recent Summerfest event hosted by the City and thanked everyone for coming out.

Council Member Radner recognized his sister and nephew who were in the audience.

Council Member Rich wished everyone a good night.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:20 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

**CITY OF OAK PARK, MICHIGAN
BOARD OF REVIEW MEETING
Tuesday, July 18, 2017**

The Board of Review convened at 10:00 a.m.

Present: **Chairperson – Herschel Goldstein;
Members – Zakiya Hollifield and Phyllis Mackay
Appraiser – Laurie Pettinaro**

Absent: **None**

Case J1001 52-25-29-327-002 23860 Jerome

Correct record to reflect demolition of garage. The Board reviewed the correction and agreed with the revised AV/TV.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To approve a reduction in AV/TV reflecting removal of garage.

YES: GOLDSTEIN, HOLLIFIELD, MACKAY NO: NONE

Case JC17001 52-25-19-176-027 26021 Stratford

Property improperly uncapped. The Board reviewed the trust and determined the property should not have uncapped.

Motion by GOLDSTEIN, supported by MACKAY:

To correct the uncapping of the taxable value.

YES: GOLDSTEIN, HOLLIFIELD, MACKAY

Case JC17002 52-25-19-405-001 14541 Ludlow

Property improperly uncapped. The Board reviewed documentation and determined the property should not have uncapped.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the uncapping of the taxable value.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JC17003 52-25-29-160-007 24080 Eastwood

Late PTA filed. The Board reviewed documentation and determined the property should have uncapped.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To uncapped of the taxable value.

YES: GOLDSTEIN, HOLLIFIELD

NO: NONE

Case JC17004

52-25-29-282-007

24050 Majestic

No PTA filed. The Board reviewed documentation and determined the property should have uncapped.

Motion by GOLDSTEIN, supported by MACKAY:

To uncapped the taxable value

YES: GOLDSTEIN, HOLLIFIELD, MACKAY

Case JPP17001

52-99-00-005-111

14233 11 Mile

Personal Property was not located in the city on 12/31/16 and therefore, personal property AV/TV should be set to zero.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the AV/TV to zero reflecting no personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JPP17002

52-99-00-016-099

25900 Greenfield

Personal Property was not located in the city on 12/31/16 and therefore, personal property AV/TV should be set to zero.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the AV/TV to zero reflecting no personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JPP17003

52-99-00-016-138

23055 Coolidge

Personal Property was not located in the city on 12/31/16 and therefore, personal property AV/TV should be set to zero.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the AV/TV to zero reflecting no personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JPP17004

52-99-00-016-034

13200 Capital

Personal Property was not located in the city on 12/31/16 and therefore, personal property AV/TV should be set to zero.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the AV/TV to zero reflecting no personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JPP17005

52-99-00-016-035

13200 Capital

Personal Property was not located in the city on 12/31/16 and therefore, personal property AV/TV should be set to zero.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the AV/TV to zero reflecting no personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JPP17006

52-99-00-016-036

13200 Capital

Personal Property was not located in the city on 12/31/16 and therefore, personal property AV/TV should be set to zero.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

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July 18, 2017

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To correct the AV/TV to zero reflecting no personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JPP17007 52-99-19-004-010 25900 Greenfield

Personal Property was not located in the city on 12/31/16 and therefore, personal property AV/TV should be set to zero.

Motion by GOLDSTEIN, supported by MACKAY:

To correct the AV/TV to zero reflecting no personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JPP17008 52-99-00-002-027 13271 Northend

Personal Property was not located in the city on 12/31/16 and therefore, personal property AV/TV should be set to zero.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the AV/TV to zero reflecting no personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JPP17009 52-99-30-000-440 10200 Nine Mile

Personal Property Form 5076 was not correctly entered and therefore, personal property AV/TV should be set to zero.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the AV/TV to zero reflecting exemption of personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

To correct the AV/TV to zero reflecting no personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JPP17010 52-99-00-016-110 Ailco Equipment

Personal Property leased equipment was sold in 2016 and therefore, personal property AV/TV should be set to zero.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the AV/TV to zero reflecting no personal property in the city.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JR17001 52-25-28-304-002 23858 Roanoke

Principal Residence Exemption should be adjusted to 100% for 2016

Motion by GOLDSTEIN, supported by MACKAY:

To correct the PRE to 100% for 2016

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JR17002 52-25-30-277-033 24621 Ridgedale

Principal Residence Exemption should be adjusted to 100% for 2017

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the PRE to 100% for 2017.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JR17003

52-25-32-105-016

21921 Eastwood

Principal Residence Exemption should be adjusted to 100% for 2016

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the PRE to 100% for 2016

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JR17004

52-25-29-226-029

1656 Pearson

Principal Residence Exemption should be adjusted to 100% for 2016

Motion by GOLDSTEIN, supported by MACKAY:

To correct the PRE to 100% for 2016

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JR17005

52-25-29-430-021

23410 Oneida

Principal Residence Exemption should be adjusted to 100% for 2014-2016

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the PRE to 100% for 2014-2016.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JR17006

52-25-30-228-009

24698 Westhampton

Principal Residence Exemption should be adjusted to 100% for 2014-2016

Motion by GOLDSTEIN, supported by MACKAY:

To correct the PRE to 100% for 2014-2016

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JR17007

52-25-31-231-008

21900 Westhampton

Principal Residence Exemption should be adjusted to 100% for 2016-17

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the PRE to 100% for 2016-17

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JR17008

52-25-28-102-001

8607 Woodside Park

Principal Residence Exemption should be adjusted to 100% for 2015-2016

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the PRE to 100% for 2015-2016.

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JE17001

52-25-33-152-052

8540 Northend

Property should be exempt as it is a charitable organization

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To correct the AV/TV to zero for 2017 to reflect property exemption

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JE17002

52-99-00-011-003

8600 Northend

Property should be exempt as it is a charitable organization

Motion by GOLDSTEIN, supported by MACKAY:

To correct the AV/TV to zero for 2017 to reflect property exemption

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JP17001

52-25-29-426-008

23821 Manistee

Board reviewed hardship application for exemption and determined owner meets qualifications

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To reduce the TV to reflect the hardship exemption

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JP17002

52-25-30-352-009

23070 Beverly

Board reviewed hardship application for exemption and determined owner meets qualifications

Motion by GOLDSTEIN, supported by MACKAY:

To reduce the TV to reflect the hardship exemption

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JP17003

52-25-19-203-017

14490 Labelle

Board reviewed hardship application for exemption and determined owner meets qualifications

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To reduce the TV to reflect the hardship exemption

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JP17004

52-25-30-329-015

14410 Elm

Board reviewed hardship application for exemption and determined owner meets qualifications

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To reduce the TV to reflect the hardship exemption

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JP17005

52-25-19-255-005

14261 Elm

Board reviewed hardship application for exemption and determined owner meets qualifications

Motion by GOLDSTEIN, supported by MACKAY:

To reduce the TV to reflect the hardship exemption

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JP17006

52-25-29-181-019

24051 Morton

Board reviewed hardship application for exemption and determined owner meets qualifications; however, TV is below calculated Pov TV. Therefore, no change to the taxable value.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

No change to the current TV

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JP17007

52-25-32-251-027

10291 Albany

Board reviewed hardship application for exemption and determined owner meets qualifications; however, TV is below calculated Pov TV. Therefore, no change to the taxable value.

Motion by GOLDSTEIN, supported by HOLLIFIELD:

No change to the current TV

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

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Case JP17008

52-25-19-176-024

26051 Stratford

Board reviewed hardship application for exemption and determined owner meets qualifications

Motion by GOLDSTEIN, supported by MACKAY:

To reduce the TV to reflect the hardship exemption

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

Case JP17009

52-25-29-258-003

24100 Seneca

Board reviewed hardship application for exemption and determined owner meets qualifications

Motion by GOLDSTEIN, supported by HOLLIFIELD:

To reduce the TV to reflect the hardship exemption

YES: GOLDSTEIN, HOLLIFIELD, And MACKAY NO: NONE

**2017 July Board of Review
Session Minutes
July 18, 2017**

Motion by GOLDSTEIN, supported by HOLLIFIELD:

That there being no further business to come before the Board at this meeting, that the meeting be hereby adjourned at 2:35 p.m. on July 18, 2017.

YES: GOLDSTEIN, HOLLIFIELD, MACKAY

NO: NONE

The above minutes reflect the actions and findings of the Board. Detailed affidavits and investigations are on file with the Assessor's Office.


Herschel Goldstein


Zakiya Hollifield


Phyllis Mackay

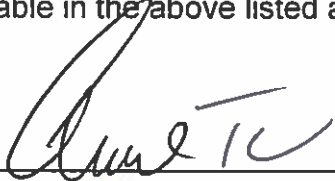


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BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**AGENDA OF:** August 21, 2017**AGENDA #****SUBJECT:** Payment request from Orchard, Hiltz, & McCliment for Engineering Consulting Services.**DEPARTMENT:** DPW/Technical & Planning – Engineering GWS**SUMMARY:** Attached are invoices from Orchard, Hiltz & McCliment for the project listed below:

Project	This Period	Prior Billings	To Date	Current Contract	Account Number
Traffic Signal Optimization	\$1,938.18	\$129,548.34	\$131,486.52	\$184,662.88	202-18-474-801
SAW Grant Support	\$9,673.75	\$21,045.60	\$30,719.35	\$186,000.00	592-18-550-801
Totals	\$11,611.93	\$150,593.94	\$162,205.87	\$370,662.88	

RECOMMENDED ACTION: It is recommended that the invoices from OHM for the above listed projects be approved for the total amount of \$11,611.93. Funding is available in the above listed account.

APPROVALS:City Manager: Department Director: 

Finance Director: _____

EXHIBITS: Invoices



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 08/01/2017
Invoice #: 187157
Project: 0037-15-0060

Project Name: Signal Optimization of 36 Locations

Progress Billing #16 Percent Complete 80%

For Professional Services Rendered through: 7/22/2017

Analysis of Costs

Direct Salaries	703.92
Overhead % 174.49	1,228.28
Total Direct Personnel	1,932.20
Total Other Direct Charges	
Cost of Money 0.85	5.98
Total Costs	1,938.18
Fixed Fee	0.00
Total Charges/Fees	1,938.18
Amount Due This Invoice **	1,938.18

Total Contract Amount	184,662.88
Total Amount Previously Invoiced	129,548.34
Total Amount For This Invoice	1,938.18
Total Amount Invoiced To Date	131,486.52
Contract Amount Remaining	53,176.36

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 08/01/2017
Invoice #: 187157
Project: 0037-15-0060

Professional Fees

Fixed Rates Labor

<i>Classification / Employee Name</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Professional Engineer/Architect IV			
STEVEN M. LOVELAND	14.00	45,6731	639.42
Technician II			
JAMIE LABATE	3.00	21,5000	64.50
Fixed Rates Labor subtotal	17.00		703.92
Total Professional Fees	17.00		1,938.18
Project Totals	Hours: 17.00	Labor:	703.92

Total Project: 0037150060 - Signal Optimization of 36 Locations **1,938.18**

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 07/28/2017
Invoice #: 187001
Project: 0037-15-0091

Project Name: Oak Park Wastewater AMP SAW Support

For Professional Services Rendered through: 7/15/2017

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
0037150091 Professional Services	186,000.00	23,558.35	162,441.65	7,161.00
		Amount Due This Invoice **		7,161.00

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 07/28/2017
Invoice #: 187001
Project: 0037-15-0091

0037150091 Professional Services

Fixed Rates Labor

Classification

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Associate	4.00	170.0000	680.00
Graduate Engineer II	5.50	115.0000	632.50
Technician I	2.75	70.0000	192.50
Technician II	49.50	92.0000	4,554.00
Technician IV	9.50	116.0000	1,102.00
Fixed Rates Labor subtotal	71.25		7,161.00
Total Professional Services			7,161.00

Total Project: 0037150091 - Oak Park Wastewater AMP SAW Support

7,161.00

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 06/26/2017
Invoice #: 186336
Project: 0037-15-0091

Project Name: Oak Park Wastewater AMP SAW Support

For Professional Services Rendered through: 6/10/2017

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
0037150091 Professional Services	186,000.00	21,045.60	164,954.40	2,512.75
Amount Due This Invoice **				2,512.75

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 06/26/2017
Invoice #: 186336
Project: 0037-15-0091

0037150091 Professional Services

Fixed Rates Labor

Classification

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Associate	7.50	170.0000	1,275.00
Graduate Engineer I	6.50	106.0000	689.00
Graduate Engineer II	3.00	115.0000	345.00
Professional Engineer/Architect I	0.25	119.0000	29.75
Technician IV	1.50	116.0000	174.00
Fixed Rates Labor subtotal	18.75		2,512.75
Total Professional Services			2,512.75

Total Project: 0037150091 - Oak Park Wastewater AMP SAW Support

2,512.75

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: August 21, 2017

AGENDA #

SUBJECT: Payment Application No. 1 and Change Order No. 1 for the 2017 Fire Hydrant Blasting and Repainting Project, M-646.

DEPARTMENT: Technical & Planning/DPW – Engineering GWS

SUMMARY: Attached are Payment Application No. 1 and Change Order No. 1 for the 2017 Fire Hydrant Blasting and Repainting Project, M-646. The proposed Change Order is a reduction based on final quantities. This project blasted and painted fire hydrants in the area shown on the attached map. This project and punch list are now 98% complete.

<u>FINANCIAL STATEMENT:</u>	Original Contract Amount:	\$59,750.00
	Change Order no. 1:	<u>(\$ 14,750.00)</u>
	New Contract Amount:	\$45,000.00
	Total Completed to Date:	\$45,000.00
	Less Retainage:	\$ 1,000.00
	Net Earned:	\$44,000.00
	Deductions:	\$ 0.00
	Balance:	\$44,000.00
	Payments to Date:	<u>\$ 0.00</u>
	Amount Due Cross Renovation:	\$44,000.00

RECOMMENDED ACTION: It is recommended that Change Order No. 1 for the 2017 Fire Hydrant Blasting and Repainting Project, M-646 be approved to Cross Renovation, Inc. of Garden City, MI. for the amount of (\$14,750.00). It is further recommended that Payment Application no. 1 for the same be approved for the total amount of \$44,000.00. Funding is available in the Water and Sewer Fund no. 592-18-538-930.

APPROVALS:
City Manager: 

Department Director: 

Finance Director: _____

EXHIBITS: Payment Application No. 1, Change Order No. 1, map



CITY OF OAK PARK UTILITY WORK ORDER

"The Family City"

14000 OAK PARK BLVD
OAK PARK, MI 48327
248.691.7470
OakParkMI.gov

WATER DEPARTMENT

MISCELLANEOUS
MS17-012748

Requested By:

OCCUPANT

Due Date: 08/16/2017

Scheduled Date/Time:

Assigned To: DPW

Scheduled By: dboyd-hale

Service Address: 14500 TALBOT

Account #: 700000201

Location ID: TALB-014500-0000-01

Cycle: 7

Route: 71

FINAL BILL FOLLOW UP

- ☐ Cycle Set to 'Final'
- ☐ ACH Inactivated
- ☐ Final Read Entered
- ☐ Final Bill Sent
- ☐ Status - Inactive-Finaled
- ☐ Cycle Re-Set
- ☐ Account Status Re-Set
- ☐ New Customer Info Verified

WORK DESCRIPTION:

PLEASE DELIVER 1 DUMP BRENDA 2488600733 8/:40 AM

Result:

SERVICE INFORMATION

New Meter Info:

TYPE: SIZE: NUMBER: CURRENT READ: OUTGOING READ:

METER TYPE	NUMBER	SIZE	MK	AUTO METER ID	PREVIOUS READ	PREVIOUS DATE
WATER	80069746	5/8 INCH	WATR	000201	855.00	04/27/2017
LOCATION:						

COMPLETED BY:

COMPLETED DATE:

Service Address: 14500 TALBOT

Account #: 700000201

PAYMENT APPLICATION

2017 FIRE HYDRANT BLASTING & REPAINTING PROJECT

JOB NUMBER: M-646

CITY OF OAK PARK, MICHIGAN

APPLICATION NO.: 1

CONTRACTOR: CROSS RENOVATION
28563 PARDO STREET
GARDEN CITY, MI 48135

PERIOD ENDING: 7/26/2017

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	BLAST & REPAINT FIRE HYDRANT	115	EA	\$450.00	100	\$45,000.00	100	\$45,000.00
2	INSPECTION CREW DAYS	25	EA	\$320.00	0	\$0.00	0	\$0.00

Period Total Amount: \$45,000.00 \$45,000.00

Contract Amount \$59,750.00
Change Order No. 1 (\$14,750.00)
New Contract Amount \$45,000.00

Earnings This Period: \$45,000.00
Total Earnings to Date: \$45,000.00
Less Retainage: \$1,000.00
Net Earned: \$44,000.00
Deductions: \$0.00
Balance: \$44,000.00
Payments to Date: \$0.00

AMOUNT DUE: \$44,000.00

Accepted By:


Cross Renovation

Date: 8-3-17

Approved By:


Gerrajh Surles, Assistant City Engineer
City of Oak Park, Michigan

Date: 8/3/2017

CHANGE ORDER

PROJECT: 2017 Fire Hydrant Blasting & Repainting Proj. **JOB NUMBER:** M-646
OWNER: City of Oak Park, Michigan **CHANGE ORDER NO.:** 1
CONTRACTOR: Cross Renovation **PAGE:** 1
 28563 Pardo St.
 Garden City, MI 48135

TO THE CONTRACTOR:

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

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

Item No.	Description	Original Bid Quantity	Unit	Unit Price	DECREASED Quantity	Quantity to Date	TOTAL Amount
1	BLAST & REPAINT FIRE HYDRANT	115	EA	\$ 450.00	-15.00	100.00	\$ (6,750.00)
2	INSPECTION CREW DAYS	25	EA	\$ 320.00	-25.00	0.00	\$ (8,000.00)
						TOTALS	\$ (14,750.00)

SUMMARY

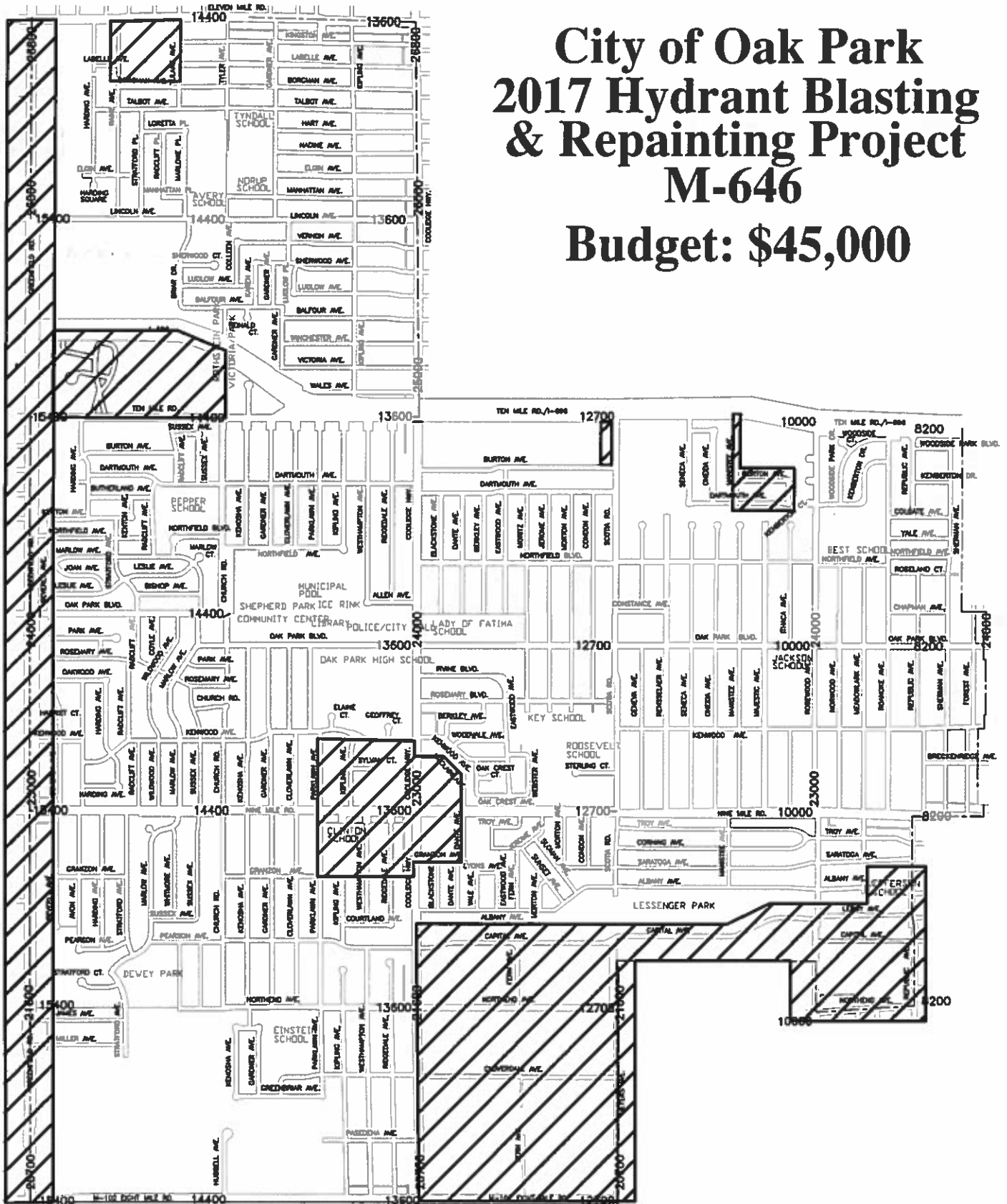
Total Decrease \$ (14,750.00)
 Total for Change Order No. 1: \$ (14,750.00)

Contract Amount \$ 59,750.00
 Change Order No. 1: \$ (14,750.00)
 New Contract Amount: \$ 45,000.00


 Cross Renovation 8-3-17 Date


 Gerrah Surles, Assistant City Engineer 8/3/2017 Date

City of Oak Park 2017 Hydrant Blasting & Repainting Project M-646 Budget: \$45,000



**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** August 21, 2017**AGENDA #**

SUBJECT: Beautification Advisory Commission resolution and recommendation for nominees for year 2017 Beautification Awards.

DEPARTMENT: Public Works

SUMMARY: The Beautification Advisory Commission has recommended to City Council that 60 homes and businesses receive Beautification Awards this year. The award is for recognition of outstanding service to the City of Oak Park in the area of aesthetic care and beautification.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: It is recommended that City Council adopt the resolution expressing the City of Oak Park's gratitude and appreciation. It is further recommended that City Council approve the nominations for award recipients for their contribution to the beauty of the City of Oak Park.

APPROVALS:

City Manager:

Director of Public Works:

EXHIBITS: Attached Resolution, List of Award Nominees

Resolution

The following Resolution was passed by the City Council of the City of Oak Park, Michigan, upon the recommendation of the Beautification Advisory Commission, at the Regular City Council Meeting on August 21, 2017.

WHEREAS, *The Mayor and City Council of the City of Oak Park wish to express, on behalf of the City, their appreciation to*

In recognition of outstanding service to the community in the area of aesthetic care and beautification; and

WHEREAS, *the above named has at all times furthered those ideals that contribute to a better community.*

NOW, THEREFORE, BE IT RESOLVED *that the Mayor and City Council, being the duly elected voice of the people of Oak Park, express the City's appreciation and recognition for services performed; and*

BE IT FURTHER RESOLVED *that a copy of this resolution be presented to the above named, that it may serve as a lasting expression of the City's gratitude and appreciation of their contribution to the beauty of the City of Oak Park, Michigan.*

Marian McClellan, Mayor

Carolyn Burns, Mayor Pro Tem

Kiesha Speech

Solomon Radner

Ken Rich

2017 BEAUTIFICATION AWARD WINNERS

<u>NO:</u>	<u>SECTION</u>	<u>ADDRESS</u>	
1	1	14300	LABELLE
2	1	14601	LABELLE
3	1	14830	BORGMAN
4	1	26440	RAINE
5	1	26401	RAINE
6	1	26170	RAINE
7	2	14401	VERNON
8	2	14441	VERNON
9	2	14451	VERNON
10	2	25501	COLLEEN
11	2	14581	SHERWOOD
12	2	25530	KAREN
13	2	14500	SHERWOOD
14	2	25520	GARDNER
15	2	14170	LUDLOW
16	2	13690	LUDLOW
17	2	14130	WINCHESTER
18	3	24610	CHURCH
19	3	15041	RADCLIFT
20	3	15011	DARTMOUTH
21	3	15141	OAK PARK BLVD
22	3	15241	OAK PARK BLVD
23	3	13600	KENWOOD
24	4	23061	BEVERLY
25	4	15220	PARK
26	4	15260	PARK
27	4	15225	ROSEMARY
28	4	15300	ROSEMARY
29	4	15350	ROSEMARY
30	4	15450	ROSEMARY

<u>NO:</u>	<u>SECTION</u>	<u>ADDRESS</u>	
31	4	15200	KENWOOD
32	4	23111	HARDING
33	4	23111	RADCLIFT
34	4	23411	WILDWOOD
35	4	14401	PARK
36	5	21721	RIDGEDALE
37	5	22011	RIDGEDALE
38	5	21841	CHURCH
39	5	21880	SUSSEX
40	5	21611	KIPLING
41	5	21620	KIPLING
42	5	21630	KIPLING
43	5	21631	KIPLING
44	6	10811	W. 10 MILE
45	6	10141	DARTMOUTH
46	6	10230	BURTON
47	6	23030	ROSEWOOD
48	6	24200	ONEIDA
49	6	24001	SCOTIA
50	6	24290	BLACKSTONE
51	6	24260	EASTWOOD
52	6	24250	JEROME
53	6	12907	NORTHFIELD
54	6	12841	NORTHFIELD
55	7	8712	KENBERTON
56	8	23455	MANISTEE
57	8	23440	MANISTEE
58	9	8701	TROY
59	9	10321	SARATOGA
60	9	10631	CAPITAL



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: August 7, 2017**AGENDA #** _____**SUBJECT:** Calendar Year 2018 Free Garage Sale Dates.**DEPARTMENT:** City Clerk

SUMMARY: Since 1993 City Council has authorized free garage sales during certain months of the year and has waived the requirements for permits and fees for those sales. The free garage sales tradition recognizes the importance of garage sales to the residents and is also an attempt to minimize the overall disruption of these events to once a month.

FINANCIAL STATEMENT: Minimal Loss of \$5.00 per Garage Sale Permit

RECOMMENDED ACTION: The City Council consider designating the following weekends of March, April, May, June, July, August, September and October of calendar year 2018 for Free Garage Sales and waive the requirements for permits and fees for those sales. The Free Garage Sale dates would be as follows:

Thursday, March 29	Friday, March 30	Saturday, March 31	Sunday, April 1
Thursday, April 26	Friday, April 27	Saturday, April 28	Sunday, April 29
Thursday, May 17	Friday, May 18	Saturday, May 19	Sunday, May 20
Thursday, June 21	Friday, June 22	Saturday, June 23	Sunday, June 24
Thursday, July 26	Friday, July 27	Saturday, July 28	Sunday, July 29
Thursday, Aug. 23	Friday, Aug. 24	Saturday, Aug. 25	Sunday, Aug. 26
Thursday, Sept. 27	Friday, Sept. 28	Saturday, Sept. 29	Sunday, Sept. 30
Thursday, Oct. 18	Friday, Oct. 19	Saturday, Oct. 20	Sunday, Oct. 21

It is also recommended that all of the participants in the Free Garage Sales be required to comply with the regulations for approved garage sales as outlined below:

- 1) No sale shall be conducted before 9:00 A.M. or after 7:00 P.M.
- 2) No outside display of merchandise to be sold will be permitted on any street, sidewalk, or any area between the street and sidewalk, and any such display of merchandise to be sold shall be located at least three feet back from the sidewalk.
- 3) Sale is for owner or occupant only and no merchandise shall be brought in to supplement the sale.
- 4) Signs shall not occupy any part of the right-of-way and shall not be posted on any utility pole or similar fixture anywhere within the City of Oak Park.

This item is being submitted for the City Council's consideration at this time with the expectation that if favorable action is taken, the dates as outlined above can be included in the Oak Park 2018 Calendar.

APPROVALS:

City Manager: _____

Director: 

Finance Director: _____

EXHIBITS: None.

MERCHANT'S LICENSES – AUGUST 21, 2017

(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Mr. Biggs	22151 Coolidge	\$150	Retail
Miss Betty's Self Storage	13631 Ten Mile	\$150	Storage Facility

<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Oak Park Orthopedic Pain & Wellness Center	14500 Eight Mile	\$150	Medical
Dollar General	12720 Nine Mile	\$187.50	Retail

<u>SIDEWALK SALE</u>			
NYA Brickhouse	26060 Greenfield	\$10.00	

**CITY OF OAK PARK
MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE**

Today's Date: August 10th 2017

Applicant Information

Applicant/Business Name: Brother Thomas Zea FA

Applicant/Business Address: 24320 Seneca

Phone number: 248-591-9444 E-Mail Address: MUSICALCHAIRS TR2003@

9mail.com

Relation of applicant to business: _____

Has applicant ever been convicted of a felony? ☐ Yes ☐ No

Owner Information

Owner or manager of site: _____ Phone: _____

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: SUNDAY September 10th 2017 Has this event been held previously? ☒ Yes ☐ No

Address or location of event: 4th Block of Seneca Street North of 9 Mile Rd

Is this a City owned park? NO

If this event is to take place in a City owned park, have you received and do you agree to abide by the City's Parks and Recreation rules and regulations? ☐ Yes ☐ No

Nature, purpose, and detailed description of event: ANNUAL "Block Party" for
Residents of Seneca Street their families and
INVITED guests

Will the event be open to the public? ☒ Yes ☐ No

If yes, please describe how so: OPEN TO Residents of Seneca Street
plus INVITED friends, family members / guests

Estimated number of people attending event? 50-70 Hours of Event: 2:00 PM - 6:00 PM

Are you requesting to have a parade? ☐ Yes ☒ No **If yes, please attach a map of the parade route**

Where will the parade participants be walking? ☐ Sidewalks ☐ Streets

Will the parade require streets to be blocked off? ☐ Yes ☐ No

If yes, how many streets/intersections will need to be blocked : _____

Please attach a sign off from the residences located on the affected streets, indicating that they are aware of the event to take place, the date, times and location.

Food Services

Will food or beverages be sold at event? ☐ Yes ☒ No, if yes please list type(s) of food to be sold:

Will the food be prepackaged or prepared on site: _____

Please note: *If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for inspection. You will also need to provide temporary water services at the site where the food is prepared.*

Mechanical Amusement

Will there be any mechanical rides at event? ☐ Yes ☒ No, if yes, please provide the name and the address of amusement operators: _____

Will the event have a moonwalk? ☐ Yes ☒ No, if yes, please provide the name and address of Company/Entity providing moonwalk: _____

Will the event have video games, etc.? If so, please provide the names and address of company providing the Games: _____

Please Note: *You must provide proof of insurance for all mechanical rides, moonwalks, circus rides/games, etc. The City of Oak Park must be listed on the insurance certificate as "additionally insured." A copy of the City Ordinance with required liability insurance coverage for these events is attached. Also, certification by the State of Michigan Department of Labor is required for all mechanical amusement devices and rides.*

Technical/Support

Will the event require use of electrical supply source? ☐ Yes ☒ No, if yes, please describe:

Will sanitary facilities be required at event? ☐ Yes ☒ No

Will tent(s) be used at the event? ☐ Yes ☒ No, if yes, please state size(s) of tent:

Will the event have banners displayed? ☐ Yes ☒ No, if so, please provide the number of signs and dimension(s):

Please Note: *If a temporary generator or electric supply source is provided, you must provide an Electrical permit by a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.*

Other possible Special Event requirements include: additional application, inspection and bond fees, temporary sign permit.

The fee for a Special Event application is \$100: The fee is non-refundable. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, and Recreation. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Clerks' office will contact the applicant to inform them of the additional costs involved. At that time the applicant can decide whether or not to proceed with the event. If so, the event will be placed on the City Council agenda for approval.

I AM REQUESTING A "WAIVER" OF THE FEE FOR THIS
"NEIGHBORHOOD BUILDING" EVENT.

OUR MAYOR AND CITY COUNCIL & MANAGER ARE INVITED
TO DROP BY ON SEPTEMBER 10TH TO MEET YOUR LOYAL
SENECA STREET NEIGHBORS.

Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request or revoke any approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.



Applicant's Signature

State of Michigan

ss

County of _____

Subscribed and sworn to before me, a Notary Public this _____ day of _____ 20____, by

My Commission expires: _____
Notary Public

We, the Residents of the 23000 Block of Seveast Street
Request the City of Oak Park, permission to close our
Street on Sunday - September 10th, 2017 between the hours
of 2:00PM UNTIL 6:00PM to celebrate our 14th Annual
BLOCK PARTY.

24201	Maya Datto	24200	Jim Vlat
24221	Yusuf Ali	24220	Sandra Saha Hall
24231	Cybil Banks	24230	Mike Smith
24241	Norris Lambie	24240	Wendy Weiss
24251	Seidman	24250	Sydney King
24261	VACANT	24260	1/24
24271	Off	24270	Alan Forgan
24301	Cheryl Kenney	24300	Shirley Chittum
24311	Chittum	24310	VACANT
24321	Jack Kaufman	24320	Thomas R. Zecafa
24331	D. Whitfield	24330	Ernest King
		24340	Tracy Smith

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

Seneca Annual Block Party
4th block of Seneca, North of 9 Mile Rd
DATE: Sunday, September 10, 2017

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>Rob Barrett</i>	N/A	N/A	N/A
PUBLIC SAFETY <i>Steve Cooper</i>	Periodic checks during the course of normal patrol activities	½ hour	NA
RECREATION <i>Laurie Stasiak</i>	N/A	N/A	N/A
DPW <i>Kevin J. Yee</i>	Drop off/pick up barricades	½ hour	N/A
ADDITIONAL <i>Administration</i>	N/A	N/A	Requested fee waiver

**GARAN
LUCOW
MILLER P.C.**

CITY ATTORNEYS LAW FIRM SERVING CLIENTS NATIONALLY

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

Invoice 480764**August 11, 2017**

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

Re: In Re: Prosecution Matters

*Client 7406
Matter 39*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Monday, July 31, 2017

\$252.00**Fee Total****Total Costs Advanced****\$0.00****Total Fees and Disbursements: \$252.00**

*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.*

**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 480765

August 11, 2017

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

*Re: Tina Polk and Richard Newton v City of Oak
Park, County of Oakland, et al.*

*Client 7406
Matter 24*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Monday, July 31, 2017

\$2,142.00

Fee Total

Total Costs Advanced

\$0.00

Total Fees and Disbursements: \$2,142.00

*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.*

**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 480769

August 11, 2017

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 Monday, July 31, 2017

\$12,083.34

Fee Total

Costs Advanced:

Date	Description	Amount
07/12/17	Oakland County Register of Deeds, Title Search. Copy of Recorded Documents.	11.00
07/13/17	Fee to Howard L. Shifman PC for professional services rendered	270.00
07/15/17	Reproduction Charges 55@.15 55 @ 0.15	8.25
07/18/17	Copies of deeds.	7.00
Total Costs Advanced		\$296.25

Total Fees and Disbursements: \$12,379.59

**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 480781

August 11, 2017

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

*Re: Harmony Montessori Center v City of Oak
Park*

*Client 7406
Matter 4*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Monday, July 31, 2017

\$2,198.00

Fee Total

Costs Advanced:

Date	Description	Amount
07/25/17	Electronic Filing Fee via TrueFiling - Motion to Extend Time for Filing Supplemental Brie	77.25
Total Costs Advanced		\$77.25

Total Fees and Disbursements: \$2,275.25

*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.*

SECRET
SW
WARDLE

SECRET, WARDLE, LYNCH
HAMPTON, TRUEX & MORLEY
2600 TROY CENTER DRIVE P.O. BOX 5025
TROY, MICHIGAN 48007-5025
(248) 851-9500

IRS # 38-1863919

City of Oak Park
Erik Tungate
13600 Oak Park Blvd
Oak Park, MI 48237

August 9, 2017
Invoice # 1314155
Client No. M1409
Matter No. 100314

RE: Oak Park, City of (Building Fund)

INTERIM

Services Rendered:

CURRENT BILLING SUMMARY THROUGH JULY 31, 2017

Fees for Professional Services	\$6,352.00
Expenses Advanced	\$0.00
CURRENT BILL DUE	\$6,352.00

PLEASE REMIT TO: SECRET, WARDLE, LYNCH,
HAMPTON, TRUEX & MORLEY, PC
P.O. BOX 772725
CHICAGO, IL 60677-2007

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

AGENDA OF: August 21, 2017

SUBJECT: Payment In Lieu of Taxes (PILOT) – Coolidge Place

DEPARTMENT: Economic Development & Communications

SUMMARY: The Economic Development & Communications Department recommends to city council to conduct the first reading to consider an ordinance for a PILOT incentive for Coolidge Place.

Service Fee/PILOT housing is an agreement between a municipality and a property owner (private or public) to pay a service fee instead of property taxes. Regardless of the amount of rent paid, the Income Tax Act provides that a renter living in Service Fee/PILOT housing must calculate the property tax credit using only 10% of rent paid.

Often, Service Fee/PILOT housing is low income or senior citizen housing that can include an apartment or the rental of a single family home. Coolidge Place is a low income project to provide better housing for seniors and families in need. The tenants will go through a strict screening process. This is not a Shelter.

FINANCIAL STATEMENT: The site current does not pay taxes. The PILOT estimated schedule is attached.

RECOMMENDED ACTION: Conduct the second reading and adopt the ordinance to pass a Payment in Lieu of Taxes (PILOT) ordinance for Coolidge Place

APPROVALS:

City Manager: _____

Director: _____

EXHIBITS: schedule, ordinance

Coolidge Place
PILOT Projections

PILOT Approved

September 2017 PILOT Approval for MSHDA LIHTC Application due on
October 2, 2017

September 1, 2018-December 31, 2019 Construction and Lease-Up

Year	Project Rent Inc %	Total PILOT Amount	Non-City Portion	City
		Portion Total to Oak Park		
1	1/1/2020	n/a	\$74,696	\$35,107
2	1/1/2021	1%	\$75,443	\$35,458
3	1/1/2022	1%	\$76,197	\$35,813
4	1/1/2023	1%	\$76,959	\$36,171
5	1/1/2024	1%	\$77,729	\$36,533
6	1/1/2025	1%	\$78,506	\$36,898
7	1/1/2026	1%	\$79,291	\$37,267
8	1/1/2027	1%	\$80,084	\$37,640
9	1/1/2028	1%	\$80,885	\$38,016
10	1/1/2029	1%	\$81,694	\$38,396
11	1/1/2030	2%	\$83,328	\$39,164
12	1/1/2031	2%	\$84,994	\$39,947
13	1/1/2032	2%	\$86,694	\$40,746
14	1/1/2033	2%	\$88,428	\$41,561
15	1/1/2034	2%	\$90,197	\$42,392
16	1/1/2035	2%	\$92,001	\$43,240
17	1/1/2036	2%	\$93,841	\$44,105
18	1/1/2037	2%	\$95,717	\$44,987
19	1/1/2038	2%	\$97,632	\$45,887
20	1/1/2039	2%	\$99,584	\$46,805

**CITY OF OAK PARK, MICHIGAN
ORDINANCE NO.**

TAX EXEMPTION ORDINANCE- COOLIDGE PLACE PILOT

ADOPTED:

An Ordinance to provide for a service charge in lieu of taxes for a housing development for low income persons and families to be financed with a federally-aided Mortgage Loan pursuant to the provisions of the State Housing Development Authority Act of 1966 (1966 PA 346, as amended; MCL 125.1401, *et seq*) (the "Act").

THE CITY OF OAK PARK ORDAINS:

SECTION 1. This ordinance shall be known and cited as the City of Oak Park Tax Exemption Ordinance- Coolidge Place

SECTION 2. **Preamble.**

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its low income persons and families and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the Act. The City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for low income persons and families is a public necessity, and as the City will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this ordinance for tax exemption and the service charge in lieu of all *ad valorem* taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing development that is constructed or rehabilitated with financing extended in reliance on such tax exemption.

The City acknowledges that the Sponsor, **Spero Housing**, (as defined below) has offered, subject to receipt of an allocation under the LIHTC Program by the Michigan State Housing Development Authority, to rehabilitate, own and operate a housing development identified as Coolidge Place on certain property located at 21111 Coolidge Highway, in the City, to serve low income persons and families, and that the Sponsor has offered to pay the City on account of this housing development an annual service charge for public services in lieu of all *ad valorem* property taxes.

SECTION 3. **Definitions.**

- A. Annual Shelter Rent means the total collections during an agreed annual period from or paid on behalf of all occupants of a housing development representing rent or occupancy charges exclusive of Utilities.
- B. Authority means the Michigan State Housing Development Authority.
- C. LIHTC Program means the Low Income Housing Tax Credit program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.
- D. Low Income Persons and Families means persons and families eligible to move into a housing development.
- E. Mortgage Loan means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the construction, rehabilitation, acquisition and/or permanent financing of a housing development, and secured by a mortgage on the housing development.
- F. Sponsor means Spero Housing and any entity that receives or assumes a Mortgage Loan.
- G. Utilities mean charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the housing development.

SECTION 4. **Class of Housing Developments.**

It is determined that the class of housing developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing developments for Low Income Persons and Families that are financed with a Mortgage Loan. It is further determined that Coolidge Place is of this class.

SECTION 5. **Establishment of Annual Service Charge.**

The housing development identified as Coolidge Place and the property on which it will be located shall be exempt from all *ad valorem* property taxes from and after the commencement of construction or rehabilitation. The City acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing development for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to rehabilitate, construct and operate the housing development, the City agrees to accept payment of an annual service charge for public services in lieu of all *ad valorem* property taxes. Subject to receipt of a Mortgage Loan, the annual service charge shall be equal to fifteen percent of the

Annual Shelter Rents actually collected by the housing development during each operating year, however it is expressly understood and agreed that in any event, the minimum annual service charge to be paid for years one through 18 will be equal to the projections submitted by Sponsor in support of its request for the PILOT as approved by City Council.

SECTION 6. **Contractual Effect of Ordinance.**

Notwithstanding the provisions of Section 15(a)(5) of the Act to the contrary, a contract between the City and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

SECTION 7. **Limitation on the Payment of Annual Service Charge.**

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the housing development that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing development if the housing development were not tax exempt.

SECTION 8. **Payment of Service Charge.**

The annual service charge in lieu of taxes as determined under this Ordinance shall be payable in the same manner as general property taxes are payable to the City and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The annual payment for each operating year shall be paid on or before May 1 of the following year. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA 206, as amended; MCL 211.1 et seq.).

SECTION 9. **Duration.**

This Ordinance shall remain in effect and shall not terminate for so long as a Mortgage Loan remains outstanding and unpaid and the housing development remains subject to income and rent restrictions under the LIHTC Program.

SECTION 10. **Severability.**

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provisions of this Ordinance, other than the section or provision so declared to be unconstitutional or invalid.

SECTION 11. **Inconsistent Ordinances.**

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

SECTION 12. **Effective Date.**

This ordinance shall become effective 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 _____, 2017.

I, T. Edwin Norris, duly authorized Clerk of the City of Oak Park, Michigan do hereby certify that the foregoing Ordinance was adopted by the Counsel of the City of oak park at its regular meeting held on _____, 2017.

T. Edwin Norris, City Clerk



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: August 7, 2017

SUBJECT: Calendar Year 2018 Regular Meeting Schedule of the City Council.

DEPARTMENT: City Clerk

SUMMARY: The Charter in Chapter 7 captioned The Council: Procedure and Miscellaneous Powers and Duties in Section 7.1 entitled Regular meetings, specifies that the council shall provide by resolution for the time and place of its regular meetings and shall hold at least two regular meetings each month. The City Council Rules of Procedure, in Section 2 captioned City Council Meetings, Subsection A entitled Regular Meetings specifies that before the end of the year, the Council will approve by resolution the Regular meeting schedule for the following calendar year, **including exceptions to the first and third Monday meetings.**

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: The City Council adopt a Resolution scheduling the Calendar Year 2018 Regular Meetings as follows:

January 2 and 16 (Monday, January 1, 2018, City Offices are closed in observance of New Year's Day and on Monday, January 15, 2018 City Offices are closed in observance of Martin Luther King Jr. Day)

February 5 and 19 March 5 and 19 April 2 and 16

May 7 and 23 (Monday, May 21, 2018 - Religious Holiday)

June 4 and 18 July 2 and 16 August 6 and 20

September 4 (Monday, September 3, 2018 City Offices are closed in observance of Labor Day) and 17

October 3 (Monday, October 1, 2018 - Religious Holiday) and 15

November 5 and 19 December 3 and 17

This item is being submitted for the City Council's consideration at this time with the expectation that if favorable action is taken, the dates as outlined above can be included in the Oak Park 2018 Calendar.

APPROVALS:

City Manager: _____

Director: 

Finance Director: _____

EXHIBITS: Resolution Adopting the 2018 Regular Meeting Schedule of the Oak Park City Council.

**A RESOLUTION ADOPTING THE 2018 REGULAR MEETING
SCHEDULE OF THE OAK PARK CITY COUNCIL**

WHEREAS, the **Home Rule Charter for the City of Oak Park, Michigan** in **Chapter 7** captioned **The Council: Procedure and Miscellaneous Powers and Duties** in **Section 7.1** entitled **Regular meetings**, specifies that the council shall provide by resolution for the time and place of its regular meetings and shall hold at least two regular meetings each month.

WHEREAS, the City of Oak Park City Council Rules of Procedure, in Section 2 captioned City Council Meetings, Subsection A entitled Regular Meetings specifies that the Regular meetings of the City Council will be held on the first and third Mondays of each month, unless that day is a holiday or holiday eve.

WHEREAS, the City of Oak Park City Council Rules of Procedure, in Section 2 captioned City Council Meetings, Subsection A entitled Regular Meetings further specifies that before the end of the year, the Council will approve by resolution the Regular meeting schedule for the following calendar year, including exceptions to the first and third Monday meetings.

WHEREAS, the Michigan "Open Meetings Act" (MCL 15.261 et. seq.) in **Section 5, Subsection (2)** provides that for regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED that the regular meetings of the Oak Park City Council for calendar year 2018 shall be held in the Council Chambers at the Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, Michigan, telephone number (248) 691-7544, at 7:00 P.M. on the following dates:

January 2 and 16 (Monday, January 1, 2018, City Offices are closed in observance of New Year's Day and on Monday, January 15, 2018 City Offices are closed in observance of Martin Luther King Jr. Day)

February 5 and 19

March 5 and 19

April 2 and 16

May 7 and 23 (Monday, May 21, 2018 - Religious Holiday)

June 4 and 18

July 2 and 16

August 6 and 20

September 4 (Monday, September 3, 2018 City Offices are closed in observance of Labor Day) and **17**

October 3 (Monday, October 1, 2018 - Religious Holiday) and **15**

November 5 and 19

December 3 and 17

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Clerk be and is hereby directed to give public notice of the forgoing regular dates and times for City Council meetings and the place at which meetings are to be held consistent with the requirements of **Section 5, Subsection (2)** of the **“Open Meetings Act”**.

I hereby certify that the forgoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on August 21, 2017, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the **Open Meetings Act, being Act 267 of the Public Acts of 1976**, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

T. Edwin Norris, City Clerk

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** August 21, 2017**AGENDA #**

SUBJECT: Request Authorization to participate with the Oakland County Purchasing bid to purchase water meter remote radio reading devices.

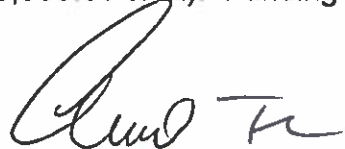
DEPARTMENT: Public Works

SUMMARY: The Public Works Department is requesting authorization to participate in the Oakland County Purchasing bid for the purchase of water meter remote radio reading devices. The radio reading devices will replace the older versions that have been failing.

FINANCIAL STATEMENT: The amount of \$80,000.00 has been allocated in account number 592-18-538-730 of the current budget for Water Meters.

RECOMMENDED ACTION: It is recommended that City Council authorize the Public Works Department to participate in the Oakland County Purchasing bid for the purchase of 850 Neptune R900 water meter remote radio reading devices at \$90.58 each (\$76,993.00 total). Funding is available in the Water & Sewer Fund.

APPROVALS:

City Manager: 

Director of Public Works: 

Director of Finance: _____

EXHIBITS: Attachment A (Oakland County bid tabulation, this purchase is on Line 1 and 2017 is Year 3)

Ferguson Enterprises
Neptune Water Meters and Installation
Price List

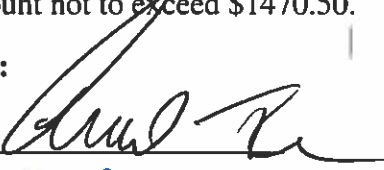
Line	Description (1)	Year 1	Year 2	Year 3
1	Neptune R900 Wall Meter Interface Unit (Bulk) Quantity 1-999	\$ 85.38	\$ 87.94	\$ 90.58
2	Neptune R900 Wall Meter Interface Unit (Bulk), Qty: 1000-4999. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$ 82.89	\$ 85.38	\$ 87.94
3	Neptune R900 Wall Meter Interface Unit (Bulk): Qty 5000 - 9999. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$ 79.70	\$ 82.10	\$ 84.56
4	Neptune R900 Wall Meter Interface Unit (Bulk): Qty 10,000-19,999. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$ 76.64	\$ 78.94	\$ 81.31
5	Neptune R900 Wall Meter Interface Unit (Bulk): Qty 20,000-29,999. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$ 73.69	\$ 75.90	\$ 78.18
6	Neptune R900 Wall Meter Interface Unit (Bulk): Qty 30,000-39,000. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$ 70.86	\$ 72.98	\$ 75.17
7	Neptune R900 Wall Meter Interface Unit (Bulk): Qty 40,000 +. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$ 68.13	\$ 70.18	\$ 72.28
8	Neptune R900 Installation Only - Sequential Order	\$ 13.86	\$ 14.28	\$ 14.70
9	Neptune R900 Installation Only - Non Sequential Order	\$ 18.48	\$ 19.03	\$ 19.61
10	Neptune R900 Installation with New Wire. NOTE: Requires entrance into building via door knock, appointment, or other communication with building owner. To be performed by CONTRACTOR.	\$ 46.20	\$ 47.59	\$ 49.01
11	Neptune R900 Installation and Register Change Out. NOTE: Requires entrance into building via door knock, appointment, or other communication with building owner. To be performed by CONTRACTOR.	\$ 51.98	\$ 53.53	\$ 55.14
12	Complete Meter Change Out (includes mounting hardware, seals and gaskets). NOTE: Requires entrance into building via door knock, appointment, or other communication with building owner. To be performed by CONTRACTOR.	\$ 54.29	\$ 55.91	\$ 57.59
13	Neptune R900 Pit Meter Interface Unit w/6' of wire	\$ 86.93	\$ 89.54	\$ 92.23
14	Cable (from meter to meter Interface Unit) per 1'	\$ 0.12	\$ 0.12	\$ 0.13
15	Advantage II, Probe/ARBv - Complete	\$ 1,810.00	\$ 1,864.30	\$ 1,920.23
16	Advantage II, Probe/ARBv - Complete Annual Maintenance Fee	\$ 168.00	\$ 173.04	\$ 178.23
17	Custom Report Generator	\$ 1,093.75	\$ 1,126.56	\$ 1,160.36
18	Additional seats for Client / Server Applications	\$ 262.50	\$ 270.38	\$ 278.49
19	Factory On-Site Training and Implementation (two days)	\$ 3,990.00	\$ 4,109.70	\$ 4,232.99
20	Ethernet Cradle and Power Adapter	\$ 493.50	\$ 508.31	\$ 523.55
21	Wedge Scanner. Factory on-site training and implementation is only required if the client/server application is implemented. Local training provided by the CONTRACTOR and the MANUFACTURER territory Mgr at no cost	\$ 262.50	\$ 270.38	\$ 278.49
22	Neptune Water Parts List - Effective October 1, 2014 - see edit comments *	Provided	Provided	Provided
23	Box Neptune Receptacle ARB# 10228-000	\$ 6.30	\$ 6.49	\$ 6.68
24	Register T-10 Pro Read 3BD CF, Size 5/8", 3/4", 1", 1 1/2", 2"	\$ 50.37	\$ 51.88	\$ 53.43
25	Register T-10 Pro Read PIT 3BD CF, Size 5/8", 3/4", 1", 1 1/2", 2"	\$ 62.36	\$ 64.23	\$ 66.16
26	WRC 5/8" Meter Buy Back (per meter)	\$ 2.50	\$ 2.58	\$ 2.65
27	WRC 1" Meter Buy Back (per meter)	\$ 4.00	\$ 4.12	\$ 4.24

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** August 21, 2017**AGENDA #****SUBJECT:** Façade Grant Approval**DEPARTMENT:** Economic Development & Communications

SUMMARY: The Community & Economic Development Department has received an application for a Façade Improvement Grant from Best Friends Childcare for the building located at 8440 West 9 Mile. The project specifications have met city guidelines for the program. The project consists of a new child care business locating there and doing a total interior renovation as well as exterior improvements to the parking lot, creating a play area, new block wall, and a new sign. The new sign will qualify for the façade grant program. Estimated cost of the sign project is approximately \$2,941.00. The property owner/contractor will pull all required permits.

FINANCIAL STATEMENT: Money is available in the faced improvement budget, 704-00.000.277.109

RECOMMENDED ACTION: Request that city council to approve the façade grant for 50% of the project costs in an amount not to exceed \$1470.50.

APPROVALS:City Manager: Director: **EXHIBITS:** application, estimates, rendering

CITY OF OAK PARK SMALL BUSINESS FAÇADE IMPROVEMENT PROGRAM

APPLICANT INFORMATION

Name of Applicant: Tori Webster

Address: 22040 Sloman St

City: Oak Park

State: MI

ZIP Code: 487237

Phone: 248-842-5432

Email: bestfriendschildcare@yahoo.com

FOR TENANTS

Name of Building Owner:

Address of Building Owner:

City:

State:

Zip Code:

Phone:

Email:

PROPERTY TO BE IMPROVED

Name of Business: Best Friends Early Childhood Education Center

Address: 8440 W. Nine Mile

Phone: 248-542-1571

City: Oak Park

State: MI

ZIP Code: 48237

Type of Business: Child Care / Pre-K

Tax ID #: 20-8215882

Proposed start of construction: 6/26/2017

Anticipated completion: 07/07/2017

Short description of proposed work: Hunt Sign Company to Install New Store front Sign

ACKNOWLEDGEMENTS

By signing this Application, I affirm that I am the property owner of the above Property or as the tenant, have received permission from the property owner via the accompanying notarized letter to perform the proposed improvements. I further affirm that all the statements made on this application are true, and I understand that any falsification or willful omission will be sufficient cause to void my Application and any reimbursement awarded. In such a case that any reimbursement awarded by the city is voided due to any falsification or willful omission, I agree to repay the reimbursement amount to the DCED within sixty (60) days, plus all of the costs and attorney fees incurred by the DCED to collect the reimbursement proceeds if I fail to repay the DCED within the sixty (60) days. I have read and understand and agree to comply with all requirements of the DCED Façade Improvement Program (hereinafter the "Program"). I hereby acknowledge that I may be required to submit additional documentation or information that was not required on this application if requested by the DCED. I further hereby acknowledge that the DCED reserves the right to reject any or all applications received pursuant to the Program

Also, I understand, acknowledge and agree to the following:

1. It is expressly understood that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building costs, ordinances and other applicable regulations.
2. It is expressly understood that the Applicant will not seek to hold the City of Oak Park and or any of its employees, officers/directors liable for any property damage and/or personal injury, or other loss related in any way to the Small Business Façade Improvement Program
3. The Applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Small Business Façade Improvement Program. Applicant should ask for contractor's proof of liability insurance.
4. Applicant will review and abide by the Oak Park Design Guidelines
5. Applicant will pull permits if required.
6. Applicant will maintain the improvements made to the property.
8. If Applicant chooses to alter the scope of work after DCED has approved it, Applicant may be ineligible for a portion or the entire reimbursement amount agreed upon from the original scope of work.
9. Applicant agrees to allow the DCED to promote the program including but not limited to displaying signage at the construction site and using photographs in promotional materials and press releases.

SIGNATURES

Signature of applicant:

Tori Webster

Date:

June 8 2017

Printed name of applicant:

Tori Webster

Signature of Property Owner (if applicable):

Date:

Printed name of Property Owner (if applicable):

FOR DCED OFFICE USE ONLY

Is the application above complete along with all additional necessary documentation (i.e. notarized letter from property owner)?

YES



NO



Is the building in compliance with all zoning ordinances and current on all property taxes?

YES



NO



Are the proposed improvements eligible under the requirements of the program?

YES



NO



Has the applicant provided architectural drawings of the proposed improvement?

YES



NO



Has the applicant included at least two photos of the current property?

YES



NO



Has the applicant included at least two bids from licensed contractors for the work to be completed?

YES



NO



Are the proposed improvements consistent with the proposed Oak Park Design Guidelines?

YES



NO



Date submitted to city council for approval _____ Amount approved _____

City Council approved

YES



NO







12 FT

Best Friends
Child Care
Early Childhood Education Center
Infant - Toddler - PreSchool

8' X 4'

10 FT.

Hunt Sign Company

1724 Coolidge Hwy.
Berkley, MI 48072
(248) 546-1021
info@huntsign.com

Estimate

Date	Estimate #
8/9/2017	53399

Name / Address
BEST FRIENDS CHILD CARE 8440 WEST 9 MILE Oak Park, MI

			Project
Description	Qty	Cost	Total
new lit box sign 8' x 4' aluminum box with a lexan face full digital graphics on the face internally lit with white LED Best Friends Child Care Early Childhood Education Center	1	2,600.00	2,600.00T
Installation connection to electrical already brought to the sign location City permits and fees	1	185.00	185.00
		Subtotal	\$2,785.00
		Sales Tax (6.0%)	\$156.00
		Total	\$2,941.00

Subject: sign

From: Kerry (kerry@huntsign.com)

To: bestfriendschildcare@yahoo.com;

Date: Thursday, April 27, 2017 3:13 PM

Hi Tori

1- 8' x 4 LED Lit box with your graphics on the face 2600.00

Plus permits

Let me know if you have any questions or concerns.

Regards,

Kerry Hunt Sign

248-546-1021

Created Date: 5/18/2017

DESCRIPTION: Sign Cabinet
Bill To: Best Friends Child Care
8430 Nine Mile Rd
Oak Park, MI 48237
US

Pickup At: Salient Sign Studio
8720 W Nine Mile Road
Oak Park, MI 48084
US

Requested By: Tori Webster
Email: bestfriendschildcare@yahoo.com

Salesperson: Kevin Dougherty
Email: kevin@salientstudio.com
Work Phone: (248) 532-0013

NO.		QTY	UNIT PRICE	TAXABLE	AMOUNT
1	Wall Mounted Sign Cabinet, LEDs	1	\$4,258.0000	\$3,728.00	\$4,258.00
1.1	Sign Cabinet -				
	Part Qty: 1				
	Notes:				
	36 5/8" H. X 96 5/8" W. X 8" DEEP				
	SINGLE FACE SLIDE CABINET, WALL				
	MOUNTED				
	WIRED WITH LEDS				
	U.L. LISTED, SWITCH, LIFTING LUGS,				
	ALUMINUM BACK, POWDERED				
	COATED, WHITE FLAT FACE				
	VINYL GRAPHICS				
1.2	Installation - Installation				
1.3	Permit Acquisitions - Cost of Permits for the City TBD, will be added to invoice later.				

Terms: 50% down payment and written acceptance required to begin work. Balance due upon completion. Price does not include electrical hook up, permits, engineering, shipping, freight, or sales tax unless specifically stated. Changes made to orders by the customer after the work has begun may incur additional charges over and above the specifications listed above. Design time to be billed at a rate of \$75 an hour. Cancellation after down payment has been posted may result in additional fees.

Subtotal:	\$4,258.00
Taxable Amount:	\$3,728.00
Taxes:	\$223.68
Grand Total:	\$4,481.68

Thank you for your business.

Signature: _____ **Date:** _____



Best Friends Child Care - ECE Center
22040 Stoman St
Oak Park, MI 48237

Consultant:
Austin Weiffenbach, x206
aweiffenbach@stewartsigns.com

Customer ID: 3120817
Quote #: 896822 / 2
Quoted: 2/20/2017

Attn: Tori Webster
248-542-1571

DESCRIPTION

4'x 8' Sign Cabinet with Signature Face of Makrolon SL Polycarbonate; Decorated on Inside Surface with 3M Vinyl Graphics. 7-3/4" Deep Extruded Aluminum Cabinet.

Face / Cabinet Details

Single Sided

Header Area Decorated with Internal Photo-Real Graphics

Face Removable via Right and Left Retainers

Electrical Information

Horizontal Lamp Illumination with Electronic Ballast(s)

Identification Cabinet Requires One 20 Amp Circuit, 120
Volts; Max Draw: 3.18 Amps

Structural Details

Mount Style: Internal Corner Gusset Mount, Qty 4

Miscellaneous Items

Freight Included

*** Review Custom Artwork for Text, Graphic and Layout Details ***

Draft: White

Special Instructions:

- *Designed, Engineered, & Assembled in the USA
- *All aluminum cabinet construction
- *UV inhibitor infused sign face
- *Protecting graphics for life of the sign
- *Lifetime warranty on cabinet and face panels

Investment: \$3,735.00
Special Price: \$3,535.00

Unless otherwise noted in Special Instructions, these prices are valid for 60 days.

Freight, storage, other freight services and applicable sales tax will be added to your invoice.

Organizations exempt from sales tax must include exempt certificate with order.

Shipping Terms: F.O.B. Origin
Payment Terms: 50% deposit, 50% prior to shipment

Customer's Authorized Signature

Print Name

Date

Austin Weiffenbach, Regional Sales Manager -
Business Division
(800) 237-3928, x206

Date

2/20/2017