

Oak Park

City Council Agenda

August 6, 2018





AGENDA
REGULAR CITY COUNCIL MEETING
37th CITY COUNCIL
OAK PARK, MICHIGAN
August 6, 2018
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 July 16, 2018
- B. Retirement Board Meeting Minutes of April 23, 2018
- C. Arts and Cultural Diversity Commission Meeting Minutes of May 10, 2018 and June 14, 2018
- D. Request to advertise for bids the 2018 45th District Court Building Renovation Project, M-684
- E. Licenses - New and Renewals as submitted for August 6, 2018

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES:

- A. Request for a Special Event License as submitted by Book Beat, 26010 Greenfield, for a special outdoor book sale and store celebration to be held on August 11, 2018
- B. Request for a Special Event License and waiver of fees submitted by Mark Phillin, 13670 Nadine, for the Annual Nadine Street Block Party to be held on August 11, 2018

11. ACCOUNTING REPORTS: None

12. BIDS:

- A. Request to award the bid for the 2018 Joint and Crack Sealing Project, M-681 to Michigan Joint Sealing, Inc. of Farmington Hills, MI for a total amount of \$112,100.00

13. ORDINANCES: None

14. CITY ATTORNEY:

15. CITY MANAGER:

Administration

- A. Introduction of Library Director Sarah Jones

Department of Public Works

- B. Request to approve a proposal from OHM Advisors to perform professional services for technology consulting, design, and procurement services for the 45th District Court for an hourly, not to exceed amount of \$28,026 (including the amount of \$9,800 to Commtech Design for a more specialized portion of this work), subject to review by the City Attorney

Finance

- C. Quarterly Investment Report for periods ending March 30, 2018 and June 30, 2018

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. CLOSED SESSION

Pursuant to Section 8 of the Open Meetings Act to convene into a Closed Session to discuss Attorney Client Privileged Communication and pending litigation regarding Kish vs. City of Oak Park

19. 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
37th OAK PARK CITY COUNCIL**

July 16, 2018

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 Radner, Council Member Burns, Council Member Rich, Council Member Weiss

ABSENT: None

OTHERS

PRESENT: City Manager Tungate, City Clerk Norris

APPROVAL OF AGENDA:

CM-07-255-18 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-07-256-18 (AGENDA ITEM #5A-F) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of July 2, 2018 **CM-07-257-18**
- B. Zoning Board of Appeals Meeting Minutes of March 27, 2018 **CM-07-258-18**
- C. Corridor Improvement Authority Board Meeting Minutes of April 19, 2018 **CM-07-259-18**
- D. Request to advertise for bids for the 2018-2019 Catch Basin Line Replacement Project, M-687 **CM-07-260-18**
- E. Request to advertise for bids for the 2018-2019 Miscellaneous Concrete Project, M-682 **CM-07-261-18**
- K. Licenses - New and Renewals as submitted for July 16, 2018 **CM-07-262-18**

MERCHANT'S LICENSES – July 16, 2018
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
BARTON MALOW CO.	21101 FERN ST.	\$150.00	INDUSTRIAL CONSTRUCT.
DRIVE-ABLE LLC	25900 GREENFIELD 505	\$900.00	OFFICE
M. LAUNDERING LLC	13291 NORTHEND	\$150.00	WASHER/DRYER DISTRIBUTOR
GIGI'S BELLE HAIR BEAUTY	21700 GREENFIELD 108	\$600.00	BEAUTY SUPPLY
<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
EMAGINATIONS	21700 GREENFIELD 123	\$225.00	SALON
BEST FRIENDS CHILD CARE	8440 NINE MILE	\$150.00	CHILD CARE
FRONT PAGE DELI	24810 GREENFIELD	\$225.00	DELI
OAK PARK DENTAL CENTER	13730 NINE MILE	\$225.00	DENTIST
WURTH BAER SUPPLY	13390 CLOVERDALE	\$150.00	WHOLESALE DIST.
LUXURY HOMES	20830 COOLIDGE	\$225.00	REAL ESTATE
GOLD STAR PRODUCTS	21680 COOLIDGE	\$187.50	RESTAURANT SUPPLIES
15160 EIGHT MILE VENTURES	15160 EIGHT MILE	\$150.00	STORAGE

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) City Manager Tungate presented an Employee Recognition Award to Jack Frontiera from the Department of Public Works.

(AGENDA ITEM #7B) City Manager Tungate provided information about the Public Safety millage renewal proposals that will be found on the August 7, 2018 Primary Election ballot.

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-07-263-18

**(AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF
INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C.
FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$21,425.59
- APPROVED**

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve payment of invoices #497414, #497415 and #497416 by Garan, Lucow, Miller P.C., for legal services rendered through June 30, 2018 in the total amount of \$21,425.59.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

City Clerk

(AGENDA ITEM #15A) City Clerk Norris provided an update on the August 7, 2018 Primary Election.

Technical and Planning/Department of Public Works

CM-07-264-18 (AGENDA ITEM #15B) REQUEST TO APPROVE A CONTRACT EXTENSION TO TAPLIN GROUP, LLC FOR THE 2018 SEWER & CATCH BASIN CLEANING AND TELEVISION INSPECTION PROJECT, M-683 FOR THE AMOUNT OF \$215,930.85 - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve a contract extension to Taplin Group, LLC for the 2018 Sewer & Catch Basin Cleaning and Television Inspection Project, M-683 for the amount of \$215,930.85.

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

MOTION DECLARED ADOPTED

CM-07-265-18 (AGENDA ITEM #15C) REQUEST TO APPROVE A CONTRACT EXTENSION TO INSITUFORM TECHNOLOGIES USA, LLC FOR THE 2019 SEWER LINING PROJECT, M-688 FOR THE AMOUNT OF \$248,066.90 - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve a contract extension to Insituform Technologies USA, LLC for the 2019 Sewer Lining Project, M-688 for the amount of \$248,066.90.

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

MOTION DECLARED ADOPTED

Economic Development

CM-07-266-18 (AGENDA ITEM #15D) REQUEST TO APPROVE A PASS THROUGH AGREEMENT BETWEEN THE CITY OF OAK PARK AND THE SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG) FOR A MULTI COMMUNITY PLANNING GRANT AND TO AUTHORIZE THE CITY MANAGER TO SIGN THE AGREEMENT AND ALL RELATED GRANT DOCUMENTS - APPROVED

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to approve a Pass Through Agreement between the City of Oak Park and the Southeast Michigan Council of Governments (SEMCOG) for a multi community planning grant and to authorize the City Manager to sign the agreement and all related grant documents.

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

MOTION DECLARED ADOPTED

Recreation

(AGENDA ITEM #15E) Recreation Director Stasiak provided a recap of the Oak Park Summer Blast and Fourth of July festivities.

CALL TO THE AUDIENCE:

Catrina Rogers, 23101 Kenosha, expressed concerns about computer issues she has experienced at the Oak Park Library.

Felisha Tyson, 22111 Parklawn, expressed concerns about flooding on her street when it rains.

CALL TO THE COUNCIL:

Mayor McClellan reminded everyone about upcoming Oak Park events.

Mayor Pro Tem Radner encouraged everyone to enjoy the summer.

Council Member Burns thanked everyone for coming out and to be safe.

Council Member Weiss reviewed upcoming city events and announced that Sarah Jones has been hired as the Oak Park Library Director.

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 8:00 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
EMPLOYEES' RETIREMENT SYSTEM AND
PUBLIC SAFETY RETIREMENT SYSTEM BOARD OF TRUSTEES
CONCURRENT MEETING**

**April 23, 2018
4:30 PM**

MINUTES

Chairperson Tungate called the meeting to order at 4:30 PM and asked the City Clerk to call roll.

EMPLOYEES' RETIREMENT SYSTEM:

TRUSTEES PRESENT: Trustee McClellan, Trustee Tungate, Trustee Waxenberg, Trustee DeCoster

TRUSTEES ABSENT: Trustee Mlynczyk

ALSO PRESENT: City Clerk Norris, Finance Director Crawford, Human Resources Director Brooks, City Attorney Duff, Director of Strategic Planning Crystal McLain, Deputy Finance Director Jamen Winters and Human Resource Generalist Carla Allen

PUBLIC SAFETY RETIREMENT SYSTEM:

TRUSTEES PRESENT: Trustee Tungate, Trustee McClellan, Trustee Batora

TRUSTEES ABSENT: Trustee Rich, Trustee Tetler

ALSO PRESENT: City Clerk Norris, Finance Director Crawford, Human Resources Director Brooks, City Attorney Duff, Director of Strategic Planning Crystal McLain, Deputy Finance Director Jamen Winters and Human Resource Generalist Carla Allen

(Agenda Item #3) Member Update

Chairperson Tungate welcomed new Employees' Retirement System Trustee David DeCoster.

**ERS-04-008-18 MINUTES FROM THE JANUARY 22, 2018 ERS/PSRS
CONCURRENT MEETING – APPROVED**

Motion by McClellan, seconded by DeCoster, CARRIED UNANIMOUSLY, to approve the Minutes from the January 22, 2018 ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Waxenberg, DeCoster
	No:	None
	Absent:	Mlynczyk

MOTION DECLARED ADOPTED

**PSRS-04-008-18 MINUTES FROM THE JANUARY 22, 2018 ERS/PSRS
CONCURRENT MEETING – APPROVED**

Motion by Batora, seconded by McClellan, CARRIED UNANIMOUSLY, to approve the Minutes from the January 22, 2018 ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Batora
	No:	None
	Absent:	Rich, Tetler

MOTION DECLARED ADOPTED

(Agenda Item #5A Old Business) Retirement Review request by Donald Gundy

A letter from Public Safety retiree Donald Gundy requesting a change in his retirement benefit based on circumstances related to a divorce in 2011 was reviewed and discussed at the January 22, 2018 ERS/PSRS meeting. The City attorney was asked to review the matter and provide an opinion to the board at their April meeting.

City Attorney Duff presented a memorandum on the matter and concluded that city ordinance language is clear that the form of payment option cannot be changed after a participant's retirement is effective therefore any modification to Mr. Gundy's pension election at this time is prohibited by City Ordinance. Trustees discussed the opinion and Chairperson Tungate allowed Mr. Gundy to speak on the matter.

**PSRS-04-009-18 REQUEST OF DONALD GUNDY TO CHANGE HIS
ELECTED RETIREMENT OPTION FROM 3B TO
OPTION 1 – FAILED**

Motion by McClellan, seconded by Batora, FAILED, to approve the request of Donald Gundy to change his elected retirement option from 3B to Option 1.

Roll Call Vote:	Yes:	None
	No:	Tungate, McClellan, Batora
	Absent:	Rich, Tetler

MOTION FAILED

(Agenda Item #7A) PNC Presentation

Kirk VanDagens and Henry Wilson from PNC presented a 2018 First Quarter Investment Review dated April 23, 2018. A complete report is on file in the City Clerk's Office. Mr. VanDagens provided a market update and economic and asset class outlook. Mr. Wilson presented a portfolio summary for both systems and reported that the market value of the Employees' Retirement System as of March 31, 2018 was \$19,737,837 and the market value of the Public Safety Retirement System was \$42,122,809.

Mr. VanDagens reviewed the strategic asset allocation policy and suggested a deviation beyond the current mix of securities that would require the boards' approval. He noted that market conditions sometimes dictate the need to alter the targeted percentages within the asset mix. PNC is suggesting the addition of a flexible core bond alternative to the Alternatives Investments Asset Class for both retirement portfolios.

**ERS-04-009-18 MOTION TO APPROVE THE USE OF STRATEGIC
INCOME OPPORTUNITIES FUND AS A FLEXIBLE
CORE BOND ALTERNATIVE WITH A LIMIT OF 5%
WITHIN THE APPROVED ASSET ALLOCATION
RANGE OF 0-15% – APPROVED**

Motion by McClellan, seconded by DeCoster, CARRIED UNANIMOUSLY, to approve the use of Strategic Income Opportunities Fund as a flexible core bond alternative with a limit of 5% within the approved asset allocation range of 0-15%.

Roll Call Vote:	Yes:	Tungate, McClellan, Waxenberg, DeCoster
	No:	None
	Absent:	Mlynczyk

MOTION DECLARED ADOPTED

**PSRS-04-010-18 MOTION TO APPROVE THE USE OF STRATEGIC
INCOME OPPORTUNITIES FUND AS A FLEXIBLE
CORE BOND ALTERNATIVE WITH A LIMIT OF 5%
WITHIN THE APPROVED ASSET ALLOCATION
RANGE OF 0-15% – APPROVED**

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to approve the use of Strategic Income Opportunities Fund as a flexible core bond alternative with a limit of 5% within the approved asset allocation range of 0-15%.

Voice Vote:	Yes:	Tungate, McClellan, Batora
	No:	None
	Absent:	Rich, Tetler

MOTION DECLARED ADOPTED

(Agenda Item #7A-J) Financial Reports (ERS)

**ERS-04-010-18 RECEIVE AND APPROVE ERS FINANCIAL REPORTS
(JANUARY – MARCH, 2018) – APPROVED**

Motion by DeCoster, seconded by McClellan, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period January 1, 2018 – March 31, 2018:

- A. PNC Investment Management Report
- B. Fiduciary Net Assets Statement – Fund 731
- C. PNC Financial Report
- D. Disbursements made by the Retirement System

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
01/04/2018	145377	Watkins Ross Part D Attestation for 2018 RDS application.	\$ 600.00
01/18/2018	145417	CBIZ Savitz Administration and Actuarial Fees for the period of 10/1/17-12/31/17.	\$ 5,200.00
01/31/2018	EFT (JE#4754)	PNC Inst. Mgmt. Investment Counseling Fees for 10/01/17-12/31/17.	\$ 4,192.89
QUARTERLY DISBURSEMENTS			\$9,992.89
ACTUARY FEE REIMBURSEMENT:			-
TOTAL QUARTERLY DISBURSEMENTS:			\$9,992.89

- E. Fiduciary Net Assets Statement – Fund 680
- F. Retirees Actuarial Statements

NAME	DEPARTMENT	DATE	STATUS
Fortura, Rocco	Public Works	12/07/2017	Final
Lakin, Roger	Public Works	12/11/2017	Final

- G. Municipal and Military Buy-Back Calculations - None
- H. Correspondence of Retirement Submission - None
- I. Necrology Report

DATE	NAME
01/11/2018	Miller, Genevieve
02/06/2018	Siporin, Erwin (Survivor Spouse)
03/19/2018	Lybeck, Henry

J. Miscellaneous Information - None

Voice Vote: Yes: Tungate, McClellan, Waxenberg, DeCoster
 No: None
 Absent: Mlynczyk

MOTION DECLARED ADOPTED

(Agenda Item #7A-J) Financial Reports (PSRS)

**PSRS-04-011-18 RECEIVE AND APPROVE PSRS FINANCIAL REPORTS
(JANUARY – MARCH, 2018) – APPROVED**

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period January 1, 2018 – March 31, 2018:

- A. PNC Investment Management Reports
- B. Fiduciary Net Assets Statement – Fund 733
- C. PNC Financial Report
- D. Disbursements made by the Retirement System

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
01/04/2018	145377	Watkins Ross	\$ 600.00
Part D Attestation for 2018 RDS application.			
01/18/2018	145417	CBIZ Savitz	\$ 4,366.00
Administration and Actuarial Fees for the period of 10/1/17-12/31/17.			
01/31/2018	EFT (JE#4755)	PNC Inst. Asset Mgmt.	\$ 8,811.67
Investment Counseling Fees for 10/01/17-12/31/17.			
QUARTERLY DISBURSEMENTS		\$13,777.67	
ACTUARY FEE REIMBURSEMENT:		-0-	
TOTAL QUARTERLY DISBURSEMENTS:		\$13,777.67	

- E. Fiduciary Net Assets Statement – Fund 680
- F. Retirees Actuarial Statements - None
- G. Municipal and Military Buy-Back Calculations

NAME	DEPARTMENT	TIME	AMOUNT	TYPE	STATUS
Donald Hoffman	Public Safety	4 Years	\$8,447.20	Military	Compl.

- H. Correspondence of Retirement Submission – None
- I. Necrology Report

DATE	NAME
03/08/2018	Harold Shuttleworth
02/06/2018	Dillard Hayes

J. Miscellaneous Information - None

Voice Vote:	Yes:	Tungate, McClellan, Batora
	No:	None
	Absent:	Rich, Tetler

MOTION DECLARED ADOPTED

PUBLIC COMMENTS:

There were no members of the public present wishing to speak.

ADJOURNMENT:

The meeting adjourned at 5:45 PM.

T. Edwin Norris, City Clerk



CITY OF OAK PARK

COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

5C

Mayor
Manan McClellan
Mayor Pro Tem
Solomon Radner
Council Members
Carolyn Burns
Ken Rich
Regina Weiss
City Manager
Erik Tungate

MEETING MINUTES
CITY OF OAK PARK REGULAR MEETING
ARTS AND CULTURAL DIVERSITY COMMISSION
THURSDAY, MAY 10, 2018, 7:00 P.M.
COMMUNITY CENTER

1. **CALL TO ORDER**

a. Time: 7:15 P.M.

2. **ROLL CALL**

a. **City Council:**

Mayor Pro Tem Solomon Radner A Council Member Regina Weiss X

b. **Commissioners:**

Heidi Bisson <u>X</u>	Leona Burns <u>A</u>	Stephanie Crawford <u>L</u>
Sarah Davidson <u>X</u>	Nathan Izydorek <u>X</u>	Rosetta Kincaid <u>A</u>
Roselyn McKay <u>A</u>	Terri McQueen <u>X</u>	Reatha Richmond <u>A</u>
Sudha Chandra Sekhar <u>X</u>	Abraham Snider <u>X</u>	Michele Stevenson <u>A</u>
Lonnie K. Tabb-Upshaw <u>X</u>	Carla Wallace <u>X</u>	Anita Warner <u>A</u>

c. **City Liaisons:**

Director Denise DeSantis X

d. **Guest(s):**

3. **APPROVAL OF AGENDA**

a. Date May 8, 2018

Motion Commissioner Sekhar

Seconded Commissioner Davidson Approved All

4. **APPROVAL OF MINUTES**

a. Date April 12, 2018

Motion Commissioner Davidson

Seconded Commissioner Sekhar Approved All

5. MATTERS FOR CONSIDERATION

a. New Business:

- i. Need volunteers for June 24 at 3 p.m. for DIA E-Z Roll Bike Ride event and DIA Senior Lunch Bunch on July 13 event.
- ii. A motion was made by Commissioner Crawford and seconded by Commissioner Izydorek to give the Library \$75.00 to buy scissors and supplies.
- iii. Commissioner Heidi Bisson suggested that we take down the old OPACC Facebook page. Director DeSantis shared with us that the City wants one Facebook page for all City groups and will be consolidating the Library and Recreation Facebook pages into the City Facebook page soon.
- iv. Director DeSantis discussed having a booth for Summer Blast event to encourage people to participate in DIA Inside|Out activities.
- v. We agreed that we would just walk in the Fourth of July parade and not have a booth.

b. Old Business:

- i. World Dance Day - We all agreed WDD was a success. Commissioner Tabb suggests we have a stage next year we all agreed because it would allow better viewing. Council Member Weiss commented that we could use Oak Park High School and that we could bring outside food she has a contact, Charity Jones, Principal. We agreed to secure the high school for next year's WDD and have more discussion later because the 29 falls on a Monday next year.
- ii. We discussed the Art Gallery and the Art Fair.
- iii. Cement flowerpot project - We discussed ideas about decorating flowerpots and how to keep it looking good all year round. Commissioner Bisson suggested that maybe each of us adopt a couple each. We will table this until Commissioner finds out if the City wants us to take full ownership or just give ideas for decorating the cement flowerpots throughout the City.

6. COMMISSIONER REPORTS

-Commissioner Snider gave a holiday report, he will be celebrating Shavuot, he shared his family tradition with us letting us know that along with the religious covenant of this sacred holiday it is the time were they eat dairy food like cheesecake.

-Thank you Director DeSantis for the refreshments!

7. UPCOMING EVENTS/ANNOUCEMENTS

a. ACDC EVENTS

- i. You Create: You Create Bookmarks with Commissioner Bisson
May 17, 2018 4:30 p.m. – 5:30 p.m.

1. ADJOURNMENT

- a. **Next Meeting:** Thursday, June 14, 2018
- b. **Time of Adjournment:** 8:16 p.m.



CITY OF OAK PARK

COMMUNITY ENGAGEMENT DEPARTMENT OF PUBLIC INFORMATION

Mayor
Marian McClellan
Mayor Pro Tem
Solomon Radner
Council Members
Carolyn Burns
Ken Rich
Regina Weiss
City Manager
Erik Tungate

MEETING MINUTES CITY OF OAK PARK REGULAR MEETING ARTS AND CULTURAL DIVERSITY COMMISSION THURSDAY, JUNE 14, 2018, 7:00 P.M. COMMUNITY CENTER

1. **CALL TO ORDER**

a. Time: 7:20P.M.

2. **ROLL CALL**

a. **City Council:**

Mayor Pro Tem Solomon Radner A Council Member Regina Weiss X

b. **Commissioners:**

Heidi Bisson <u>X</u>	Leona Burns <u>A</u>	Stephanie Crawford <u>X</u>
Sarah Davidson <u>X</u>	Nathan Izydorek <u>X</u>	Rosetta Kincaid <u>X</u>
Roselyn McKay <u>A</u>	Terri McQueen <u>A</u>	Reatha Richmond <u>A</u>
Sudha Chandra Sekhar <u>X</u>	Abraham Snider <u>X</u>	Michele Stevenson <u>X</u>
Lonnie K. Tabb-Upshaw <u>A</u>	Carla Wallace <u>X</u>	Anita Warner <u>A</u>

c. **City Liaisons:**

Director Denise DeSantis X

d. **Guest(s):**

3. **APPROVAL OF AGENDA**

a. Date June 14, 2018

Motion Commissioner Crawford

Seconded Commissioner Bisson Approved All

4. **APPROVAL OF MINUTES**

a. Date May 12, 2018

Motion Commissioner Sekhar

Seconded Commissioner Izydorek Approved All

5. MATTERS FOR CONSIDERATION

a. New Business:

- i. Director DeSantis informed us that Brandon will be leaving the Library. Therefore, he cannot commit to Autumn Fest and she is proposing that the ACDC committee to step in and help with the event and possibly partner with the Friends of the Oak Park Library. We motioned to earmark up to \$600.00 for pumpkins for pumpkin painting for Autumn Fest it was motioned and seconded by Commissioners Sekhar and Crawford. She suggested the Commission volunteer to help with painting.
- ii. We agreed to use the water left over from World Dance Day for DIA E-Z Roll. Commissioner Stevenson motioned and Commissioner Davidson seconded. It was also motioned by Commissioner Crawford and seconded by Commissioner Kincaid that we approve monies for T-Shirts for ACDC members that are volunteering for the event.
- iii. The Arts Cultural Diversity Commission has approximately \$1,000.00 left from this year's budget.
- iv. Commissioner Izydorek motioned for \$150.00 for goodies for the Fourth of July parade; Commissioner Sekhar seconded it.
- v. You Create - Commissioners Bisson and McQueen will not be available to facilitate "You Create" activities for July, August or September. They asked for volunteers.

b. Old Business:

- i. DIA Events - So far we have three entries for the selfie contest. The DIA E-Z Roll meet up is at 2:30 p.m. on June 24, 2018. Commissioners Wallace, Snider and Council Member Weiss, Director DeSantis and maybe Commissioner Izydorek may attend. Aaron Tobin will give us their route and there will be two officers on bikes. Peteet's will provide cheesecakes on one of the three stops for the bikers. Director DeSantis would like for us to be at the stops to give out water and snacks, Commissioner Stevenson volunteered to be at one of the stops on the bike route. One-hundred fifty-five T-Shirts were purchased from the \$300 donations of three sponsors - Nova Chiropractic, The Loop, and REALTEAM Real Estate.
- ii. Fourth of July Parade - We discussed decorating Commissioner Bisson's truck to use it as a float in the parade.
- iii. Art Gallery - July through September, the artist is selected to display her art in the gallery.
- iv. Cement Flowerpot project - Tabled till next meeting
- v. Fundraising - Tabled till next meeting

6. COMMISSIONER REPORTS

Director DeSantis shared with us that the Recreation Department will be bringing a Farmers Market to Oak Park every Wednesday starting July 18 to September 26 from 9 a.m. until 1 p.m. The market will be in the lot between City Hall and the Library.

Commissioner Sekhar shared with us that the Oak Park Optimist Club will have a childhood cancer campaign on June 20 at 6:15 p.m. in the Community Center Room 1.

Chairperson Snider thanked us for having a great Commission for the first half of 2018.

7. UPCOMING EVENTS**a. ACDC EVENTS**

- i. You Create: You Create Mini Succulent Gardens
June 21, 2018 4:30 p.m. – 5:15 p.m.

1. ADJOURNMENT

a. **Next Meeting:** Thursday, July 12, 2018

b. **Time of Adjournment:** _____ 8:07p.m. _____

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** August 6, 2018**AGENDA #**

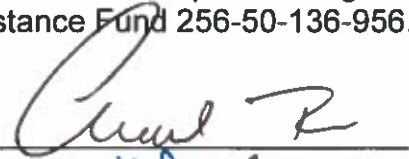
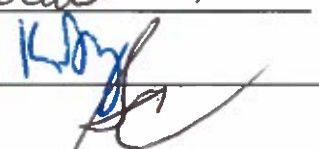
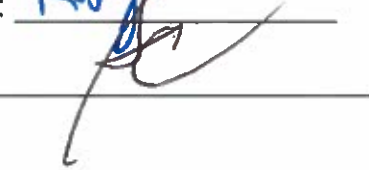
SUBJECT: Request authorization to advertise for bids for the 2018 45th District Court Building Renovation Project, M-684.

DEPARTMENT: Technical & Planning/DPW – Engineering KJY / GWS

SUMMARY: Plans and specifications are being prepared for the 2018 45th District Court Building Renovation Project, M-684. This project will be bid out by the Construction Manager, Frank Rewold & Sons.

FINANCIAL STATEMENT: There is \$1,490,000 in the 2018-2019 budget for these expenditures.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids the 2018 45th District Court Building Renovation Project, M-684, be approved. Funding is available in the Court Municipal Building Construction Fund 470-70-900-970 and the Caseflow Assistance Fund 256-50-136-956.

APPROVALS:City Manager: Department Director: Director of Finance: Budgeted: ☒**EXHIBITS:** None

MERCHANT'S LICENSES - AUGUST 6, 2018

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
HER CHIC APPEAL	21700 GREENFIELD 105	\$225.00	RETAIL
LUXURY RECREATION GROUP	21700 GREENFIELD 133	\$375.00	RETAIL
BEAUTIFUL BUTTERFLY BOUTIQUE	21700 GREENFIELD 148	\$150.00	RETAIL
VIP HOME HELP CARE	21700 GREENFIELD 225	\$450.00	HOME HELP CARE
AL'S JEWELRY	21700 GREENFIELD 306	\$600.00	RETAIL
NATASHA INTERNATIONAL	21700 GREENFIELD 353	\$425.00	OFFICE
TRUST JEWELERS	21700 GREENFIELD 361	\$825.00	RETAIL
PRIMA DONNA FASHION	21700 GREENFIELD 459	\$450.00	RETAIL
BROLIC BUNDLES	21700 GREENFIELD 484	\$150.00	SALON
SAFEWAY PHARMACY	25222 GREENFIELD	\$150.00	PHARMACY
PAIN STOP MD	25900 GREENFIELD 140	\$150.00	MEDICAL OFFICE
BLUE REALTY	25900 GREENFIELD 403	\$450.00	REALTOR
LUZOD REPORTING SERVICE	25900 GREENFIELD 414	\$375.00	OFFICE
DTLR	26130 GREENFIELD	\$150.00	RETAIL
ERIC MENDELSON D.P.M	26106 GREENFIELD	\$150.00	OFFICE
HERSCH'S LAWN SPRAY	26650 HARDING	\$150.00	LAWN CARE
LIFE SKILLS RESIDENTIAL	25640 LINCOLN TERRACE	\$150.00	SUPPORTED LIVING
BASEMENT CUTS	8560 NINE MILE	\$150.00	SALON
BOSS BABES	8970 NINE MILE	\$150.00	RETAIL
OAK PARK FRUIT MARKET	13745 NINE MILE	\$150.00	RETAIL

RENEWALS	ADDRESS	FEES	BUSINESS TYPE
PAT'S LANDSCAPING	10831 CAPITAL	\$825	LANDSCAPING
REIMAGINE EDUCATION	23140 COOLIDGE	\$150.00	PREP SCHOOL
HAIR MOOD SALON	26035 COOLIDGE	\$225.00	SALON
CUSTOM CONCEPT COLLISION	14051 ELEVEN MILE	\$150.00	COLLISION SHOP
AURA INTERNATIONAL	21700 GREENFIELD 347	\$150.00	RETAIL
STARBUCKS	24840 GREENFIELD	\$150.00	COFFEE SHOP
ALDI	26300 GREENFIELD	\$150.00	GROCERY STORE
NEIGHBOR OAK PARK	8600 NINE MILE	\$225.00	GAS STATION
NEW GRACE SPINAL REHAB	12706 NINE MILE	\$150.00	REHAB
B ROYAL HAIR COLLECTIONS	12726 NINE MILE	\$225.00	SALON
ONE STOP CASH ADVANCE	8530 NINE MILE A	\$187.50	RETAIL

SIDEWALK SALE

PAYLESS SHOESOURCE	26142 GREENFIELD	\$10.00
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Michigan**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2017

Christopher P. Morrell

Executive Director/CEO

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

Today's Date: 7-12-18

Applicant Information

Applicant/Business Name: BOOK Beat

Applicant/Business Address: 26010 Greenfield

Phone number: 248-9681190 E-Mail Address: _____

Relation of applicant to business: CO-owner

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

Owner Information

Owner or manager of site: Cary Loren & Colleen Kammer Phone: 248-9681190

Names and addresses of partners or officers of corporation:

16200 Roanoke #202
SFLD, MI 48075

Event Information

Proposed date(s) of event: Sat. August 11th Has this event been held previously? ☒ Yes ☐ No

Address or location of event: 26010 Greenfield

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: Sale - Celebration author
signings music - 36th anniversary coming
up...

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

If yes, please describe how so: free to the public - will send
postcards & give out bookmarks & emails
to promote

Estimated number of people attending event? 500 Hours of Event: 10am - 12 midnight

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: NO

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:

20' x 20'

Same as
last year

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.

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.

Colleen Kammer

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



CITY OF OAK PARK, MICHIGAN
MERCHANT'S SIDEWALK SALE LICENSE
APPLICATION

SALE DATE: Sat. Aug 11 THRU _____

LICENSE # _____

I (OR WE) HEREBY MAKE APPLICATION TO CONDUCT A SIDEWALK SALE AS STATED BELOW:

BOOK Beat 26010 greenfield 2489681190
BUSINESS NAME ADDRESS PHONE
Book Store Sells books
NATURE OR CHARACTER OF BUSINESS

OAK PARK MERCHANT LICENSE NO. _____ DATE OF ISSUANCE _____

THIS IS A PARTNERSHIP _____ CORPORATION _____ INDIVIDUALLY OWNED _____

IF PARTNERSHIP OR CORPORATION, PLEASE LIST BELOW NAME, ADDRESS, TITLE OF EACH PARTNER OR OFFICER:

Cary Loren & Colleen Kammer } 16200 Roanoke #202
SFLD, MI 48075

DESCRIPTION OF THE MERCHANDISE USUALLY SOLD BY THE BUSINESS:

Books, CDs, posters, stationery, jewelry
photos

DESCRIPTION OF MERCHANDISE TO BE DISPLAYED OR SOLD AT THE SIDEWALK SALE:

Books, posters, cards, photos, jewelry

I (OR WE) FULLY UNDERSTAND THAT NO OTHER PERSON, PARTNERSHIP OR CORPORATION SHALL BE PERMITTED TO CONDUCT THE SIDEWALK SALE THIS LICENSE IS GRANTED FOR, AND THAT THE LICENSE SHALL BE VALID ONLY FOR THE DISPLAY OR SALE OF THE MERCHANDISE DESCRIBED IN THIS APPLICATION.

Colleen Kammer
SIGNATURE OF APPLICANT

FEE: \$10.00

APPROVAL DATE: _____ CITY COUNCIL _____

BUILDING DEPT. _____

DATE OF ISSUE: _____

ED NORRIS, CITY CLERK

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION**Cary Loren & Colleen Kammer****Book Beat Annual Sidewalk Sale/Celebration, 26010 Greenfield****DATE:** Saturday, August 11, 2018 @ 10:00 a.m. – 12:00 a.m.

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>Rob Barrett</i>	Please have the tent rental company submit flame retardant certificate for review of the propose tent.	1/4 Hour	N/A
PUBLIC SAFETY <i>Steve Cooper</i>	Periodic checks as part of patrol	30mins	NA
RECREATION <i>Laurie Stasiak</i>	N/A	N/A	N/A
DPW <i>Kevin Yee</i>	N/A	N/A	N/A
ADDITIONAL <i>Administration</i>			\$100 application fee and \$10 sidewalk sale fee paid

CITY OF OAK PARK
MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE

Today's Date: 7/23/18

Applicant Information

Applicant/Business Name: MARIC PHILLIA

Applicant/Business Address: 1367 MADINE O.R 48237

Phone number: 2487094978 E-Mail Address: PHILLIAMARIC628@GMAIL.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: 8/11/18 Has this event been held previously? ☒ Yes ☐ No

Address or location of event: MADINE ST

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: BLOCK PARTY

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

If yes, please describe how so: ALL RESIDENTS

Estimated number of people attending event? 30 Hours of Event: 5pm - 8.30

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.

- ① PLEASE WAIVE THE APPLICATION FEE
- ② COULD WE GET SOMEONE FROM PUBLIC SAFETY?

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 _____

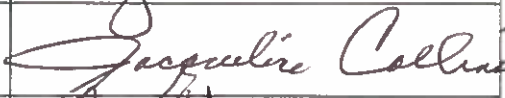
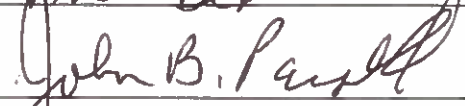
Subscribed and sworn to before me, a Notary Public this _____ day of _____ 20____, by

_____.

My Commission expires: _____
Notary Public

Nadine St Closure August 11, 2018

We are requesting that Nadine St between Coolidge and Kipling be CLOSED on August 11, 2018 for our Annual Block Party. Thank you.

	Name		Address	Signature
1.	Bridget + Scott Levine	13640	Nadine St	
2.	Darlene Hermann	13641	Nadine St	
3.	Brian Stuh Brian Stuh	13651	Nadine St	
4.	Anthony Barr.	13691	Nadine St	
5.	Mike King	13701	Nadine St	
6.	Margo Simons	13711	Nadine St	
7.	Jackie Collins	13741	Nadine St	
8.	Sarah Guttentag	13730	Nadine St	
9.	Fran DeLoire	13710	Nadine St	
10	John B. Parsell	13690	Nadine St	
11	Keri Muller	13660	Nadine St	
12	MARK PHILLIPS	13670	Nadine St	
13	Chanahl Kinzer	13661	Nadine St	
14			Nadine St	
15			Nadine St	
16			Nadine St	
17			Nadine St	

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

Mark Phillin
Block Party, Nadine Street

DATE: Saturday, August 11, 2018 @ 5:00 p.m. – 8:30 p.m.

<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 as part of normal patrol	30 mins	Na
RECREATION <i>Laurie Stasiak</i>	N/A	N/A	N/A
DPW <i>Kevin Yee</i>	Drop off/pick up barricades	1	N/A
ADDITIONAL <i>Administration</i>	Public Safety officer requested		\$100 application fee waiver requested



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: August 6, 2018

AGENDA #

SUBJECT: Report on bids for the 2018 Joint and Crack Sealing Project, M-681.

DEPARTMENT: Technical & Planning/DPW – Engineering KJY / GWS

SUMMARY: At the July 2, 2018 regular meeting of the Oak Park City Council, the request to bid the 2018 Joint and Crack Sealing Project, M-681 was approved (CM-07-246-18). The project was advertised and twelve (12) contractors viewed the documents. On July 16, 2018, three (3) bids were received and opened. The low bidder, Carr's Outdoor Services of Canton, MI submitted a bid of \$110,910.00, but failed to include the required Public Act 517 Certification and the Non-collusive Affidavit in their proposal by the deadline for submittal. Michigan Joint Sealing, Inc. of Farmington Hills, MI, submitted a bid of \$112,100.00 and fully complied with the bid requirements. References were checked and all had positive responses.

FINANCIAL STATEMENT: Funding is available in the FY 2018-2019 budget for this expenditure.

RECOMMENDED ACTION: It is recommended City Council award the bid for the 2018 Joint and Crack Sealing Project, M-681 to Michigan Joint Sealing, Inc. of Farmington Hills, MI for a total amount of \$112,100.00. There is \$175,000 budgeted for this project in the Local Streets Fund No. 203-18-478-970.

APPROVALS:

City Manager: _____

Department Director: _____

Director of Finance: _____

Budgeted: ☒

EXHIBITS: Bid tabulation, Project area map, City Attorney's recommendation

BID TABULATION

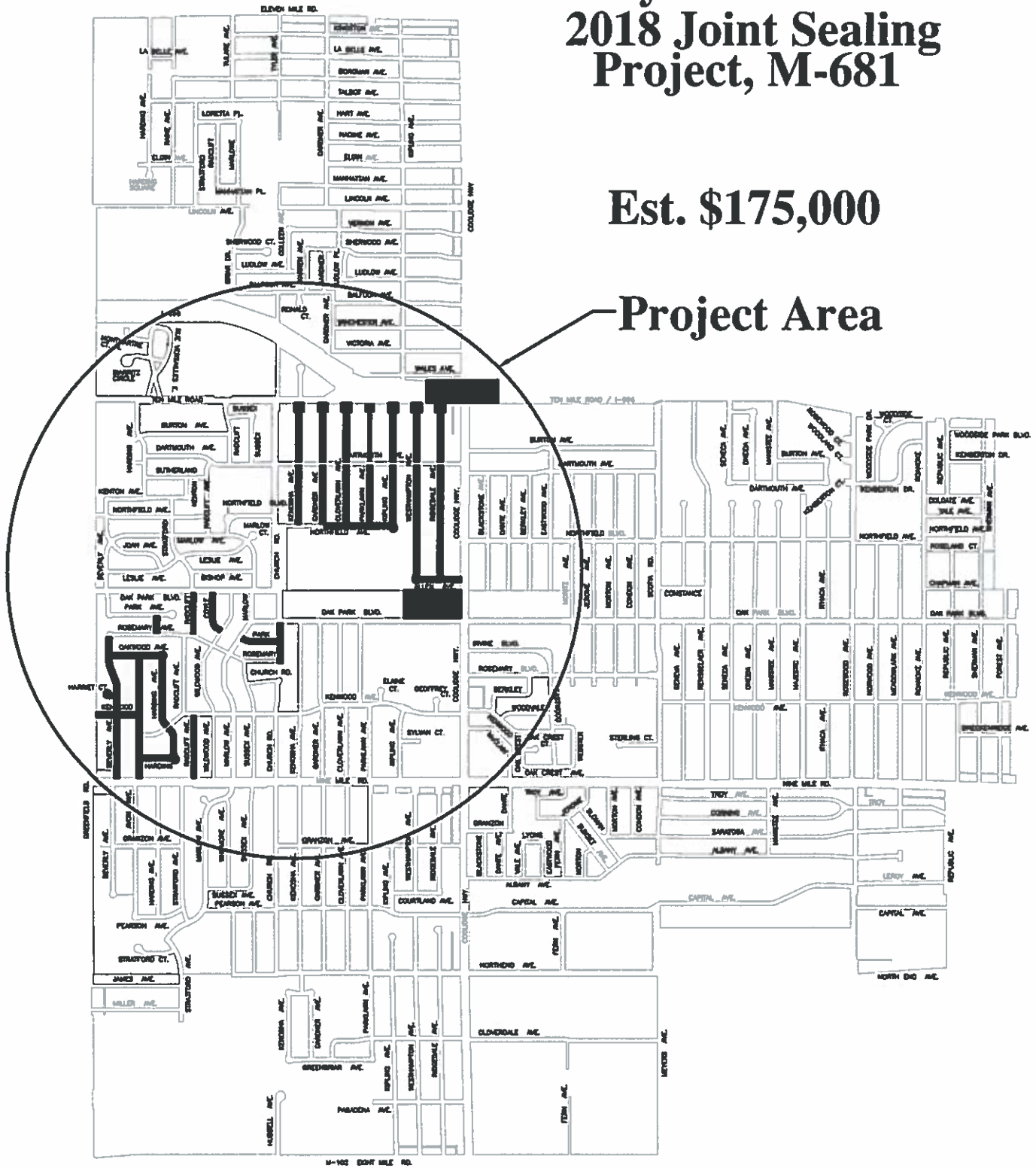
2018 JOINT AND CRACK SEALING PROJECT, M-681				CARR'S OUTDOOR SERVICES		MICHIGAN JOINT SEALING, INC.		SCODELLER CONSTRUCTION	
BID OPENING DATE MONDAY JULY 16, 2018 2:00 PM				48910 FORD ROAD CANTON, MI 48187 734-564-8242		28830 WEST EIGHT MILE RD. FARMINGTON HILLS, MI 48336 248-476-4120		51722 GRAND RIVER AVE. WIXOM, MI 48393 248-374-1102	
ITEM	DESCRIPTION	QUANT.	U/M	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	ROUT AND SEAL JOINTS AND CRACKS MODIFIED SP	180,000	LFT	\$ 0.48	\$ 86,400.00	\$ 0.53	\$ 95,400.00	\$ 0.77	\$ 138,600.00
2	JOINT SEALING COMPOUND MODIFIED SP	40,000	LBS	\$ 0.45	\$ 18,000.00	\$ 0.30	\$ 12,000.00	\$ 0.65	\$ 26,000.00
3	MINOR TRAFFIC DEVICES MODIFIED SP	1	LSUM	\$ 750.00	\$ 750.00	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00
4	INSPECTION CREW DAYS	\$ 320.00	DAYS	18.00	\$ 5,760.00	10.00	\$ 3,200.00	18.00	\$ 5,760.00
TOTAL COST				\$ 110,910.00	*	\$ 112,100.00		\$ 170,860.00	

* INCOMPLETE BID SUBMITTED

City of Oak Park 2018 Joint Sealing Project, M-681

Est. \$175,000

Project Area



Gerrajh Surles

From: Ebony Duff <eduff@garanlucow.com>
Sent: Tuesday, July 17, 2018 12:04 PM
To: Robert Barrett
Cc: Gerrajh Surles; Kevin Yee; Dan Fairless
Subject: Re: Oak Park - FW: JOINT SEAL BID RESULTS & AWARD - need by July 20 2018

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon Rob,

I agree with your recommendation, especially given the fairly negligible difference between the 2 lowest bids. It's appropriate to issue the award to the company that fully complied with the bid requirements.

Ebony

Ebony L. Duff
GARAN LUCOW MILLER, P.C.
1155 Brewery Park Blvd., Suite 200
Detroit, MI 48207
(313)446-5543
(313)259-0450 Fax
eduff@garanlucow.com

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On Mon, Jul 16, 2018 at 4:06 PM, Robert Barrett <rbarrett@oakparkmi.gov> wrote:

Good afternoon Ebony,

The low bidder for this year's Joint Sealing project did not include the Public Act 517 certification and the non-collusive affidavit.

I recommend that we award to the project second lowest bidder. Please advise if we should award the project to the second lowest bidder?

Thanks

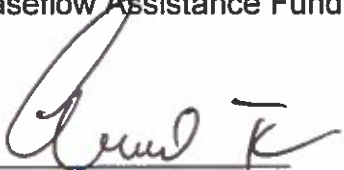
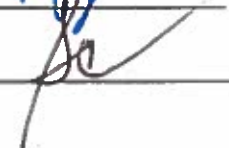
**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** August 6, 2018**AGENDA #**

SUBJECT: Proposal for professional services for Technology Consulting, Design, and Procurement Services for the 45th District Court.

DEPARTMENT: Public Works *KJY*

SUMMARY: The City and 45th District Court have been working with OHM Advisors for the renovation work to the 45th District Court. It has been determined that additional services are required to meet the technology portion of the project, which has been budgeted separately and is funded by the Caseflow Assistance Fund.

RECOMMENDED ACTION: It is recommended that the proposal from OHM Advisors to perform professional services for Technology Consulting, Design, and Procurement Services for the 45th District Court for an hourly, not to exceed amount of \$28,026 be approved for a total fee of \$28,026 (including the amount of \$9,800 to Commtech Design for a more specialized portion of this work), upon review by the City Attorney's office. Funding for this portion of the project is available in the Caseflow Assistance Fund 256-50-136-956.

APPROVALS:City Manager: Department Director: Finance Director: 

Budgeted

EXHIBITS: Proposal



ARCHITECTS. ENGINEERS. PLANNERS.

July 6, 2018

Mr. Kevin J. Yee, P.E.
Assistant City Manager, Public Works Director, City Engineer
City of Oak Park
10600 Capital
Oak Park, MI 48237

**RE: Professional Services Proposal
Technology Consulting, Design and Procurement Services for 45th District Court**

Dear Mr. Yee,

Thank you for this opportunity to allow OHM Advisors to team again with the City of Oak Park. We propose to provide professional services for technology consulting, design and procurement at the 45th District Court facility. Based on our meeting that occurred on May 17, 2018, we understand the scope to be as follows:

PROJECT UNDERSTANDING

The 45th District Court facility is located at 13600 Oak Park Boulevard, in Oak Park, Michigan. Our understanding of the project includes design and procurement for communications cabling, audio/video systems and security systems. Throughout this process, OHM Advisors will work with Owner's technology representatives and Construction Manager for document development, estimating, and procurement through project close-out. We understand that the overall project budget is \$190,000, with the construction budget being about 80% of this budget.

SCOPE OF SERVICES

Our Scope of Services for this work is as outlined below. OHM Advisors will perform the following tasks:

- ▶ Prepare project schedule
- ▶ Determine stakeholders for the technology systems. Identify those responsible for each of the systems and who those systems will serve.
- ▶ Gather key documentation of existing systems and applications
- ▶ Review current technologies, assess the systems for expansion or replacement and review current communications system design standards.
- ▶ Identify potential manufacturers and contractors of systems that will meet the project requirements
- ▶ Design electrical to support new technology systems
- ▶ Design heating and cooling requirements to support new systems
- ▶ Budget verification and monitoring with Owner and Construction Manager
- ▶ Create technology, architectural, drawings and specifications to procure new systems
- ▶ Participate in the bidding process, evaluate responses to RFPs and meet with bidders
- ▶ Evaluate quotes with Owner and Construction Manager
- ▶ Generate a recommendation to the city based on bids received
- ▶ Review construction shop submittals.
- ▶ Coordinate construction installation with the Owner and Construction Manager, including 2 construction project meetings on-site
- ▶ Punch list and project close-out with the Owner and Construction Manager



DELIVERABLES

- ▶ Digital PDF files of the design development floor plans
- ▶ Digital PDF copy of the final procurement documents.

COMPENSATION

We propose to provide our services based on the tasks required to provide services necessary to support technology improvements as mentioned above. The fee is delineated below is based on professional disciplines that will provide services to support these improvements.

Technology, Commtech Design	\$ 9,800 (see attached proposal)
Mechanical, Electrical, Architectural Services, OHM	\$18,226

We propose OHM's services based on an hourly basis, within a not-to-exceed amount. See attached hourly rate schedule. The fee above includes professional services for mechanical, electrical and architectural design and engineering. This proposal provides the City with multi-discipline services to support technology improvements. Depending on the determined technology scope of work, mechanical, electrical, architectural services may not be necessary or may be limited in scope. Time will be billed only as necessary to support the technology scope of work.

All costs are included and no reimbursable expenses are expected. OHM Advisors bears the overhead costs for providing the services herein.

OHM Advisors is prepared to begin the work immediately upon receipt of a signed agreement and to complete our services as per the schedule mentioned in this letter. This schedule is contingent upon the timeliness of Owner provided information and decision making and any unforeseen conditions or circumstances that may arise.

ADDITIONAL SERVICES

Should the client require services beyond the scope of work outlined above (including additional meetings), additional fees may apply. Major portions of work associated with additional services may require a separate future agreement.

Additional work includes:

- ▶ Specialty renderings
- ▶ Existing equipment and furniture inventory and master planning
- ▶ Development of move drawings related to existing and new equipment and furniture
- ▶ Specialty consultants that are not listed as part of this proposal

ASSUMPTIONS, EXCLUSIONS & OWNER RESPONSIBILITIES

OHM Advisors is prepared to complete the work as outlined above per our understanding of the project, which includes the following assumptions, exclusions and identified Owner responsibilities.

- ▶ Construction / permit cost estimate(s) are not included in this proposal.
- ▶ Owner will be responsible for all permit and review fees in addition to application submittals.



ACCEPTANCE

Thank you for this opportunity to provide technology services to the City of Oak Park. If this proposal is acceptable to you, a signature on this letter will serve as our authorization to proceed. Once we receive this signed proposal, we will prepare the standard city agreement for execution. This proposal is valid for 30 days from the date of this letter.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project!

Orchard, Hiltz, & McCliment, Inc.
CONSULTANT

City of Oak Park
CLIENT

	(Signature)	_____
Misty J. Raatz/Associate AIA	(Name)	_____
Project Manager	(Title)	_____
July 6, 2018	(Date)	_____

Attachments: Exhibit 1 – OHM Hourly Rate Schedule
Exhibit 2 – Commtech Design proposal dated June 20, 2018



OHM ADVISORS 2018 HOURLY RATE SCHEDULE

Professional Engineer IV/Architect IV	\$170.00
Professional Engineer III/Architect III	\$155.00
Professional Engineer II/Architect II	\$140.00
Professional Engineer I/Architect I	\$130.00
Graduate Engineer IV	\$135.00
Graduate Engineer III	\$125.00
Graduate Engineer II	\$120.00
Graduate Engineer I	\$110.00
Graduate Architect III/Landscape Architect III	\$120.00
Graduate Architect II/Landscape Architect II	\$100.00
Graduate Architect I/Landscape Architect I	\$90.00
Technician IV	\$130.00
Technician III	\$110.00
Technician II	\$95.00
Technician I	\$75.00
Engineering/Architectural Aide	\$60.00
Professional Surveyor III	\$155.00
Professional Surveyor II	\$140.00
Professional Surveyor I	\$130.00
Graduate Surveyor	\$110.00
Surveyor III	\$107.00
Surveyor II	\$100.00
Surveyor I	\$80.00
Surveyor Aide	\$60.00
Planner IV	\$155.00
Planner III	\$135.00
Planner II	\$120.00
Planner I	\$80.00
Planner Aide	\$60.00
Graphic Designer	\$105.00
Data Base Developer	\$185.00
Administrative Support	\$65.00
Clerical Aide	\$50.00
Principal	\$195.00
Sr. Associate	\$185.00
Associate	\$175.00

Rates as reflected subject to review and adjustment on an annual basis.



CommtechDesign

6581 Belding Rd. NE, Suite 101
Rockford, MI 49341

June 20, 2018

OHM Advisors
Oak Park 45th District Courth

RE: Design of communications systems for renovations and updates to the 45th District Court

Ms. Raatz

I am writing in response to your request for consulting, design and installation review for the technology systems at the Michigan 45th district court building

Technology systems design work shall include the design and installation oversight for communications cabling, audio/video systems and security systems as detailed below. We are excited about the possibility of working with you and Oak Park.

Commtech Design will work in conjunction with the owner's representative, to coordinate the design of the technology systems. Commtech will generate drawings and specifications that will be issued based on the individual system requirements.

Project Objective

The objective of this project is to design, procure and install technology systems to meet the needs of the new and renovated areas

The work included in this project can be broken down to three general phases, Consultation, Design and Installation oversight.

Consultation

To procure a complete technology you must first look at the groups and people within those groups that will be utilizing the systems. Their needs and requirements and future growth must be factored into the design of the systems. As part of the Consultation, Commtech Design proposes to:

1. Determine stakeholders for the technology systems.
 - Identify those responsible for each of the systems and who those systems will serve.
2. Gather key documentation of existing systems and applications
 - Review current technologies, assess the systems for expansion or replacement and review current communications system design standards.
3. Identify potential manufacturers and contractors of systems that will meet the project requirements.

Consultation will not stop at this phase, but will continue through the different steps of the project. Commtech will work with Oak Park throughout the installation of systems at all their facilities and will work with the owner to plan training, documentation and future service level agreements with the chosen vendor(s).

Design

After we have a firm grasp on the goals of the systems, input from stakeholders and have identified the technologies to meet all requirements, we move into the design phase.

This will include creating design documents for the systems included in the budget and that are required by the owner.

The key activities associated with the design of communications systems and choosing a contractor or contractors to install the systems are:

1. Gather final information for design drawings and specifications.
 - Determine how existing systems can be added onto, moved and expanded.
 - Design acceptance tests and commissioning requirements.
2. Complete specifications and drawings.
 - Work with the owner's representative/architect to define space for all technology systems.
 - Design the following systems:
 - User cabling
 - Backbone Cabling
 - Audio and video systems
 - Access control systems
 - Video security systems.
 - Coordinate raceways and power requirements with the electrical engineer.
 - Coordinate heat and cooling requirements with the mechanical engineer.
 - For the systems noted above we will:
 - Generate drawings and specifications required to procure new systems
 - Evaluate responses to the RFP and meet with bidders, administrators and project managers as required.
 - Scope includes (based on budget)
 - Full replacement of existing security camera system, with monitor and recording system.
 - Access control at specific doors and at new doors, with alarm system.
 - Determine a relocated server room location or re-use the existing server room.
 - Adding panic buttons to key desk locations and to dispatch, to activate an alarm system.
3. Two site visits are included

Installation Oversight

Once the Contractors are chosen we will move into the Installation oversight portion of the project. During the installation the following tasks will be completed:

1. Review project submittals.
2. Attend Project Meetings
3. Conduct project meetings to oversee the contractors regarding the installation.
4. Review and answer RFI's for the communications systems.
5. Create punchlist's at the end of the installation.
6. Two site visits are included.

Owner/Architect Requirements

The owner's representatives will:

1. Help to identify all stakeholders and provide system design criteria required for a complete communications system design
2. Provide Commtech Design with technical support and pertinent data concerning the existing systems and the institute's desire to expand or replace existing systems.

3. Provide AutoCAD drawings to use as a background for the technology design.
4. Generate contracts for the contractors.

Terms

We understand that the overall project budget for this work is \$190,000, with the construction budget being estimated at about 80% of this budget.

Commtech design proposes to consult, design and review the installation of communications systems for the 45th District Court. Commtech Design proposes to do the work described for fee of \$9,800.

This fee can be changed to include additional work as requested by the owner at anytime during the project.

Billing will be done monthly. Bret Emerson will be Commtech Design's project manager and will coordinate all Commtech activities.

Expenses are not included as part of the fee structure. Expenses will consist of any associated printing and shipping. Printing and shipping will be billed at cost and will be in addition to the fees charged.

Commtech Design's financial liability will not exceed the fee charged for this project.

We appreciate your time and look forward to the possibility of working with you.

Sincerely,



Bret Emerson, RCDD/NTS

If this proposal meets your requirements please sign below;

Signature

Date



CITY OF OAK PARK

**Saundra Crawford, Director
Department of Finance**

15C

Mayor
Martin McClellan
Mayor Pro Tem
Solomon Rainey

COUNCIL MEMBERS
Carolyn Burns
Ken Rich
Regina Weiss
City Manager
Erik Tungate

MEMORANDUM

Date: August 1, 2018

To: Erik Tungate, City Manager

From: Saundra Crawford

Re: Third Quarter FY 2017-18 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City at March 31, 2018. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity.

The third quarter investment report shows total citywide cash and investments of \$22,762,181 (market value) including cash in the operating account of \$3,960,858, short-term investments in the Oakland County Investment Pool of \$5,059,272 and long-term investments totaling \$13,742,051. The City has maximized investment return on short-term cash by utilizing the Oakland County Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. Interest income for the months of July through March 2018 remained strong totaling \$431,439 compared to \$221,069 for the nine months ended March 31, 2017.

City of Oak Park
Summary of Cash and Investments Held
March 31, 2018

	<u>Maturity Date</u>	<u>Market Value</u>	<u>Book Value</u>	<u>% of Portfolio</u>	Current <u>Interest Rate</u>	<u>YTM @ Cost</u>	<u>Days to Maturity</u>	<u>Investment Broker</u>
Cash								
Huntington Bank - Collection		\$ 3,960,858	\$ 3,960,858	17.29%	0.1500%	0.1500%	1	Huntington
Huntington Bank - Accounts Payable		-	-	0.00%	0.1500%	0.1500%	1	Huntington
Huntington Bank - Payroll		-	-	0.00%	0.1500%	0.1500%	1	Huntington
Huntington Bank - Securities		-	-	0.00%	0.1500%	0.1500%	1	Huntington
Government Securities								
Federated Govt Resrv	3/29/2018	84,624	84,624	0.37%	0.6700%	0.6700%	0	Comerica
FHLM Step Bond	11/27/2020	158,283	159,680	0.70%	1.3750%	1.3750%	1008	DA Davidson
Fedl Home Loan Bank	6/30/2021	244,722	245,875	1.07%	1.2500%	1.2500%	1186	DA Davidson
Fedl Natl Mtg Assn	7/27/2021	98,052	98,950	0.43%	1.2500%	1.2500%	1213	DA Davidson
Fedl Farm Credit Bank	10/25/2021	241,142	249,062	1.09%	1.5200%	1.5200%	1302	DA Davidson
Fedl Home Loan Mtg Corp	11/24/2021	221,950	231,063	1.01%	1.6500%	1.6500%	1332	DA Davidson
Fedl Farm Credit Bank Retail Bond Semi Surv	8/15/2022	240,822	249,100	1.09%	1.8500%	1.8500%	1596	DA Davidson
Fedl Home Loan Bank	9/22/2022	254,738	259,688	1.13%	1.7500%	1.7500%	1589	DA Davidson
Fedl Home Loan Mtg Corp	12/29/2022	138,699	140,000	0.61%	2.2500%	2.2500%	1733	DA Davidson
Fedl Home Loan Mtg Corp	1/30/2023	248,740	249,875	1.09%	2.0000%	2.0000%	1765	DA Davidson
Fedl Farm Credit Bank	6/21/2023	239,145	250,000	1.09%	2.0000%	2.0000%	1906	DA Davidson
Municipal Bonds								
Michigan Municipal Bond Authority	5/1/2018	250,300	250,000	1.09%	4.0000%	4.0000%	32	Morgan Stanley
Ypsilanti School District	5/1/2018	159,893	160,000	0.70%	1.5000%	1.5000%	32	Fifth Third
Madison Heights Pension	1/1/2019	233,049	235,000	1.03%	1.4800%	1.4800%	277	Fifth Third
Williamston Mich Comm Schools	5/1/2019	746,723	754,390	3.29%	2.3970%	2.3970%	397	Comerica
Ypsilanti School District	5/1/2019	495,770	500,000	2.18%	1.8100%	1.8100%	397	Fifth Third
Holland Michigan GO Taxable	8/1/2019	172,818	175,000	0.76%	1.8600%	1.8600%	489	Fifth Third
Lake Orion Mich Comm Sch Dist	5/1/2020	248,195	251,846	1.10%	2.1120%	2.1120%	762	Comerica
Reeths-Puffer Mich Schs	5/1/2020	287,654	291,346	1.27%	2.2480%	2.2480%	762	Comerica
Williamston Mich Comm Schools	5/1/2020	990,730	1,008,865	4.40%	2.6670%	2.6670%	762	Comerica
Ypsilanti School District	5/1/2020	490,095	500,000	2.18%	2.0300%	2.0300%	762	Fifth Third
Holland Michigan GO Taxable	8/1/2020	171,593	175,000	0.76%	2.1500%	2.1500%	854	Fifth Third
Paw Paw Public Schools	11/1/2020	109,407	111,379	0.49%	2.5000%	2.5000%	946	DA Davidson
Reeths-Puffer Mich Schs	5/1/2021	248,188	251,958	1.10%	2.5740%	2.5740%	1127	Comerica
Reeths-Puffer Mich Schs	5/1/2021	248,188	251,958	1.10%	2.5740%	2.5740%	1127	Comerica
Whitmore Lake Mich Pub Sch Dist	5/1/2021	501,140	505,751	2.21%	2.7490%	2.7490%	1127	Comerica
Ypsilanti School District	5/1/2021	432,669	445,000	1.94%	2.1800%	2.1800%	1127	Fifth Third
Kalkaska Mich Sch Bldg	5/1/2023	433,280	433,296	1.89%	6.1000%	6.1000%	2028	DA Davidson
South Lyon Mich Comm Schools	5/1/2023	48,975	51,022	0.22%	2.8900%	2.8900%	1857	Comerica
Certificate of Deposits								
American Express Centr	11/13/2018	499,340	500,000	2.18%	1.6500%	1.6500%	228	Huntington
American Express Centr	11/12/2019	496,215	500,000	2.18%	2.0000%	2.0000%	592	Huntington
Morgan Stanley Bank NA	1/21/2020	99,548	100,000	0.44%	2.2000%	2.2000%	661	DA Davidson
Ally Bank	2/10/2020	199,156	200,000	0.87%	2.2500%	2.2500%	681	DA Davidson
American Express Centr	11/12/2020	492,955	500,000	2.18%	2.2500%	2.2500%	957	Huntington
Wells Fargo Bank NA	7/28/2022	146,095	150,000	0.65%	2.3000%	2.3000%	1578	DA Davidson
JPMorgan Chase Bank NA	9/15/2022	243,602	250,000	1.09%	1.7500%	1.7500%	1627	DA Davidson
Wells Fargo Bank NA	1/19/2023	98,598	100,000	0.44%	2.2500%	2.2500%	1754	DA Davidson
Commercial Paper								
Suncor Energy Inc	4/17/2018	1,021,844	1,018,831	4.45%	0.0000%	0.0000%	17	Fifth Third
Walgreens Boots	5/14/2018	997,020	994,164	4.34%	0.0000%	0.0000%	44	Fifth Third
Bell Canada	5/29/2018	1,008,094	1,007,513	4.40%	0.0000%	0.0000%	59	Fifth Third
Investment Pool								
Oakland County Investment Pool		<u>5,059,272</u>	<u>5,059,272</u>	<u>22.08%</u>	1.1340%	1.1340%	1	Oakland County
Total		<u>\$ 22,762,181</u>	<u>\$ 22,910,366</u>	<u>100.00%</u>				



CITY OF OAK PARK

**Saundra Crawford, Director
Department of Finance**

Mayor
Marian McClellan
Mayor Pro Tem
Solomon Radner
Council Members
Carolyn Burns
Ken Rich
Regina Weiss
City Manager
Erik Tungate

MEMORANDUM

Date: August 1, 2018

To: Erik Tungate, City Manager

From: Saundra Crawford

Re: Fourth Quarter FY 2017-18 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City at June 30, 2018. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity.

The fourth quarter investment report shows total citywide cash and investments of \$17,733,200 (market value) including cash in the operating account of \$2,952,420, short-term investments in the Oakland County Investment Pool of \$3,072,211 and long-term investments totaling \$11,708,569. The City has maximized investment return on short-term cash by utilizing the Oakland County Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. Interest income for the months of April through June 2018 totaled \$73,012 bringing the citywide total for the FY 2017-18 to \$504,451.

City of Oak Park
Summary of Cash and Investments Held
June 30, 2018

	<u>Maturity Date</u>	<u>Market Value</u>	<u>Book Value</u>	<u>% of Portfolio</u>	Current <u>Interest Rate</u>	<u>YTM @ Cost</u>	<u>Days to Maturity</u>	<u>Investment Broker</u>
Cash								
Huntington Bank - Collection		\$ 2,952,420	\$ 2,952,420	16.49%	0.1500%	0.1500%	1	Huntington
Huntington Bank - Accounts Payable		-	-	0.00%	0.1500%	0.1500%	1	Huntington
Huntington Bank - Payroll		-	-	0.00%	0.1500%	0.1500%	1	Huntington
Huntington Bank - Securities		-	-	0.00%	0.1500%	0.1500%	1	Huntington
Government Securities								
Federated Govt Resrv	6/29/2018	127,094	127,094	0.71%	0.6700%	0.6700%	0	Comerica
Federated Govt Obligations	6/30/2018	260,605	260,605	1.46%	1.6500%	1.6500%	0	Morgan Stanley
FHLM Step Bond	11/27/2020	158,088	159,680	0.89%	1.3750%	1.5000%	917	DA Davidson
Fedl Home Loan Bank	6/30/2021	244,490	245,875	1.37%	1.2500%	1.2500%	1095	DA Davidson
Fedl Natl Mtg Assn	7/27/2021	97,777	98,950	0.55%	1.2500%	1.2500%	1122	DA Davidson
Fedl Farm Credit Bank	10/25/2021	239,995	249,062	1.39%	1.5200%	1.5200%	1211	DA Davidson
Fedl Home Loan Mtg Corp	11/24/2021	221,425	231,063	1.29%	1.6500%	1.6500%	1241	DA Davidson
Fedl Farm Credit Bank Retail Bond Semi Surv	8/15/2022	239,875	249,100	1.39%	1.8500%	1.8500%	1505	DA Davidson
Fedl Home Loan Bank	9/22/2022	254,002	259,688	1.45%	1.7500%	1.7500%	1498	DA Davidson
Fedl Home Loan Mtg Corp	12/29/2022	138,333	140,000	0.78%	2.2500%	2.2500%	1642	DA Davidson
Fedl Home Loan Mtg Corp	1/30/2023	248,272	249,875	1.40%	2.0000%	2.0000%	1674	DA Davidson
Fedl Farm Credit Bank	6/21/2023	237,915	250,000	1.40%	2.0000%	2.0000%	1815	DA Davidson
Municipal Bonds								
Madison Heights Pension	1/1/2019	233,609	235,000	1.31%	1.4800%	1.4800%	186	Fifth Third
Kent Cnty Mich	4/1/2019	125,624	125,767	0.70%	3.0000%	3.0000%	274	Fifth Third
Williamston Mich Comm Schools	5/1/2019	746,452	753,387	4.21%	2.3970%	2.3970%	306	Comerica
Ypsilanti School District	5/1/2019	496,065	500,000	2.79%	1.8100%	1.8100%	306	Fifth Third
Holland Michigan GO Taxable	8/1/2019	173,222	175,000	0.98%	1.8600%	1.8600%	398	Fifth Third
Lake Orion Mich Comm Sch Dist	5/1/2020	247,460	251,628	1.41%	2.1120%	2.1120%	671	Comerica
Reeths-Puffer Mich Schs	5/1/2020	286,833	291,187	1.63%	2.2480%	2.2480%	671	Comerica
Williamston Mich Comm Schools	5/1/2020	988,060	1,007,824	5.63%	2.6670%	2.6670%	671	Comerica
Ypsilanti School District	5/1/2020	489,385	500,000	2.79%	2.0300%	2.0300%	671	Fifth Third
Holland Michigan GO Taxable	8/1/2020	172,650	175,000	0.98%	2.1500%	2.1500%	763	Fifth Third
Paw Paw Public Schools	11/1/2020	108,924	111,250	0.62%	2.5000%	2.5000%	855	DA Davidson
Reeths-Puffer Mich Schs	5/1/2021	246,890	251,805	1.41%	2.5740%	2.5740%	1036	Comerica
Reeths-Puffer Mich Schs	5/1/2021	246,890	251,805	1.41%	2.5740%	2.5740%	1036	Comerica
Whitmore Lake Mich Pub Sch Dist	5/1/2021	498,150	505,301	2.82%	2.7490%	2.7490%	1036	Comerica
Ypsilanti School District	5/1/2021	431,107	445,000	2.49%	2.1800%	2.1800%	1036	Fifth Third
Kalkaska Mich Sch Bldg	5/1/2023	430,508	429,412	2.40%	6.1000%	6.1000%	1937	DA Davidson
South Lyon Mich Comm Schools	5/1/2023	49,077	50,975	0.28%	2.8900%	2.8900%	1766	Comerica
Certificate of Deposits								
American Express Centrnl	11/13/2018	499,225	500,000	2.79%	1.6500%	1.6500%	137	Huntington
American Express Centrnl	11/12/2019	495,840	500,000	2.79%	2.0000%	2.0000%	501	Huntington
Morgan Stanley Bank NA	1/21/2020	99,354	100,000	0.56%	2.2000%	2.2000%	570	DA Davidson
Ally Bank	2/10/2020	198,746	200,000	1.12%	2.2500%	2.2500%	590	DA Davidson
American Express Centrnl	11/12/2020	490,525	500,000	2.79%	2.2500%	2.2500%	866	Huntington
Wells Fargo Bank NA	7/28/2022	143,898	150,000	0.84%	2.3000%	2.3000%	1487	DA Davidson
JPMorgan Chase Bank NA	9/15/2022	241,502	250,000	1.40%	1.7500%	1.7500%	1536	DA Davidson
Wells Fargo Bank NA	1/19/2023	97,478	100,000	0.56%	2.2500%	2.2500%	1663	DA Davidson
Commercial Paper								
Catholic Health INI	8/16/2018	1,003,223	999,711	5.58%	2.1800%	0.0000%	93	Fifth Third
Investment Pool								
Oakland County Investment Pool		<u>3,072,211</u>	<u>3,072,211</u>	<u>17.16%</u>	2.1600%	2.1600%	1	Oakland County
Total		<u>\$ 17,733,200</u>	<u>\$ 17,905,675</u>	<u>100.00%</u>				