**CITY OF OAK PARK, MICHIGAN**
**REGULAR COUNCIL MEETING OF THE**
**38th OAK PARK CITY COUNCIL**
**June 21, 2021**
**7:00 PM**

# MINUTES

Mayor McClellan called the virtual meeting to order at 7:00 p.m. Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

**PRESENT:** Mayor McClellan (Oak Park), Council Member Whitehead (Oak Park), Council Member Radner (Oak Park)

**ABSENT:** Council Member Edgar, Mayor ProTem Burns

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

**APPROVAL OF AGENDA:**

**CM-06-201-21 (AGENDA ITEM #3) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED**

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

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

**MOTION DECLARED ADOPTED**

**CONSENT AGENDA:**

**CM-06-202-21 (AGENDA ITEM #4A-J) CONSENT AGENDA - APPROVED**

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

A. Regular City Council Meeting Minutes of June 7, 2021 **CM-06-203-21**
B. Special City Council Meeting Minutes of June 7, 2021 **CM-06-204-21**
C. Regular City Council Meeting Minutes of May 19, 2021 **CM-06-205-21**
D. Request to advertise for bids for the proposed fencing for the 2021 Dog Park Project, M-731 **CM-06-206-21**
E. Request to advertise for bids for the 2021 Sewer & Catch Basin Cleaning and Television Inspection Project, M-728 **CM-06-207-21**

F. Request to advertise for bids for 2021 Fire Hydrant Blasting and Repainting Project, M-726 **(Removed from the Consent Agenda by Council Member Whitehead)**
G. Request to approve payment of invoices from OHM Advisors for Safe Routes to Schools Engineering, Oak Park AWIA Risk and Resilience ERP and Water Reliability Study Update for the total amount of $20,851.25 **CM-06-208-21**
H. Payment Application No. 2 for the 2020 Sewer & Catch Basin Cleaning & TV Inspection Project, M-716 to Doetsch Environmental Services of Warren, MI. for the amount of $88,914.15 **CM-06-209-21**
I. Parks and Recreation Commission Meeting Minutes of March 17, 2021, April 21, 2021 and May 19, 2021 **CM-06-210-21**
J. Licenses New and Renewals submitted for June 21, 2021 **CM-06-211-21**

**MERCHANT'S LICENSES – June 21, 2021**
**(Subject to All Departmental Approvals)**

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

| 2021 RENEWALS | ADDRESS | FEE | BUSINESS TYPE |
|---|---|---|---|
| ACME LADDER & SUPPLY | 10101 CAPITAL | $150.00 | WHOLESALE SUPPLIES |
| HUNTINGTON CLEANERS | 13000 CAPITAL | $150.00 | DRY CLEANERS |
| CLOSEOUTS RR US | 13240 CAPITAL B | $150.00 | WHOLESALE |
| DEEZER | 13201 CLOVERDALE | $150.00 | HOOKAH SUPPLIES |
| AUDITORY INSTRUMENTS | 13261 CLOVERDALE | $150.00 | AUDITORY EQUIPMENT |
| WALKER PRINTERY | 13351 CLOVERDALE | $150.00 | PRINTING COMPANY |
| DETROIT AUTO ELECTRIC | 21040 COOLIDGE | $150.00 | FLEET MAINT, TRUCK REPAIR |
| EXPRESS COLLISION | 21470 COOLIDGE | $150.00 | AUTO REPAIR |
| O'REILLY AUTO PARTS | 23125 COOLIDGE | $150.00 | RETAIL |
| LUST LASH COLLECTION | 23140 COOLIDGE | $150.00 | HAIR EXTENTSIONS AND EYELASH PRODUCTS |
| DR. SALWAN FRANCIS DDS | 24621 COOLIDGE | $150.00 | DENTAL OFFICE |
| AQUATIC SOLUTIONS PHYSICAL THERAPY | 25591 COOLIDGE | $150.00 | OUTPATIENT MEDICAL |
| DEBORAH HECHT LLC | 25907 COOLIDGE | $150.00 | ART & ANTIQUES GALLERY AND STUDIO |
| METROPOLITAN REHAB CLINICS | 21700 GREENFIELD 130 | $150.00 | ADDICTION CLINIC |
| BREAD BASKET | 26052 GREENFIELD | $150.00 | RESTAURANT |
| WHITE CASTLE | 26500 GREENFIELD | $150.00 | RESTAURANT |
| GLR OF OAK PARK | 26500 HARDING | $150.00 | ELECTRONIC AND RECYCLING |

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

**MOTION DECLARED ADOPTED**

**CM-06-212-21** **(AGENDA ITEM #4F) Removed from the Consent Agenda. Request to advertise for bids for 2021 Fire Hydrant Blasting and Repainting Project, M-726 - APPROVED**

Motion by Whitehead, seconded by Radner, CARRIED UNANIMOUSLY, to advertise for bids for 2021 Fire Hydrant Blasting and Repainting Project, M-726.

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

**MOTION DECLARED ADOPTED**

**RECOGNITION OF VISITING ELECTED OFFICIALS: None**

**SPECIAL RECOGNITION/PRESENTATIONS: None**

**COMMUNICATIONS: None**

**SPECIAL LICENSES:**

**CM-06-213-21 (AGENDA ITEM #9A) SPECIAL EVENT REQUEST – STERLING COURT BLOCK PARTY – APPROVED**

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

| Name | Event | Fee |
|---|---|---|
| Adriel Lechner<br>12740 Sterling Court | Sterling Court Block Party<br>July 4, 2021 4:00 PM – 8:00 PM | Application fee waived |

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

**MOTION DECLARED ADOPTED**

**ACCOUNTING REPORTS**:

**CM-06-214-21 (AGENDA ITEM #10A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF $12,353.34 - APPROVED**

Motion by Radner seconded by Whitehead, CARRIED UNANIMOUSLY, to approve payment of invoices #564148, #564149 and #564159 by Garan, Lucow, Miller P.C., for legal services rendered through May 31, 2021 in the total amount of $12,353.34.

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

**MOTION DECLARED ADOPTED**

**BIDS: None**

**ORDINANCES:**

**CM-06-215-21** **(AGENDA ITEM #12A) FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 82, UTILITIES, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN, BY AMENDING SECTION 82-311 THEREOF - APPROVED**

Motion by Whitehead, Seconded by Radner, CARRIED UNANIMOUSLY, to approve the first reading of the following ordinance to repeal and replace Zoning, of the Code of Ordinances of the City of Oak Park, Michigan:

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND CHAPTER 82, UTILITIES, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN, BY AMENDING SECTION 82-311 THEREOF.

THE CITY OF OAK PARK ORDAINS:

ARTICLE V. – RATES AND CHARGES

Sec. 82-311. – Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Department* means the city department of utility billing.

*Finance director* means the director of the city department of finance.

*Premises* means each lot or parcel of land, building or premises having any connection to the water distribution system of the city or the sewage disposal system of the city.

*Superintendent* means the superintendent of the city department of water supply.

(Code 1973, § 42-115; Ord. No. O-94-317, § 4, 2-7-94)

Cross reference— Definitions generally, § 1-2.

Sec. 82-312. – Basis of charges.

All water service shall be charged for on the basis of water consumed as determined by the meter installed in the premises of water or sewage disposal service customers by the department. All sewage disposal service shall be charged for on the basis of water consumed and pollutants discharged into the sewage system. Stormwater runoff service shall be charged on the basis of a premises' pervious and impervious surface areas. No free water service, sewage disposal service, or stormwater runoff service shall be furnished to any person.

(Code 1973, § 42-116)

Charter reference— Utility rates and charges, collection, § 14.3 et seq.

Sec. 82-313. – Determination.

(a) *Generally*. The rates and charges to be imposed for the consumption and use of water, sewage disposal, and stormwater runoff services furnished by the city shall be determined by ordinance by the city council from time to time and kept on file in the office of the city clerk.

(b) *Enumeration.* The rates and charges for consumption and use of water, sewage disposal, and stormwater runoff services are as follows:

(1) *Water rates.* Effective on all bills rendered on or after July 1, 2021 the rates to be charged for water service shall be as follows:

a. Four dollars and fifty one cents ($4.51) per centum cubic feet (CCF)

b. Monthly meter service and maintenance charges, in addition to subsection (b)(1) of this section as follows:

⅝-inch meter …..$1.59

¾-inch meter …. $1.68

1-inch meter ….. $1.81

1½-inch meter …. $2.68

2-inch meter ….. $3.05

3-inch meter …. $21.27

4-inch meter ….. $23.19

6-inch meter ….. $26.47

c. The minimum monthly (one –month) water charge (includes water and meter service charge for a ⅝-inch meter service~~)~~ to each premises connected with the water supply system shall be the sum of $10.61 provided that if there were two or more premises using the city water supply and such premises use one meter, the minimum consumption charge herein specified shall apply to each such premises and to the owner or tenant of each such premises, as applicable.

(2) *Sewage disposal rates.* Effective on all bills rendered on or after July 1, 2021 the rates to be charged for sewage disposal shall be as follows:

a. *Basic sewage disposal rate;* Four dollars and eighty six cents ($4.86) per centum cubic feet (CCF) of water consumed. The minimum monthly sewage disposal charge to each sewage disposal services customer shall be $9.72, provided that if there are two or more premises using the city water supply and such premises use one meter, the minimum consumption charge herein specified shall apply to each such premises and to the owner or tenant of each such premises, as applicable.

b. *High-strength surcharge.* Great Lakes Water Authority is responsible for billing this surcharge. Effective with all bills rendered on or after August 1, 2021, for flows beginning on or after July 1, 2021 a high-strength surcharge shall be levied against commercial and industrial customers, other than restaurants, contributing sewage to the sewage disposal system with concentrations of pollutants exceeding the following levels:

1. 275 milligrams per liter (mg/l) of biochemical oxygen demand (BOD);
2. 350 milligrams per liter (mg/l) of total suspended solids (TSS);

3. 12 milligrams per liter (mg/l) of phosphorus (P);
4. 100 milligrams per liter (mg/l) of fats, oils, and grease (fog).

The high strength surcharge will be imposed at the following rates:

| Pollutant | Charge per pound of excess pollutant |
|---|---|
| Biochemical oxygen demand (BOD) | 0.347 |
| Total suspended solids (TSS) | 0.476 |
| Phosphorus (P) | 6.368 |
| Fats, oils and grease | 0.111 |

c. *Industrial waste control charge.* Effective with all bills rendered on or after August 1, 2021, for flows beginning on or after July 1, 2021 an industrial waste control charge shall be levied against non-residential customers in an amount determined by the size of the water meter or meters serving such customers as set forth below:

| Water meter size (inches) | Monthly charge |
|---|---|
| ⅝-inch meter | 3.54 |
| ¾-inch meter | 5.31 |
| 1-inch meter | 8.85 |
| 1½-inch meter | 19.47 |
| 2-inch meter | 28.32 |
| 3-inch meter | 51.33 |
| 4-inch meter | 70.80 |
| 6-inch meter | 106.20 |

No such surcharge shall be levied on the basis of any meter which serves exclusively residential users, including all structures designed for habitation including, but not limited to, single-family or two-family dwellings, apartment buildings, condominiums, townhouses, and mobile homes, nor shall such surcharge be levied on the basis of any meter used exclusively for fire protection purposes.

(3) *Stormwater runoff rate.* Effective on all bills rendered on or after July 1, 2021, the rate to be charged for stormwater runoff shall be $601.65 per unit.

(4) *Collection policy.* Charges for water, sewage disposal, stormwater runoff, and garbage collection services furnished by the city to any premises shall be a lien thereon, and on March 1 and on September 1 of each year, the person or agency charged with the management of the systems shall certify any such charges which have been delinquent six months or more, to the city assessor who shall enter the same upon the next available tax roll against the premises to which such services shall have been rendered, together with a penalty of an additional ten percent. The charges shall be collected and the lien shall be enforced in the same manner as provided in the respect to taxes assessed upon such roll; provided, that no such charge shall become a lien when a tenant is responsible for the payment of any such charge against any premises and the city has

been so notified by the filing of an affidavit that the lease contains a provision that the landlord shall not be liable for payment of water or sewage system bills accruing subsequent to the filing of the affidavit. The affidavit shall be filed with the official in charge of the water works system and 20 days' notice shall be given by the landlord of any cancellation, change in, or termination of the lease. The affidavit shall contain a notation of the expiration date of the lease. In the event of the filing of such affidavit, no further service shall be rendered by the systems to such premises until payment to the city of a cash deposit in accordance with section 82-316.

(5) *Services outside the city*. Water service provided outside the corporate limits of the city shall be provided by contract only with approval of the city council, and in no event shall the rates and charges for such service be less than the rates charged to customers residing within the corporate limits of the city.

(Code 1973, § 42-117; Ord. No. O-94-322, § 2, 6-20-94; Ord. No. O-95-339, § 1, 6-19-95; Ord. No. O-96-351, § 1, 6-17-96; Ord. No. O-97-369, § 1, 6-16-97; Ord. No. O-98-377, § 1, 6-15-98; Ord. No. O-99-393, § 3, 6-21-99; Ord. No. O-00-421, § 1, 6-19-00; Ord. No. O-01-445, § 1, 6-18-01; Ord. No. O-02-466, § 1, 6-17-02; Ord. No. O-03-484, § 1, 6-16-03; Ord. No. O-04-499, § 1, 6-21-04; Ord. No. O-05-514, § 1, 6-20-05; Ord. No. O-06-526, § 1, 6-19-06; Ord. No. O-07-531, § 1, 6-18-07; Ord. No. O-08-551, § 1, 6-16-08; Ord. No. O-09-560, § 1, 6-15-09; Ord. No. O-10-571, § 1, 6-21-10; Ord. No. O-11-578, § 1, 6-20-11; Ord. No. O-12-591, § 1, 6-18-12; Ord. No. O-13-594, § 1, 6-17-13; Ord. No. O-14-604, § 1, 6-16-14; Ord. No. O-15-613 , § 1, 6-15-15; Ord. No. O-17-636 , § 1, 6-19-17; Ord. No. O-18-674 , § 1, 6-18-18; Ord. No. O-19-688 , § 1, 6-17-19; Ord. No. O-20-693 , 6-15-20)

Sec. 82-314. - Service to city.

The city shall pay the same water, sewage disposal, and stormwater runoff rates for service to it as would be payable by a private customer for the same service.

(Code 1973, § 42-118; Ord. No. O-94-317, § 6, 2-7-94)

Sec. 82-315. - Payment.

(a) The fees, rates, and charges imposed for water and sewer services furnished by the city shall be effective as to bills paid on or before the due date indicated on each billing. Thereafter, a penalty of five (5) percent of the outstanding balance of the account shall be added to each bill. The city manager, or his designee, shall be permitted to waive one penalty per year. The penalty must be assessed and removed in the same calendar year. In addition to other applicable penalties or late fees, a service charge in the amount of $30.00 shall be added to all bills for which payment is made by check, debit card, or credit card if such payment is returned to the city after being dishonored upon presentment. In the event that the charges for any such services furnished to any premises shall not be paid within 30 days after the due date thereof, then the water services furnished by the system to such premises shall in all cases be discontinued. The failure to receive a utility bill shall not invalidate any charges imposed for water, sewage disposal, stormwater runoff services furnished by the city.

(b) The customer will be notified of the consequences of failure to pay the utility bill in the following methods prior to actual discontinuation:

(1) A shutoff notice will be mailed via first-class mail to the mailing address on file for any property where service is scheduled for shut off. The shutoff notice will indicate the past due balance to be paid by acceptable funds, other than personal check, and the earliest date the water could be shut off. A fee of $10.00 will be added to each account receiving a shutoff notice.

(c) In the case of a disputed bill, the customer, prior to the mailing of a shutoff notice, may request a hearing to show cause of why the billing is incorrect. A hearing shall be scheduled before a hearing officer, who may be the city manager or his or her designee. The hearing officer will provide the customer with an opportunity to be heard regarding the dispute over the amount of the bill~~,~~ and will hear such evidence as the customer may have in support thereof. The hearing officer shall review the bill, perform such additional investigation of the matter as may be determined to be warranted under the circumstances, and correct any billing errors. Such hearings shall be informal and the decision of the hearing officer shall be final.

(d) Payment plans are available in the utility billing department to stop a disconnection if the following rules are adhered to:

(1) The payment plan shall be signed by the property owner and filed in the utility billing department prior to a shutoff notice being mailed.

(2) One fourth of the past due amount shall be paid in acceptable funds, other than personal check, at the time of filing of the payment plan, with the balance to be paid in monthly installments. Charges that accrue following the start date of the plan—including regular billing—are not covered by the plan, and therefore must be paid by their indicated due date.

If the customer falls behind on any payment as stated in the payment plan, the water will be shut off—as stated in the plan—without notice. Payment plans will not be accepted after a shutoff notice has been mailed. At this point the full amount must be paid in acceptable funds other than personal check.

(e) Fees upon shut off:

(1) If the service is shut off, a shutoff for delinquency fee, in an amount established by resolution of the council from time to time, will be charged. This fee must be paid along with the past due amount in acceptable funds other than personal check before the service will be restored. The water service will be restored between 8:00 a.m. and 3:00 p.m. Monday through Thursday, except for holidays when the city offices are closed. In order to have service restored the same day, charges must be paid prior to 3:00 p.m. If the customer desires, service may be restored outside the hours stated above if personnel are available and the customer is willing to pay overtime charges as follows: two employees times their overtime rate times two hours. Overtime charges must be paid along with the past due amount and the shutoff for delinquency fee in acceptable funds other than personal check. Any restoration of water service requires an adult of at least 18 years of age to be inside of the premises. Any water shut off for 45 days or more requires an appointment to restore water service.

(2) Any water service shut off by the city and found restored without city approval shall be deemed an "illegal turn on" and shall result in a charge in the amount of $120.00 in additional fees for the first occurrence. Any subsequent occurrence will result in an additional charge of $250.00. If the city elects to disable the water service line, an additional fee of $350.00 will be assessed. Any balance on an account deemed an illegal turn on must be paid in full by acceptable funds other than personal check to restore water service.

(f) If a scheduled appointment with the utility billing department is missed, a missed appointment fee of $45.00 will be assessed to the account.

(Code 1973, § 42-119; Ord. No. O-94-322, § 3, 6-20-94; Ord. No. O-94-332, § 1, 12-19-94; Ord. No. O-95-335, § 2, 6-19-95; Ord. No. O-97-369, § 2, 6-16-97; Ord. No. O-98-377, § 2, 6-15-98; Ord. No. O-00-421, § 1, 6-19-00; Ord. No. O-02-466, § 2, 6-17-02; Ord. No. O-03-484, § 2, 6-16-03; Ord. No. O-04-499, § 2, 6-21-04; Ord. No. O-05-514, § 2, 6-20-05; Ord. No. O-07-531, § 1, 6-18-07; Ord. No. O-11-580, § 1, 8-1-11; Ord. No. O-11-581, § 1, 11-21-11; Ord. No. O-15-620 , § 1, 10-19-15)Sec. 82-316. - Deposits—Required in certain circumstances.

In cases where the city is properly notified in accordance with section 82-313 that a tenant is responsible for water service, ~~or~~ sewage disposal service, stormwater runoff service, or garbage collection service charges, no such service shall be commenced or continued to such premises until there has been deposited with the utility billing department a sum sufficient to cover one and a half (1.5) times the average annual bill for such premises, as estimated by the finance director. Where the water service to any premises is shut off to enforce the payment of water service charges, sewage disposal service charges, stormwater runoff charges, or garbage collection fees, the water service shall not be restored until all delinquent charges have been paid and a deposit, as in the case of tenants, is made. There shall be a water turn-on charge of $90.00, i.e., $45.00 to shut off the water and then $45.00 to turn the water back on.

(Code 1973, § 42-120; Ord. No. O-94-317, § 8, 2-7-94; Ord. No. O-15-620 , § 2, 10-19-15) Sec. 82-317. - Same—Use.

Deposits collected under the provisions of this article may be applied against any delinquent water, sewage disposal, stormwater runoff, or garbage collection fees, and the application thereof shall not affect the right of the utility billing department to shut off the water service to any premises for any delinquency thereby satisfied. No such deposit shall bear interest. Any remaining balance, after all charges are satisfied, will be returned to the tenant who made the deposit.

(Code 1973, § 42-121; Ord. No. O-94-317, § 9, 2-7-94)

SECTION 3. SEVERABLILITY.
No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park shall be affected by this Ordinance, except as to the above sections, and in the event that any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of the Ordinance or the Code of Ordinances, City of Oak Park.

SECTION 4. 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, Radner, Whitehead |
| | No: | None |
| | Absent: | Burns, Edgar |

**MOTION DECLARED ADOPTED**

**CITY ATTORNEY: No Report**

**CITY MANAGER:**

**Administration**

**(AGENDA ITEM #14A)** City Manager Tungate introduced Director of Communications Courtney Flynn

**Strategic Planning**

**(AGENDA ITEM #14B)** City Manager Tungate presented the quarterly strategic planning update. A complete copy is on file with the City Clerk.

**Department of Public Works**

**CM-06-216-21 (AGENDA ITEM #14C) REQUEST TO APPROVE THE EMERGENCY PURCHASE OF A 2021 CHEVROLET POLICE TAHOE TOTALING $39,205.92 - APPROVED**

Motion by Radner seconded by Whitehead, CARRIED UNANIMOUSLY, to waive the bidding process and approve the emergency purchase of the following 2021 Chevrolet Police Tahoe totaling $39,205.92:

| Vehicle: | Department: | Amount: | Account: |
|---|---|---|---|
| 2021 Chevrolet Tahoe Police Package | Public Safety | Vehicle Cost: $39,205.92 (Upfitting not included) | Motor Pool: 654-18.875.970 |

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

**MOTION DECLARED ADOPTED**

Deputy Director of Public Works DeCoster reported the department is requesting authorization to waive the bidding process for the emergency purchase of a 2021 Chevrolet Police Tahoe. The COVID-19 pandemic has caused major issues with the automotive supply chain, especially in the form of computer chip shortages. This shortage has affected the City of Oak Park in the delayed delivery of our new vehicles, included the two Police vehicles that are currently on order. This vehicle is available immediately upon City Council approval.

**Human Resources**

**CM-06-217-21 (AGENDA ITEM #14D1) POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM) THREE-YEAR COLLECTIVE BARGAINING AGREEMENT - APPROVED**

Motion by Radner seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the Police Officers Association of Michigan (POAM) three-year collective bargaining agreement.

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

**MOTION DECLARED ADOPTED**

**CM-06-218-21 (AGENDA ITEM #14D2) POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM) DISPATCHERS THREE-YEAR COLLECTIVE BARGAINING AGREEMENT - APPROVED**

Motion by Whitehead seconded by Radner, CARRIED UNANIMOUSLY to approve the Police Officers Association of Michigan (POAM) Dispatchers three-year collective bargaining agreement.

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

**MOTION DECLARED ADOPTED**

**Finance**

**(AGENDA ITEM #14E) Quarterly Financial Report for period ending March 31, 2021.**
Finance Director Crawford presented the following financial report:

**GENERAL FUND**

**REVENUES**
Total revenues for the third quarter total approximately $18.7 million, representing approximately 85% of the annual budget. Overall revenues are on track with budget with the following items of note:

- Property Tax Revenue – City property tax levies are billed July 1 and payable in full without penalty by August 31, 2020. As of the end of the third quarter approximately 96% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2021. Property tax revenue is the primary reason the overall revenues are at 85% to date.

- Intergovernmental Revenue (State Revenue Sharing) – The City receives six bi-monthly payments annually for state-shared revenue. The third quarter report reflects three fiscal 2020/21 payments totaling $1,938,131 as the August 31, 2020 payment by statute is included as part of the June 30, 2021 revenues. The City will receive the remaining payments on April 30, June 30 and August 31 (2021) related to the current fiscal year. The estimated annual revenue included in the budget totals $3,664,685.

- Fines and forfeiture revenue received from the 45th District Court was originally budgeted for $1.7 million bud has been amended down due to COVID-19 to $1.3 million of which $962,839 or 74% was received through the third quarter. Overall court revenue continues to be less than prior year and less than budget due to COVID-19 and the reduced number of drivers on the road and tickets written. The court has done a good job reducing their costs to offset some of the lost revenue. The revenue received is used to offset a portion of the court's operating costs.

- Federal grants revenue is higher than originally anticipating as the City is receiving federal CARES funds passed through the State of Michigan and Oakland County related to the COVID-19 pandemic. The revenue received totaled approximately $2 million and was used to offset both unbudgeted expenditures incurred since July 2020 along with reimbursement of some allowable budgeted costs (which will be used to offset some of the revenue lost).

- Recreation program fees have been amended down by approximately 50% as almost no programs being offered in the first two quarters of the fiscal year due to the COVID-19 pandemic and related shutdown. Some of the revenue loss has been offset by cost savings within the recreation departments.

**EXPENDITURES**
Total expenditures for the third quarter total approximately $15.1 million, representing approximately 68% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments materially over 75%):

- The Prosecuting Attorney is at 83% of their budget due to the legal services invoice for April 2021 was paid in March 2021.
- Elections is at 81% of their budget due to the timing of when the elections take place. The presidential primary was during the first quarter and the general election is in this second quarter resulting in the majority of the budget being expended during the first six months of the year. The overall net budget for the department is in line with current annual projections.
- The Recreation Departments are below their budgets due to the seasonality nature of recreation programs. The overall net budget for the department is in line with current annual projections.
- The Finance and Administrative Services department is at 81% due to the timing of several payments including the assessing contract for April 2021 was paid in March 2021 and the contribution for the defined benefit pension for April was also recorded on March. The overall net budget for the department is in line with current annual projections.

Overall the General Fund operations are in line with the annual budget. However, Finance will continue to monitor the revenues and expenses and bring forth the budget amendments that are necessary. The projected fund balance remains at the targeted level of 20% of annual expenditures.

**OTHER FUNDS OVERVIEW**

**Library:** The Library Fund continues to show favorable results due to COVID-19. The library continued to collect the majority of their annual revenue (97% of original budget) while not incurring costs due to the shutdown (expenditures at only 64% of budget).

**Major and Local Streets:** The gas tax collections that were significantly down due to COVID-19 have rebounded recently and a portion of the marijuana fees at the state level have been used to maintain the funding for the streets at the prior year level. The overall net budget for these funds is in line with current annual projections.

**District Court:** As discussed above in the General Fund, overall collections of fines and fees continues to be down and not back to pre COVID-19 levels due to less tickets being written by all communities. The net result in the current year will be an increase in the contribution from the General Fund by approximately $400,000 (budget amended in December 2020). The reduced fees will also impact the revenue received in the Court Building Fund.

**Water and Sewer:** COVID-19 has not had a significant impact on this fund as revenues lost due to business being closed was approximately offset by increase in usage at the residential level. The overall net budget for the funds is in line with current annual projections.

**CM-06-219-21 (AGENDA ITEM #14F) BUDGET AMENDMENT #2021-4 FOR PERIOD ENDING JUNE 30, 2021 - APPROVED**

Motion by Whitehead, seconded by Radner, CARRIED UNANIMOUSLY, to adopt the following resolution approving Budget Amendment #2021-4 for period ending June 30, 2021 as follows:

**RESOLUTION**

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2021-4 is authorized:

| | INCREASE (DECREASE) |
|---|---|
| **GENERAL FUND** | |
| **REVENUES** | |
| PROPERTY TAXES | $ 85,000 |
| LICENSE AND PERMITS | 97,000 |
| CHARGES FOR SERVICES | 251,774 |
| OTHER REVENUE | 20,000 |
| **TOTAL REVENUES** | 453,774 |
| | |
| **EXPENDITURES** | |
| CITY MANAGER | 19,000 |
| HUMAN RESOURCES | 12,007 |
| COMMUNITY & ECONOMIC DEVELOPMENT | 4,000 |
| CITY CLERK - ELECTIONS | 20,000 |
| CITY CLERK | 4,000 |
| FINANCE | 49,244 |
| CITY ATTORNEYS - CIVIL AND LABOR | (10,000) |
| TECHNICAL AND PLANNING | 62,323 |
| PUBLIC SAFETY | 984,910 |
| PUBLIC WORKS | 150,600 |
| PUBLIC INFORMATION | 5,000 |
| TRANSFERS OUT | 152,690 |
| **TOTAL EXPENDITURES** | 1,453,774 |
| | |
| **Net Increase to Fund Balance** | $ (1,000,000) |

| | |
|---|---|
| **EDC FUND** | |
| **REVENUES** | |
| INTERGOVERNMENTAL | $ 43,567 |
| INTEREST INCOME | 121 |
| **TOTAL REVENUES** | 43,688 |
| | |
| **EXPENDITURES** | |
| MISCELLANEOUS | 20,188 |
| **TOTAL EXPENDITURES** | 20,188 |
| | |
| **Net Increase to Fund Balance** | $ 23,500 |

| | |
|---|---|
| **BROWNFIELD AUTHORITY FUND** | |
| **REVENUES** | |
| INTERGOVERNMENTAL | $ 21,090 |

| | |
|---|---|
| **TOTAL REVENUES** | 21,090 |
| | |
| **EXPENDITURES** | |
| MISCELLANEOUS | 21,090 |
| **TOTAL EXPENDITURES** | 21,090 |
| | |
| **Net Increase to Fund Balance** | $ - |

**MAJOR STREETS FUND**

| | |
|---|---|
| **REVENUES** | |
| INTERGOVERNMENTAL | $ 27,452 |
| **TOTAL REVENUES** | 27,452 |
| | |
| **EXPENDITURES** | |
| SALARIES | 21,152 |
| FRINGES | 6,300 |
| **TOTAL EXPENDITURES** | 27,452 |
| | |
| **Net Increase to Fund Balance** | $ - |

**LOCAL STREETS FUND**

| | |
|---|---|
| **REVENUES** | |
| INTERGOVERNMENTAL | $ 10,658 |
| **TOTAL REVENUES** | 10,658 |
| | |
| **EXPENDITURES** | |
| SALARIES | 4,200 |
| FRINGES | 6,458 |
| **TOTAL EXPENDITURES** | 10,658 |
| | |
| **Net Increase to Fund Balance** | $ - |

**CRIMINAL JUSTICE TRAINING FUND**

| | |
|---|---|
| **REVENUES** | |
| INTERGOVERNMENTAL | $ 2,500 |
| **TOTAL REVENUES** | 2,500 |
| | |
| **EXPENDITURES** | |
| OPERATIONS | 2,500 |
| **TOTAL EXPENDITURES** | 2,500 |

| | | |
|---|---|---|
| **Net Increase to Fund Balance** | $ | - |

## CDBG FUND

| | | |
|---|---|---|
| **REVENUES** | | |
| INTERGOVERNMENTAL | $ | 11,340 |
| **TOTAL REVENUES** | | 11,340 |
| | | |
| **EXPENDITURES** | | |
| OPERATIONS | | 11,340 |
| **TOTAL EXPENDITURES** | | 11,340 |
| | | |
| **Net Increase to Fund Balance** | $ | - |

## 2010 MUNICIPAL COMPLEX DEBT SERVICE FUND

| | | |
|---|---|---|
| **REVENUES** | | |
| PROPERTY TAXES | $ | (848,930) |
| INTERGOVERNMENTAL | $ | (184) |
| INTEREST EARNINGS | | (6,750) |
| TRANSFERS IN | | 437,417 |
| **TOTAL REVENUES** | | (418,447) |
| | | |
| **EXPENDITURES** | | |
| DEBT SERVICE | | (379,380) |
| **TOTAL EXPENDITURES** | | (379,380) |
| | | |
| **Net Decrease to Fund Balance** | $ | (39,067) |

## 2015 REFUNDING BONDS DEBT SERVICE FUND

| | | |
|---|---|---|
| **REVENUES** | | |
| PROPERTY TAXES | $ | 250 |
| **TOTAL REVENUES** | | 250 |
| | | |
| **EXPENDITURES** | | |
| DEBT SERVICE | | 250 |
| **TOTAL EXPENDITURES** | | 250 |
| | | |
| **Net Decrease to Fund Balance** | $ | - |

## 2012 STREET REFUNDING BONDS DEBT SERVICE FUND

| | |
|---|---|
| **REVENUES** | |
| PROPERTY TAXES | $ 225 |
| **TOTAL REVENUES** | 225 |
| | |
| **EXPENDITURES** | |
| DEBT SERVICE | 225 |
| **TOTAL EXPENDITURES** | 225 |
| | |
| **Net Decrease to Fund Balance** | $ - |

**2020 UTGO REFUNDING BONDS DEBT SERVICE FUND**

| | |
|---|---|
| **REVENUES** | |
| PROPERTY TAXES | $ 820,477 |
| INTEREST EARNINGS | 5,400 |
| **TOTAL REVENUES** | 825,877 |
| | |
| **EXPENDITURES** | |
| DEBT SERVICE | 300,464 |
| TRANSFERS OUT | 437,417 |
| **TOTAL EXPENDITURES** | 737,881 |
| | |
| **Net Decrease to Fund Balance** | $ 87,996 |

**PUBLIC IMPROVEMENT FUND**

| | |
|---|---|
| **REVENUES** | |
| INTERGOVERNMENTAL | $ 75,000 |
| TRANSFERS IN | 150,000 |
| **TOTAL REVENUES** | 225,000 |
| | |
| **EXPENDITURES** | |
| CAPITAL OUTLAY | 150,000 |
| **TOTAL EXPENDITURES** | 150,000 |
| | |
| **Net Decrease to Fund Balance** | $ 75,000 |

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

**MOTION DECLARED ADOPTED**

**Communications**

**(AGENDA ITEM #14C) Event and Activity Update**

Communications Director Flynn reported upcoming activities and events.

## CALL TO THE AUDIENCE:

Ken Sherman, expressed concerns about the construction along Oak Park Blvd.

Joseph Stewart, requested time at the July 6, Council meeting to discuss the water issues with Coolidge Square Condominiums.

## 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