

Oak Park

City Council Agenda

June 20, 2023





AGENDA
REGULAR CITY COUNCIL MEETING
39th CITY COUNCIL
OAK PARK, MICHIGAN
June 20, 2023
7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

The following routine items are presented for City Council approval without discussion, as a single agenda item. Should any Council Member wish to discuss or disapprove any item it must be dropped from the blanket motion of approval and considered as a separate item.

- A. Regular City Council Meeting Minutes of June 5, 2023
- B. Payment Application No. 2 for the 2022 Sewer and Catch Basin Cleaning & TV Inspection Project, M-747 to Doetsch Environmental of Warren, MI for \$96,252.01
- C. Payment Application No. 1 in the amount of \$369,973.24 and Change Order No. 1 in the amount of (17,190.56) for the 2023 Sewer Lining Project to Insituform Technologies of Chesterfield, MO
- D. Payment Application No. 2 in the amount of \$5,000.00 to Insituform Technologies of Chesterfield, MO for the 2022 Sewer Lining Project
- E. Licenses New and Renewals submitted for June 20, 2023

6. RECOGNITION OF VISITING ELECTED OFFICIALS

- A. Senator Mallory McMorrow

7. SPECIAL RECOGNITION/PRESENTATIONS: None

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES:

- A. Request for a Special Event License and waiver of fee submitted by the East Oak Park Neighborhood Association, 24040 Geneva, for a neighborhood party to be held in Best Park on July 22, 2023
- B. Request for a Special Event License and waiver of fee submitted by the Oak Park Library, for a Summer Reading Event to be held August 6, 2023

11. ACCOUNTING REPORTS:

- A. Approval for payment of invoices submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$13,333.49
- B. Approval for payment of an invoice submitted by Shifman Fournier for legal services retainer for July 1, 2023 – September 30, 2023 in the total amount of \$18,000.00

12. **BIDS:** None

13. **ORDINANCES:**

- A. FIRST READING OF AN ORDINANCE TO AMEND ARTICLE 2, DIVISION 2: RESIDENTIAL DISTRICTS; ARTICLE 2, DIVISION 3: COMMERCIAL/ MIXED-USE/ OFFICE DISTRICTS; ARTICLE 2, DIVISION 4: INDUSTRIAL DISTRICTS; ARTICLE 5, DIVISION 4: SPECIAL LAND USE; OF APPENDIX A - ZONING OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN (The proposed amendments incorporate clarifications, additions, and/or deletions to specific sections of the Zoning Ordinance to support sustainable growth of the community as well as to be consistent with the State & Federal laws and regulations)
- B. FIRST READING OF AN ORDINANCE TO AMEND ARTICLE 2 DIVISION 1 SECTION 201 AND THE OFFICIAL ZONING MAP CONTAINED THEREIN, BEING PART OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN, BY CHANGING THE USE DISTRICT OF CERTAIN PARCELS OF LAND CURRENTLY ZONED RM-2, MULTIFAMILY RESIDENTIAL DISTRICT TO R1, SINGLE FAMILY RESIDENTIAL DISTRICT (The amendment changes the zoning from RM-2 Multi-family residential District to R-1 Single Family Residential District for 15110 W. Ten Mile Road)

14. **CITY ATTORNEY:**

15. **CITY MANAGER:**

Economic Development and Planning

- A. Resolution authorizing the City of Oak Park to apply for a subgrant with Main Street Oakland County to the Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking Grant 2.0 for the Water Tower Social District Project

Municipal Services/Engineering

- B. Resolution supporting the Local Road Improvement Matching Fund Program for the Nine Mile Road Project
- C. Request to approve Payment Application No. 3 in the amount of \$5,656.26 and Change Order No. 2 in the amount of \$656.26 to Giorgi Concrete of Detroit, Michigan, for the 2021 Sidewalk Replacement Project, M-713
- D. Request to approve Change Order No. 2 for the 2023 Water Main and Road Replacement Project, M-750 to Inner City Contracting of Detroit, Michigan for \$49,640.00

Finance

- E. Request to approve a proposal to extend the existing Auditing Services Contract with Rehmann Robson, LLC
- F. Resolution approving requested Budget Amendment #2023-4 for period ending 06/30/23

Recreation

- G. Resolution supporting the City's application for the Michigan Spark Grant to help fund amenities identified in the Recreation Master Plan
- H. Request to approve proposed membership fees for the new Dog Park

16. CALL TO THE AUDIENCE

Each speaker's remarks are a matter of public record; the speaker, alone, is responsible for his or her comments and the City of Oak Park does not, by permitting such remarks, support, endorse or accept the content thereof, as being true or accurate. "Any person while being heard at a City Council Meeting may be called to order by the Chair, or any Council Member for failure to be germane to the business of the city, vulgarity, or personal attacks on persons or institutions." There is a three-minute time limit per speaker.

17. CALL TO THE COUNCIL

18. ADJOURNMENT

The City of Oak Park will comply with the spirit and intent of the American with Disabilities Act. We will provide support and make reasonable accommodations to assist people with disabilities to access and participate in our programs, facilities, and services. Accommodations to participate at a Council Meeting will be made with 7-day prior notice.



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
39th OAK PARK CITY COUNCIL
June 5, 2023
7:00 PM**

MINUTES

The meeting was called to order at 7:00 p.m. 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 Edgar, Council Member Radner

ABSENT: Council Member Burns, Council Member Whitehead

OTHERS

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

APPROVAL OF AGENDA:

**CM-06-168-23 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED
– APPROVED**

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-06-169-23 (AGENDA ITEM #5A-L) CONSENT AGENDA - APPROVED

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

- A. Regular City Council Meeting Minutes for May 15, 2023 **CM-06-170-23**
- B. Resolution opting into the Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2024, 2025 and 2026 **CM-06-171-23**
- C. Beautification Advisory Commission Meeting Minutes for April 18, 2023. **Removed from the Consent Agenda by Mayor McClellan**
- D. Quarterly Investment Report for period ending 03/31/2023 **CM-06-172-23**
- E. Quarterly Financial Report for period ending 03/31/2023 **CM-06-173-23**
- F. Request to advertise for bids for the 2023-2024 Miscellaneous Concrete Contract, M-754 **CM-06-174-23**
- G. Request to approve payment of invoices from OHM Advisors for GIS DWAM Grant and Nine Mile Road CE for the total amount of \$69,209.00 **CM-06-175-23**
- H. Request to approve Payment Application No. 3 for the 2022 Miscellaneous Concrete Project to Mattioli Cement Company of Fenton, Michigan for \$208,193.82 **CM-06-176-23**

- I. Request to approve Payment Application No. 2 for the 2023 Water Main and Road Replacement Project, M-750 to Inner City Contracting of Detroit, Michigan for \$609,638.76 **CM-06-177-23**
- J. Traffic Safety Board Meeting Minutes for May 17, 2023 **CM-06-178-23**
- K. Request to appoint David DeCoster as the representative and Scott LeMarbe as the alternate representative to the SOCRRA Board for the fiscal year beginning July 1, 2023 **CM-06-179-23**
- L. Licenses New and Renewals submitted for June 5, 2023 **CM-06-180-23**

MERCHANT'S LICENSES – June 5, 2023
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
CHILDREN'S DENTAL HOME	24611 COOLIDGE HWY	\$150.00	DENTISTRY
<u>RENEWALS (2023)</u>	<u>ADDRESS</u>	<u>FEE</u>	
FEDERAL AUTOCAT LLC	13425 CAPITAL AVE	\$150.00	AUTO PARTS WAREHOUSE
A&J AUTOMOTIVE	21020 COOLIDGE HWY	\$225.00	AUTO PARTS WAREHOUSE
REVOLUTION CHAMPIONSHIP MARTIAL ARTS LLC	21020 COOLIDGE HWY	\$225.00	MARTIAL ARTS
SWEEP AMERICA	21430 COOLIDGE HWY	\$150.00	STREET/ROADWAY/PARKING LOT SWEEPING
BABY RAY PRODUCTION	21700 GREENFIELD # 259	\$225.00	PRODUCTION/EVENT PLNG
SIGNS OF RECOVERY	25900 GREENFIELD # 236	\$225.00	MEDICAL CASE MANAGEMENT
PLYMOUTH ROCK ENERGY	25900 GREENFIELD # 245	\$225.00	ENERGY SUPPLIER
MANE EVENT	15405 W NINE MILE RD	\$187.50	BARBERSHOP

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

MOTION DECLARED ADOPTED

**CM-06-181-23 (AGENDA ITEM #5C) Beautification Advisory Commission Meeting
Minutes for April 18, 2023 (Removed from the Consent Agenda by
Mayor McClellan) – APPROVED**

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

PUBLIC HEARINGS:

**(AGENDA ITEM #8A) Public Hearing to receive public comments regarding the request by
SJK, LLC, D/B/A Hansen's Hall, 8210 W. Nine Mile, for the issuance of a Class C Liquor
License.**

Mayor McClellan opened the public hearing at 7:23 p.m. The following individuals spoke in opposition to approving the Liquor License:

Name	Address	City	
Jeff Primeau	1916 Hyland	Ferndale	opposed
Adam Willeman	23080 Forest	Oak Park	opposed
Jennifer Labuda	23111 Forest	Oak Park	opposed
Mikius Gebreneyosse	8220 W Nine Mile	Oak Park	opposed
Dana DeBest	18490 Hyland	Ferndale	opposed
Ken Sherman	23840 Jerome	Oak Park	opposed
Jeffry	2305 Forest	Oak Park	opposed

The following individuals provided letters that were read as part of the public hearing:

Name	Address	City	
Amy & Mike Davison	2004 Hyland	Ferndale	opposed
Nick Zielinski	23100 Forest	Oak Park	in favor
Kimberly Lennex			opposed
Isaac Chisholm	23110 Forest	Oak Park	opposed
Quinn Storm	23110 Forest	Oak Park	opposed
Cynthia Morrill	Forest St.	Oak Park	opposed
Amanda Spicuzzi	2235 Hyland	Ferndale	opposed
Emilie Oswald			opposed
Adam Willeman	23080 Forest	Oak Park	opposed

The public hearing closed at 8:40 p.m.

CM-06-182-23 (AGENDA ITEM #8B) Resolutions approving issuance of a Class C Liquor License to SJK, LLC, D/B/A Hansen's Hall, 8210 W. Nine Mile - APPROVED

Motion by Radner, seconded by Edgar, CARRIED UNANIMOUSLY, to approve the following resolutions approving issuance of a Class C Liquor License to SJK, LLC, D/B/A Hansen's Hall, 8210 W. Nine Mile:

**A RESOLUTION OF THE OAK PARK, MICHIGAN CITY COUNCIL
APPROVING THE REQUEST OF SJK, LLC D/B/A HANSEN'S HALL FOR
A CLASS C LIQUOR LICENSE**

WHEREAS, pursuant to state law and the Code of Ordinances, City of Oak Park, Michigan it is unlawful for any person to sell, or possess for sale, any alcoholic beverage unless licensed to do so and all licenses required are in full force and effect; and

WHEREAS, SJK, LLC D/B/A Hansen's Hall (hereinafter referred to as Hansen's Hall) located at 8210 W. 9 Mile has applied for a Class C Liquor License from both the Michigan Liquor Control Commission and the City of Oak Park.

NOW, THEREFORE, BE IT RESOLVED, that the Hansen's Hall application for a Class C Liquor License is hereby approved subject to the following conditions:

1. The Michigan Liquor Control Commission issuing a Class C Liquor License to SJK, LLC D/B/A Hansen's Hall located at 8210 W. 9 Mile, Oak Park, Michigan 48237.
2. Upon issuance of the Class C Liquor License by the Michigan Liquor Control Commission, Hansen's Hall shall provide the City Clerk's Office with copies of the License along with a Certificate of Liquor Liability Insurance for the subject business.
3. Hansen's Hall executes a Contract for a Class C Liquor License with the City of Oak Park, Michigan.

BE IT FURTHER RESOLVED, that subject to the conditions described in the immediately preceding paragraph and all departmental authorizations, upon approval of a Class C Liquor License by the Michigan Liquor Control Commission for Hansen's Hall located at 8210 W. 9 Mile, Oak Park, Michigan 48237, the City Clerk is hereby authorized to issue a Class C Liquor License with an expiration date of April 30, 2024 to Hansen's Hall; and

BE IT FURTHER RESOLVED, that this Resolution shall be effective upon its approval by the City Council.

LOCAL GOVERNMENT APPROVAL RESOLUTION

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

MOTION DECLARED ADOPTED

SPECIAL LICENSES:

CM-06-183-23 (AGENDA ITEM #10A) SPECIAL EVENT REQUEST – OAK PARK LIBRARY – “TOUCH A TRUCK” COMMUNITY EVENT – APPROVED

Motion by Edgar, seconded by Radner, CARRIED UNANIMOUSLY, to approve the following special event request subject to all departmental approvals:

Name	Event	Fee
Oak Park Library	“Touch a truck” Community Event June 28, 2023 6:30 p.m. – 8:00 p.m.	\$100 fee waived

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

MOTION DECLARED ADOPTED

ACCOUNTING REPORTS: None

BIDS: None

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

Administration

CM-06-184-23

**(AGENDA ITEM #15A) REQUEST TO ADOPT A RESOLUTION
AUTHORIZING A CLAIM TO THE MICHIGAN DEPARTMENT OF
TREASURY FOR THE PROTECTING MI PENSION GRANT
- APPROVED**

Motion by Radner, seconded by Edgar, CARRIED UNANIMOUSLY, to adopt the following resolution authorizing a claim to the Michigan Department of Treasury for the Protecting MI Pension Grant:

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

RESOLUTION AUTHORIZING A CLAIM FOR THE PROTECTING MI PENSION GRANT

WHEREAS, Public Act 166 of 2022, Section 979a(1) appropriated funds to the Michigan Department of Treasury (Treasury) for the Protecting MI Pension: Michigan Local Pension Grant Program (Protecting MI Pension) for qualified units that operate a qualified retirement system, and

WHEREAS, a “qualified unit” means a city, county, township, village, or road commission that operates a qualified retirement system as defined in Public Act 166 of 2022, section 979a(7)(c), and

WHEREAS, a “qualified retirement system”, as defined in Public Act 166 of 2022, section 979a(7)(b), means a retirement pension benefit within a retirement system, as defined in section 3 of the protecting local government retirement and benefits act, Public Act 202 of 2017, MCL 38.2803, of a qualified unit, with a funded ratio below 60 percent based on the last report filed as required by section 5 of the protecting local government retirement and benefits act, Public Act 202 of 2017, MCL 38.28035, as of December 31, 2021, and

WHEREAS, qualified units with a qualified retirement system are eligible to submit a claim for a grant award for an amount to increase the funding of the qualified retirement system liabilities to 60 percent funded or to a cap of \$170,000,000, whichever amount is less, and

WHEREAS, qualified units with qualified retirement systems shall comply with “grant award requirements”, and

WHEREAS, “grant award requirements” are defined in Section 979a (2)(a)-(f) of Public Act 166 of 2022, and further detailed as part of the Protecting MI Pension grant application (Treasury Forms 5886 and 5887), and

WHEREAS, Treasury requires each qualified unit’s governing body to adopt a resolution authorizing the Chief Administrative Officer to file a claim for an award for the Protecting MI Pension Grant Program, and

WHEREAS, City of Oak Park acknowledges that it: (i) is a “qualified unit”; (ii) operates a “qualified retirement system”; (iii) agrees to comply with “grant award requirements”; (iv) authorizes the Chief Administrative Officer to file a claim for a grant award on behalf of the local government; And thus, is eligible to participate in a Protecting MI Pension Grant Program;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Oak Park hereby authorize participation in the Protecting MI Pension grant program and authorizes Erik Tungate, City Manager, to

provide this resolution indicating its approval to Treasury, and to submit and execute documents requested by Treasury relating to the Protecting MI Pension grant program requirements.

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

MOTION DECLARED ADOPTED

Economic Development and Planning

CM-06-185-23 (AGENDA ITEM #15B) REQUEST TO APPROVE A FAÇADE IMPROVEMENT GRANT TO REALTEAM REAL ESTATE, 8250 NINE MILE ROAD, FOR 50% OF THE PROJECT COSTS IN AN AMOUNT NOT TO EXCEED \$1,175.00 - APPROVED

Motion by Radner seconded by Edgar, CARRIED UNANIMOUSLY, to approve a façade improvement grant to Realteam Real Estate, 8250 Nine Mile Road, for 50% of the project costs in an amount not to exceed \$1,175.00.

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

MOTION DECLARED ADOPTED

Municipal Services Director Marrone reported an application for a Façade Improvement Grant was received from Realteam Real Estate for the building located at 8250 Nine Mile Road. The project specifications met city guidelines for the program and the project consists of prime and paint on the front and side of their building. The estimated total cost of the project is \$2,350.00.

CM-06-187-23 (AGENDA ITEM #15C) REQUEST TO APPROVE A FAÇADE IMPROVEMENT GRANT TO DOUBLE G LLC, FOR PROPERTIES LOCATED AT 8140 AND 8210 NINE MILE ROAD, FOR 50% OF THE PROJECT COSTS AS FOLLOWS: 8140 NINE MILE - \$2,850.00 AND 8210 NINE MILE - \$4,689.00 - APPROVED

Motion by Radner, seconded by Edgar, CARRIED UNANIMOUSLY, to Request to approve a façade improvement grant to Double G LLC, for properties located at 8140 and 8210 Nine Mile Road, for 50% of the project costs as follows: 8140 Nine Mile - \$2,850.00 and 8210 Nine Mile - \$4,689.00.

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

MOTION DECLARED ADOPTED

Finance

CM-06-187-23 (AGENDA ITEM #15D) BUDGET AMENDMENT #2023-3 FOR PERIOD ENDING MARCH 31, 2023 - APPROVED

Motion by Radner, seconded by Edgar, CARRIED UNANIMOUSLY, to adopt a resolution approving Budget Amendment #2023-3 for period ending March 31, 2023.

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

MOTION DECLARED ADOPTED

Municipal Services/Engineering

CM-06-188-23 (AGENDA ITEM #15E) REQUEST TO APPROVE PAYMENT APPLICATION NO. 4 IN THE AMOUNT OF \$92,476.08 AND CHANGE ORDER NO. 1 IN THE AMOUNT OF \$10,751.04 TO MICHIGAN FENCE OUTLET OF MACOMB, MICHIGAN FOR THE 2021 GREENFIELD FENCE PROJECT, M-735 - APPROVED

Motion by Radner, seconded by Edgar, CARRIED UNANIMOUSLY, to approve Payment Application No. 4 in the amount of \$92,476.08 and Change Order No. 1 in the amount of \$10,751.04 to Michigan Fence Outlet of Macomb, Michigan for the 2021 Greenfield Fence Project, M-735.

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

MOTION DECLARED ADOPTED

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 9:21 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** June 20, 2023**AGENDA#**

SUBJECT: Payment Application No. 2 for the 2022 Sewer and Catch Basin Cleaning & TV Inspection Project, M-747.

DEPARTMENT: Municipal Services – Engineering *KMG*

SUMMARY: Attached is Payment Application No. 2 for the 2022 Sewer and Catch Basin Cleaning & TV Inspection Project, M-747. This project is cleaning and inspecting the sewers and catch basins in the area shown on the attached map. To date the project is 70% complete.

FINANCIAL STATEMENT:

	Original Contract Amount:	\$273,600.00
	Total Completed to Date:	\$192,418.75
Less Retainage:	\$9,620.97	
Net Earned:	\$182,797.81	
Deductions:	\$0.00	
Balance:	\$182,797.81	
	Payments to Date:	\$ 86,545.80
	Amount Due Doetsch Environmental:	\$ 96,252.01

RECOMMENDED ACTION: It is recommended Payment Application No. 2 for the 2022 Sewer and Catch Basin Cleaning & TV Inspection Project, M-747 to Doetsch Environmental of Warren, MI be approved for the amount of \$96,252.01. Funding is available in the Water and Sewer Fund (Account #592-18.550.970) for this expenditure.

APPROVALS:

City Manager: _____ Department Director: KM

Director of Finance: _____ Legal: NA

Budgeted:

EXHIBITS: Payment Application No. 2, Project Map

PAYMENT APPLICATION

PROJECT: 2022 SEWER & CATCH BASIN CLEANING & TV INSPECTION PROJECT
OWNER: CITY OF OAK PARK, MICHIGAN
CONTRACTOR: DOETSCH ENVIRONMENTAL SERVICES
21221 MULLIN AVENUE
WARREN, MI 48089

JOB NUMBER: M-747
APPLICATION NO.: 2
PERIOD ENDING: 5/17/2023

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY		UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Medium 8" Sewer Cleaning & TV Inspection	7,000	LFT	\$1.75	5,771	\$10,099.25	5,771	\$10,099.25
2	Medium 10" Sewer Cleaning & TV Inspection	5,200	LFT	\$1.75	1,993	\$3,487.75	4,685	\$8,198.75
3	Medium 12" Sewer Cleaning & TV Inspection	30,600	LFT	\$1.75	11,525	\$20,168.75	31,318	\$54,806.50
4	Medium 15" Sewer Cleaning & TV Inspection	21,300	LFT	\$2.00	6,612	\$13,224.00	20,349	\$40,698.00
5	Medium 18" Sewer Cleaning & TV Inspection	12,300	LFT	\$2.00	4,515	\$9,030.00	11,759	\$23,518.00
6	Medium 21" Sewer Cleaning & TV Inspection	3,200	LFT	\$2.25	1,414	\$3,181.50	3,256	\$7,326.00
7	Medium 24" Sewer Cleaning & TV Inspection	4,400	LFT	\$2.25	2,063	\$4,641.75	4,025	\$9,056.25
8	Medium 27" Sewer Cleaning & TV Inspection	2,600	LFT	\$2.25	2,253	\$5,069.25	2,874	\$6,466.50
9	Medium 30" Sewer Cleaning & TV Inspection	2,700	LFT	\$3.00	1,358	\$4,074.00	2,379	\$7,137.00
10	Medium 33" Sewer Cleaning & TV Inspection	500	LFT	\$4.00	311	\$1,244.00	500	\$2,000.00
11	Medium 36" Sewer Cleaning & TV Inspection	2,900	LFT	\$4.00	1,917	\$7,668.00	2,186	\$8,744.00
12	Medium 42" Sewer Cleaning & TV Inspection	900	LFT	\$4.00	774	\$3,096.00	774	\$3,096.00
13	Catch Basin Structure Cleaning & TV Inspection	16,300	LFT	\$2.50	2,449	\$6,122.50	2,449	\$6,122.50
14	Catch Basin Structure Cleaning	630	EA	\$50.00	103	\$5,150.00	103	\$5,150.00
15	Sewer Lateral Protruding Lead Cutting	10	EA	\$100.00	0	\$0.00	0	\$0.00
16	Gate Well Structure Cleaning	100	EA	\$100.00	0	\$0.00	0	\$0.00

Original Contract Amount: \$273,600.00
Period Total Amount: \$96,256.75
Amount to Date: \$192,418.75

Earnings This Period: \$96,256.75
Total Earnings to Date: \$192,418.75
Less Retainage: \$9,620.94
Net Earned: \$182,797.81
Deductions: \$0.00
Balance: \$182,797.81
Payments to Date: \$86,545.80

AMOUNT DUE DOETSCH ENV. SERVICES: \$96,252.01

Accepted By: *Sean Schettler*
Doetsch Environmental Services
Approved By: *Kara M. Grisamer*
Kara Grisamer, City Engineer
City of Oak Park, Michigan

Date: Jun 14, 2023
Date: Jun 14, 2023

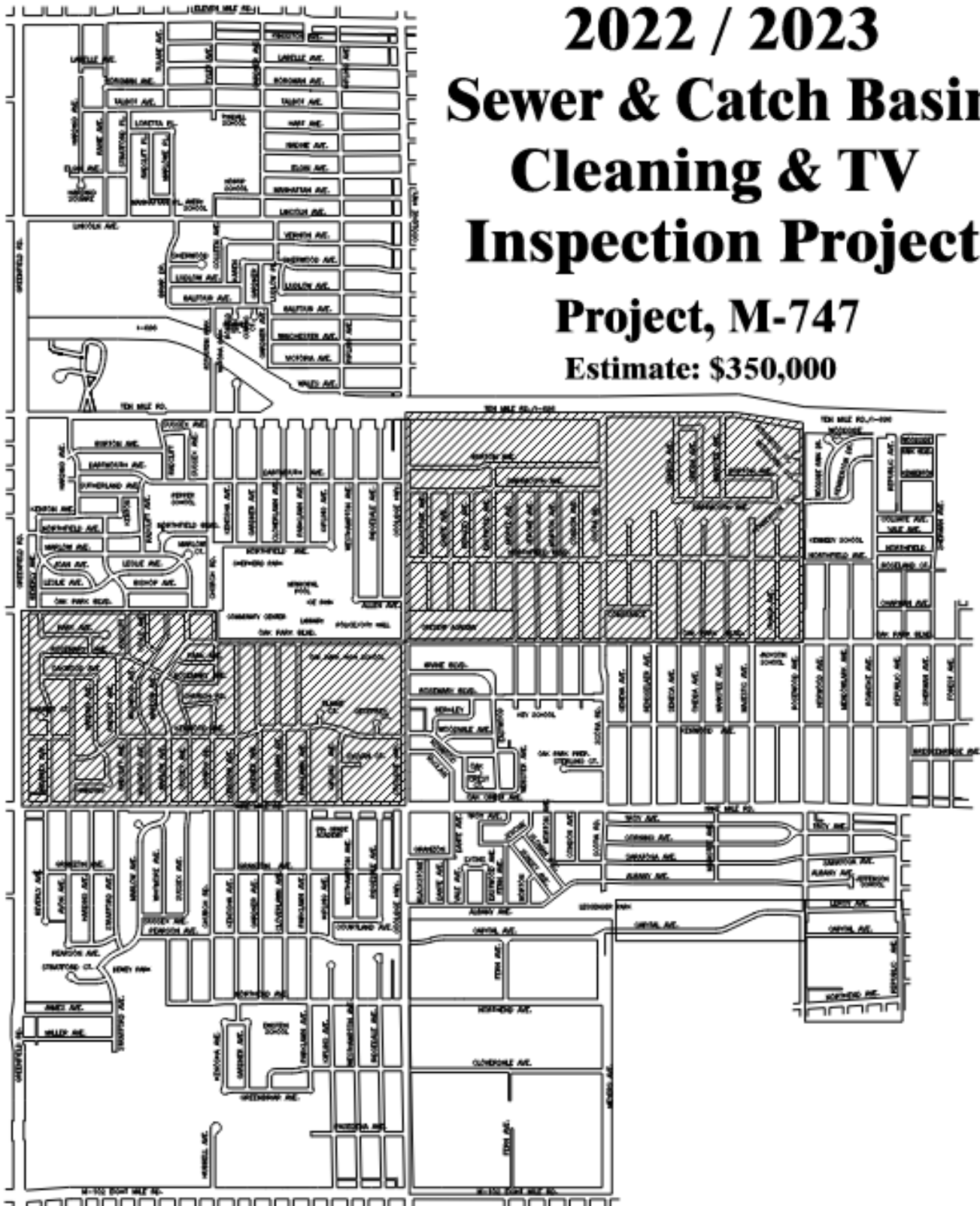
City of Oak Park

2022 / 2023

Sewer & Catch Basin Cleaning & TV Inspection Project

Project, M-747

Estimate: \$350,000



**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** June 20, 2023**AGENDA#****SUBJECT:** Payment Application No. 1 and Change Order No. 1 for the 2023 Sewer Lining Project, M-749.**DEPARTMENT:** Municipal Services – Engineering *KMG***SUMMARY:** Attached is Payment Application No. 1 and Change Order No. 1 for the 2023 Sewer Lining Project, M-749 by Insituform Technologies of Chesterfield, Missouri. This project lined the sewers that needed repairs that were found through our cleaning and television program throughout the City. This project is 100% complete.**FINANCIAL STATEMENT:**

Original Contract Amount:	\$392,163.80
Change Order No. 1:	<u>\$ (17,190.56)</u>
New Contract Amount:	\$374,973.24
 Total Completed to Date:	 \$374,973.24
Less Retainage:	\$ 5,000.00
Net Earned:	\$369,973.24
Deductions:	\$ 0.00
Balance:	\$369,973.24
Payments to Date:	<u>\$ 0.00</u>
Amount Due Insituform Technologies:	\$369,973.24

RECOMMENDED ACTION: It is recommended that Payment Application No. 1 in the amount of \$369,973.24 and Change Order No. 1 in the amount of (17,190.56) for the 2023 Sewer Lining Project to Insituform Technologies of Chesterfield, Missouri be approved. Funding is available in the Water and Sewer Fund No. 592-18-550-970 for this expenditure.**APPROVALS:**City Manager: _____ Department Director: KMDirector of Finance: _____ Legal: NABudgeted: ☐**EXHIBITS:** Payment Application No. 1, Change Order No. 1, map

PAYMENT APPLICATION

PROJECT: 2023 Sewer Lining Project

OWNER: City of Oak Park, Michigan

CONTRACTOR: Insituform Technologies USA, LLC
17988 Edison Avenue
Chesterfield, MO 63005

JOB NUMBER: M-749

APPLICATION NO.: 1

PERIOD ENDING: 6/5/2023

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY		UNIT PRICE		PERIOD QUANTITY		PERIOD AMOUNT		QUANTITY TO DATE		AMOUNT TO DATE
1	8" Sewer Pipe Lining	0	LFT	\$36.20		0.00		\$0.00		0.00		\$0.00
2	10" Sewer Pipe Lining	146	LFT	\$54.90		146.00		\$8,015.40		146.00		\$8,015.40
3	12" Sewer Pipe Lining	1,160	LFT	\$43.50		1,511.00		\$65,728.50		1,511.00		\$65,728.50
4	15" Sewer Pipe Lining	3,531	LFT	\$75.80		2,995.00		\$227,021.00		2,995.00		\$227,021.00
5	18" Sewer Pipe Lining	546	LFT	\$72.90		643.00		\$46,874.70		643.00		\$46,874.70
6	Reinstating Sewer Laterals Modified SP	132	EA	\$87.70		156.00		\$13,681.20		156.00		\$13,681.20
7	Sewer Lateral Protruding Lead Cutting	10	EA	\$158.80		29.00		\$4,605.20		29.00		\$4,605.20
8	Minor Traffic Device	1	LSUM	\$1,563.00		1.00		\$1,563.00		1.00		\$1,563.00
9	Project Clean Up	1	LSUM	\$1,587.80		1.00		\$1,587.80		1.00		\$1,587.80
10	Inspection Crew Days	31	DAYS	\$320.00		16.00		\$5,120.00		16.00		\$5,120.00
11	Sewer Cleaning & Tv Inspection 15"	0	LFT	\$4.13		188.00		\$776.44		188.00		\$776.44
				Period Total Amount:				\$374,973.24	Amount to Date:		\$374,973.24	

Original Contract Amount: \$392,163.80

Change Order No.1: -\$17,190.56

New Contract Amount: \$374,973.24

Earnings This Period: \$374,973.24

Total Earnings to Date: \$374,973.24

Less Retainage: \$5,000.00

Net Earned: \$369,973.24

Deductions: \$0.00

Balance: \$369,973.24

Payments to Date: \$0.00

AMOUNT DUE Insituform Technologies USA, LLC: \$369,973.24

Accepted By: Matt Brinkhoffer
Insituform Technologies USA, LLC

Date: Jun 7, 2023

Approved By: Kara M. Grisamer
Kara Grisamer P.E., City Engineer
City of Oak Park, Michigan

Date: Jun 8, 2023

CHANGE ORDER

PROJECT: 2023 Sewer Lining Project

OWNER: City of Oak Park, Michigan

CONTRACTOR: Insituform Technologies USA, LLC
17988 Edison Avenue
Chesterfield, MO 63005

JOB NUMBER: M-749

CHANGE ORDER NO.: 1

PAGE: 1

TO THE CONTRACTOR:

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

THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Increased Quantity	Quantity to Date	Total Amount
3	12" Sewer Pipe Lining	1,160	LFT	\$43.50	351.00	1,511.00	\$15,268.50
5	18" Sewer Pipe Lining	546	LFT	\$72.90	97.00	643.00	\$7,071.30
6	Reinstating Sewer Laterals Modified SP	132	EA	\$87.70	24.00	156.00	\$2,104.80
7	Sewer Lateral Protruding Lead Cutting	10	EA	\$158.80	19.00	29.00	\$3,017.20
11	Sewer Cleaning & Tv Inspection 15"	0	LFT	\$4.13	188.00	188.00	\$776.44
TOTALS							\$28,238.24

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

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Decreased Quantity	Quantity to Date	Total Amount
4	15" Sewer Pipe Lining	3,531	LFT	\$75.80	-536.00	2,995.00	-\$40,628.80
10	Inspection Crew Days	31	DAYS	\$320.00	-15.00	16.00	-\$4,800.00
TOTALS							-\$45,428.80

SUMMARY

Total Increase	\$28,238.24
Total Decrease	-\$45,428.80
	-\$17,190.56

Contract Amount	\$392,163.80
Change Order No. 1:	-\$17,190.56
New Contract Amount:	\$374,973.24

Matt Brinkoetter

Insituform Technologies USA, LLC

Kara M. Grisamer

Kara Grisamer P.E., City Engineer
City of Oak Park, Michigan

2023 Sewer Lining Project, M-749

2023

Sewer Lining

Project, M-749

Estimate: \$400,000

CITY OF OAK PARK





5D

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 20, 2023

AGENDA#

SUBJECT: Final Payment Application No. 2 for the 2022 Sewer Lining Project, M-730.

DEPARTMENT: Municipal Services – Engineering *KMG*

SUMMARY: Attached is Payment Application No. 2 for the 2022 Sewer Lining Project, M-730 by Insituform Technologies of Chesterfield, Missouri. This project lined the sewers that needed repairs that were found through our cleaning and television program throughout the City. This project is 100% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$365,768.70
Change Order No. 1:	<u>\$ (31,787.52)</u>
New Contract Amount:	\$333,981.18
 Total Completed to Date:	 \$333,981.18
Less Retainage:	\$ 0.00
Net Earned:	\$333,981.18
Deductions:	\$ 0.00
Balance:	\$333,981.18
Payments to Date:	<u>\$328,981.18</u>
Amount Due Insituform Technologies:	\$ 5,000.00

RECOMMENDED ACTION: It is recommended that Payment Application No. 2 in the amount of \$5,000.00 for the 2022 Sewer Lining Project to Insituform Technologies of Chesterfield, Missouri be approved. Funding is available in the Water and Sewer Fund No. 592-18-550-970 for this expenditure.

APPROVALS:

City Manager: _____ Department Director: KM

Director of Finance: _____ Legal: NA

Budgeted: ☒

EXHIBITS: Payment Application No. 2, map

PAYMENT APPLICATION

PROJECT: 2022 Sewer Lining Project

OWNER: City of Oak Park, Michigan

CONTRACTOR: Insituform Technologies USA, LLC
17988 Edison Avenue
Chesterfield, MO 63005

JOB NUMBER: M-730

APPLICATION NO.: 2 (FINAL PAY)

PERIOD ENDING: 6/8/2023

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY		UNIT PRICE		PERIOD QUANTITY		PERIOD AMOUNT		QUANTITY TO DATE		AMOUNT TO DATE
1	8" Sewer Pipe Lining	326	LFT	\$36.20		0.00		\$0.00		328.00		\$11,873.60
2	10" Sewer Pipe Lining	619	LFT	\$54.90		0.00		\$0.00		510.00		\$27,999.00
3	12" Sewer Pipe Lining	1,966	LFT	\$43.50		0.00		\$0.00		2,321.00		\$100,963.50
4	15" Sewer Pipe Lining	1,293	LFT	\$75.80		0.00		\$0.00		995.00		\$75,421.00
5	18" Sewer Pipe Lining	1,465	LFT	\$72.90		0.00		\$0.00		1,235.00		\$90,031.50
6	Reinstating Sewer Laterals Modified SP	171	EA	\$87.70		0.00		\$0.00		161.00		\$14,119.70
7	Sewer Lateral Protruding Lead Cutting	10	EA	\$158.80		0.00		\$0.00		26.00		\$4,128.80
8	Minor Traffic Device	1	LSUM	\$1,563.00		0.00		\$0.00		1.00		\$1,563.00
9	Project Clean Up	1	LSUM	\$1,587.80		0.00		\$0.00		1.00		\$1,587.80
10	Inspection Crew Days	31	DAYS	\$320.00		0.00		\$0.00		15.00		\$4,800.00
11	Clean and CCTV 10"	0	LFT	\$2.64		0.00		\$0.00		227.00		\$599.28
12	Clean and CCTV 15"	0	LFT	\$3.00		0.00		\$0.00		298.00		\$894.00
Period Total Amount:								\$0.00		Amount to Date:		\$333,981.18

Original Contract Amount: \$365,768.70

Change Order No.1: -\$31,787.52

New Contract Amount: \$333,981.18

Earnings This Period: \$0.00

Total Earnings to Date: \$333,981.18

Less Retainage: \$0.00

Net Earned: \$333,981.18

Deductions: \$0.00

Balance: \$333,981.18

Payments to Date: \$328,981.18

AMOUNT DUE Insituform Technologies USA, LLC: \$5,000.00

Accepted By: Matt Brinkhorst

Insituform Technologies USA, LLC

Date: Jun 8, 2023

Approved By: Kara M. Grisamer

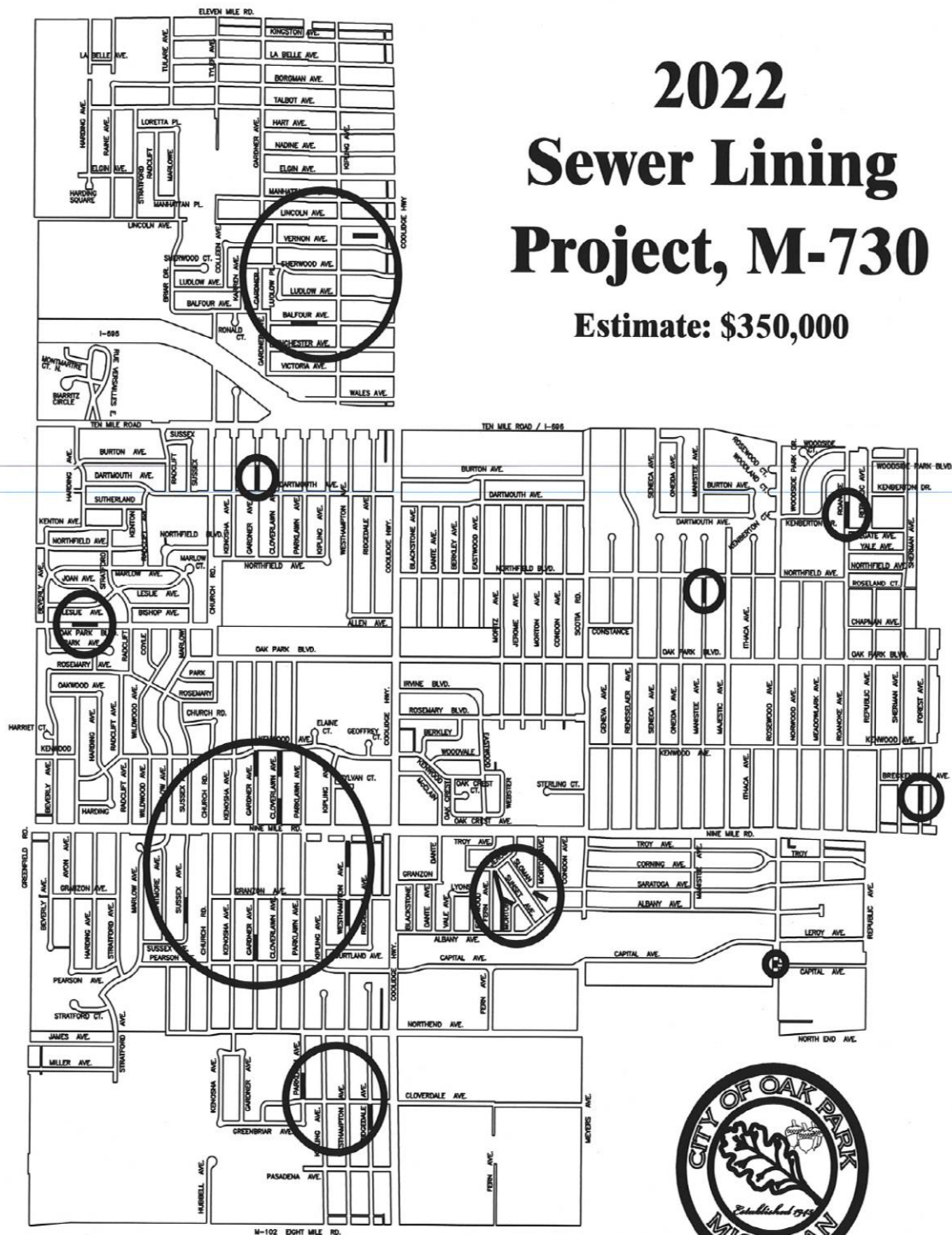
Kara Grisamer P.E., City Engineer
City of Oak Park, Michigan

Date: Jun 9, 2023

City of Oak Park

2022 Sewer Lining Project, M-730

Estimate: \$350,000



MERCHANT'S LICENSES - JUNE 20, 2023

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
CRICKET WIRELESS	25250 GREENFIELD	\$150.00	RETAILER

RENEWALS FOR 2023	ADDRESS	FEES	BUSINESS TYPE
FRENCH KIDZ LLC	24721 COOLIDGE	\$225.00	RETAIL
DANIEL S. LAZAR, D.P.M.	26106 GREENFIELD A	\$225.00	MEDICAL OFFICE
OAK PARK MAX CARE PHYSICAL THERAPY	12702 NINE MILE	\$225.00	MEDICAL OFFICE
REVOLUTION CHAMPIONSHIP MARTIAL ARTS LLC	21020 COOLIDGE	\$225.00	KARATE

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

Today's Date:

5/30/23**Applicant Information**

Applicant/Business Name:

East Oak Park Neighborhood Assoc.

Applicant/Business Address:

24040 Geneva

Phone number:

2485442371

E-Mail Address:

EASTOPNA@gmail.com

Relation of applicant to business:

Member of Steering CommitteeHas applicant ever been convicted of a felony? ☐ Yes ☒ No**Owner Information**

Owner or manager of site:

N/A

Phone:

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event:

July 22

Has this event been held previously?

☒ Yes ☐ No

Address or location of event:

Best Park

Is this a City owned park?

YesIf 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:

Neighborhood picnic to foster communityWill the event be open to the public? ☒ Yes ☐ No

If yes, please describe how so:

Publicized w/ no restrictions other than alcohol & firearms

Estimated number of people attending event?

100

Hours of Event:

12-4

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:

8x8 canopy

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.

Samuel Pollak

Applicant's Signature

State of Michigan

ss

County of Oakland

Subscribed and sworn to before me, a Notary Public this 30th day of May 2023, by
No Lynn Williams.

My Commission expires: March 4, 2028

[Signature]
Notary Public

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

East Oak Park Neighborhood Association
Neighborhood Picnic – Best Park
DATE: July 22, 2023 Hours – 12:00 PM – 4 PM

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
MUNICIPAL SERVICES Dan Fairless	Extension cords must not create trip hazards. The Bounce House must be properly anchored to the ground	N/A	N/A
PUBLIC SAFETY Steve Cooper	Public Safety to conduct periodic checks as part of normal patrol activities	30	NA
RECREATION Laurie Stasiak	N/A	N/A	N/A
DPW Dave DeCoster	N/A	N/A	N/A
ADDITIONAL Administration			Waiver requested

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

Today's Date: 5/12/2023

Applicant Information

Applicant/Business Name: Oak Park Public Library

Applicant/Business Address: 14200 Oak Park Blvd Oak Park, MI 48237

Phone number: 248-691-7480

E-Mail Address: kschaaf@oakparkmi.gov

Relation of applicant to business: Library Director

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

Owner Information

Owner or manager of site: City of Oak Park

Phone: _____

Names and addresses of partners or officers of corporation:
Oakland County Parks and Rec

Event Information

Proposed date(s) of event: August 6 / 1pm - 4pm Has this event been held previously? ☐ Yes ☒ No

Address or location of event: Grass area between Library and City Hall

Is this a City owned park? Yes

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: Summer Reading wrap-up party to celebrate a summer full of reading with bounce houses obtained through an Oakland County grant program.

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

If yes, please describe how so: Totally free and aimed at families with kids.

Estimated number of people attending event? 150 Hours of Event: 1pm - 4pm

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: Oakland County Parks and Rec

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:

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.

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

Oak Park Library
Summer Reading Wrap Up Party
DATE: August 6, 2023 Hours – 1:00 PM – 4 PM

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
MUNICIPAL SERVICES <i>Dan Fairless</i>	N/A	N/A	N/A
PUBLIC SAFETY <i>Steve Cooper</i>	Public Safety to conduct periodic checks as part of normal patrol activities	30	NA
RECREATION <i>Laurie Stasiak</i>	N/A	N/A	N/A
DPW <i>Dave DeCoster</i>	N/A	N/A	N/A
ADDITIONAL <i>Administration</i>			Waiver requested



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

Invoice 609923

June 12, 2023

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

Re: In Re: City of Oak Park

*Client 7406
 Matter 1*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Wednesday, May 31, 2023

\$13,333.34

Fee Total

Costs Advanced:

Date	Description	Amount
05/18/23	Reproduction Charges	0.15
	1 @ 0.15	
	Total Costs Advanced	\$ 0.15

Total Fees and Disbursements: \$13,333.49

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

Howard L. Shifman
Brandon Fournier
Robert Nyovich - Of Counsel



31600 Telegraph Road, Suite 100
Bingham Farms, MI 48025
Phone (248) 594-8700
Fax (248) 594-7080
shifmanfournier.com

VIA E-MAIL ONLY

PRIVILEGED ATTORNEY-CLIENT COMMUNICATION

June 1, 2023

Erik Tungate, City Manager
City of Oak Park
14000 Oak Park Boulevard
Oak Park, MI 48237

Re: City of Oak Park/Invoice for Retainer – July 1, 2023 thru September 30, 2023

Dear Mr. Tungate:

Enclosed please find our invoice for services per the Retainer Agreement.

Invoice No. 16000

City of Oak Park – General	\$18,000.00
Labor Matters	_____
TOTAL	\$18,000.00

Please make check payable to Shifman Fournier, PLC

Thank you for your attention in this matter. If you have any questions or comments, please feel free to contact me at your convenience.

Very truly yours,

SHIFMAN FOURNIER



Jessica Fanego, Office Administrator

Jessica@shifmanfournier.com

Cc: Sandra Crawford, Finance Director

Shifman Fournier, PLC
31600 Telegraph Road, Suite 100
Bingham Farms, MI 48025

Invoice Submitted to:

Erik Tungate, City Manager
City of Oak Park
14000 Oak Park Boulevard
Oak Park, MI 48237

In Reference To: City of Oak Park/General Labor

Invoice No. 16000

Professional Services

6/01/2023	Services per Retainer Agreement for July 1, 2023 – September 30, 2023	\$ 18,000.00 _____
	TOTAL	\$ 18,000.00
	BALANCE DUE	\$ 18,000.00 =====



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

June 20, 2023

AGENDA OF:

SUBJECT:

First reading of proposed text amendments to the City of Oak Park Zoning Ordinance in the following sections: Article 2, Division 2; Article 2, Division 3; Article 2, Division 4; Article 5, Division 4

DEPARTMENT: Economic Development and Planning

SUMMARY: At the June 12 and June 20, 2023 meetings, the Planning Commission conducted a Public Hearing regarding proposed changes to the City of Oak Park Zoning Ordinance. The proposed zoning amendments deal with a variety of improvements to specific sections of the Zoning Ordinance.

The proposed text amendments incorporate clarifications, additions, and/or deletions to specific sections of the Zoning Ordinance to support sustainable growth of the community as well as to be consistent with the State & Federal laws and regulations. The main purpose of this amendment is to include Preschools as part of the Private schools allowed.

At the Planning Commission meeting on June 19 2023 the Planning Commission vote whether to recommend to the City Council adoption of the proposed zoning text amendments.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: The City Council approve the first reading of the proposed text amendments to the City of Oak Park Zoning Ordinance.

APPROVALS:

City Manager: _____ET_____

Department Director: _____KM_____

Director of Finance: _____

Budgeted: ☐

Legal: _____

EXHIBITS: Memo, Resolution

CITY OF OAK PARK, MICHIGAN

ORDINANCE NO.

AN ORDINANCE TO AMEND ARTICLE 2, DIVISION 2: RESIDENTIAL DISTRICTS; ARTICLE 2, DIVISION 3: COMMERCIAL/ MIXED-USE/ OFFICE DISTRICTS; ARTICLE 2, DIVISION 4: INDUSTRIAL DISTRICTS; ARTICLE 5, DIVISION 4: SPECIAL LAND USE; OF APPENDIX A - ZONING OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN.

THE CITY OF OAK PARK, MICHIGAN ORDAINS:

SECTION 1. Article 2, Division 2: Residential Districts of Appendix A - Zoning of the Code of Ordinances of the City of Oak Park, Michigan is hereby amended as followed:

Article 2, Division 2: Residential Districts

SEC. 211 Residential Uses

Amend the land uses in the Educational Land Uses in Table 211.1 Residential Districts Uses, to read as follows:

Table 211.1 Residential Districts Uses					
Use	R-1	R-2	RM-1	RM-2	Add'l Req'ts
Educational					
Educational Institutions, including Private and Parochial Preschool, Elementary, Middle, and High Schools	SLU	SLU			Sec. 557h
Student dormitories - Private	SLU	SLU			Sec. 557q

SECTION 2. Article 2, Division 3: Commercial / Mixed-Use/ Office Districts of Appendix A - Zoning of the Code of Ordinances of the City of Oak Park, Michigan is hereby amended as followed:

SEC. 221 Commercial Mixed-use Use Table

Amend the land uses in the Educational Land Use section in Table 221.1 Commercial and Mixed-use Districts Uses, to read as follows:

Table 221.1 Commercial and Mixed-Use Districts Uses								
Use	B-1	B-2	O	PTRED	PCD	MX-1	MX-2	Add'l Req'ts
Educational								
Colleges, universities, and other institutions of higher		P	P	P	P			

learning including trade, technical, and vocational schools								
Educational institutions, including private and parochial preschool, elementary, middle, and high schools	SLU	SLU	SLU	SLU				Sec. 557h
Performing and fine arts schools or studios	P	P	P		P	P	P	Sec. 544s
Private Educational tutoring businesses such as computer training establishments, after school tutoring, and similar businesses	P	P	P		P	P	P	
Private technical schools and training institution		P	P	P	P			
Student dormitories - Private				SLU				Sec. 557p

SECTION 3. Article 2, Division 4: Industria Districts of Appendix A - Zoning of the Code of Ordinances of the City of Oak Park, Michigan is hereby amended as followed:

SEC. 231 Industrial Use Table

Label the Table and Amend the land uses in the Educational Use section to read as follows:

Table 231.1 Industrial Districts Uses			
Use	LI	IF	Add'l Req'ts
Educational			
Colleges, universities, and other institutions of higher learning including trade, technical, and vocational schools	P	P	
Performing and fine arts schools or studios	CLU	P	Sec. 544t
Private Educational tutoring businesses such as computer training establishments, after school tutoring, and similar businesses		P	
Private technical schools and training institution	P	P	

SECTION 4. Article 5, Division 4: Special Land Uses of Appendix A - Zoning of the Code of Ordinances of the City of Oak Park, Michigan is hereby amended as followed:

SEC. 557 Special Land Use Specific Requirements

Amend various sub-sections as listed below:

Amend the title of sub-section (h) to read as follows:

h. Educational Institutions, including Private and Parochial Preschool, Elementary, Middle, and High Schools

Amend the title of sub-section (p) to read as follows:

p. Student Dormitories - Private

SECTION 5. Conflicting Provisions Repealed

All ordinances in conflict with the provisions of this ordinance are repealed only to the extent necessary to give this ordinance full force and effect; provided that all other provisions of the Oak Park Code of Ordinances as heretofore amended shall remain in full force and effect.

SECTION 6. Severability

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

SECTION 7. Effective Date

This ordinance shall be published as required by the Charter of the City of Oak Park and shall become effective ten (10) days from the date of its passage or upon the expiration of seven (7) days after its publication, whichever is later.

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park on this day of _____, 2023.

T. Edwin Norris, City Clerk

I, T. Edwin Norris, the duly authorized Clerk of the City of Oak Park, Michigan, do hereby certify that the foregoing ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on _____, 2023.

T. Edwin Norris
City Clerk

First Reading:
Second Reading:
Adopted:
Published:

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

AGENDA OF: June 20, 2023

SUBJECT: First reading of a proposed Zoning Map Amendment for the City of Oak Park to change the zoning from RM-2 Multi-family residential District to R-1 Single Family Residential District for the following address: 15110 W. Ten Mile Road.

DEPARTMENT: Economic Development and Planning

SUMMARY

At the June 12 and June 19, 2023 meeting, the Planning Commission conducted a Public Hearing regarding proposed changes to the City of Oak Park Zoning Map. The proposed Map Amendment would rezone a parcel on W. Ten Mile from RM-2 Multi-family residential District to R-1 Single Family Residential District, consistent with the goals and policies of the City of Oak Park Master Plan.

Yeshiva Beth Yehuda wishes to construct a new, approximately 78,000 sf single-story preschool. The facility will include relevant site amenities including parking and playgrounds to serve the school. As part of the Special Land Use Review, the applicant requests a rezoning of the property from RM-2, Multi-Family Residential District to R-1, Single-Family residential District to allow the construction and operation of a private educational institution. Private Educational Institutions are not permitted in the current RM-2 Zoning Districts.

The site of 15110 W. Ten Mile Rd. is currently vacant. The proposed use of a private preschool is consistent with the existing land uses within the area and complement the private educational institutions within the area; Yeshiva Bais Yaakov School for Girls and Beth Jacob and High School.

The Master Plan emphasizes the importance of the distribution and intensity of land uses and the flexibility to evaluate the existing land uses and update the future land use map.

The proposed zoning change will be consistent and compatible with existing and future land uses in the area.

At the Planning Commission meeting on June 19, 2023 the Planning Commission will vote on whether to approve and recommend to the City Council adoption of the zoning map amendments.

RECOMMENDED ACTION: First reading of a proposed Zoning Map Amendment for the City of Oak Park to change the zoning from RM-2 Multi-family residential District to R-1 Single Family Residential District for the following address: 15110 W. Ten Mile Road.

APPROVALS

City Manager: _____ET_____

Director: _____KM_____

Finance Director: _____

Budgeted:

CITY OF OAK PARK, MICHIGAN

ORDINANCE NO.

AN ORDINANCE TO AMEND ARTICLE 2 DIVISION 1 SECTION 201 AND THE OFFICIAL ZONING MAP CONTAINED THEREIN, BEING PART OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN, BY CHANGING THE USE DISTRICT OF CERTAIN PARCELS OF LAND CURRENTLY ZONED RM-2, MULTIFAMILY RESIDENTIAL DISTRICT TO R1, SINGLE FAMILY RESIDENTIAL DISTRICT.

THE CITY OF OAK PARK, MICHIGAN ORDAINS:

SECTION 1. The Code of Ordinances of the City of Oak Park is hereby amended by changing the use district of the following addresses and parcels currently zoned RM-2, Multi-family residential District, according to the City's Official Zoning District Map, Article 2, Division 1, Section 201 to R1, Single Family Residential District.

Address: 15110 W. Ten Mile Road, Parcel #52-25-19-376-012

Current owner: Yeshiva Beth Yehuda

SECTION 2. It is hereby ordered that the Official Zoning District Map of the City of Oak Park, as herein amended, be incorporated with this ordinance and be considered a part hereof and be published in connection herewith.

SECTION 3. It is further ordered that from and after the effective date of this ordinance, the above described parcels of land shall be in the R1, Single Family Residential District, and be subject to the regulations pertaining to such a district.

SECTION 4. Conflicting Provisions Repealed

All ordinances in conflict with the provisions of this ordinance are repealed only to the extent necessary to give this ordinance full force and effect; provided that all other provisions of the Oak Park Code of Ordinances as heretofore amended shall remain in full force and effect.

SECTION 5. Severability

No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park, Michigan shall be affected by this ordinance except as to the above sections, and in the event any portion, section or subsection of this ordinance shall

be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this ordinance or of the Code of Ordinances of the City of Oak Park, Michigan.

SECTION 6. Effective Date

This ordinance shall be effective thirty (30) days from the date of adoption and shall be published as required by the Charter of the City of Oak Park.

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park on this day of _____, 2023.

Ed Norris
City Clerk

Marian McClellan
Mayor

I, Ed Norris, the duly authorized Clerk of the City of Oak Park, Michigan, do hereby certify that the foregoing ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on _____, 2023.

Ed Norris
City Clerk

First Reading:
Second Reading:
Adopted:
Published:



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 20, 2023

SUBJECT: Resolution in support of application to the MEDC Revitalization and Placemaking Grant 2.0

DEPARTMENT: Economic Development and Planning

SUMMARY: The City has prepared a sub grant application with Main Street Oakland County to apply for the Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking Grant 2.0. This grant will assist in revitalizing the Water Tower Social District and creating additional public gathering spaces. The project also includes adding green infrastructure, electric car charging stations, signage, art, and public amenities.

The City conducted a visioning session to get input from the community, neighboring residents and business owners. The final design took their input into consideration.

FINANCIAL STATEMENT: The Water Tower Social District Parking Areas are in the CIP and the grant will reduce the cost to neighboring businesses and the City if received.

RECOMMENDED ACTION: It is recommended that City Council approve the resolution to apply for a subgrant with Main Street Oakland County for the MEDC Revitalization and Placemaking Grant 2.0.

APPROVALS:

City Manager: _____ET_____

Department Director: _____KM_____

Director of Finance: _____

Budgeted: ☐

Legal: _____

Exhibit: Resolution

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

RESOLUTION NO.

**AUTHORIZING THE CITY OF OAK PARK TO APPLY FOR A SUBGRANT WITH MAIN
STREET OAKLAND COUNTY TO THE MICHIGAN ECONOMIC DEVELOPMENT
CORPORATION (MEDC) REVITALIZATION AND PLACEMAKING GRANT 2.0 FOR THE
WATER TOWER SOCIAL DISTRICT PROJECT, OAK PARK, MICHIGAN**

WHEREAS, the City of Oak Park has conducted public engagement for the design of the Water Tower Social District; and

WHEREAS, this grant addresses the negative economic impacts of the pandemic by investing in projects that promote population and tax revenue growth through the revitalization and repurposing of vacant, underutilized, blighted or historic buildings and investment in place-based infrastructure.

WHEREAS, this grant deploys federal American Rescue Plan funding to support investments that will create the environment necessary to attract and retain talent, add new housing options, enable business creation and attraction and provide resources for Michigan citizens and communities.

WHEREAS, this grant will help local governments avoid budget crises, retain current residents and enhance downtown vitality; and

WHEREAS, this project is within the Corridor Improvement Authority and will assist restaurants, breweries and other businesses within the project area as well as attract new investment and jobs into the mixed-use district; and

WHEREAS, the grant is to assist in improving the Water Tower Social District by creating new public spaces and amenities, adding a mural, improve parking infrastructure, add green infrastructure to reduce stormwater runoff and add electric car charging stations; and

WHEREAS, the City will apply for the Public Space Place-based Infrastructure sub grant award; and

BE IT HEREBY RESOLVED, by the Oak Park City Council, that this Resolution authorizes the City of Oak Park to apply to MEDC for a Revitalization and Placemaking Grant for the Water Tower Social District, Oak Park, Michigan.

Yeas:

Nays:

Absent:

Abstained:

STATE OF MICHIGAN)

) ss.

COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Oak Park, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a duly called meeting held on June 20, 2023, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this _____ day of _____, 2023.

Ed Norris, City Clerk

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** June 20, 2023**AGENDA #**

SUBJECT: Resolution in support of the Local Road Improvement Matching Fund Program.

DEPARTMENT: Engineering – KMG

SUMMARY: The Oakland County Board of Commissioners approved our application for funding under the 2023 Local Road Improvement Program (LRIP). Poor conditions on our roads create an impediment to the economic development of our community and diminish the excellent quality of life our residents expect. They created this matching fund program to assist municipalities by offering limited funds targeted to road maintenance and/or improvement projects on roadways.

The City of Oak Park applied for these funds to use as part of the Nine Mile Road Improvement Project, M-740, between Cloverlawn Ave and Pinecrest Ave.

As part of the grant, the City of Oak Park agrees to fund non-eligible costs such as administrative, coordination, permit fees, preliminary engineering, right-of-way acquisition and construction engineering services related to the implementation of the Nine Mile Road project.

FINANCIAL STATEMENT: We were awarded reimbursement funds in the amount of \$73,538.00 as part of the program matching funds.

RECOMMENDED ACTION: It is recommended that the City Council approve the attached resolution of support of the Matching Fund Program for the Nine Mile Road Project.

APPROVALS:

City Manager: _____

Finance Director: _____

Department Director: KM _____

EXHIBITS: City Resolution, Board Resolution

**RESOLUTION ADOPTED BY THE
CITY OF OAK PARK OF THE COUNTY OF OAKLAND, MICHIGAN
UNDER DATE OF JUNE 20, 2023**

WHEREAS, the Oakland County Board of Commissioners established the Local Road Improvement Matching Fund Program (LRIP); and

WHEREAS, the City of Oak Park has applied for LRIP funding; and

WHEREAS, the City of Oak Park was awarded \$73,538.00 in LRIP reimbursement funds to be used on the Nine Mile Road Improvement Project, M-740; and

WHEREAS, the City of Oak Park agrees to fund administrative, coordination, permit fees, preliminary engineering, right-of-way acquisition and construction engineering services related to the implementation of the Nine Mile Road Improvement Project; and

WHEREAS, the City of Oak Park acknowledges and agreed that the City shall assume any and all responsibilities and liabilities arising out of the administration of the project; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Oak Park will utilize LRIP funds to improve economic development as part of the Nine Mile Road Improvement Project, M-740.

I hereby certify that the above is a true and correct copy of a resolution adopted by the City of Oak Park of the County of Oakland, State of Michigan under date of

Mayor or other authorized City of Oak Park Rep

LOCAL ROAD IMPROVEMENT MATCHING FUND PROGRAM

COST PARTICIPATION AGREEMENT

Pavement Rehabilitation of 9 Mile Road between Cloverlawn Ave and Pinecrest Ave

City of Oak Park

Board Project No. 2023-21

This Agreement, made and entered into this _____ day of _____, 2023, by and between the Board of Commissioners of the County of Oakland, Michigan, hereinafter referred to as the BOARD, and the City of Oak Park, hereinafter referred to as the COMMUNITY, provides as follows:

WHEREAS, the BOARD has established the Local Road Improvement Matching Fund Program, hereinafter the PROGRAM, for the purposes of improving economic development in Oakland County cities and villages. The terms and policies of the PROGRAM are contained in Attachment A. The BOARD intends the PROGRAM to assist its municipalities by offering limited funds, from state statutory revenue sharing funds, for specific, targeted road maintenance and/or improvement projects on roadways under the jurisdiction of cities and villages; and

WHEREAS, the BOARD shall participate in a city or village road project in an amount not exceeding 50% of the cost of the road improvement, hereinafter referred to as the PROJECT, and also not exceeding the Preliminary Distribution Formula as it relates to the COMMUNITY, (Attachment B); and

WHEREAS, the COMMUNITY has identified the PROJECT as the Pavement Rehabilitation of 9 Mile Road between Cloverlawn Ave and Pinecrest Ave, which improvements involve roads under the jurisdiction of and within the COMMUNITY and are not under the jurisdiction of the Road Commission for Oakland County or state trunk lines; and

WHEREAS, the COMMUNITY has acknowledged and agreed to the BOARD's policies regarding the PROGRAM, Attachment A, and further acknowledge and agree that the PROJECT's purpose is to encourage and assist businesses to locate and expand within Oakland County and shall submit a report to the BOARD identifying the effect of the PROJECT on businesses in the COMMUNITY at the completion of the PROJECT. In addition, the COMMUNITY acknowledges that the program is meant to supplement and not replace funding for existing road programs or projects; and

WHEREAS, the COMMUNITY has acknowledged and agreed that the PROGRAM is expressly established as an annual program and there is no guarantee that the PROGRAM will be continued from year to year. The BOARD anticipates that most PROJECTS funded under the PROGRAM will be completed by the end of calendar year 2023. There is no obligation on behalf of the BOARD to fund either the PROJECT or the PROGRAM in the future; and

WHEREAS the COMMUNITY has acknowledged and agreed that the COMMUNITY shall assume any and all responsibilities and liabilities arising out of the administration of the PROJECT and that Oakland County shares no such responsibilities in administering the PROJECT; and

WHEREAS, the estimated total cost of the PROJECT is \$2,057,294; and

WHEREAS, said PROJECT involves certain designated and approved Local Road Improvement Matching Funds in an amount not to exceed \$73,538, which amount shall be paid to the COMMUNITY by the BOARD; and

WHEREAS, the BOARD and the COMMUNITY have reached a mutual understanding regarding the cost sharing of the PROJECT and wish to commit that understanding to writing in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and in conformity with applicable law and BOARD resolution(s), it is hereby agreed between the COMMUNITY and the BOARD that:

1. The BOARD approves of the PROJECT, and in reliance upon the acknowledgements of the COMMUNITY, finds that the PROJECT meets the purpose of the PROGRAM.

2. The BOARD approves of a total funding amount under the PROGRAM for the PROJECT in an amount not to exceed \$73,538. The COMMUNITY shall submit an invoice to the COUNTY in an amount not to exceed \$73,538.

a. The Invoice shall be sent to:

Amy Aubry, Analyst
Board of Commissioners
aubrya@oakgov.com

3. Upon receipt of said invoice and upon execution of this Agreement, the BOARD shall pay the COMMUNITY in an amount not to exceed \$73,538 from funds available in the PROGRAM.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and date first written above.

OAKLAND COUNTY BOARD OF COMMISSIONERS

By: _____
David T. Woodward

Its: Chair

COMMUNITY

Erik Tungate
By: Erik Tungate (Jun 23, 2023 10:08 EDT)

Its: City Manager

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** June 20, 2023**AGENDA#**

SUBJECT: Payment Application No. 3 and Change Order 2 for the 2021 Sidewalk Replacement Project, M-713.

DEPARTMENT: Municipal Services – Engineering KMG

SUMMARY: Attached is Payment Application No. 3 and Change Order No. 2 for the 2021 Sidewalk Replacement Project, M-713 by Giorgi Concrete of Detroit, Michigan. This project is part of the City's continual effort to improve the safety of pedestrian walkways in the area shown on the attached map. This project is 100% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$650,873.00
Change Order No. 1:	\$ (7,054.88)
Change Order No. 2:	\$ 656.26
New Contract Amount:	\$644,474.38
 Total Completed to Date:	 \$644,474.38
Less Retainage:	\$ 0.00
Net Earned:	\$644,474.38
Deductions:	\$ 0.00
Balance:	\$644,474.38
Payments to Date:	<u>\$638,818.12</u>
Amount Due Giorgi Concrete:	\$ 5,656.26

RECOMMENDED ACTION: It is recommended that Payment Application No. 3 in the amount of \$5,656.26 and Change Order No. 2 in the amount of \$656.26 for the 2021 Sidewalk Replacement Project to Giorgi Concrete of Detroit, Michigan be approved. Funding is available in the Sidewalk Program Capital Improvement Fund 451-71-442-970 for this expenditure.

APPROVALS:

City Manager: _____ Department Director: KM

Director of Finance: _____ Legal: NA

Budgeted: ☐

EXHIBITS: Payment Application No. 3, Change Order No. 2, map

PAYMENT APPLICATION

2022 SIDEWALK REPLACEMENT PROJECT

JOB NUMBER: 713

CITY OF OAK PARK, MICHIGAN

APPLICATION NO.: 3

CONTRACTOR: GIORGI CONCRETE, LLC
20450 SHERWOOD
DETROIT, MI 48234

PERIOD ENDING: 6/7/2023

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY		UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Remove Concrete Pavment. (Modified SP)	12,222	SYD	\$9.00	13.89	\$125.01	11,651.45	\$104,863.05
2	Sidewalk Conc. Non Reinf. 8" Sidewalk/Drive Approach	500	SFT	\$6.05	0.00	\$0.00	303.30	\$1,834.97
3	Sidewalk Conc. Non Reinf. 6" Sidewalk/Drive Approach	17,000	SFT	\$5.25	0.00	\$0.00	18,943.92	\$99,455.58
4	Sidewalk Conc. Non Reinf. 4" Sidewalk	92,000	SFT	\$4.25	125.00	\$531.25	89,155.70	\$378,911.73
5	Cast in Place Detectable/Tactile Warning Surface	1100	SFT	\$20.00	0.00	\$0.00	970.00	\$19,400.00
6	24" Curb & Gutter Section, Non-Reinf. 7" Conc.	500.00	LFT	\$32.00	0.00	\$0.00	119.10	\$3,811.20
7	Minor Traffic Device	1.00	LSUM	\$6,000.00	0.00	\$0.00	1.00	\$6,000.00
8	Project Clean up	1.00	LSUM	\$5,600.00	0.00	\$0.00	1.00	\$5,600.00
9	Inspection Crew Days	\$320.00	EA	25.00	0.00	\$0.00	0.00	\$0.00
10	ADA Ramps Excavation	0.00	SFT	\$1.00	0.00	\$0.00	5,873.85	\$5,873.85
11	Sidewalk Curbs	0.00	LFT	\$16.00	0.00	\$0.00	1,039.00	\$16,624.00
12	Structure Adjustments	0.00	EA	\$300.00	0.00	\$0.00	7.00	\$2,100.00

Period Total Amount: \$656.26 Amount to Date: \$644,474.38

Original Contract Amount \$650,873.00
Change Order No.1: -\$7,054.88
Change Order No.2: \$656.26
New Contract Amount: \$644,474.38

Earnings This Period: \$656.26
Total Earnings to Date: \$644,474.38
Less Retainage: \$0.00
Net Earned: \$644,474.38
Deductions: \$0.00
Balance: \$644,474.38
Payments to Date: \$638,818.12

AMOUNT DUE \$5,656.26

Accepted By: Michelle Solomon
Michelle Solomon (Jun 9, 2023 09:12 EDT)
Giorgi Concrete, LLC

Date: Jun 9, 2023

Approved By: Kara M. Grisamer
Kara Grisamer P.E., City Engineer
City of Oak Park, Michigan

Date: Jun 9, 2023

CHANGE ORDER

PROJECT:	2022 Sidewalk Project	JOB NUMBER:	M-713
OWNER:	City of Oak Park, Michigan	CHANGE ORDER NO.:	2
CONTRACTOR:	GIORGI CONCRETE, LLC 20450 SHERWOOD DETROIT, MI 48234	PAGE:	1

TO THE CONTRACTOR:

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

THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT

Item No.	Description	Updated Bid Quantity	Unit	Unit Price	Increased Quantity	Quantity to Date	TOTAL Amount
1	Remove Concrete Pavment. (Modified SP)	11,637.56	SYD	\$9.00	13.89	11651.45	\$125.01
4	Sidewalk Conc. Non Reinf. 4" Sidewalk	89,030.70	SFT	\$4.25	125.00	89,155.70	\$531.25
TOTALS							\$656.26

SUMMARY

Total Increase	\$656.26
Total for Change Order No. 2:	\$656.26

Contract Amount	\$650,873.00
Change Order No. 1:	-\$7,054.88
Change Order No. 2:	\$656.26
New Contract Amount:	\$644,474.38

Michelle Solomon

Michelle Solomon (Jun 9, 2023 09:12 EDT)

Giorgi Concrete, LLC Jun 9, 2023

Kara M. Grisamer

Kara Grisamer P.E., City Engineer Jun 9, 2023
City of Oak Park, Michigan Date

2021 Sidewalk Replacement Project, M-713



**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** June 20, 2023**SUBJECT:** Change Order No. 2 for the 2023 Water Main and Road Replacement Project, M-750.**DEPARTMENT:** Municipal Services – Engineering KMG

SUMMARY: Attached is Change Order No. 2 for the 2023 Water Main and Road Replacement Project, M-750 by Inner City Contracting LLC of Detroit, MI. This project will replace the water mains in the areas shown on the attached map and also replace the pavement on Cloverdale Ave and Northfield Ave. Change Order No. 2 will re-route water main around a sewer manhole on Sherman north of Kenwood. This Change Order is necessary to complete the sewer lining project.

FINANCIAL STATEMENT:

Original Contract Amount:	\$2,240,831.75
Change Order No. 1:	\$ 3,663.27
Change Order No. 2:	<u>\$ 49,640.00</u>
Total Contract Amount:	\$2,294,135.02
Total Completed to Date:	\$ 977,537.70
Less Retainage:	\$ 97,753.77
Net Earned:	\$ 879,783.93
Deductions:	\$ 0.00
Balance:	\$ 879,783.93
Payments to Date:	<u>\$ 879,783.93</u>
Amount Due Inner City Contracting:	\$ 0.00

RECOMMENDED ACTION: It is recommended that Change Order No. 2 for the 2023 Water Main and Road Replacement Project, M-750 to Inner City Contracting of Detroit, Michigan be approved for the amount of \$49,640.00. Funding is available in the Water and Sewer Fund (592-18-538-970), Major Streets Fund (202-18-479-970), and Local Streets Fund (203-18-479-970). We came in under budget for projects M-730, M-745, M-749, and M-751 by a total amount of \$120,985.59 so there is additional funding to cover Change Order No. 2 in those accounts.

APPROVALS:City Manager: ET Department Director: KMDirector of Finance: _____ Legal: N/ABudgeted: ☒**EXHIBITS:** Change Order No. 2, maps

CHANGE ORDER

PROJECT:	2023 Water Main & Paving Project	JOB NUMBER:	M-750
OWNER:	City of Oak Park, Michigan	CHANGE ORDER NO.:	2
CONTRACTOR:	Inner City Contracting LLC 18715 Grand River Detroit, MI 48223	PAGE:	1 of 1

TO THE CONTRACTOR:

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

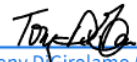
THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Increased Quantity	Quantity to Date	Increased Amount
50	Re-route Water Main around Sewer on Sherman	0	LSUM	\$49,640.00	1.00	1.00	\$49,640.00

Total: \$49,640.00

SUMMARY

Total Increase	\$49,640.00
Total Amount for Change Order No. 2:	\$49,640.00


Tony DiGirolamo (Jun 15, 2023 10:03 EDT)
 Inner City Contracting LLC

Jun 15, 2023

Date

Original Contract Amount:	\$2,240,831.75
Change Order No. 1:	\$3,663.27
Proposed Change Order No. 2:	\$49,640.00
New Contract Amount	\$2,290,471.75


 Kara Grisamer, City Engineer

Jun 15, 2023

Date

Water Estimate: \$400,000
Road Estimate: \$350,000

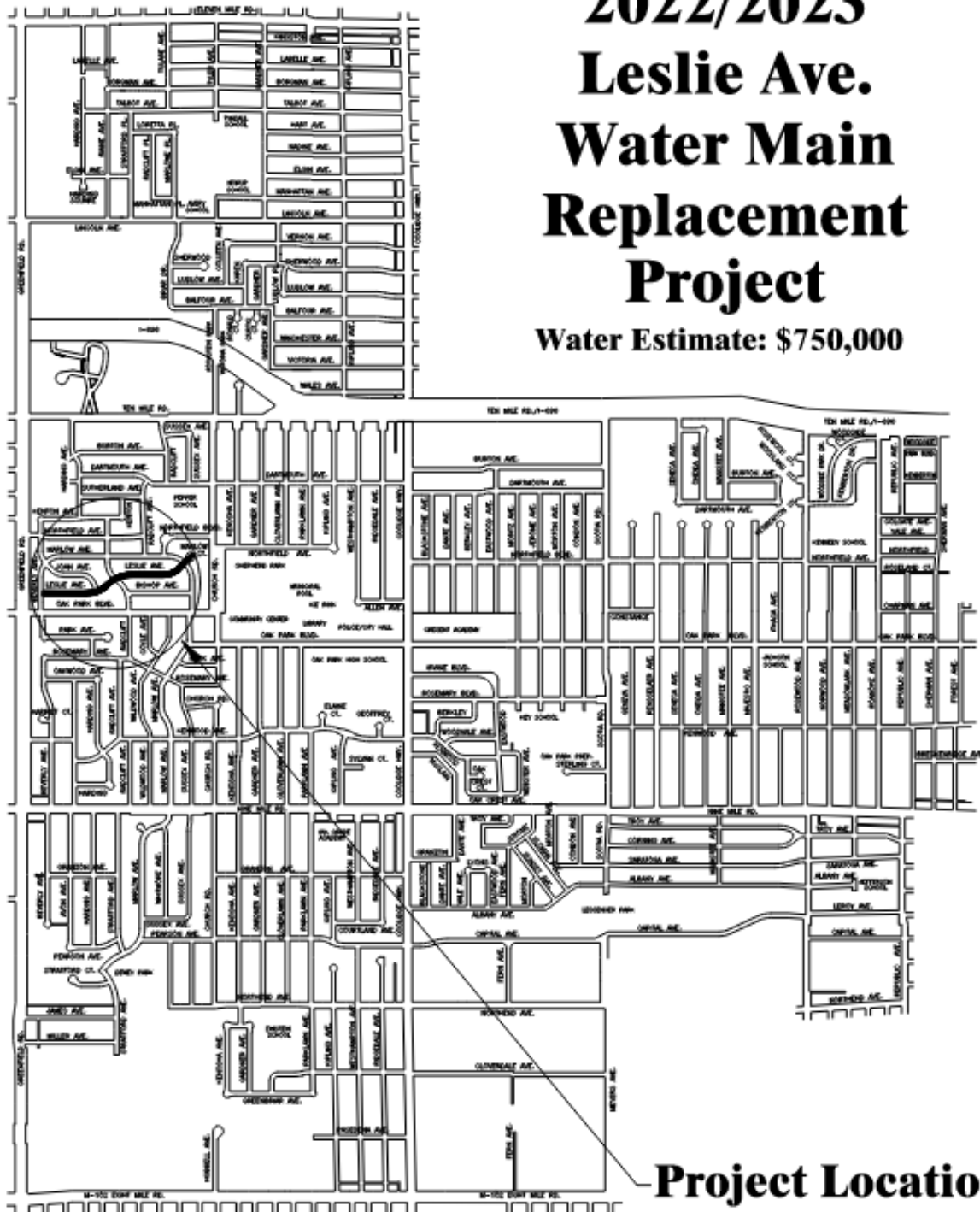


City of Oak Park

2022/2023

Leslie Ave. Water Main Replacement Project

Water Estimate: \$750,000

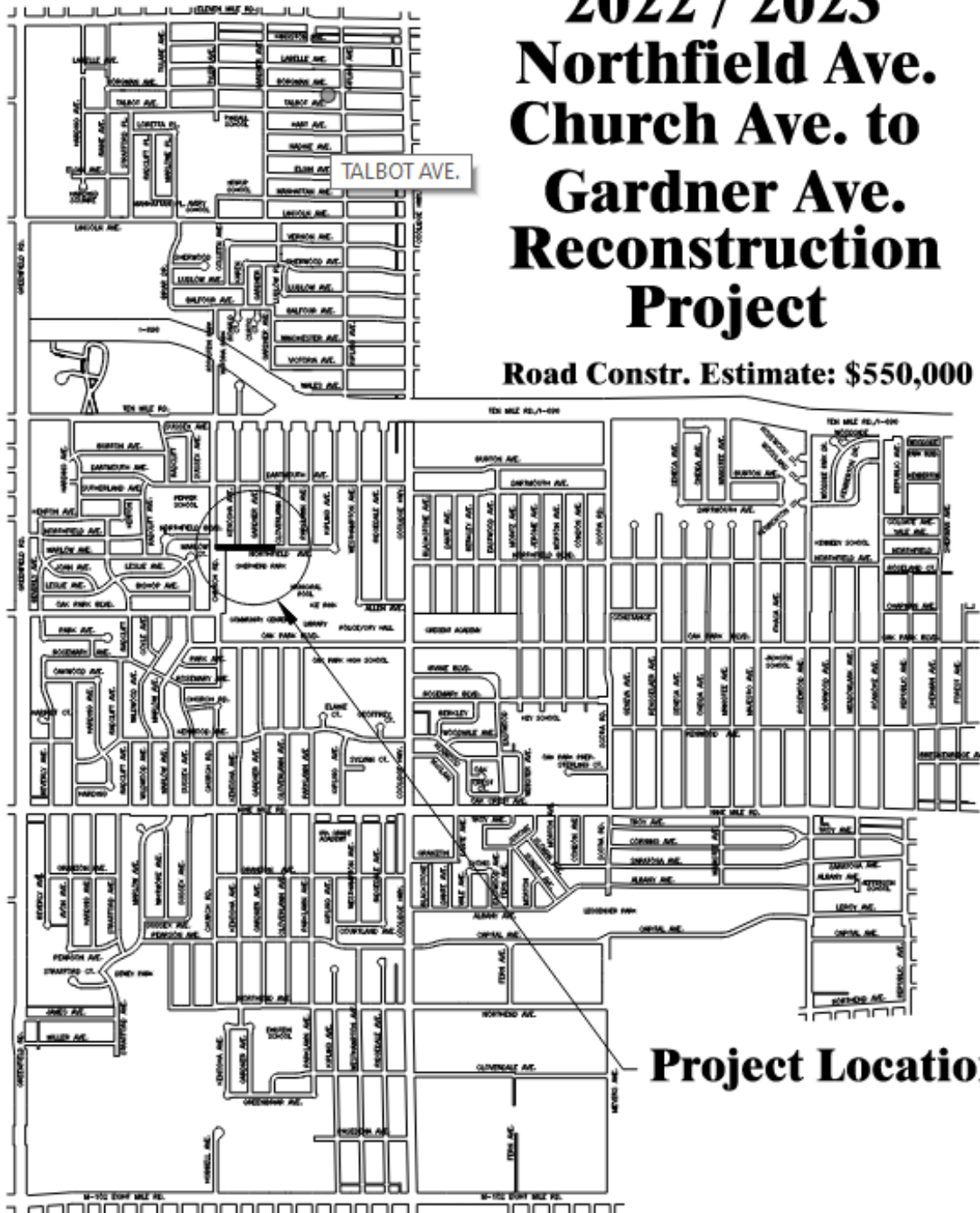


City of Oak Park

2022 / 2023

Northfield Ave. Church Ave. to Gardner Ave. Reconstruction Project

Road Constr. Estimate: \$550,000



May 31, 2023

Ms. Sandra Crawford, Director/Treasurer
City of Oak Park
14000 Oak Park Blvd
Oak Park, MI 48237

Re: Proposal to Extend Auditing Services Contract

Dear Ms. Crawford:

We are writing to extend our sincere thanks to the City of Oak Park (the “City”) for the opportunity we have had to be of service as the City’s auditors for the past several years. We have thoroughly enjoyed working with you and your staff. We trust that you feel that the City has benefited from our professional relationship as well. We would like to offer to extend our professional relationship for an additional 3 or 5 years, at the City’s option.

The decision of how often to competitively bid-out the independent external audit can be a difficult one, and good arguments exist on both sides on the issue of periodic auditor rotation. It is important to note that there are no externally imposed requirements for auditor rotation, and in its 2002 Recommended Practice, entitled *Audit Procurement*, the Government Finance Officers Association suggests that, “governmental entities should enter into multiyear agreements of at least five years in duration when obtaining the services of independent auditors.”

Our proposed fees for a 1-, 3- or 5-year extension are listed below. The 5-year option maximizes the savings to the City by spreading the same inflationary increases over a longer period.

<u>Year Ended June 30,</u>	<u>1-year Option</u>	<u>3-year Option</u>	<u>5-year Option</u>
2023	\$ 64,400	\$ 61,600	\$ 60,200
2024		67,800	64,700
2025		74,500	69,600
2026			74,800
2027			80,400

The fees above do not include a single audit which would be billed separately. If required, the single audit would be billed separately at \$8,000 - \$10,000 for one major program. Each additional program would be billed separately depending on the complexity of the program.

These fees are based on professional standards currently in effect as of the date of this letter. The fees quoted subsequent to 2023 may be subject to renegotiation if *significant* changes in professional standards or reporting requirements make our initial estimate of hours to complete the audit unrealistic. If any such changes occur, we will discuss the reasons with you and arrive at a new fee arrangement prior to incurring any additional charges.



Ms. Sandra Crawford, Director/Treasurer
May 31, 2023
Page 2 of 2

These fees are independent of any special projects for which a separate engagement is contracted. We will, of course, continue to be available throughout the year to answer general business questions, and to assist you or your staff with accounting for specific transactions without charge.

Again, we thank you for the continuing opportunity to be of service to City of Oak Park, and we look to many more years of exceeding your expectations. If you have any questions regarding this extension, or if we can be of assistance to you in any way, please do not hesitate to contact us.

Very truly yours,

Rehmann Robson

A handwritten signature in black ink that reads "Rehmann Robson LLC". The signature is written in a cursive, flowing style.

Daniel B. Clark, CPA
Principal

The above proposal is hereby accepted for ____ years:

Signature

Date



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 13, 2023

AGENDA #

SUBJECT: Approval of resolution to authorize Budget Amendment #2023-4

DEPARTMENT: Finance

SUMMARY: The City's annual budget was adopted on May 16, 2022 and is effective July 1st. The budget is adopted at the departmental level. In accordance with the State Budget Act, budget amendments are to be completed throughout the fiscal year in order to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the department total require Council approval.

The fourth quarter (06/30/23) budget amendment for the General Fund is attached and is also summarized below.

GENERAL FUND	
Beginning Fund Balance July 1, 2022	\$ 4,909,642
Amended Budget as of March 31, 2023	\$ 40,422
Net Change in Fund Balance (Amendment #2023-4)	\$ 0
Estimated Ending Fund Balance June 30, 2023	<u>\$ 4,950,064</u>

The proposed amendment has no net impact on fund balance and includes the following notable items:

- Increases in self-funded healthcare costs greater or less than anticipated
- Increase in state grant revenue for public safety training
- Increase in salaries and fringes for mid-year wage increase and related fringe benefits
- Reductions in wages and fringes due to position vacancies
- Increase in contribution to the District Court to cover additional revenue shortfalls
- Adjustments to various other expenditures based on year-to-date activity and projects thru year-end

SPECIAL REVENUE FUNDS

- Increase in grant revenue and related expenditures for grant related activity to date and projections thru year-end
- Purchase of new radios for the court from grant funds

FINANCIAL STATEMENT: The proposed budget amendment has an impact on the fund balance of General Fund while keeping the estimated fund balance at approximately 17% of annual expenditures. The amendments to all other funds keep the fund balance at targeted ranges and are done in compliance with State of Michigan requirements and guidelines.

RECOMMENDED ACTION: Approval of resolution to authorize Budget Amendment #2023-4

APPROVALS:

City Manager: _____

Finance Director: _____

Resolution

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2023-4 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
INTERGOVERNMENTAL	\$ 85,800
INTEREST INCOME	300
OTHER REVENUE	2,400
TOTAL REVENUES	88,500
EXPENDITURES	
CITY COUNCIL	(8,000)
CITY MANAGER	21,000
HUMAN RESOURCES	(29,700)
COMMUNITY & ECONOMIC DEVELOPMENT	17,500
CITY CLERK - ELECTIONS	4,000
CITY CLERK	5,000
FINANCE	22,000
INSPECTIONS	47,000
TECHNICAL AND PLANNING	(135,000)
PUBLIC SAFETY	40,000
PUBLIC SAFETY K9	9,000
RECREATION ADMINISTRATION	3,700
PUBLIC WORKS	(115,000)
PUBLIC INFORMATION	(18,000)
TRANSFERS OUT	225,000
TOTAL EXPENDITURES	88,500
Net Increase (Decrease) to Fund Balance	\$ -

PA 302 JUSTICE TRAINING FUND	
REVENUES	
INTERGOVERNMENTAL	\$ 6,100
TOTAL REVENUES	6,100
EXPENDITURES	
PROFESSIONAL SERVICES	6,400
TOTAL EXPENDITURES	6,400
Net Increase (Decrease) to Fund Balance	\$ (300)

CASEFLOW ASSISTANCE FUND	
REVENUES	
INTERGOVERNMENTAL	\$ 2,000
TOTAL REVENUES	2,000
EXPENDITURES	
PROFESSIONAL SERVICES	21,300
TOTAL EXPENDITURES	21,300
Net Increase (Decrease) to Fund Balance	\$ (19,300)

INCREASE
(DECREASE)

VETERANS TREATMENT COURT GRANT FUND
--

REVENUES

INTERGOVERNMENTAL	\$ 5,000
TOTAL REVENUES	<u>5,000</u>

EXPENDITURES

PROFESSIONAL SERVICES	<u>5,000</u>
TOTAL EXPENDITURES	<u>5,000</u>

Net Increase (Decrease) to Fund Balance	<u>\$ -</u>
--	-------------

DISTRICT COURT FUND

REVENUES

INTERGOVERNMENTAL	\$ (225,000)
TRANSFER IN FROM OTHER FUNDS	<u>225,000</u>
TOTAL REVENUES	<u>-</u>

Net Increase (Decrease) to Fund Balance	<u>\$ -</u>
--	-------------

I certify that the forgoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a regular Meeting held on this 20th day of June, 2023.

T. Edwin Norris, City Clerk

City of Oak Park
Proposed Budget Amendments
June 30, 2023

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>General Fund</u>			
101-00.000-570.200	State Grant - Training Reimbursement	\$ 78,000	SOM reimb of public safety training
101-00.000-573.000	State Grant - Local Comm Stab Auth	7,800	Increase per estimate from Department of Treasury
101-00.000-664.000	Interest Income	300	Increase per activity to date and projections thru year-end
101-00.000-644.138	Juneteenth	<u>2,400</u>	Increase revenues not budgeted for
Total Revenue Increase (Decrease)		88,500	
101-10.101-958.000	Memberships, Dues & Subscriptions	(8,000)	Decrease per activity to date and projections thru year-end
101-11.172-702.000	Salaries and Wages	17,000	Increase for mid-year wages increases and projections
101-11.172-713.000	Health Insurance	4,000	Increase per activity to date and projections thru year-end
101-11.270-702.000	Salaries and Wages	(17,700)	Decrease to due vacancy savings
101-11.270-956.006	Wellness Program- Incentives	(12,000)	Reduce due to less Wellness incentives to date
101-11.611-702.000	Salaries and Wages	6,500	Increase for mid-year wages increases and projections
101-11.611-713.000	Health Insurance	11,000	Increase per activity to date and projections thru year-end
101-14.191-702.000	Salaries and Wages	4,000	Increase for mid-year wages increases and projections
101-14.215-702.000	Salaries and Wages	1,000	Increase for mid-year wages increases and projections
101-14.215-713.000	Health Insurance	4,000	Increase per activity to date and projections thru year-end
101-15.201-702.000	Salaries and Wages	10,000	Increase for mid-year wages increases and projections
101-15.201-713.000	Health Insurance	12,000	Increase per activity to date and projections thru year-end
101-16.371-702.000	Salaries and Wages	28,000	Increase for mid-year wages increases and projections
101-16.371-713.000	Health Insurance	19,000	Increase per activity to date and projections thru year-end
101-16.401-713.000	Salaries and Wages	(25,000)	Decrease per activity to date and projections thru year-end
101-16.447-930.000	Repairs & Maintenance	(10,000)	Decrease per activity to date and projections thru year-end
101-16.448-970.000	Capital Outlay	(100,000)	Lighting project not in fiscal 2022/2023
101-17.345-702.000	Salaries and Wages	40,000	Increase for mid-year wages increases and projections
101-17.346-713.000	Health Insurance	9,000	Increase per activity to date and projections thru year-end
101-18.265-818.000	Contractual Services	(80,000)	Increase per activity to date and projections thru year-end
101-18.443-801.000	Professional Services	(35,000)	Increase per activity to date and projections thru year-end
101-19.756-956.138	Miscellaneous- Juneteenth	2,400	Account for event not originally budgeted for
101-19.776-702.000	Salaries & Wages	1,300	Increase for mid-year wages increases and projections
101-21.890-999.136	Transfer to District Court Fund	225,000	Increase to cover revenue shortfall
101-22.806-713.000	Health Insurance	<u>(18,000)</u>	Reduce per activity to date and projections thru year-end
Total Expenditure Increase (Decrease)		<u>88,500</u>	
Net Increase (Decrease) to Fund Balance		\$ <u>-</u>	

**City of Oak Park
Proposed Budget Amendments
June 30, 2023**

<u>PA 302 Justice Training Fund</u>			
254-75.320-546.000	State Grants	6,100	Adjust to actual receipts to date
	Total Revenue Increase (Decrease)	\$ 6,100	
254-75.320-960.000	Education & Training	6,400	Increase per activity to date and projections thru year-end
	Total Expenditure Increase (Decrease)	\$ 6,400	
	Net Increase (Decrease) to Fund Balance	\$ (300)	
<u>Caseflow Assistance Fund</u>			
256-00.000-544.000	State Drunk Driving fund	2,000	Adjust to actual receipts to date
	Total Revenue Increase (Decrease)	\$ 2,000	
256-50.136-956.000	Miscellaneous	21,300	New radios (3) for court - State mandated
	Total Expenditure Increase (Decrease)	\$ 21,300	
	Net Increase (Decrease) to Fund Balance	\$ (19,300)	
<u>District Court Fund</u>			
276-13.000-699.101	Transfer In - General Fund	225,000	Additional General Fund transfer to cover costs
276-13.000-674.000	Miscellaneous Revenue	(552)	Adjust to actual receipts to date
276-50.137-659.000	Ordinance Fines	(224,448)	Adjust to actual receipts to date
	Total Revenue Increase (Decrease)	\$ -	
	Net Increase (Decrease) to Fund Balance	\$ -	
<u>Veterans Treatment Court Grant Fund</u>			
284-00.000-543.000	State Grants	5,000	Adjust to actual receipts to date
	Total Revenue Increase (Decrease)	\$ 5,000	
284-50.137-818.000	Contractual Services	5,000	Increase per activity to date and projections thru year-end
	Total Expenditure Increase (Decrease)	\$ 5,000	
	Net Increase (Decrease) to Fund Balance	\$ -	

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** June 20, 2023**SUBJECT:** Request Support of the City's Application for the Spark Grant Application**DEPARTMENT:** Recreation / City Manager's Office

SUMMARY: In the Strategic Plan City Council listed "identifying the best uses for City property to ensure access to quality public spaces," and "fostering social interaction and a sense of ownership at all of the City's public spaces" as top priorities. In addition, the Parks and Recreation Master Plan lists "address the need for facilities to better relate to the needs and interests of Oak Park's diverse community, and secure assets for the future" as a main priority. The Oak Park Event Hub will help us in accomplishing all of these things.

We have been actively seeking funding for this project through a variety of avenues. The Michigan Spark Grant is just one of them. We are requesting a grant of \$1,000,000 from the Spark Grant program.

FINANCIAL STATEMENT: Matching funds in the amount of \$3 million have been budgeted in the Parks and Recreation Fund between Fiscal Year 2024-25, and Fiscal Year 0225-26.

RECOMMENDED ACTION: It is recommended that City Council approve a resolution in support of the City's application for the Spark grant.

APPROVALS:

City Manager: _____ ET _____

Department Director: _____ CV _____

Director of Finance: _____

Budgeted: ☐**EXHIBITS:**

Resolution

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

RESOLUTION NO. CM-XX-XXX-XX

**SUPPORT FOR THE CITY OF OAK PARK APPLICATION FOR THE MICHIGAN SPARK
GRANT**

June 20, 2023

WHEREAS, the City of Oak Park supports the submission of an application titled, “Oak Park Community Event Hub and Farmers Market” to the Spark grant program for the Oak Park Event Hub Project to be located in the vacant green space between City Hall and the Library; and,

WHEREAS, the City of Oak Park is hereby making a financial commitment to the project in the amount of \$3 million in matching funds; and,

WHEREAS, the City of Oak Park’s Recreation Master Plan lists “address the need for facilities to better relate to the needs and interests of Oak Park’s diverse community, and secure assets for the future” as a goal; and

WHEREAS, the City of Oak Park’s Strategic Plan lists “celebrate Oak Park’s diversity through events and programs that attract people throughout the region”, and “identify the best uses for City property to ensure equitable access to quality public spaces” as objectives under the goal of “deepen sense of place and community identity;” and

WHEREAS, the creation of the Oak Park Event Hub will contribute significantly to meeting these goals; and

BE IT HEREBY RESOLVED, that the Oak Park City Council supports the submission of the Spark Grant application for \$1 million, and further resolves to make available its financial obligation for \$3 million.

Yeas:

Nays:

Absent:

Abstained:

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Oak Park, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a duly called meeting held on June 20, 2023, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 20th day of June, 2023.

T. Edwin Norris, City Clerk



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 20, 2023

SUBJECT: Dog Park Membership Fees

DEPARTMENT: Recreation

SUMMARY: The Dog Park is scheduled to open in the near future. The Recreation Department recommends the following fee structure:

Residents: \$40

Non – residents: \$65.00 (after the first year)

Tag and replacement tag - \$10.00 (one per dog)

Replacement Fob: \$20.00 (one per household)

RECOMMENDED ACTION: To approve the membership fees for the new Dog Park as proposed.

APPROVALS:

Director: LTS

City Manager: _____ET_____

Finance Director: _____

EXHIBITS: None