

# Oak Park

## City Council Agenda

May 2, 2022





**AGENDA**  
**REGULAR CITY COUNCIL MEETING**  
**39<sup>th</sup> CITY COUNCIL**  
**OAK PARK, MICHIGAN**  
**May 2, 2022**  
**7:00 PM**

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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 April 18, 2022
- B. Special City Council Meeting Minutes of April 18, 2022
- C. Special City Council Meeting Minutes of April 19, 2022
- D. Zoning Board of Appeals Meeting Minutes of March 22, 2022
- E. Corridor Improvement Authority Meeting Minutes of March 17, 2022
- F. Retirement Board Meeting Minutes of February 28, 2022
- G. Beautification Advisory Commission Meeting Minutes of February 15, 2022
- H. Request to approve Payment Application No. 1 for the 2021 Greenfield Fence Project to Michigan Fence Outlet of Macomb, MI in the amount of \$22,036.50
- I. Request to approve Payment Application No. 1 for the 2022 Joint and Crack Sealing Project to Michigan Joint Sealing of Farmington Hills, MI in the amount of \$49,528.43
- J. Request to approve payment of an invoice from OHM Advisors for 8 Mile Booster Station Rehabilitation in the amount of \$5,016.00
- K. Licenses New and Renewals submitted for May 2, 2022

6. **RECOGNITION OF VISITING ELECTED OFFICIALS**
7. **SPECIAL RECOGNITION/PRESENTATIONS:** None
8. **PUBLIC HEARINGS:** None
9. **COMMUNICATIONS:** None
10. **SPECIAL LICENSES:** None
11. **ACCOUNTING REPORTS:** None
12. **BIDS:** None
13. **ORDINANCES:** None
14. **CITY ATTORNEY:**

**15. CITY MANAGER:**

**Administration**

- A. Request to approve support for the City's application to the AARP Age-Friendly Communities Network

**Finance/Assessing**

- B. Request to approve a participation agreement with the Michigan State Housing Development Authority (MSHDA) for the Michigan Homeowner Assistance Fund Program
- C. Receive and approve exception recommendations regarding Special Assessment Districts
- D. Request to Schedule a Public Hearing on the FY 2022-2023 Annual Budget for Monday, May 16, 2022 at 7:00 PM

**Human Resources & Operations**

- E. Request to approve a letter of agreement with the Police Officers Association of Michigan – Oak Park Dispatchers (POAM Dispatchers)

**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  
39<sup>th</sup> OAK PARK CITY COUNCIL  
April 18, 2022  
7:00 PM**

**MINUTES**

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

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

**ABSENT:** None

**OTHERS**

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

**APPROVAL OF AGENDA:**

**CM-04-124-22 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED**

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

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

**MOTION DECLARED ADOPTED**

**CONSENT AGENDA:**

**CM-04-125-22 (AGENDA ITEM #5A-H) CONSENT AGENDA - APPROVED**

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

- A. Regular City Council Meeting Minutes of April 4, 2022 **CM-04-126-22**
- B. Special City Council Meeting Minutes of April 4, 2022 **CM-04-127-22**
- C. Board of Review Meeting Minutes for March 2022 **CM-04-128-22**
- D. Planning Commission Meeting Minutes of March 14, 2022 **CM-04-129-22**
- E. Zoning Board of Appeals Meeting Minutes of May 25, 2021 **CM-04-130-22**
- F. Resolution authorizing the application for a Beer and Wine Special Event License for the City of Oak Park Summer Blast on June 17 – 19, 2022 **CM-04-131-22**
- G. Request to approve invoices from OHM Advisors for 8 Mile Booster Station Rehab and Nine Mile Linear Park Landscaping Design for the total amount of \$9,256.25 **CM-04-132-22**
- H. Licenses New and Renewals submitted for April 18, 2022 **CM-04-133-22**

**MERCHANT'S LICENSES – April 18, 2022  
(Subject to All Departmental Approvals)**

| <u>NEW MERCHANT</u>         | <u>ADDRESS</u>         | <u>FEE</u> | <u>BUSINESS TYPE</u>    |
|-----------------------------|------------------------|------------|-------------------------|
| None                        |                        |            |                         |
| <u>RENEWALS (2022)</u>      | <u>ADDRESS</u>         | <u>FEE</u> |                         |
| LIVE SMART                  | 13305 CAPITAL # 600    | \$225.00   | MANUFACTURER            |
| GREENSCAPES                 | 8555 CAPITAL AVE       | \$150.00   | LANDSCAPE               |
| MURRY'S WORLDWIDE           | 8750 CAPITAL AVE       | \$225.00   | MANUFACTURER            |
| AUTO METAL CRAFT            | 10230 CAPITAL AVE      | \$150.00   | SHEET METAL FABRICATOR  |
| AUTO METAL CRAFT            | 12721 CAPITAL AVE      | \$150.00   | PROTOTYPE STAMPINGS     |
| SECURITY CENTRAL            | 12821 CAPITAL AVE      | \$225.00   | SECURITY - ALARM        |
| SFT FOODS                   | 12930 CAPITAL AVE      | \$150.00   | ICE CREAM AND BAKERY    |
| LASHELLE'S SCHOOL OF DANCE  | 21330 COOLIDGE         | \$150.00   | DANCE STUDIO            |
| 9 OAKS GRILL                | 22110 COOLIDGE         | \$150.00   | RESTAURANT              |
| INTEGRA CONTRACTORS         | 21410 COOLIDGE HWY     | \$150.00   | EXCAVATION, DEMOLITION  |
| TIM HORTONS                 | 22211 COOLIDGE HWY     | \$150.00   | RESTAURANT              |
| H O TRERICE CO              | 12950 EIGHT MILE       | \$150.00   | MANUFACTURER            |
| ALLWELL PHYSICAL TH.        | 21700 GREENFIELD # 257 | \$225.00   | PHYSICAL THERAPY        |
| BABY RAY PRODUCTION         | 21700 GREENFIELD # 259 | \$225.00   | EVENT PLANNING          |
| A & W DRIVER EDUCATION      | 21700 GREENFIELD # LL1 | \$225.00   | DRIVER EDUCATION SCHOOL |
| ANOTHER LEVEL UNISEX SALON  | 21700 GREENFIELD #LL17 | \$225.00   | SALON                   |
| FRONT PAGE DELI             | 24810 GREENFIELD       | \$225.00   | DELI RESTAURANT         |
| DIAMOND NAILS               | 25238 GREENFIELD       | \$225.00   | NAIL SALON              |
| GLOBAL WATCH REPAIR         | 25900 GREENFIELD # 116 | \$150.00   | WATCH REPAIR            |
| PURPOSE HEALTHCARE TRAINING | 25900 GREENFIELD # 260 | \$225.00   | TRAINING                |
| DRIVE-ABLE                  | 25900 GREENFIELD # 505 | \$150.00   | REHABILITATION SERVICE  |
| CONSERVATIVE CUTS           | 26090 GREENFIELD       | \$225.00   | HAIR SALON              |
| PINEWOOD DENTAL             | 21950 GREENFIELD RD    | \$150.00   | GENERAL DENTISTRY       |
| KROGER FUEL                 | 26156 GREENFIELD RD    | \$150.00   | FUEL CENTER             |
| AVIS MANAGEMENT             | 26640 HARDING AVE      | \$150.00   | PROPERTY MANAGEMENT     |
| B.C. & F. TOOL COMPANY      | 26670 HARDING AVE      | \$150.00   |                         |
| PAISLEYS PARLOR             | 10780 NINE MILE        | \$150.00   | MAKEUP ARTIST/LSH TECH  |
| OAK-FERN GALLERIA           | 8520 W NINE MILE RD    | \$150.00   | AUTOMOBILE DISPLAY      |
| HAIR ROCK CAFÉ              | 15454 TEN MILE         | \$225.00   | HAIR SALON              |

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

**MOTION DECLARED ADOPTED**

**RECOGNITION OF VISITING ELECTED OFFICIALS: None**

**SPECIAL RECOGNITION/PRESENTATIONS:**

**(AGENDA ITEM #7A)** Mayor McClellan presented a proclamation recognizing May 1, 2022 – May 7, 2022 as Public Service Recognition Week in the City of Oak Park

**(AGENDA ITEM #7B)** City Manager Tungate presented employee recognition awards to Parking Enforcement Officers Glynn Thornton, Robert Dalton and Michael Foster

**PUBLIC HEARINGS:**

**(AGENDA ITEM #8A)** Public Hearing to hear public comments on the request by Michael Ferlito to vacate the alley adjacent to 8775 Nine Mile Rd, Oak Park, MI.

Mayor McClellan opened the public hearing at 7:21 p.m. The public hearing was immediately closed as there were no members of the audience who wished to speak.

**CM-04-134-22 (AGENDA ITEM #8B) RESOLUTION APPROVING THE PETITION TO VACATE THE ALLEY ADJACENT TO 8775 NINE MILE RD, OAK PARK, MI - APPROVED**

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to adopt the following resolution approving the petition to vacate the alley adjacent to 8775 Nine Mile Rd, Oak Park, MI:

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

**RESOLUTION APPROVING ALLEY VACATION**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on the 18th day of April, 2022, at 7:00 p.m.

WHEREAS, Act 288 of 1967, as amended, MCL 560.256, authorizes a City, by resolution or ordinance, to vacate all or a portion of an alley;

WHEREAS, Act 288 of 1967, as amended, MCL 560.257, authorizes a City Council to determine that it is necessary for the health, welfare, comfort, and safety of the people of the City to discontinue an existing alley shown on a plat and to reserve, by resolution or ordinance, an easement in the alley for public utility and other public purposes within the right-of-way of the alley;

WHEREAS, a petition to vacate the east-west and north-south alleys adjacent to lots 47-50, of the Ferndale-Wyoming subdivision, as recorded in Liber 36, page 17, Oakland County records has been received by the City Council;

WHEREAS, the City Council finds that vacating the east-west and north-south alleys as described above will allow Lots 47-50 to be put to more productive use, which is a benefit to the City and its residents, and will not impeded access to the adjacent lots;

WHEREAS, the City Council finds that it is in the interest of the health, welfare, comfort and safety of the people of the City of Oak Park that the full width and length of the east-west and north-south alleys adjacent to lots 47-50, of the Ferndale-Wyoming subdivision, as recorded in Liber 36, page 17, Oakland County records be vacated subject to reservation of an easement for public utilities and limited pedestrian and vehicular access;

WHEREAS, notice of this meeting was given in the manner prescribed by the Open Meetings Act, being Act No. 267, Public Acts of Michigan 1976, as amended; and

WHEREAS, the City Council has met on this date to receive and hear any objections to the proposed vacation;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the City Council, pursuant to the authority granted to it by MCL 560.526 and MCL 560.257, hereby vacates the full width and length of the east-west and north-south alleys adjacent to lots 47-50, of the Ferndale-Wyoming subdivision, as recorded in Liber 36, page 17, Oakland County records, as shown on Exhibit A, and reserves over the full width and length of each alley an easement for

inspection, maintenance, repair, removal, or replacement of existing public utilities together with an easement for pedestrian and vehicular access, which easement will be subject to the following covenants to be observed by the owners of the lots abutting the alley:

- a. The easement shall remain accessible to the public utilities whose services are located within therein. No buildings, or structures of any nature whatsoever, shall be constructed or placed in the easement without the prior written consent of an authorized agent of the City of Oak Park.
  - b. The public utilities whose services are located within the easement and their agents shall have the right to cross or use the open areas, paved or unpaved, of the abutting lots at any time for ingress and egress to the subsurface easement. The public utilities shall use due care in crossing the abutting lots and accessing easement and in undertaking inspections, maintenance, repairs, removals and replacements, and shall restore any resulting property damage to the easement area or abutting lots to a condition at least equivalent to that existing prior to the activity resulting in the damage.
2. That, no more than 30 days after the date of this resolution, the City Clerk shall, as required by MCL 560.256 and 560.257, record a certified copy of this resolution with the Register of Deeds of Oakland County, and send a copy to the director of the Department of Energy, Labor and Economic Growth, now the Department of Licensing and Regulatory Affairs.
  3. That the Mayor and City Clerk are each authorized to execute and deliver all certified resolutions, deeds, or other documents reasonably necessary or appropriate to carry forward action authorized by this resolution.
  4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

**MOTION DECLARED ADOPTED**

**(AGENDA ITEM #8C)** Public Hearing to hear public comments on the creation of a Neighborhood Enterprise Zone (NEZ) District.

Mayor McClellan opened the public hearing at 7:25 p.m. The public hearing was immediately closed as there were no members of the audience who wished to speak.

**CM-04-135-22 (AGENDA ITEM #8D) RESOLUTION APPROVING A  
NEIGHBORHOOD ENTERPRISE ZONE DISTRICT - APPROVED**

Motion by Whitehead, seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following resolution approving a Neighborhood Enterprise Zone District:

CITY OF OAK PARK  
OAKLAND COUNTY, MICHIGAN

RESOLUTION APPROVING NEIGHBORHOOD ENTERPRISE ZONE DISTRICT

WHEREAS, Public Act 147 of 1992, as amended, authorizes eligible local governmental units to establish Neighborhood Enterprise Zones (NEZ) within which property owners may obtain exemption from ad valorem real property taxes for improvement to new facilities, qualified historic buildings, and rehabilitated facilities meeting the requirement of the Act; and

WHEREAS, the Michigan Enterprise Zone Authority has certified the City of Oak Park as eligible to participate in the Neighborhood Enterprise Zone Program; and

WHEREAS, at a public meeting held in December of 2021, the City Council indicated its intent to establish -Neighborhood Enterprise Zones (hereinafter "NEZ") within the City of Oak Park and approved a policy to meet the requirements set forth in Section 3 of Act 147 of 1992, as amended; and

WHEREAS, The City of Oak Park is a designated eligible distressed community for the purpose of creating NEZs;

WHEREAS, the City of Oak Park wishes to see underutilized properties redeveloped and additional housing units created in neighborhoods;

WHEREAS, Section 3 of Act 147 of 1992 requires the City to provide written notice at least 60 days before adopting a resolution designating a neighborhood enterprise zone to the assessor and to the governing board of each taxing unit that levies ad valorem taxes within the proposed neighborhood enterprise zone; and

WHEREAS, the notice was sent to the assessor and taxing jurisdictions via certified mail on February 10, 2022 (attached hereto as Exhibit A) with a public hearing date of April 18, 2022; and

WHEREAS, at a public meeting on December 20, 2021, City Council established a policy for approving Neighborhood Enterprise Zones with the following goals:

1. Revitalize existing neighborhoods and promote the creation of new residential areas
2. Promote new construction and the rehabilitation of housing
3. Advance City strategies for homeownership, economic development, mixed income development, housing type diversity, utilization of public transit and mobility focused initiatives, infill, and elimination of blight
4. Utilize vacant and underutilized properties
5. Increase the value of real property
6. Implement the Master Plan, Strategic Economic Development Plan and achieve the Oak Park Strategic Plan priorities, where applicable; and

WHEREAS, the NEZ district is legally described as Lots 42, 43, 44, 45 and 46, also ½ of vacated alley adjacent to same and lots 47, 48, 49, and 50, Ferndale-Wyoming Subdivision, as recorded in Liber 36, Page 17 of Plats, Oakland County Records, and consists of .45 acres eligible under PA 147 of 1992, as amended;

WHEREAS, notice of this meeting was given in the manner prescribed by the Open Meetings Act, being Act No. 267, Public Acts of Michigan 1976, as amended; and

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council shall designate the above described property as an NEZ District.
2. All actions heretofore taken by City officials, employees and agents with respect to the proposed NEZ and proceedings under Act 147 are hereby ratified and confirmed.
3. Any and all resolutions that are in conflict with this Resolution are hereby repealed, but only to the extent to give this Resolution full force and effect.



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

**MOTION DECLARED ADOPTED**

**(AGENDA ITEM #8E)** Public Hearing to hear public comments on the application for a Neighborhood Enterprise Zone (NEZ) Certificate.

Mayor McClellan opened the Public Hearing to hear public comments at 7:28 p.m. The public hearing was immediately closed as there were no members of the audience who wished to speak.

**CM-04-136-22 (AGENDA ITEM #8F) RESOLUTION APPROVING A  
NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATE  
- APPROVED**

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to adopt the following resolution approving a Neighborhood Enterprise Zone Certificate:

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

**RESOLUTION APPROVING NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATE**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on the 18th day of April, 2022, at 7:00 p.m.

WHEREAS, at a public meeting held in December of 2021, the City Council indicated its intent to establish -Neighborhood Enterprise Zones (hereinafter “NEZ”) within the City of Oak Park and approved a policy to meet the requirements set forth in Section 3 of Act 147 of 1992, as amended; and

WHEREAS, The City of Oak Park is a designated eligible distressed community for the purpose of creating NEZs;

WHEREAS, Section 3 of Act 147 of 1992 requires the City to provide written notice at least 60 days before adopting a resolution designating a neighborhood enterprise zone to the assessor and to the governing board of each taxing unit that levies ad valorem taxes within the proposed neighborhood enterprise zone; and

WHEREAS, the notice was sent to the assessor and taxing jurisdictions via certified mail on February 10, 2022 (attached hereto as Exhibit A) with a public hearing date of April 18, 2022; and

WHEREAS, at a public meeting on December 20, 2021, City Council established a policy for approving Neighborhood Enterprise Zones with the following goals:

1. Revitalize existing neighborhoods and promote the creation of new residential areas
2. Promote new construction and the rehabilitation of housing
3. Advance City strategies for homeownership, economic development, mixed income development, housing type diversity, utilization of public transit and mobility focused initiatives, infill, and elimination of blight
4. Utilize vacant and underutilized properties
5. Increase the value of real property
6. Implement the Master Plan, Strategic Economic Development Plan and achieve the Oak Park Strategic Plan priorities, where applicable; and

WHEREAS, the City of Oak Park Ordinance Division 2, Section 18-164 requires the Oak Park Technical and Planning Department to conduct inspections of the proposed NEZ property to determine whether the new facility is in compliance with all applicable construction and safety codes. The units will be reinspected on a periodic basis or upon re-occupancy but not to exceed a period of two years;

WHEREAS, the proposed NEZ property is legally described as Lots 42, 43, 44, 45 and 46, also ½ of vacated alley adjacent to same and lots 47, 48, 49, and 50, Ferndale-Wyoming Subdivision, as recorded in Liber 36, Page 17 of Plats, Oakland County Records, and consists of .45 acres eligible under PA 147 of 1992, as amended;

WHEREAS, the owner and developer of the of the new facility, 8775 West 9 Mile LLC, through its member Michael Ferlito has applied for a NEZ Certificate under PA 147 of 1992, as amended, to construct a 30 unit apartment complex with main level units designated as live/work and located within the Corridor Improvement Authority District behind a bus stop to become the first transit oriented development in Oak Park;

WHEREAS, the applicant, 8775 West 9 Mile LLC, is not delinquent on any taxes related to the facility;

WHEREAS, the property is currently blighted. The proposed development provides new housing that meets the goals in the Master Plan and Strategic Economic Development Plan, will utilize a current vacant lot and blighted structure and will help to increase property values;

WHEREAS, notice of this meeting was given in the manner prescribed by the Open Meetings Act, being Act No. 267, Public Acts of Michigan 1976, as amended; and

WHEREAS, the City Council has met on this date to receive and hear any objections to the proposed district and NEZ Certificate;

NOW, THEREFORE, BE IT RESOLVED:

1. 8775 West 9 Mile LLC is hereby granted a Neighborhood Enterprise Zone Facility Exemption for a period of fifteen (15 years) for the property commonly known as 8775 West Nine Mile Road, Oak Park, MI 48237.
2. All actions heretofore taken by City officials, employees and agents with respect to the proposed NEZ and proceedings under Act 147 are hereby ratified and confirmed.
3. Any and all resolutions that are in conflict with this Resolution are hereby repealed, but only to the extent to give this Resolution full force and effect.

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

**MOTION DECLARED ADOPTED**

**COMMUNICATIONS: None**

**SPECIAL LICENSES: None**

**ACCOUNTING REPORTS:**

|                     |                                                                                                                                                                     |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CM-04-137-22</b> | <b>(AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$21,404.24 - APPROVED</b> |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to approve payment of invoice #585396, #585397, and #585398 by Garan, Lucow, Miller P.C., for legal services rendered through March 31, 2022 in the total amount of \$21,404.24.

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

**MOTION DECLARED ADOPTED**

**BIDS:**

**CM-04-138-22 (AGENDA ITEM #12A) REQUEST TO AWARD THE BID FOR THE NINE MILE LINEAR PARK LANDSCAPING PROJECT, M-739 TO SANTORO SERVICES LLC OF CHESTERFIELD, MI IN THE TOTAL AMOUNT OF \$152,566.90 - APPROVED**

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY to award the bid for the Nine Mile Linear Park Landscaping Project, M-739 to Santoro Services LLC of Chesterfield, MI in the total amount of \$152,566.90.

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

**MOTION DECLARED ADOPTED**

City Engineer Grisamer indicated the request to bid the Nine Mile Linear Park Landscaping Project, M-739 (CM-02-036-22) was approved at the February 7, 2022 regular meeting of the Oak Park City Council. The project was advertised and twenty-nine (29) contractors viewed the documents. On April 4, 2022, two (2) bids were received and opened. The low bidder, Santoro Services LLC of Chesterfield, MI submitted a bid of \$152,566.90 for the landscaping project. This project will landscape the Nine Mile Linear Park as well as the Connector Pocket Park. References were checked and all had positive responses.

**CM-04-139-22 (AGENDA ITEM #12B) REQUEST TO AWARD THE BID FOR THE 2021 PROGRAM YEAR YARD SERVICES REQUEST FOR PROPOSALS AND QUALIFICATIONS, M-744, TO LAWNCLIPPERS LANDSCAPING OF WARREN, MI FOR A TOTAL NOT TO EXCEED \$26,500 - APPROVED**

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to award the bid for the 2021 Program Year Yard Services Request for Proposals and Qualifications, M-744, to Lawnclippers Landscaping of Warren, MI for a total not to exceed \$26,500.

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

**MOTION DECLARED ADOPTED**

Deputy City Manager Barrett indicated the request to bid the 2021 Program Year Yard Services Contract, M-744 was approved by City Council at their regular meeting on March 7, 2022. On March 25, 2022, one proposal was received. The sole bidder, Lawnclippers Landscaping of Warren, MI submitted a bid totaling \$420.00 per price per service total. The total amount of services requested will not exceed \$26,500. Lawnclippers Landscaping has worked with the City of Oak Park, Yard Services Program for our residents in the past and has performed great work.

**ORDINANCES: None**

**CITY ATTORNEY: No Report**

**CITY MANAGER:**

**Finance/Assessing**

**CM-04-140-22 (AGENDA ITEM #15A) REQUEST TO APPROVE A CONTRACT WITH WCA ASSESSING FOR ASSESSMENT AND MAINTENANCE WORK FOR CITY PROPERTY EFFECTIVE JUNE 1, 2022 – MAY 31, 2025 - APPROVED**

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the following contract with WCA Assessing for assessment and maintenance work for City property effective June 1, 2022 – May 31, 2025:

**ASSESSMENT CONTRACT  
FOR CITY OF OAK PARK, OAKLAND COUNTY, MICHIGAN**

WHEREAS, City of Oak Park, hereinafter called "City", with its principal offices located at 14100 Oak Park Blvd, Oak Park, Michigan, 48237, is interested in having all real property and all personal property assessed and having said assessments maintained on an annual basis.

WHEREAS, WCA Assessing, with principal offices located at 38110 Executive Drive, Suite 200, Westland, Michigan 48185, hereinafter called the "Company", is interested in the contract for assessment and maintenance work for City property effective June 1, 2022;

**IT IS THEREFORE AGREED:**

1. Company agrees to plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall department goals. The company is familiar with the laws, regulations and directives regarding the appraisal of real and personal property for assessment purposes with the State of Michigan.
2. Company has policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining the appropriate value and classification. During the term of this agreement, an Advanced Michigan Assessing Officer, or Master Michigan Certified Assessing Officer shall act as the assessor of record and supervise the preparation of the 2023, 2024, and 2025 assessment rolls, utilizing the services and personnel proposed herein.
3. Company agrees to respond to inquiries and requests for assessment information from the public. The City agrees to provide office space within the City Hall, or other City owned buildings for the completion of the terms of this contract. The office space shall be made available so as to not impede the performance of the department. Any days in which the Company is scheduled to be in the office but the office is closed due to

holidays, acts of God, educational purposes, or any other causes beyond the control of the Company, shall be considered included within the hours to complete this agreement. The purpose of office hours are:

- To meet with City staff to answer questions and give advice;
- To be available to assist with providing information and answering inquiries of taxpayers/residents/others.
- Serves as a liaison between the City and prospective business and industry investors; acts as a resource for City citizens by responding to inquiries and interpreting State laws.
- To perform certain other functions as described herein.

4. Company agrees to oversee maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, ownership transfers, and strives to identify new/improved methods for carrying out the responsibilities of the department.

5. Company agrees to represent the City in defending assessments appealed to the Michigan Tax Tribunal (MTT) if requested to do so by the City Manager. The company shall be available to defend all assessments to the MTT as needed during this contract.

6. If Company is retained by the City, the City agrees that responses to the Full MTT shall be prepared by the Company's legal staff. City agrees to provide full cooperation with Company's legal staff. Should expert witnesses and/or preparation of respondent's valuations disclosures be necessary, the Company shall notify the City Manager of such requirement.

7. Company agrees throughout the term of this contract to provide field inspections of all properties as necessary; to perform assessment ratio studies to determine true cash value; to perform personal property canvasses to ensure all personal property is equitably assessed; to update property records and ensure notification of annual assessment changes. All assessments completed by Company throughout the term of this contract will be in adherence to State Tax Commission procedures as to the valuation method, assessment manual, personal property multipliers, and general requirements. Company agrees to perform the duties of the certifying assessor for said City including but not limited to;

- Inspect, revise, and re-evaluate property record cards with new construction, demolition, and property splits.
- Perform neighborhood market studies and land value analyses throughout the term of this contract.
- Prepare assessment roll(s), all county and state equalization forms and requirements as determined by the State tax Commission.
- Provide digital photographs of all properties visited for maintenance purposes.
- Working with the Building Department to ensure all new property is equitably assessed.
- Prepare all new property record cards in compliance with State tax Commission requirements.
- Attend, prepare, and work with all Boards of Review.
- Assist City in establishment of any IFT, CFT, DDA, TIFA, Brownfield, or other statutory tax incentive program as established by the legislature.

8. Company agrees to meet with the City Manager and/or other designated staff of the City to review progress that the Company has made towards meeting the terms of this proposal/agreement, preparation of assessment rolls, and other matters parties deem necessary to review. In addition the Company will suggest any budgetary information necessary to upgrade and/or improve the City's assessment process.

9. City agrees that in addition to the responsibilities provided herein, the staff of the City shall provide full and reasonable cooperation to the Company in completion of the herein-stated services.

10. The Company shall be liable to the City, and hereby agrees to indemnify and hold the City harmless but only to the extent of its insurance coverage set forth below, against all claims covered by said insurance coverage arising out of the performance of the services rendered hereunder caused by any negligent conduct,

intentional conduct, or act of the Company or any of its employees in the performance of this contract that are covered by the policies listed in subparagraphs “a” through “c” below.

The Company will carry the following insurance coverage at all times during this agreement:

- a. Comprehensive general liability insurance covering the Company and the City in the project with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.
- b. Worker’s Disability Compensation Insurance, securing compensation for the benefit of the
- c. The Company shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. However, the City understands that it cannot be listed an additional insured under this type of policy. Should the City or its officers, directors, employees, and elected officials ever be held financially liable for any error or omission of the Company and seek indemnification from Company as a result thereof, under no circumstance shall the Company’s cumulative liability to the City or its officers, directors, employees and elected official exceed the coverage of the errors and omissions policy referenced herein.

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan. As soon as practicable upon execution of this contract and upon commencing any performance hereunder, the Company shall deposit with the City the previously mentioned policies of insurance or certificates therefore. During the duration of this contract, a copy of said insurance or certificate shall be given to the City Clerk at the beginning of each year.

11. The Company shall not be held liable for any damages caused by strikes, explosions, war, fire or act of nature that might stop or delay the progress of work. In the event of a claim against the City relating to any act or failure to act of the Company that is not covered by the insurance coverage as set forth above, the City has no right to indemnification from Company.

12. The City and Company agree that the relationship of the City and Company is that of a client and contractor and not of that of an employer and employee and should not be construed as such.

13. In the event that the Company shall not be in substantial compliance with the terms of this agreement, the City shall give the Company written notice of said breach and thirty (30) days to cure the breach. If the Company fails to cure the breach within thirty (30) days after such notice, the City may terminate this Contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.

14. The City and Company agree that the Company shall not assign or transfer neither this agreement nor any portion therein without first receiving written approval from the other party.

15. The City agrees to pay the Company as follows;

June, 2022 to May, 2023.....\$ 184,898  
June, 2023 to May, 2024.....\$ 192,294  
June, 2024 to May, 2025.....\$ 199,986

The payments shall be made in twelve (12) equal installments due on the fifteenth (15<sup>th</sup>) day of each month.

The City’s representation for all Michigan Tax Tribunal petitions ***not in the Small Claims Division***, shall be provided by Company’s para legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

June, 2022 to May, 2023.....\$ .....\$152.06 / Hourly

June, 2023 to May, 2024.....\$ .....\$158.15/ Hourly  
June, 2024 to May, 2025.....\$ .....\$164.48/ Hourly

The City’s representation for all Michigan Tax Tribunal petitions not in the Small Claims Division *relative to Tribunal Hearings*, shall be provided by Company’s legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

June, 2022 to May, 2023.....\$ .....\$182.52 / Hourly  
June, 2023 to May, 2024.....\$ .....\$189.82 / Hourly  
June, 2024 to May, 2025.....\$ .....\$ 197.41 / Hourly

16. MICHIGAN TAX TRIBUNAL APPRAISAL SERVICES PLUS SPECIAL PROJECTS

Appraisal services rendered by the Company in Full Claims Michigan Tax Tribunal matters, and or any special services requested and approved by the City, shall be provided to the City at the rate of:

|                           | 06/2022  | 06/2023  | 06/2024  |
|---------------------------|----------|----------|----------|
| Title                     | 05/2023  | 05/2024  | 05/2025  |
| Appraiser Aide .....      | \$50.96  | \$53.00  | \$55.12  |
| Appraiser .....           | \$70.72  | \$73.55  | \$76.49  |
| Level III Appraiser ..... | \$125.32 | \$130.33 | \$135.54 |
| Assessor .....            | \$142.59 | \$148.30 | \$154.22 |

Hourly fees include clerical costs and overhead for the Company.

17. Michigan Tax Tribunal appraisal services and requested special projects are separate from normal assessment and appraisal functions.

18. The City and Company agree that the term of this contract shall begin June 1, 2022 and expire May 31, 2025. The term of this agreement may be extended, by amendment, if mutually agreed upon in writing by each party.

19. The City and Company agree this contract is entered into subject to the charter and ordinances of the City and the applicable laws of the State of Michigan.

20. The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, or age. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, or age.

21. The Company shall acknowledge receipt of and comply with the City’s ethics policy, computer usage policy or other signed documents

22. The City agrees the Mayor and City Clerk possess complete authority by resolution of the City Council or otherwise to execute this agreement on behalf of the City.

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

**MOTION DECLARED ADOPTED**

**Human Resources**

**CM-04-141-22 (AGENDA ITEM #15B) REQUEST TO APPROVE A LETTER OF AGREEMENT WITH THE TECHNICAL, PROFESSIONAL AND OFFICEWORKERS ASSOCIATION OF MICHIGAN (TPOAM) - APPROVED**

Motion by Whitehead, seconded by Burns, CARRIED UNANIMOUSLY, to approve the following letter of agreement with the Technical, Professional and Officeworkers Association of Michigan (TPOAM):

LETTER OF AGREEMENT  
between  
THE CITY OF OAK PARK (Employer)  
and  
TPOAM (Union)

This Letter of Agreement is made on this \_\_\_\_\_ day of April, 2022 between the Technical, Professional and Officeworkers Association of Michigan (TPOAM) ("Union"), and City of Oak Park ("City"), and collectively will be referred to as the "Parties."

Effective as of the date of this Agreement, the Parties hereto agree to the following:

Whereas, the Parties agree, that due to the difficulty in recruiting Public Service Worker I and Building Maintenance Repairer candidates, the City recognizes the need to offer a competitive starting wage;

Whereas, through the course of the last six months, the City has only been able to procure and retain one full-time hire for the position of Public Service Worker I and currently has seven vacancies in that position, as well as not being able to procure the hiring and retention of two full-time Building Maintenance Repairer hires;

Whereas, the City wishes to expand its Department of Public Works and to recruit and retain its talent in the field of public service work, and exceptional maintenance of our various facilities.

Now Therefore Be It Resolved, the City and the Union agree to the following:

1. The Parties agree that the City removed the "START," "STEP 1," and "STEP 2" wages for Public Service Worker I and Public Service Worker II in the TPOAM 2021 – 2024 Collective Bargaining Agreement's wage scale (Appendix F in the current Agreement), and change the "START" wage to the current "STEP 3" wage (\$21.2807), as outlined in the attached proposed TPOAM Wage Scale. All other stipulations regarding wages in the Collective Bargaining Agreement will not be affected or changed by this Letter of Agreement.

2. The Parties also agree that the Union members who are currently below the new "START" wage will be moved up to the new "START" wage accordingly, and that the Public Service Worker I & Public Service Worker II positions will now have a four-year wage progression, moving them closer into accordance with the rest of the bargaining unit members.

3. The Parties also agree that the position title of "Building Maintenance Repairer" will be changed to "Building Maintenance Technician" and the current TPOAM pay grade of "Grade 8," will be changed to "Grade 14," moving this position alongside the "Building Inspector" and "Engineering Technician II" positions. The current job description of "Building Maintenance Repairer" will be updated to reflect the title change, and the language will be modified to reflect the added requirements for the position.



4. The Parties also agree that this is a one-time, non-precedent-setting Letter of Agreement, and will not affect any other terms or conditions of the collective bargaining agreement.

5. The Parties also agree that the contents in this Letter of Agreement will be incorporated into the subsequently negotiated Collective Bargaining Agreement during the next round of bargaining; as the current Collective Bargaining Agreement is set to expire on June 30, 2024.

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

#### **MOTION DECLARED ADOPTED**

Human Resources Director Burke indicated the onus behind the Letter of Agreement is due to the difficulty the city has experienced recruiting candidates for the Public Service Worker I and Building Maintenance Repairer positions. Multiple candidates decline offers due to the rate of pay, as well as had candidates accept the offer and begin the hiring process, to have them back out at a later date and to take a job that offered more pay.

Ms. Burke summarized the following changes:

- Remove the “Start,” “Step 1,” and “Step 2” pay rates for the Public Service Worker I and Public Service Worker II positions. The new “Start” rate will be the current “Step 3” rate.
- Change the title of “Building Maintenance Repairer” to “Building Maintenance Technician,” and change the TPOAM Pay Grade from “Grade 8” to “Grade 14”

The TPOAM Union has voted unanimously in favor of the changes, and their TPOAM Business Agent agreed as well.

#### **Technical and Planning/Engineering**

##### **CM-04-142-22 (AGENDA ITEM #15C) REQUEST TO APPROVE A PROPOSAL FROM HYDROCORP TO PROVIDE PROFESSIONAL SERVICES FOR AN ONGOING CROSS-CONNECTION CONTROL PROGRAM FOR THE MONTHLY COST OF \$1,422.00 SUBJECT TO REVIEW BY THE CITY ATTORNEY - APPROVED**

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve a proposal from HydroCorp to provide professional services for an ongoing Cross-Connection Control Program for the monthly cost of \$1,422.00 subject to review by the city attorney.

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

#### **MOTION DECLARED ADOPTED**

Ms. Grisamer summarized the proposal from HydroCorp to provide professional services to provide the City with inspections and data of the non-residential water customers in the City. This proposal will cover the field inspections, compliance inspections, and re-inspections at industrial, commercial, institutional facilities, and miscellaneous water users within the City served by the public water supply for cross connections. They will document their efforts and provide that information to the State Regulatory Agency so that the City complies with the regulations. This contract is for a two year term.

**CM-04-143-22 (AGENDA ITEM #15D) REQUEST TO APPROVE A PROPOSAL FROM OHM ADVISORS TO PROVIDE PROFESSIONAL SURVEY SERVICES FOR THE HOURLY, NOT TO EXCEED COSTS OF \$4,000 AND \$1,350 FOR EACH REQUIRED EASEMENT - APPROVED**

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve a proposal from OHM Advisors to provide professional survey services for the hourly, not to exceed costs of \$4,000 and \$1,350 for each required easement.

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

**MOTION DECLARED ADOPTED**

Ms. Grisamer reviewed a proposal from OHM Advisors to provide professional survey services for the potential vacation of the Fern St Right-of-Way and adjacent city owned parcels to approximately 800 feet north of Eight Mile Road. This proposal will cover a field survey to locate all City utilities and provide us with drawings indicating the location of said utilities. OHM will then provide us with easement document and title work for the remaining utility easements that are required after vacating City owned property and Right-of-Way

**CM-04-144-22 (AGENDA ITEM #15E) REQUEST TO APPROVE A PROPOSAL FROM OHM ADVISORS TO PROVIDE PROFESSIONAL DESIGN ENGINEERING SERVICES FOR THE 2023 NINE MILE ROAD REHABILITATION PROJECT, M-740 FOR THE HOURLY, NOT TO EXCEED COST OF \$161,500 - APPROVED**

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to Request to approve a proposal from OHM Advisors to provide Professional Design Engineering Services for the 2023 Nine Mile Road Rehabilitation Project, M-740 for the hourly, not to exceed cost of \$161,500.

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

**MOTION DECLARED ADOPTED**

Ms. Grisamer reviewed a proposal from OHM Advisors to provide professional services to provide Professional Design Engineering Services for the 2023 Nine Mile Road Rehabilitation Project, M-740. This proposal will cover the design and construction documents to resurface Nine Mile Road from Cloverlawn St. to Pinecrest Dr.

**CM-04-145-22 (AGENDA ITEM #15F) REQUEST TO APPROVE PAYMENT APPLICATION NO. 2 IN THE AMOUNT OF \$27,270.20 AND CHANGE ORDER NO. 1 IN THE AMOUNT OF \$8,331.97 TO DVM UTILITIES OF STERLING HEIGHTS, MI FOR THE 2021 SEWER & CATCH BASIN CLEANING AND TV INSPECTION PROJECT, M-728 - APPROVED**

Motion by Edgar, seconded by Radner, CARRIED UNANIMOUSLY, to Request to approve Payment Application No. 2 in the amount of \$27,270.20 and Change Order No. 1 in the amount of \$8,331.97 to DVM Utilities of Sterling Heights, MI for the 2021 Sewer & Catch Basin Cleaning and TV Inspection Project, M-728.

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

**MOTION DECLARED ADOPTED**

Ms. Grisamer reviewed Payment Application No. 2 and Change Order No. 1 for the 2021 Sewer & Catch Basin Cleaning and TV Inspection Project, M-728 by DVM Utilities of Sterling Heights, Michigan. This project cleans and inspects the sewers and catch basins in specific areas of the city. Change Order No. 1 covers charges for an emergency sewer repair on Geneva. Soil was discovered actively entering the sewer during the routine inspections conducted by this project. This project is approximately 25% complete.

**CALL TO THE AUDIENCE:**

Curtis Daniels, expressed concerns that the city should hire more Oak Park residents.  
Daniel C. Hall, introduced herself as a State Representative candidate for District 6.

**CLOSED SESSION:**

**CM-04-146-22 (AGENDA ITEM #18) MOTION TO ADJOURN INTO CLOSED SESSION TO DISCUSS ATTORNEY CLIENT PRIVILEGED COMMUNICATION - APPROVED**

Motion by Burns, Seconded by Radner, CARRIED UNANIMOUSLY, to adjourn into Closed Session to discuss Attorney Client Privileged Communication.

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

**MOTION DECLARED ADOPTED**

The Closed Session began at 8:05 PM. The Regular Meeting reconvened at 8:35 PM.

**CM-04-147-22                      CLOSED SESSION MINUTES - APPROVED**

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve the minutes of the 04-18-22 Closed Session.

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

**MOTION DECLARED ADOPTED**

**CM-04-148-22                      MOTION TO IMMEDIATELY REINSTATE PROSECUTOR  
LUMBERG AND TO RESUME PROSECUTIONS MAY 1, 2022  
- FAILED**

Motion by Edgar, seconded by Burns, FAILED, to reinstate Prosecutor Lumberg effective immediately and resume prosecutions May 1, 2022.

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

**MOTION FAILED**

**CM-04-149-22                      MOTION TO REINSTATE PROSECUTOR LUMBERG EFFECTIVE  
IMMEDIATELY - APPROVED**

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to reinstate Prosecutor Lumberg effective immediately.

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

**MOTION DECLARED ADOPTED**

**ADJOURNMENT:**

There being no further business to come before the City Council, Mayor ProTem Edgar adjourned the meeting at 8:40 P.M.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN  
SPECIAL COUNCIL MEETING OF THE  
39<sup>th</sup> OAK PARK CITY COUNCIL  
April 18, 2022  
5:30 PM**

**MINUTES**

The Special Meeting was called to order at 5:30 PM by Mayor McClellan in the City Hall Executive Conference Room, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544

**PRESENT:** Mayor McClellan, Mayor Pro Tem Edgar, Council Member Radner, Council Member Burns, Council Member Whitehead

**ABSENT:** None

**OTHERS**

**PRESENT:** City Manager Tungate, City Clerk Norris, City Attorney Duff, City Attorney Krause, Finance Director Crawford, Deputy Finance Director Lukasik, Finance Consultant Johnson

**SPECIAL BUSINESS:**

**(AGENDA ITEM #3A) Discuss the FY 2022-23, FY 2023-24, FY 2024-25 departmental budgets:**

|                                         |         |
|-----------------------------------------|---------|
| Overview                                | 5:30 PM |
| Recreation                              | 5:35 PM |
| City Attorney/Prosecutor/Labor Attorney | 6:05 PM |
| City Manager/City Council               | 6:30 PM |

City Manager Tungate gave a brief overview of the budget and upcoming departmental budget presentations.

The following individuals were present at the meeting to discuss their respective budgets and answer questions raised by City Council.

Recreation - Recreation Director Stasiak

City Attorney/Prosecutor/Labor Attorney – Ebony Duff, Courtney Krause, Eugene Lumberg

- Prosecutor Lumberg requested an increase in compensation, either a flat fee or an hourly rate, for additional work that is projected due to a back log in court cases. He also requested a new two-year contract.

City Manager/City Council – Erik Tungate

**CALL TO THE AUDIENCE:**

There were no members of the public wishing to speak.

**ADJOURNMENT:**

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 6:45 P.M.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN  
SPECIAL COUNCIL MEETING OF THE  
39<sup>th</sup> OAK PARK CITY COUNCIL  
April 19, 2022  
5:30 PM**

**MINUTES**

The Special Meeting was called to order at 5:34 PM by Mayor McClellan in the City Hall Executive Conference Room, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544

**PRESENT:** Mayor McClellan, Mayor Pro Tem Edgar, Council Member Radner, Council Member Burns, Council Member Whitehead

**ABSENT:** None

**OTHERS**

**PRESENT:** City Manager Tungate, City Clerk Norris, City Attorney Duff, City Attorney Krause, Finance Director Crawford, Deputy Finance Director Lukasik

**SPECIAL BUSINESS:**

**Discuss the FY 2022-23, FY 2023-24, FY 2024-25 departmental budgets:**

|                        |         |
|------------------------|---------|
| Public Safety          | 5:30 PM |
| Economic Development   | 6:10 PM |
| Communications         | 6:40 PM |
| Human Resources        | 7:10 PM |
| Information Technology | 7:40 PM |
| Library                | 8:00 PM |

The following individuals were present at the meeting to discuss their respective budgets and answer questions raised by City Council.

|                        |                               |
|------------------------|-------------------------------|
| Public Safety          | Steeve Cooper, Mike Pinkerton |
| Economic Development   | Erik Tungate                  |
| Communications         | Courtney Flynn                |
| Human Resources        | Megan Burke                   |
| Information Technology | Ricardo Singson               |
| Library                | Kimberly Schaaf               |

**CALL TO THE AUDIENCE:**

There were no members of the public wishing to speak.

**ADJOURNMENT:**

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 8:35 P.M.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN  
ZONING BOARD OF APPEALS  
MARCH 22, 2022  
MEETING MINUTES**

The meeting was called to order at 7:00 p.m. by Chairperson Huston in the City Council Chambers, 14000 Oak Park Blvd, Oak Park, MI 48237 and roll call was made.

**PRESENT:** Chairperson Huston  
Commissioner Anderson  
Commissioner Andrews  
Commissioner Seligson  
Commissioner Snider

**ABSENT:** Commissioner Andreski-Price

**OTHERS**  
**PRESENT:** Community & Economic Development Director Kimberly Marrone  
City Planner Salam Habhab  
Deputy City Clerk Lisa Vecchio

**3. APPROVAL OF ZONING BOARD OF APPEALS MINUTES OF MAY 25, 2021**

**MOTION BY Snider, SECONDED BY Seligson**, to approve the meeting minutes of May 25 2021 with no corrections.

Vote: Yes: Anderson, Andrews, Huston, Seligson, Snider  
No: None

**MOTION CARRIED**

**4. COMMUNICATIONS:**

Director Marrone introduced Allyson Andrews, the newest member of the ZBA, this being her first in-person meeting.

She also introduced the City's new City Planner, Salam Habhab.

**5. OLD BUSINESS:** None

**6. NEW BUSINESS:**

a) **CASE 22-01:**

**APPLICANT**

Jeffrey & Phyllis Meer  
24640 Radclift Ave.  
Oak Park, MI 48237

**PROPERTY**

24640 Radclift Ave.  
Property Identification Number: 52-25-30-128-008

Mr. & Mrs. Jeffrey & Phyllis Meer, 24640 Radclift Ave., have made an appeal to the Zoning Board of Appeals for a variance from the provisions of Article 2, Division 2: Residential Districts of the Zoning Ordinance to allow for an addition to the main dwelling that does not

meet the lot coverage and rear yard setback requirements and Article 3, Division 1: General Provisions of the Zoning Ordinance to allow the detached garage structure to be attached to the main dwelling, eliminating the separation distance requirement.

### **ORDINANCE REQUIREMENTS AND REQUEST**

The following variances are requested:

1. Article 2, Division 2: Residential Districts, Section 214 Schedule of Regulations requires that the R-1, One-Family Residential District shall have a maximum lot coverage of (35) percent. The applicant is requesting a variance to allow a lot coverage of (38.5) percent to be able to construct an addition of (545.5) square feet to the main dwelling.
2. Article 2, Division 2: Residential Districts, Section 214 Schedule of Regulations requires that the R-1, One-Family Residential District shall have a minimum rear yard setback of (30) feet. The applicant is requesting a variance to allow a rear yard setback of (25) feet to be able to construct an addition of (545.5) square feet to the main dwelling.
3. Article 3, Division 1: General Provisions, Section 300 Accessory Buildings, Structures, and Uses requires detached garages to be set back a minimum of ten (10) feet from the principal building, the applicant is requesting a variance to allow the detached garage to be attached to the main dwelling, eliminating the separation distance requirements.

Mr. Meer, the applicant, and his builder, Mike Nicapolis, addressed the Board describing the changes that he plans to make to the property. This includes attaching the garage to the house with a 54.5 sq ft addition to incorporate a dining area, laundry room, storage room, and half bathroom that is close to the garage for immediate and handicap accessibility from the garage and main house. Currently, the laundry is in the basement and the kitchen does not have room for a dining area.

**MOTION BY Seligson, SECONDED BY Snider**, to **approve** the request of Mr. & Mrs. Jeffrey & Phyllis Meer, 24640 Radclift Ave.,

1. A variance of (3.5) percent of the lot coverage requirement of Article 2, Division 2, Section 214 of the Zoning Ordinance to allow for a lot coverage of (38.5) percent. The Zoning Ordinance requires a lot coverage of maximum (35) percent in the R-1, One-family Residential Districts.
2. A variance of (5) feet of the rear yard setback requirement of Article 2, Division 2, Section 214 of the Zoning Ordinance to allow for a rear yard setback of (25) feet. The Zoning Ordinance requires (30) feet rear yard setback in the R-1, One-Family Residential District.
3. A variance to eliminate the separation distance between the main dwelling and the detached garage structure requirements of Article 3, Division 1, Section 300 of the Zoning Ordinance to allow the detached garage structure to be connected to the main dwelling. The Zoning Ordinance requires detach accessory buildings to be set back 10 feet from the principal building.

**VOTE:**            Yes:        Anderson, Andrews, Huston, Seligson, Snider  
                      No:        none

**MOTION CARRIED**

b) **CASE NO. 22-02:**

**APPLICANT**

Phillips Sign & Lighting Inc.  
40920 Executive Drive  
Harrison Township, MI 48045

**PROPERTY**

10851 Capital Ave.  
Property Identification Number: 52-25-32-276-001

Phillips Sign & Lighting Inc., 40920 Executive Drive, Harrison Township, representing Equity Holding Co. - CRDN, 10851 Capital Ave., has made an appeal to the Zoning Board of Appeals for a variance from the provisions of Article 4, Division 4: Signs of the Zoning Ordinance to allow for the larger wall sign to be installed on the second front façade that does not meet the sign area requirement of secondary signs.

**ORDINANCE REQUIREMENTS AND REQUEST**

The following variance is requested:

1. Article 4, Division 4: Signs, Section 472 Specific Sign Standards allows for one wall sign per business of area 15% of front façade; a maximum of 120 sq. ft. in the commercial and industrial districts. For businesses located on a corner lot, one additional wall sign is permitted on the second front façade of area not to exceed 30 sq. ft. The applicant is requesting a variance to allow the larger wall sign of (53.75) sq. ft. to be installed on the second front façade, while installing one additional sign of (26.4) square feet on the primary front façade.

Steve Bretz, representing Phillips Sign, explained that they are asking for a simple sign variance to allow for a second sign, as the ordinance only allows for one, as well as increasing the size limitation of the first allowed sign. Both signs would total 80 sq ft, which is under what is allowed by ordinance. The reason for the second sign is that 90% of visitors to the business enter on the west side of the building, so they are requesting that the additional sign be placed in view of this entrance.

**MOTION BY Snider, SECONDED BY Anderson, to *approve* the request of Phillips Sign & Lighting Inc. for CRDN, 10851 Capital Ave.,**

1. A variance of (23.75) square feet of the second front façade additional sign requirement of Article 4, Division 4, Section 472 of the Zoning Ordinance to allow the larger wall sign of (53.75) square feet to be installed on the second front façade, while installing one additional sign of (26.4) square feet on the primary front façade. The Zoning Ordinance allows for one wall sign per business of area 15% of front façade; a maximum of 120 square feet in the commercial and industrial districts. For businesses located on a corner lot, one additional wall sign is permitted on the second front façade of area not to exceed 30 square feet.

**VOTE:**                      Yes:              Anderson, Andrews, Huston, Seligson, Snider  
                                    No:                none

**MOTION CARRIED**

c) **Election of Officers – Chairperson and Vice Chairperson**

**MOTION BY Anderson, SECONDED BY Seligson**, to nominate Commissioner Huston for Chairperson.

Mr. Huston accepted this nomination.

Vote: Yes: Anderson, Andrews, Huston, Seligson, Snider  
No: None

**MOTION CARRIED**

**MOTION BY Seligson, SECONDED BY Andrews**, to nominate Commissioner Snider for Vice Chairperson.

Mr. Snider accepted this nomination.

Vote: Yes: Anderson, Andrews, Huston, Seligson, Snider  
No: None

**MOTION CARRIED**

**MOTION BY Anderson, SECONDED BY Seligson**, to vote on the nominated slate: Huston for Chairperson, Snider for Vice Chairperson.

Vote: Yes: Anderson, Andrews, Huston, Seligson, Snider  
No: None

**MOTION CARRIED**

**ADJOURNMENT:**

There being no objections, the meeting was adjourned at 7:19 p.m.

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Lisa Vecchio, Deputy City Clerk/Director of Elections



# CITY OF OAK PARK

## Corridor Improvement Authority

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

### CITY OF OAK PARK CORRIDOR IMPROVEMENT AUTHORITY BOARD MEETING MINUTES MARCH 17, 2022

Meeting was called to order at 12:00 p.m. in the Executive Conference Room, City Hall, 14000 Oak Park Blvd, Oak Park, MI 48237 by Mayor McClellan and roll call was made.

**PRESENT:** Board Member Attisha  
Board Member Bishai  
Mayor McClellan  
Board Member Jones  
Board Member Peteet  
Board Member Shamily (arrived at 12:09pm)

**ABSENT:** Vice Chairperson DeVergilio

**OTHERS PRESENT:** Economic Development and Planning Director Kim Marrone  
City Planner Salam Habhab  
Deputy City Clerk Lisa Vecchio

#### **3. APPROVAL OF AGENDA OF MARCH 17, 2022**

**MOTION by Bishai, SECONDED by Peteet**, to approve the agenda for March 17, 2022 as submitted.

**VOTE:** Yes: All  
No: None

**MOTION CARRIED**

#### **4. APPROVAL OF MINUTES OF FEBRUARY 17, 2022**

**MOTION by Jones, SECONDED by Peteet**, to approve the minutes of February 17, 2022 as submitted.

**VOTE:** Yes: All  
No: None

**MOTION CARRIED**

#### **5. BOARD NOMINATIONS & ELECTION:**

##### **A. Chairperson**

**MOTION by Jones, SECONDED by Peteet**, to nominate Board Member Bishai as Chairperson.  
Board Member Bishai accepted this nomination.

**VOTE:** Yes: Attisha, Bishai, Jones, McClellan, Peteet, Shamily  
No: None

**MOTION CARRIED**

**B. Vice Chairperson**

**MOTION by Jones, SECONDED by Bishai**, to nominate Board Member Attisha as Vice Chairperson. Board Member Attisha accepted this nomination.

**VOTE:**     Yes:     Attisha, Bishai, Jones, McClellan, Peteet, Shamily  
              No:     None

**MOTION CARRIED**

**MOTION by Jones, SECONDED by Attisha**, to elect the nominated slate: Bishai as Chairperson and Attisha as Vice Chairperson.

**VOTE:**     Yes:     Attisha, Bishai, Jones, McClellan, Peteet, Shamily  
              No:     None

**MOTION CARRIED**

**6. ROBERTS RULES OF ORDER TRAINING:**

Deputy City Clerk Vecchio gave a brief overview of Robert's Rules of Order to the board and it's newest members.

**7. PUBLIC COMMENT:** None

**8. UNFINISHED BUSINESS:**

**A. Banner**

The final draft of the banner was presented and there were no further changes proposed.

**MOTION by McClellan, SECONDED by Attisha**, to approve the banner design as presented.

**VOTE:**     Yes:     Attisha, Bishai, McClellan, Peteet, Shamily  
              No:     Jones

**MOTION CARRIED**

**B. Budget**

Director Marrone presented highlights from the proposed 2022-23 budget including:  
Adding a part-time staff CIA Coordinator position that would be responsible for attending the meetings, presenting ideas for and planning events, social gatherings, workshops for businesses, and marketing these events.  
\$80,000 for the 11 Mile parking lot renovation, adding another \$40,000 next year.

Board Member Jones has questions about the landscaping cost and what areas of the city that would cover. Director Marrone explained that everything approved by the CIA is only for the CIA districts.

Director Marrone explained that once the CIA approves the budget, it will be presented to the City Manager at the end of March, and then to the City Council in April for final approval.

**MOTION by McClellan, SECONDED by Jones**, to approve the 2022-23 CIA budget as presented.

**VOTE:**     Yes:       Attisha, Bishai, Jones, McClellan, Peteet, Shamily  
              No:        None

**MOTION CARRIED**

**9. NEW BUSINESS:** None

**10. FINANCIAL REPORT:** None

**11. BOARD MEMBER COMMENT:**

Board Member Jones requested items to be added to the next agenda – Urban Main, Jane Jacobs memorial developer of the decade award, and renaming the “4 Corners” district.

Director Marrone invited the Board to the Main Event Awards Ceremony on May 5 at The Strand in Pontiac.

**12. ADJOURNMENT**

Chairperson Bishai adjourned the meeting at 12:34 p.m.

---

Lisa Vecchio, Deputy City Clerk



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

**February 28, 2022  
4:30 PM**

**MINUTES**

Chairperson Tungate called the meeting to order in the Executive Conference Room of City Hall. 14000 Oak Park Blvd., Oak Park MI 48230 at 4:30 PM and roll call taken.

**EMPLOYEES' RETIREMENT SYSTEM:**

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

**TRUSTEES ABSENT:** None

**ALSO PRESENT:** City Clerk Norris, City Attorney Duff, and Human Resources Director Burke

**PUBLIC SAFETY RETIREMENT SYSTEM:**

**TRUSTEES PRESENT:** Trustee Tungate, Trustee McClellan, Trustee Radner, Trustee Batora, Trustee Tetler

**TRUSTEES ABSENT:** None

**ALSO PRESENT:** City Clerk Norris, Finance Director Crawford, City Attorney Duff, Human Resources Director Burke

**(Agenda Item #3) Election of Officers**

**ERS-02-001-22      MOTION TO HAVE TRUSTEE TUNGATE SERVE AS  
CHAIRPERSON AND TRUSTEE MCCLELLAN SERVE AS  
VICE-CHAIRPERSON OF THE ERS BOARD OF  
TRUSTEES – APPROVED**

Motion by Waxenberg, seconded by Crawford, CARRIED UNANIMOUSLY, to appoint Trustee Tungate as Chairperson and Trustee McClellan as Vice-Chairperson for the Employees' Retirement System Board of Trustees.



|                 |         |                                                      |
|-----------------|---------|------------------------------------------------------|
| Roll Call Vote: | Yes:    | Tungate, McClellan, DeCoster,<br>Crawford, Waxenberg |
|                 | No:     | None                                                 |
|                 | Absent: | None                                                 |

**MOTION DECLARED ADOPTED**

**PSRS-02-001-21      MOTION TO HAVE TRUSTEE TUNGATE SERVE AS  
CHAIRPERSON AND TRUSTEE MCCLELLAN SERVE AS  
VICE-CHAIRPERSON OF THE PSRS BOARD OF  
TRUSTEES – APPROVED**

Motion by Tetler, seconded by Batora, CARRIED UNANIMOUSLY, to appoint Trustee Tungate as Chairperson and Trustee McClellan as Vice-Chairperson for the Public Safety Retirement System Board of Trustees.

|                 |         |                                            |
|-----------------|---------|--------------------------------------------|
| Roll Call Vote: | Yes:    | Tungate, McClellan, Radner, Batora, Tetler |
|                 | No:     | None                                       |
|                 | Absent: | None                                       |

**MOTION DECLARED ADOPTED**

**(Agenda Item #4) 2022 Meeting Dates**

**ERS-02-002-21      RESOLUTION SCHEDULING THE 2022 ERS REGULAR  
MEETING DATES – APPROVED**

Motion by McClellan, seconded by Crawford, CARRIED UNANIMOUSLY, to approve the following resolution scheduling the 2022 Regular Meeting dates:

Resolution of the Employees' Retirement System  
Board of Trustees

Schedule of Regular Meetings

WHEREAS, the Board is required to schedule regular quarterly meetings;

BE IT RESOLVED, that the following 2022 Schedule of Regular Meetings is approved:

April 25, 2022  
July 25, 2022  
October 24, 2022

Meetings will be held in the Executive Conference Room of City Hall, 14000 Oak Park Blvd., Oak Park, MI 48237 at 4:30 PM unless otherwise posted.

|             |         |                                                      |
|-------------|---------|------------------------------------------------------|
| Voice Vote: | Yes:    | Tungate, McClellan, DeCoster,<br>Crawford, Waxenberg |
|             | No:     | None                                                 |
|             | Absent: | None                                                 |

**MOTION DECLARED ADOPTED**

**PSRS-02-002-22      RESOLUTION SCHEDULING THE 2022 PSRS REGULAR  
MEETING DATES – APPROVED**

Motion by Batora, seconded by Tetler, CARRIED UNANIMOUSLY, to approve the following resolution scheduling the 2022 Regular Meeting dates:

Resolution of the Public Safety Retirement System  
Board of Trustees

Schedule of Regular Meetings

WHEREAS, the Board is required to schedule monthly meetings;

BE IT RESOLVED, that the following 2022 Schedule of Regular Meetings is approved:

|                   |                    |
|-------------------|--------------------|
| February 28, 2022 | July 25, 2022      |
| March 28, 2022    | August 22, 2022    |
| April 25, 2022    | September 26, 2022 |
| May 23, 2022      | October 24, 2022   |
| June 27, 2022     | November 28, 2022  |
|                   | December 27, 2022  |

Meetings will be held in the Executive Conference Room of City Hall, 14000 Oak Park Blvd., Oak Park, MI 48237 at 4:30 PM unless otherwise posted.

|             |         |                                            |
|-------------|---------|--------------------------------------------|
| Voice Vote: | Yes:    | Tungate, McClellan, Radner, Batora, Tetler |
|             | No:     | None                                       |
|             | Absent: | None                                       |

**MOTION DECLARED ADOPTED**

**(Agenda Item #5A and B) Approval of Minutes**

**ERS-02-003-22      MINUTES FROM THE OCTOBER 25, 2021 ERS/PSRS  
CONCURRENT MEETING – APPROVED**

Motion by DeCoster, seconded by Waxenberg, CARRIED UNANIMOUSLY, to approve the Minutes from the October 25, 2021 ERS/PSRS Concurrent Meeting.

|             |         |                                                      |
|-------------|---------|------------------------------------------------------|
| Voice Vote: | Yes:    | Tungate, McClellan, DeCoster,<br>Crawford, Waxenberg |
|             | No:     | None                                                 |
|             | Absent: | None                                                 |

**MOTION DECLARED ADOPTED**

**PSRS-02-003-22      MINUTES FROM THE OCTOBER 25, 2021 ERS/PSRS  
CONCURRENT MEETING – APPROVED**

Motion by Batora, seconded by McClellan, CARRIED UNANIMOUSLY, to approve the Minutes from the October 25, 2021 ERS/PSRS Concurrent Meeting.

|             |         |                                            |
|-------------|---------|--------------------------------------------|
| Voice Vote: | Yes:    | Tungate, McClellan, Radner, Batora, Tetler |
|             | No:     | None                                       |
|             | Absent: | None                                       |

**MOTION DECLARED ADOPTED**

**(Agenda Item #6A) Bohlen request**

City Attorney Duff summarized her memorandum to the General Retirement System Board that provided an opinion to Mr. William Bohlen's inquiry regarding retiree healthcare benefit eligibility for his current wife when he retires in September, 2022. Ms. Duff concluded that Mr. Bohlen and the spouse to whom he is married on the date of his retirement in September, 2022 are eligible to receive retiree health care benefits as provided by Retirement Ordinance Section 55-28(k) effective upon his official retirement.

**(Agenda Item #7A) Market Update and Portfolio Review – PNC**

Carolyn Rains and Gary Salzar from PNC presented the 2021 Fourth Quarter Investment Review dated December 31, 2021. A complete report is on file in the City Clerk's Office. They provided a market update and presented a portfolio summary that reviewed the City's investment policy statement, assets, allocations and investment performance for both systems. They reported the market value of the Employees' Retirement System as of December 31, 2021 was \$22,645,209 and the market value of the Public Safety Retirement System was \$59,955,757.

Mr. Salzar reported that the Russia/Ukraine conflict is impacting the top investing themes for the first quarter of 2022. He indicated returns are down and volatility will likely continue in the markets.

Ms. Raines also provided information to the boards regarding the use of hedge funds in the portfolios. It was agreed that the board members would review the information and discuss further at the April meeting.

**(Agenda Item #7B) Annual Determination of Interest Rate for Buy Back Calculations**

**ERS-02-004-22                    MOTION TO SET THE RATE FOR BUY BACK  
CALCULATIONS FOR THE EMPLOYEES  
RETIREMENT SYSTEM AT 2.456 % – APPROVED**

Motion by DeCoster, seconded by Burns, CARRIED UNANIMOUSLY, to set the rate for Buy Back Calculations for the Employees' Retirement System at 2.456 %.

|             |         |                                                  |
|-------------|---------|--------------------------------------------------|
| Voice Vote: | Yes:    | Tungate, Burns, DeCoster, Crawford,<br>Waxenberg |
|             | No:     | None                                             |
|             | Absent: | None                                             |

**MOTION DECLARED ADOPTED**

**PSRS-02-004-22                    MOTION TO SET THE RATE FOR BUY BACK  
CALCULATIONS FOR THE PUBLIC SAFETY  
RETIREMENT SYSTEM AT 2.454 % – APPROVED**

Motion by Burns, seconded by Batora, CARRIED UNANIMOUSLY, to set the rate for Buy Back Calculations for the Public Safety Retirement System at 2.454%.

|             |         |                                            |
|-------------|---------|--------------------------------------------|
| Voice Vote: | Yes:    | Tungate, McClellan, Radner, Batora, Tetler |
|             | No:     | None                                       |
|             | Absent: | None                                       |

**MOTION DECLARED ADOPTED**

**(Agenda Item #4A-J) Financial Reports (ERS)**

**ERS-02-005-22                    RECEIVE AND APPROVE ERS FINANCIAL REPORTS  
(OCTOBER - DECEMBER, 2021) – APPROVED**

Motion by DeCoster, seconded by Waxenberg, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period October 1, 2021 – December 31, 2021:

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

| DATE     | CHECK#        | PAYEE/DESCRIPTION     | AMOUNT       |
|----------|---------------|-----------------------|--------------|
| 10/31/21 | EFT (JE#9895) | PNC Inst. Asset Mgmt. | \$ 19,812.42 |

Investment Counseling Fees for 10/01/2021 – 12/31/2021.

|                         |             |
|-------------------------|-------------|
| QUARTERLY DISBURSEMENTS | \$19,812.42 |
|-------------------------|-------------|

- E. Fiduciary Net Assets Statement – Fund 680
- F. Retirees Actuarial Statements - None
- G. Municipal and Military Buy-Back Calculations - None
- H. Correspondence of Retirement Submission - None
- I. Necrology Report

| NAME              | DATE       |
|-------------------|------------|
| Barbara Ciesinski | 11/13/2021 |

- J. Miscellaneous Information - None

|                 |         |                                               |
|-----------------|---------|-----------------------------------------------|
| Roll Call Vote: | Yes:    | Tungate, Burns, Crawford, DeCoster, Waxenberg |
|                 | No:     | None                                          |
|                 | Absent: | None                                          |

**MOTION DECLARED ADOPTED**

**(Agenda Item #4A-J) Financial Reports (PSRS)**

**PSRS-02-005-22      RECEIVE AND APPROVE PSRS FINANCIAL REPORTS  
(OCTOBER - DECEMBER, 2021) – APPROVED**

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period October 1, 2021 – December 31, 2021:

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

| DATE                                                  | CHECK#        | PAYEE/DESCRIPTION     | AMOUNT       |
|-------------------------------------------------------|---------------|-----------------------|--------------|
| 10/31/21                                              | EFT (JE#9896) | PNC Inst. Asset Mgmt. | \$ 48,338.80 |
| Investment Counseling Fees for 7/01/2020 – 09/30/2020 |               |                       |              |
| QUARTERLY DISBURSEMENTS                               |               |                       | \$48,338.80  |

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

| NAME           | DEPARTMENT    | DATE      | STATUS    |
|----------------|---------------|-----------|-----------|
| Triest, Brenna | Public Safety | 11/1/2021 | Duty Dis. |

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

|             |         |                                            |
|-------------|---------|--------------------------------------------|
| Voice Vote: | Yes:    | Tungate, Radner, McClellan, Batora, Tetler |
|             | No:     | None                                       |
|             | Absent: | None                                       |

**MOTION DECLARED ADOPTED**

**PUBLIC COMMENTS:**

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

**ADJOURNMENT:**

The meeting adjourned at 5:50 PM.

---

T. Edwin Norris, City Clerk

**BEAUTIFICATION ADVISORY COMMISSION  
MEETING MINUTES  
FEBRUARY 15, 2022**

**PRESENT:** Commissioners Lonnie Tabb-Upshaw, Santhia Guinn, Pamela McKean, Karen Davis-Harris, Michella Perry, Idella Bailey, Mattie Boykin, Reatha Richmond  
Assistant City Manager Kevin Yee, DPW Administrative Clerk II Tiffany Brown

**ABSENT:** Commissioners Deborah Williamson, Joyce Schulman, City Council Member Carolyn Burns

**GUEST:** None

Meeting called to order at 7:03 pm

**APPROVAL OF MINUTES; SEPTEMBER 21, 2021**

MOTION by **McKean**, SECONDED by **Guinn** to approve the Beautification Advisory Commission meeting minutes of September 21, 2021 as submitted.

YES: ALL

NO: NONE

Motion carried

**CITY COUNCIL/ CITY LIAISON COMMUNICATION**

**City Liaison communication highlights**

**Non-voting City Representative Kevin Yee**

- Water tower district; restructuring parking lots and amenities parking; possibly closing off Gardner Street and placing pocket parks, social district where patrons can walk and enjoy beverages
- Linear park placed on nine mile with playground structures along nine mile road, landscaping in the spring and placing barriers along nine mile
- Privacy fencing placed along nine mile road
- Water main project on Northend west of Coolidge

**ELECTION VOTION CHAIRPERSON/ VICE CHAIR PERSON**

Motion by **Guinn**, SECONDED by **McKean** to nominate **Lonnie Tabb Upshaw** for Chairperson  
Runner unopposed, Nomination accepted by Lonnie Tabb Upshaw

VOTE: YES: All

NO: None

Motion carried

Motion by **Tabb-Upshaw**, SECONDED by **Perry** to nominate **Santhia Guinn** for Vice Chairperson  
Runner unopposed, Nomination accepted by Santhia Guinn

VOTE: YES: All  
NO: None  
Motion carried

### **FLOWER EXCHANGE**

The date set for the Flower Exchange is June 6<sup>th</sup> if all permits. The commission is to bring ideas to upcoming meetings for discussion. The commission hopes to invite other communities to the event.

### **FLOWER SALE**

The Flower sale will be held on Sunday, May 29<sup>th</sup> at the Community Center. The details of the commission working the sale are to be determined. The commissioners mentioned that they would like the Flower Sale to be advertised more. Fliers will be provided and given to the commissioners to pass around in the April 19<sup>th</sup> meeting.

### **ANNUAL FLORAL TEA**

The Commissioners would like to host an annual floral tea event where each commissioner will create a table with various flowers and give the meaning behind the flowers each member represents. Ideas mentioned were to raffle flowers and various garden tools/gifts, and have a small donation or fee for attendance. Assistant City Manager Kevin Yee suggests that the commission possible set up a table throughout the farmer's market season where there is already an audience for the event. Members would also like to have an annual event separate from having a table at the Farmer's Market. The commissioners were encouraged to create a sub-committee and come up with a plan to possibly host the event in the next calendar year. Lonnie will meet with the recreation department for available dates to host the event inside if the weather does not permit.

Motion by **Bailey**, SECONDED by **Perry** to begin planning to host the commissions First Annual Floral Tea Event in the 2023 calendar year.

VOTE: YES: All  
NO: None  
Motion carried



**COMMUNITY INVOLVEMENT**

The commissioners would like to increase their community involvement and suggest planting flowers at the DPW building. Assistant City Manager Kevin Yee recommends the community center where the flowers will be exposed to the community. The commissioners agree to plant a garden and plan for it at the recreation department where it will get exposure.

MOTION by **Perry**, SECONDED by **Guinn** to adopt an area at the community center to create a floral design sponsored by the Beautification Advisory Commission.

VOTE: YES: All

NO: NONE

Motion carried

**GENERAL DISCUSSION**

Commissioners expressed concerns of vehicles speeding down residential streets and potholes.

Meeting adjourned 7:44 pm



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

**AGENDA OF:** May 2, 2022

**AGENDA#**

**SUBJECT:** Payment Application No. 1 for the 2021 Greenfield Fence Project, M-735.

**DEPARTMENT:** Technical & Planning – Engineering KMG

**SUMMARY:** Attached is Payment Application No. 1 for the 2021 Greenfield Fence Project, M-735 by Michigan Fence Outlet of Macomb, Michigan. This project is installing new fence along Greenfield Road, Nine Mile Road, and in Lessenger Park in the areas shown on the attached map. This project is approximately 7% complete.

**FINANCIAL STATEMENT:**

|                                   |                     |
|-----------------------------------|---------------------|
| Original Contract Amount:         | \$278,300.00        |
| Alternate Bid:                    | <u>\$ 68,700.00</u> |
| Total Contract Amount:            | \$347,000.00        |
| <br>Total Completed to Date:      | <br>\$ 24,485.00    |
| Less Retainage:                   | \$ 2,448.50         |
| Net Earned:                       | \$ 22,036.50        |
| Deductions:                       | \$ 0.00             |
| Balance:                          | \$ 22,036.50        |
| Payments to Date:                 | <u>\$ 0.00</u>      |
| Amount Due Michigan Fence Outlet: | \$ 22,036.50        |

**RECOMMENDED ACTION:** It is recommended that Payment Application No. 1 for the 2021 Greenfield Fence Project to Michigan Fence Outlet of Macomb, Michigan be approved for the amount of \$22,036.50. Funding is available in the Other Parks Forestry Fund 101-18-444-970 for this expenditure.

**APPROVALS:**

City Manager: ET Department Director: RB

Director of Finance: SC Legal: NA

Budgeted: ☐

**EXHIBITS:** Payment Application No. 1, map

# PAYMENT APPLICATION

PROJECT: Greenfield Fence Project  
 OWNER: City of Oak Park, Michigan  
 CONTRACTOR: Michigan Fence Outlet  
 48705 Erb Drive  
 Macomb, MI 48042

JOB NUMBER: MA-735  
 APPLICATION NO.: 1  
 PERIOD ENDING: 4/22/22  
 PAGE: 1

| Item No. | PRIMARY BID Description                                                                             | Original Bid Quantity | Unit  | Unit Price  | Period Quantity | Period Amount | Quantity To Date | Amount To Date |
|----------|-----------------------------------------------------------------------------------------------------|-----------------------|-------|-------------|-----------------|---------------|------------------|----------------|
| 1        | Woodedation, Max 5%                                                                                 | 1                     | L.SQM | \$11,900.00 | 0.25            | \$3,475.00    | 0.25             | \$3,475.00     |
| 2        | Barren Existing Fence                                                                               | 3.360                 | LFT   | \$6.00      | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 3        | Furnish and install New 6' High Privacy Fence, Clay Color, Manufacture by Burford or Approved Equal | 3.360                 | LFT   | 172.00      | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 4        | Project Clean Up                                                                                    | 1                     | L.SQM | \$2,520.00  | 0.00            | \$0.00        | 0.00             | \$0.00         |
|          |                                                                                                     |                       |       |             |                 |               |                  |                |
| Item No. | ALTERNATE BID Description                                                                           | Original Bid Quantity | Unit  | Unit Price  | Period Quantity | Period Amount | Quantity To Date | Amount To Date |
| 5        | Barren Existing Fence                                                                               | 280                   | LFT   | \$10.00     | 281.00          | \$2,810.00    | 281.00           | \$2,810.00     |
| 6        | 6' Chain Link Protection Gate with Hardware                                                         | 4                     | EACH  | \$0.00      | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 7        | 6' Chain Link Fence w/footings, 8 Gauge, 1" Mesh                                                    | 29                    | LFT   | \$62.00     | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 8        | 6' Chain Link Fence w/footings, 8 Gauge, 2" Mesh                                                    | 1,190                 | LFT   | \$560.00    | 364.00          | \$18,200.00   | 364.00           | \$18,200.00    |
| 9        | Dog Park, 6'-4" High x 50' Wide Gate, 2" Mesh                                                       | 3                     | EACH  | \$700.00    | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 10       | Dog Park, 6'-4" High x 50' Wide Gate w/directional access control, 1" mesh                          | 1                     | EACH  | \$1,520.00  | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 11       | Project Clean Up                                                                                    | 1                     | L.SQM | \$1,850.00  | 0.00            | \$0.00        | 0.00             | \$0.00         |

\$24,485.00 \$24,485.00

PROJECT:  
OWNER:  
CONTRACTOR:

Greenfield Fence Project  
City of Oak Park, Michigan  
Michigan Fence Outlet  
46705 E. Drive  
Macomb MI 48042

JOB NUMBER: MA-735  
APPLICATION NO.: 1  
PERIOD ENDING: 4/22/22  
PAGE: 2 of 2

Original Contract Amount: \$278,300.00  
Alternate Bid: \$68,750.00  
Total Contract Amount: \$347,050.00

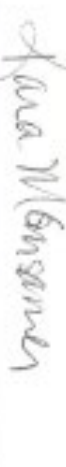
Earnings This Period: \$24,485.00  
Total Earnings to Date: \$24,485.00  
Less Retainage: \$2,448.50  
Net Earned: \$22,036.50  
Deductions: \$0.00  
Balance: \$22,036.50  
Payments to Date: \$0.00

Amount Due: \$22,036.50

Accepted By:

  
Michigan Fence Outlet

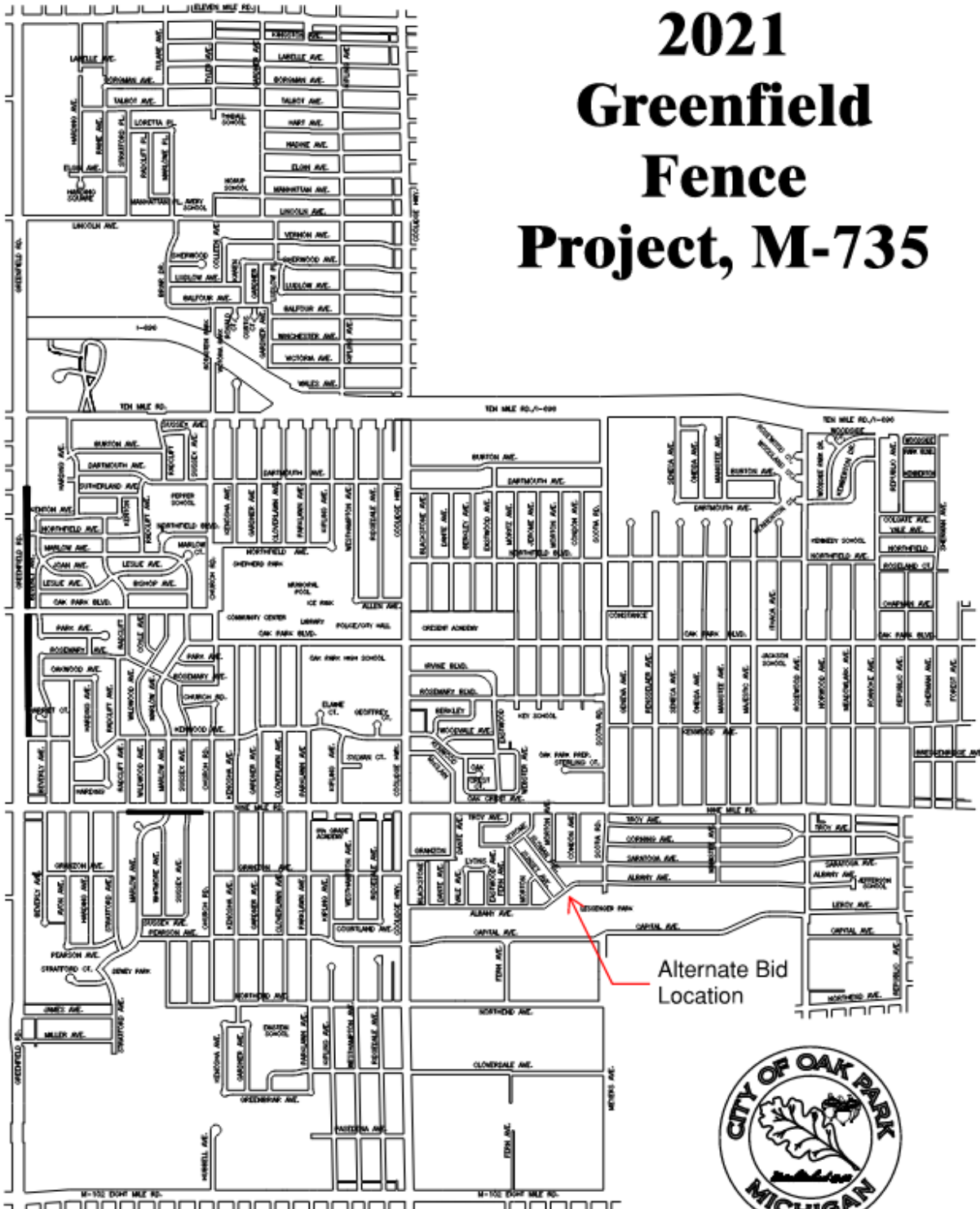
Date: 4/25/22

  
Kara Gotsman, City Engineer  
City of Oak Park, Michigan

Date: 4/25/2022

# City of Oak Park

## 2021 Greenfield Fence Project, M-735





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

**AGENDA OF:** May 2, 2022

**AGENDA#**

**SUBJECT:** Payment Application No. 1 for the 2022 Joint and Crack Sealing Project, M-734.

**DEPARTMENT:** Technical & Planning – Engineering KMG

**SUMMARY:** Attached is Payment Application No. 1 for the 2022 Joint and Crack Sealing Project, M-734 by Michigan Joint Sealing of Farmington Hills, Michigan. This project is sealing the joints and cracks in the pavement in the areas shown on the attached map. This project is approximately 45% complete.

**FINANCIAL STATEMENT:**

|                                    |              |
|------------------------------------|--------------|
| Original Contract Amount:          | \$100,179.60 |
| Total Completed to Date:           | \$ 55,031.59 |
| Less Retainage:                    | \$ 5,503.16  |
| Net Earned:                        | \$ 49,528.43 |
| Deductions:                        | \$ 0.00      |
| Balance:                           | \$ 49,528.43 |
| Payments to Date:                  | \$ 0.00      |
| Amount Due Michigan Joint Sealing: | \$ 49,528.43 |

**RECOMMENDED ACTION:** It is recommended that Payment Application No. 1 for the 2022 Joint and Crack Sealing Project to Michigan Joint Sealing of Farmington Hills, Michigan be approved for the amount of \$49,528.43. Funding is available in the Local Streets Fund 203-18-479-970 for this expenditure.

**APPROVALS:**

City Manager: ET Department Director: KMG

Director of Finance: SC Legal: NA

Budgeted: ☐

**EXHIBITS:** Payment Application No. 1, map

# PAYMENT APPLICATION

PROJECT: 2022 JOINT & CRACK SEALING PROJECT  
 OWNER: CITY OF OAK PARK, MICHIGAN  
 CONTRACTOR: MICHIGAN JOINT SEALING, INC.  
 28830 WEST EIGHT MILE RD.  
 FARMINGTON HILLS, MI 48336

JOB NUMBER: M-734  
 APPLICATION NO.: 1  
 PERIOD ENDING: 4/15/2022

| ITEM | DESCRIPTION                              | ORIGINAL        |      | UNIT     | PRICE | PERIOD<br>QUANTITY | PERIOD<br>AMOUNT | QUANTITY<br>TO DATE | AMOUNT<br>TO DATE |
|------|------------------------------------------|-----------------|------|----------|-------|--------------------|------------------|---------------------|-------------------|
|      |                                          | BID<br>QUANTITY |      |          |       |                    |                  |                     |                   |
| 1    | ROUT & SEAL JOINTS & CRACKS, MODIFIED SP | 123.555         | LFT  | \$0.63   |       | 62.773             | \$39,546.99      | 62.773              | \$39,546.99       |
| 2    | JOINT SEALING COMPOUND, MODIFIED SP      | 35,301.50       | LBS  | \$0.63   |       | 24.420             | \$15,384.60      | 24.420              | \$15,384.60       |
| 3    | MINOR TRAFFIC DEVICES, MODIFIED SP       | 1               | LSUM | \$100.00 |       | 1                  | \$100.00         | 1                   | \$100.00          |

Period Total Amount: \$55,031.59 Amount to Date: \$55,031.59

Current Contract Amount: \$100,179.60

Earnings This Period: \$55,031.59

Total Earnings to Date: \$55,031.59

Less Retainage: \$5,503.16  
 Net Earned: \$49,528.43  
 Deductions: \$0.00  
 Balance: \$49,528.43  
 Payments to Date: \$0.00

AMOUNT DUE MICHIGAN JOINT SEALING INC.: \$49,528.43

Accepted By:

Mich

Date:

Approved By:

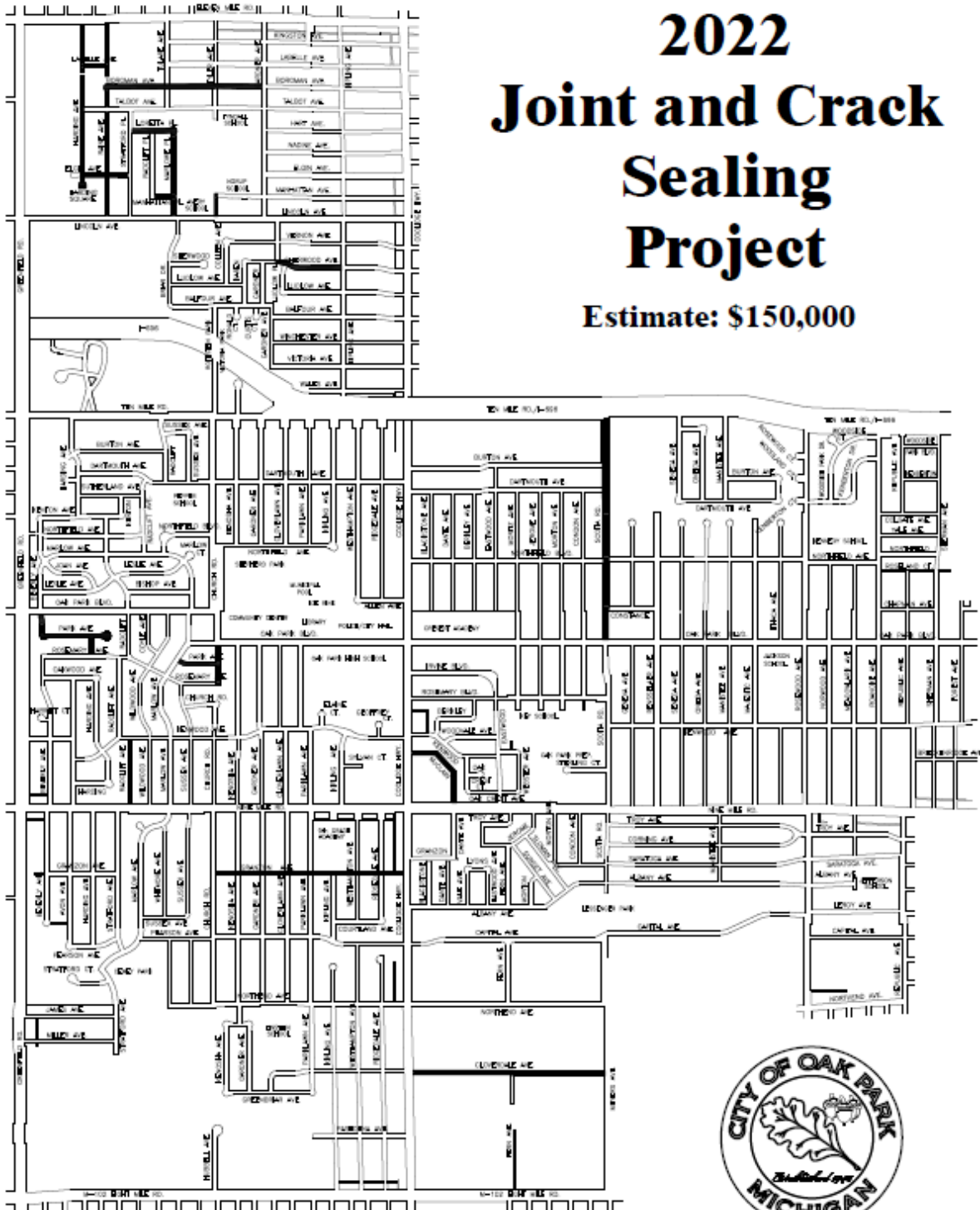
Date: 4/18/2022

Robert Barrett - Director of Technical & Planning  
 City of Oak Park, Michigan

# City of Oak Park

## 2022 Joint and Crack Sealing Project

Estimate: \$150,000







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

**AGENDA OF:** May 2, 2022

**AGENDA #**

**SUBJECT:** Proposed payment request for Engineering Consulting Services.

**DEPARTMENT:** DPW/Technical & Planning – Engineering *KMG*

**SUMMARY:** Attached is a request for payment for invoices from OHM Advisors for the projects as listed below:

| Project                      | This Period       | Prior Billings    | To Date            | Current Contract   | Account Number |
|------------------------------|-------------------|-------------------|--------------------|--------------------|----------------|
| 8 Mile Booster Station Rehab | \$5,016.00        | \$5,208.75        | \$10,224.75        | \$41,800.00        | 592-18-538-930 |
| <b>Totals</b>                | <b>\$5,016.00</b> | <b>\$5,208.75</b> | <b>\$10,224.75</b> | <b>\$41,800.00</b> |                |

**RECOMMENDED ACTION:** It is recommended that the invoices from OHM Advisors for the above listed projects be approved for the total amount of \$5,016.00. Funding is available in the above listed account.

**APPROVALS:**

City Manager: \_\_\_\_\_ *ET* \_\_\_\_\_ Department Director: \_\_\_\_\_ *RMB* \_\_\_\_\_

Finance Director: \_\_\_\_\_ *SC* \_\_\_\_\_ City Attorney: \_\_\_\_\_ *N/A* \_\_\_\_\_

Budgeted ☐

**EXHIBITS:** Invoices

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



## INVOICE

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

Invoice Date: 04/21/2022  
 Invoice #: 50423  
 Project: 0037220030

**Project Name:** 8 Mile Booster Station Rehab – Phase I

**For Professional Services Rendered Through: April 09, 2022**

### Professional Services

| Description           | Fee                | Prior Billed      | Total Available    | Current Billing   |
|-----------------------|--------------------|-------------------|--------------------|-------------------|
| Engineering Design    | \$19,500.00        | \$5,208.75        | \$14,291.25        | \$5,016.00        |
| Permit & Bidding      | \$6,000.00         | \$0.00            | \$6,000.00         | \$0.00            |
| Construction Services | \$16,300.00        | \$0.00            | \$16,300.00        | \$0.00            |
| <b>Totals</b>         | <b>\$41,800.00</b> | <b>\$5,208.75</b> | <b>\$36,591.25</b> | <b>\$5,016.00</b> |

**Invoice Total \$5,016.00**

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



## INVOICE

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

Invoice Date: 04/21/2022  
 Invoice #: 50423  
 Project: 0037220030

**Project Name:** 8 Mile Booster Station Rehab – Phase I

### Engineering Design Professional Services

|                                       | Hours        | Rate   | Amount            |
|---------------------------------------|--------------|--------|-------------------|
| Associate                             | .50          | 187.00 | \$93.50           |
| Graduate Engineer IV                  | 14.50        | 145.00 | \$2,102.50        |
| Professional Engineer/Architect IV    | 15.00        | 188.00 | \$2,820.00        |
| <b>Professional Services Subtotal</b> | <b>30.00</b> |        | <b>\$5,016.00</b> |

**Engineering Design Total: 30.00 \$5,016.00**

**Total Backup: 30.00 \$5,016.00**

## MERCHANT'S LICENSES - MAY 2ND, 2022

(Subject to All Departmental Approvals)

| NEW MERCHANT                             | ADDRESS                | FEES              | BUSINESS TYPE                            |
|------------------------------------------|------------------------|-------------------|------------------------------------------|
| <b>RENEWALS FOR 2022</b>                 |                        |                   |                                          |
| MARCUS WEAR AND TAILOR LLC               | 24709 COOLIDGE         | CB223365 \$225.00 | RETAIL                                   |
| METRO BY T-MOBILE                        | 24762 COOLIDGE         | CB223827 \$225.00 | RETAIL                                   |
| SMART WAY RECYCLING OF SOUTHFIELD        | 13000 W EIGHT MILE RD  | CB223430 \$187.50 | RECYCLING                                |
| DISCOUNT HYDRO                           | 14370 W EIGHT MILE RD  | CB223704 \$150.00 | GARDENING SUPPLIES                       |
| MODERN STAMPS                            | 25900 GREENFIELD # 136 | CB223291 \$225.00 | ONLINE AUCTIONS OF STAMPS FOR COLLECTORS |
| MONEY STRATEGIES & ASSOCIATES            | 25900 GREENFIELD # 216 | CB223812 \$225.00 | FINANCIAL PLANNING                       |
| MOOKEY'S BEANS AND GREENS                | 26076 GREENFIELD       | CB223475 \$225.00 | SOUL FOOD CARRY OUT                      |
| DANIEL S. LAZAR D.P.M.                   | 26106 GREENFIELD A     | CB223411 \$225.00 | MEDICAL OFFICE                           |
| FORGOTTEN HARVEST                        | 21800 GREENFIELD RD    | CB223335 \$225.00 | FOOD RESCUE                              |
| GOOD HEALTH PHARMACY                     | 15300 NINE MILE # 2    | CB223904 \$225.00 | PHARMACY                                 |
| CAPTAIN JAY'S #126                       | 13500 W NINE MILE RD   | CB223519 \$225.00 | SELLING GROCERIES; FISH & CHICKEN        |
| EMPIRE SPORTS                            | 13181 TEN MILE         | CB223897 \$225.00 | SPORTING GOODS & APPAREL                 |
| FAMILY DOLLAR STORES OF MI - #10394      | 13471 TEN MILE         | CB223307 \$150.00 | RETAIL GENERAL MERCHANDISE               |
| <b>DISCOVERED OPERATING WITHOUT A BL</b> | <b>ADDRESS</b>         | <b>FEES</b>       | <b>BUSINESS TYPE</b>                     |



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

**AGENDA OF:** May 2, 2022

**SUBJECT:** AARP's Age-Friendly Communities Network Application Support

**SUMMARY:**

As one of City Council's objectives in the Strategic Plan is "Obtain Age Friendly Designation," staff has been reviewing the process for joining AARP's Age-Friendly Communities network.

The process includes the conduction of a community assessment, which will include engaging our older adult community, followed by the development of an action plan to address the identified areas for progress. To embark on this process, an application and letter of support signed by the Mayor is needed to confirm our commitment. From there the AARP will provide us with resources along the way to aid in our assessment and action plan.

This process compliments the work we are already doing for the Parks and Recreation Master Plan and Comprehensive Asset Study, and the results of the assessment will help us to ensure that our vision for the future works to elevate the quality of life for residents of all ages.

**FINANCIAL STATEMENT:** N/A

**RECOMMENDED ACTION:** It is recommended that Council approve support for the City's application to the AARP Age-Friendly Communities Network

**APPROVALS:**

City Manager: \_\_\_\_\_ *ET*

Department Director: \_\_\_\_\_

Director of Finance: \_\_\_\_\_

Budgeted: ☐

**EXHIBITS:**



# CITY OF OAK PARK

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

May 2, 2022

Paula Cunningham  
AARP Michigan State Director  
309 N. Washington Square  
Lansing, MI 48933

Dear Ms. Cunningham,

On behalf of the City of Oak Park, Michigan, I am pleased to offer this letter of our ongoing commitment to creating an age-friendly environment. We are excited to join AARP's Age-Friendly Communities network. Oak Park is dedicated to continuing efforts to ensure our community is livable for all ages, and promotes health and sustainable growth, contributing to the well-being of citizens in all stages of life.

As the City of Oak Park considers an update to its Parks and Recreation Master Plan, we want to improve the quality of life for all residents. We find AARP's Eight Domains of Livability to be a tremendous resource as we work towards this goal.

As a participant in the AARP Age-Friendly Communities network, Oak Park is committed to:

- Conducting a community needs assessment
- Pursuing the active engagement of older adults in this assessment
- Establishing a plan of action that responds to the needs identified
- Developing a means to measure our activities and reviewing our plan outcomes
- Keep the public, especially the older population, informed throughout this process

We look forward to working with AARP Michigan staff to make our city a place where all can age with dignity.

Sincerely,

---

Marian McClellan, Mayor





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

**AGENDA OF:** May 2, 2022

**AGENDA#**

**SUBJECT:** The Michigan State Housing Development Authority (MSHDA);  
Michigan Homeowner Assistance Fund (MIHAF) program

**DEPARTMENT:** Finance

**SUMMARY:** The State of Michigan was allocated \$242.8 million from the American Rescue Plan Act of 2021 (the ARP) Homeowner Assistance Fund (HAF) program which Governor Whitmer designated MSHDA as the program's operating agency. This program can help homeowners with delinquent mortgage/housing payments, delinquent property taxes, delinquent condominium association fees or delinquent utility payments to help them avoid foreclosure, displacement, or utility shut-off.

**FINANCIAL STATEMENT:** N/A

**RECOMMENDED ACTION:** Approval to participate in the MIHAF program and return the fully executed and completed MIHAF Provider Participation Agreement and Service Provider Contact and ACH Instructions documents to MSHDA.

**APPROVALS:**

City Manager: \_\_\_\_\_ *ET* \_\_\_\_\_

Department Director: \_\_\_\_\_ *SC* \_\_\_\_\_

Director of Finance: \_\_\_\_\_

Budgeted: ☐

Legal: \_\_\_\_\_

**EXHIBITS:** MIHAF Provider Participation Agreement and Service  
Provider Contact and ACH Instructions



**Michigan Homeowner Assistance Fund  
Michigan State Housing Development Authority  
Provider Participation Agreement**

This Participation Agreement (Agreement) made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Michigan State Housing Development Authority (MSHDA) and \_\_\_\_\_ (Provider), the undersigned, and hereby confirm their mutual agreement on the following principles relating to the Michigan Homeowner Assistance Fund (MIHAF).

**RECITALS:**

WHEREAS, MSHDA has created a federally funded program under its Michigan Homeowner Assistance Fund (MIHAF) Program; and

WHEREAS the MIHAF program was established to mitigate financial hardships associated with the coronavirus pandemic by providing funds to eligible entities, the Provider(s) as described herein, for the purpose of preventing homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of qualified homeowners (“Homeowners”) experiencing financial hardship after January 21, 2020, through qualified expenses related to mortgages and housing, for the benefit of those Homeowners; and

WHEREAS, Provider is mortgage-loan servicer, mortgage holder, County Treasurer, land contract vendor, condominium association, or provider of public utilities, to whom one or more debts are owed that are eligible as Qualified Expenses under the MIHAF; and

WHEREAS, if a mortgage-loan servicer or mortgage-holder, Provider is a State, Federal, or national bank regulated by the Federal Reserve, a national bank or federally chartered bank regulated by the Office of the Comptroller of the Currency (OCC), a state bank regulated by the Federal Deposit Insurance Corporation (FDIC), a state or federal chartered credit union regulated by the National Credit Union Administration (NCUA), a state-chartered bank, credit union, or mortgage servicing organization regulated by the Michigan Department of Insurance and Financial Services (DIFS), or a governmental agency, that own the mortgage servicing rights of mortgage loans and services certain mortgage loans for borrowers who may be eligible to participate in the MIHAF program; or

WHEREAS, if a County Treasurer, Provider is the office of the duly designated receipt of real-property taxes for a county of the State of Michigan, with statutory powers of collection and foreclosure pursuant to the General Property Tax Act, Act 206 of 189; or

WHEREAS, if land-contract vendor, Provider is the vendor of an enforceable land contract governing real property located within the State of Michigan, and possessing legitimate powers of forfeiture and/or foreclosure pursuant to Michigan law; or

WHEREAS, if a condominium association, Provider is a legally recognized entity with authority to administer a condominium project located within the State of Michigan, and possessing a power of foreclosure pursuant to the Michigan Condominium Act, Act 59 of 1978; or

WHEREAS, if a provider of public utilities, Provider is an entity that provides electric, gas, home energy, water, internet service, or related goods and services to one or more residential properties within the State of Michigan, possessing a power to discontinue such services in the event of non-payment by the affected residents; and

WHEREAS, the above-defined Provider is able to document their authority to conduct business within the State of Michigan; where Provider is a company, Provider is able to provide a certified copy of Articles of Incorporation/Organization and certificate of Good Standing from the State of Michigan, or comparable verification of legitimate organization, upon request by MSHDA; where Provider is a County Treasurer, Provider is able to provide confirmation of same on County letterhead; where Provider is a land-contract vendor, Provider is able to provide confirmation that Provider is the person or entity eligible to receive payment under the terms of the land contract. If Provider is a non-Michigan business entity, Provider must upon request provide a certified copy of Articles of Incorporation/Organization filed in the State of Michigan, together with a Certificate of Authority to transact business in Michigan; and

WHEREAS Provider desires to participate in the MIHAF Program; and

WHEREAS Provider understands that participation in the MIHAF Program is voluntary and is distinct from Provider's participation in any other local, state, or federal foreclosure prevention, eviction prevention, or utility-access preservation programs; and

WHEREAS Provider and MSHDA desire to enter into this Agreement to set forth certain premises and mutual covenants:

NOW, WHEREFORE, MSHDA and Provider agree as follows:

1. **Application Process.** Homeowners will access the MIHAF Program through an online MIHAF application, or through a secure phone link, using systems established or designated by MSHDA. Provider understands that it will not be involved in determining eligibility for MIHAF Program, and that MSHDA shall make eligibility determinations according to its sole interpretation of MIHAF program guidelines.
2. **Selection/Qualification of Borrowers.** MSHDA shall be responsible for the selection/qualification of Homeowners to receive MIHAF Program funding. Provider may refer potentially eligible borrowers to MSHDA, and Provider is encouraged but not required to market the MIHAF Program. MSHDA shall make marketing materials available to Provider including web graphics and brochures in pdf format. Providers may refer Homeowners to MIHAF's website at [www.michigan.gov/mihaf](http://www.michigan.gov/mihaf) or MIHAF customer service at 844-756-4423 to apply or for MIHAF Program information.
3. **Point of Contact.** MSHDA shall provide a list of key contacts to Provider. Provider agrees to provide a primary and secondary point of contact, and electronic funds transfer information to MSHDA to facilitate communication and transfer of program funds (**Exhibit A**) and shall provide accessible contacts to MIHAF Program eligible Homeowners to address Provider's participation in the MIHAF Program and the administration of MIHAF payments as to Homeowner's accounts with Provider.

4. **ACH Payments.** Provider shall promptly provide ACH transmission information to MSHDA, as described in **Exhibit A**. Provider agrees that all MIHAF payments will be made via ACH.

5. **Information Sharing/Written Authorization.** MSHDA shall be responsible for procuring written authorization from each Homeowner to share information with Provider. A copy of the signed authorization will be provided to Provider through secured e-mail or web portal. Provider agrees to communicate information about the resolution of the assisted Homeowner's deficiency or default including suspension or termination of foreclosure or forfeiture proceedings, or other resolution options, to MSHDA. MSHDA and Provider agree to use a defined automated and secure process to submit borrowers to Provider for workout consideration.

6. **Transmission of Non-Public Personal Information.** All communication that includes a Homeowner's **Nonpublic Personal Information** (as defined below) between MSHDA and Provider shall be sent through encrypted e-mail, secure loan portal or other similar secure electronic delivery system. MSHDA and Provider agree that they will maintain or implement appropriate measures designed to (a) ensure the security and confidentiality of any Nonpublic Personal information it received from the other party, (b) protect against any anticipated threats or hazards to the security or integrity of such information, (c) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to the subject of such information, (d) ensure the proper disposal of all Nonpublic Personal Information received from the other party upon the termination of the Agreement for any reason, unless the information is required to be retained for legal or regulatory record retention purposes, (e ) treat the Nonpublic Personal Information with at least the same degree of care that it uses to protect its own confidential and proprietary information of a similar nature but with no less than a reasonable degree of care, and (f) implement or utilize appropriate technological safeguards that are at least in compliance with the Gramm-Leach Bliley Act and generally recognized industry standards.

"Nonpublic Personal Information" means any information received from or provided by the other party which pertains to or identifies an individual, such as name, postal address, e-mail or IP address, facsimile or phone number, mother's maiden name, social security or identification number, transactional, employment, financial data, medical or health records, personal, gender, political profile, account, and password information.

7. **Homeowner Assistance.** Once a Homeowner is accepted to the MIHAF Program, Provider shall not initiate foreclosure, forfeiture, nor collections, and if the Homeowner is already in the foreclosure, forfeiture, or collections process, shall not continue such process during the term of assistance. In the case of utility assistance, utility service shall be restored. Where a Homeowner's obligations to Provider exceed the maximum assistance that the MIHAF Program will pay on Homeowner's behalf, the MIHAF Program may still pay such benefits for the benefit of the Homeowner, but any agreement addressing the remaining deficiency will be strictly between Provider and Homeowner; neither MSHDA nor the MIHAF Program shall have any further obligation as to such a deficiency, nor shall MSHDA participate in the resolution of, nor be a party to, any agreement resolving such a deficiency. Providers are encouraged but not required to consider mechanisms for addressing such a deficiency that will delay the risk of additional default, such as amortizing the deficiency into future payments due from Homeowner.

MSHDA and Provider agree that all MIHAF Program Homeowner assistance options will be conducted in accordance with the MIHAF program descriptions and requirements detailed in the respective program term sheet(s), which are attached as **Exhibit B** and incorporated herein. Although Homeowner may be eligible for more than one type of relief under the MIHAF Program, Homeowner may only receive such relief one time, and once per home address: there shall be no duplication of relief within the MIHAF program, or between the MIHAF program and any other federal assistance programs. Provider recognizes that the MIHAF program is a federal program administered by the U.S. Treasury, may be subject to program guideline changes issued after the date of this agreement, and agrees to abide by the terms of subsequent or superseding federal guidance.

Provider agrees the program guidelines may be amended by MSHDA from time to time. Provider has reviewed the program term sheet and agrees to comply with all Program guidelines as outlined by MSHDA. MSHDA will notify the primary contact provided by Provider of any program amendments and/or changes. Provider is responsible to obtain any required investor and mortgage insurer approval.

**8. MIHAF Program Approval.** Upon notification by MSHDA that a Homeowner has been conditionally approved for MIHAF, Provider agrees to promptly accept or deny each Homeowner's participation in the MIHAF Program. Provider agrees that denial shall be only for good cause such as pending litigation, potential fraud, bankruptcy restrictions, and foreclosure status or if denied by investor or mortgage insurer for good cause.

**9. MIHAF Program.** Provider agrees to provide timely communication of Homeowner's deficiency status to the MSHDA, including sufficient information to identify that the correct deficiency matched to the correct Homeowner, and the amount owed. Provider agrees to apply MIHAF funds towards principal, interest, taxes, and insurance (collectively PITI). MSHDA agrees Provider may apply such funds towards attorney's fees, late charges and NSF fees, property inspection fees, escrow shortage and/or delinquent property taxes, one year of standard homeowner's insurance if forced place insurance has been invoked, and other fees and expenses if they are deemed an advance on Program funds towards delinquent property taxes.

**10. Timing.** Provider acknowledges that it is responsible for timely application of MIHAF Program funds. Provider shall hold the Homeowner harmless if payments are not applied timely. Provider agrees that it will timely provide MSHDA with written reports documenting application of MIHAF Program funds or alternatively to provide MSHDA an exception report for any funds that could not be applied. All remaining delinquencies identified after MIHAF funding must be resolved between Homeowner and Provider. The period of performance for MIHAF Program awards begins on the date hereof and ends on September 30, 2026, unless otherwise extended by U.S. Treasury. Provider shall not be eligible to receive MIHAF Program funds after such period of performance ends.

**11. Repayment of Funds.** Where the Homeowner has an ongoing obligation to the Provider that will continue after application of program funds to the deficiency, such as with an ongoing mortgage loan, MSHDA agrees that Provider will not be required to repay amounts applied to a borrower's loan if that borrower is later determined to be ineligible. If the Provider is eligible to

retain excess funds and overages, those may be retained by Provider and applied for the benefit of the Homeowner's ongoing obligation. Provider may be required by MSHDA to demonstrate how retained excess funds will be applied for the benefit of the homeowner, in such format as MSHDA shall require. If Provider is not eligible to retain and apply excess assistance due to the lack of an ongoing obligation or shall otherwise fail to apply Grant funds to the Homeowner's housing delinquencies, such unapplied funds are the property of MSHDA and shall be promptly returned to Grantor within thirty (30) days of determination of excess funding, but in any event shall not be paid directly to the Homeowner.

**12. Homeowner Actions/Fraud.** Provider agrees to promptly notify MSHDA in writing of any ongoing legal action against a Homeowner, including fraud-related activities.

**13. Cessation of Mortgage Payments.** MSHDA agrees it will promptly provide notice before it ceases payment of MIHAF Program funds to allow Provider time to evaluate the Homeowner for other loss mitigation options.

**14. MIHAF Program Eligibility.** Provider agrees that it is not authorized or empowered to determine and/or communicate to the Homeowner eligibility for MIHAF Program funds. MSHDA agrees that it is not authorized or empowered to determine and/or communicate to the Homeowner eligibility for foreclosure, forfeiture, or shut-off prevention programs of Provider. MSHDA retains sole authority for its MIHAF Program eligibility determination and communication to the Homeowner and Provider. Provider will communicate with Homeowner and MSHDA regarding modification and other Provider-driven approvals.

**15. Provider Legal Compliance Obligations.** Provider recognizes and accepts that the MIHAF Program is a federally funded grant program and acknowledges that failure to abide by MIHAF Program terms may result in recapture of grant funds or other sanctions.

Provider will comply with local, state, and federal laws pertaining to discrimination, including, but not limited to: the Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations; Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4) and implementing regulations; Title VIII of the Civil Rights Act of 1968 (as amended by the Fair Housing Amendments Act of 1988) and implementing regulations; the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations; Title II of the Americans with Disabilities Act (42 U.S.C. 12101, et seq); the Elliott-Larsen Civil Rights Act; and the Michigan Persons With Disabilities Civil Rights Act.

**16. Termination.** Participation in the MIHAF Program is voluntary, and either Provider or Homeowner may terminate their respective participation agreement without cause, with 30 days written notice, unless or until MIHAF Program funds have been paid to Provider by MSHDA and accepted by Provider for the benefit of the Homeowner. Either party may terminate immediately upon material breach from the other party; in event of such termination, Provider shall accept and apply payments as agreed on behalf of a Homeowner already approved prior to the immediate termination, or shall return applicable assistance funds to MSHDA, at Provider's discretion.

Accepted and agreed to by:

Provider: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Michigan State Housing Development Authority

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

Provider Contact and ACH Instructions

**EXHIBIT B**

MIHAF Program Term Sheet

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**

**735 E Michigan Avenue  
Lansing, Michigan 48912**

**Michigan Homeowner Assistance Fund (MIHAF) Provider Contact  
Information  
and ACH Instructions**

MiEncrypt is used to exchange secure communication. The State of Michigan Data Exchange (DEG) is used to send records back and forth. When your MSHDA MIHAF Advisor reaches out to the contacts below, the Provider will be assigned a username and password to access the site. MIHAF will communicate case level detail to the individual listed below using the Common Data File (CDF) or Excel or encrypted email. Approved funds will be deposited into the Depository Financial Institution (DFI) account provided.

**Service Provider Name:**

---

**Primary/Management Contact Information:**

(name, phone number, email address)

---

**Case Level Contact Information:**

(name, phone number, email address)

---

**ACH Instructions for Provider's Depository Financial Institution (DFI):**

DFI Routing-Transit Number \_\_\_\_\_

DFI Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Checking \_\_\_\_\_ Savings



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

GARY HEIDEL  
ACTING EXECUTIVE DIRECTOR

### **Become a MIHAF Partner**

The Michigan State Housing Development Authority (MSHDA) opened the Michigan Homeowner Assistance Fund (MIHAF) program on February 14, 2022.

Michigan was allocated \$242.8 million from the American Rescue Plan Act of 2021's (the ARP) Homeowner Assistance Fund (HAF) program which Governor Gretchen Whitmer designated MSHDA as the program's operating agency.

We can help homeowners with delinquent mortgage/housing payments, delinquent property taxes, delinquent condominium association fees or delinquent utility payments to help them avoid foreclosure, displacement, or utility shut-off once you sign up to participate in this much needed program.

If you are a mortgage lender or servicer, please return the fully executed and completed MIHAF Collaboration Agreement and Service Provider Contact and ACH Instructions documents to [MSHDA-HO-HAF-Program@michigan.gov](mailto:MSHDA-HO-HAF-Program@michigan.gov).

If you are a County Treasurer, condominium association, utility company, local municipality collecting water/sewer payments, land contract seller or land contract management company, mobile home consumer lender or park manager, or broadband internet provider, please return the fully executed and completed MIHAF Provider Participation Agreement and Service Provider Contact and ACH Instructions documents to [MSHDA-HO-HAF-Program@michigan.gov](mailto:MSHDA-HO-HAF-Program@michigan.gov).

You only need to sign up one time. Your name will be added to our Partner Provider Database.

We always disburse MIHAF funds directly to the MIHAF Program Partner to be applied to your client's delinquent account once the homeowner is determined eligible for the MIHAF program assistance.

If you need further information please contact us 517-335-6481 or email your questions to [MSHDA-HO-HAF-Program@michigan.gov](mailto:MSHDA-HO-HAF-Program@michigan.gov).



# Michigan Homeowner Assistance Fund (MIHAF) Term Sheet

**Program:** Michigan Homeowner Assistance Fund (MIHAF)

**Date:** January 25, 2022

|                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Program Overview</b>                                                                    | This MIHAF program was established under section 3206 of the American Rescue Plan Act of 2021 (the ARP) to mitigate financial hardships associated with the coronavirus pandemic by providing funds to eligible entities for the purpose of preventing homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship on or after January 21, 2020, through qualified expenses related to mortgages and housing.                                                                                                                                                                                                                          |
| <b>HAF Program Goal</b>                                                                    | To provide financial assistance to Michigan Eligible Homeowners to eliminate or reduce past due payments associated with homeownership, including payments under a forbearance plan, deferred payments, full or partial reinstatements, corporate advances on a Reverse mortgage, and past due payment on loans secured by manufactured home or contracts of deeds. To provide financial assistance to Michigan Eligible Homeowners to eliminate or reduce past due property tax, condominium association dues, and/or housing utility payments.                                                                                                                                                                                                |
| <b>Size of MIHAF Program</b>                                                               | Michigan State Housing Development Authority (the Authority) will utilize up to <b>\$206,086,279</b> (total award \$242,812,277 less 15% administrative costs) of its total HAF allocation for this program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Targeted Population of Homeowners and Financial Challenges Program Seeks to Address</b> | Not less than 60% of amounts made available for MIHAF program expenses will be used for qualified expenses to assist homeowners having incomes equal to or less than 100% of the area median income household limit in accordance with HUD'S FY 2021 HAF Income Limits. Any amount not made available to homeowners that meet this income-targeting will be used for qualified expenses to assist homeowners having incomes equal to or less than 150% area median income and will be prioritized for assistance to socially disadvantaged individuals as outlined in U.S. Department of the Treasury Guidance dated August 2, 2021. Program funds will be made available to assist all eligible homeowners on a first come, first serve basis. |
| <b>Eligible Homeowners</b>                                                                 | <p>"Eligible Homeowners" for Michigan's MIHAF program must meet the following criteria:</p> <ul style="list-style-type: none"> <li>Homeowner must have experienced and attest to a Qualified Financial Hardship on or after January 21, 2020 or had a Qualified Financial Hardship that began before January 21, 2020 but continued after that date. The attestation must describe the nature of the financial hardship.</li> </ul>                                                                                                                                                                                                                                                                                                             |

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | <ul style="list-style-type: none"> <li>• Homeowner must currently own and occupy the property as their primary residence.</li> <li>• Homeowner must meet the Homeowner Income Eligibility Requirements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Eligible Legal Ownership Structures</b>       | <p>“Eligible Legal Ownership Structures” include only the following:</p> <ul style="list-style-type: none"> <li>• Those where the home is owned by a “natural person” (i.e., LLP, LP, S-Corp, or LLC <u>do not</u> qualify). Where the estate of a deceased natural person is the ownership entity, the owner may be eligible, subject to review by the Authority.</li> <li>• Those where the homeowner has transferred their ownership right into non- incorporated, Living Trusts, provided the homeowner occupies the home as the primary/principal residence.</li> <li>• Those where the home is under a Purchaser’s Interest in a Land Contract valid under Michigan law.</li> <li>• Those where the home is owned by a certificate of title.</li> <li>• Those where the occupant is a member of a “Consumer housing cooperative organized under Michigan law.”</li> </ul>                                                         |
| <b>Qualified Financial Hardship</b>              | <p>A “Qualified Financial Hardship” is a material reduction in income or material increase in living expenses associated with the coronavirus pandemic that has created or increased a risk of mortgage delinquency, mortgage default, foreclosure, loss of utilities or home energy services, or displacement for a homeowner.</p> <ul style="list-style-type: none"> <li>• <b>Reduction of Income</b> – Temporary or permanent loss of earned income on or after January 21, 2020 or that began before January 21, 2020 but continued after that date.</li> <li>• <b>Increase in living expenses</b> – Increase in out-of-pocket household expenses such as, medical expenses, inadequate medical insurance, increase in household size, or costs to reconnect utility services directly related to coronavirus pandemic on or after January 21, 2020 or that began before January 21, 2020 but continued after that date.</li> </ul> |
| <b>Homeowner Income Eligibility Requirements</b> | <p>To be eligible for assistance under the Michigan’s MIHAF Program, homeowners <b>must have incomes equal to or less than 150% of the area median income</b> household limit in accordance with HUD’S FY 2021 HAF Income Limits. (“Homeowner Income Eligibility Requirements”).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Homeowner Prioritization</b>                  | <ul style="list-style-type: none"> <li>• The Authority will prioritize funding to the following populations:</li> <li>• Not less than 60% will be used for qualified expenses that assist homeowners having incomes equal to or less than 100% of the area median income.</li> <li>• Amounts not made available to homeowners that meet the above</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | <p>income-targeting requirement will be used to assist homeowners having household incomes equal to or less than 150% of area median income and prioritized for assistance to socially disadvantaged individuals as defined by the Department of U.S. Treasury's guidance dated August 2, 2021.</p> <p>"Socially Disadvantaged Individuals" are those whose ability to purchase or own a home has been impaired due to diminished access to credit on reasonable terms as compared to others in comparable economic circumstances, based on disparities in homeownership rates in Michigan as documented by the U.S. Census. "Socially Disadvantaged Individuals" are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. Social disadvantage must stem from circumstances beyond their control.</p> <p>Indicators of socially disadvantage impairment may include being a 1) member of a group that has been subjected to racial or ethnic prejudice or cultural bias with American society; 2) resident of a majority-minority Census tract; 3) individual with limited English proficiency; 4) individual who lives in a persistent-poverty county that has had 20% or more of its population living in poverty over the last 30 years; 5) single-member households, Female heads of households with related children and Shelter overburden households as supported in Michigan's data analysis, and 6) an individual who identifies and self-attests to being socially disadvantaged within the application process.</p> |
| <b>Eligible Properties</b>                                | <p><u>"Eligible Properties"</u> are those that are:</p> <ul style="list-style-type: none"> <li>• Single-family (attached or detached) properties</li> <li>• Condominium units.</li> <li>• 1 to 4-unit properties where the homeowner is living in one of the units as their primary residence.</li> <li>• Manufactured homes permanently affixed to real property and taxed as real estate.</li> <li>• Mobile homes not permanently affixed to real property.</li> </ul> <p><u>Ineligible properties:</u></p> <ul style="list-style-type: none"> <li>• Vacant, lacking a dwelling, or abandoned.</li> <li>• 2<sup>nd</sup> homes.</li> <li>• Investment property.</li> <li>• 1 to 4-unit properties where the homeowner/landlord has received Emergency Rental Assistance Funds.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Eligible Qualified Expenses MIHAF Program Proceeds</b> | <p>Housing obligations as listed below and incurred by a Homeowner's Qualified Financial Hardship on or after January 21, 2020 or had a Qualified Financial Hardship before January 21, 2020, but continued after that date are eligible "Qualified Expenses" of MIHAF Program Proceeds:</p> <ul style="list-style-type: none"> <li>• Existing delinquent first mortgage lien payments (principal, interest, taxes, insurances (PITI)), escrow shortages, corporate advances.</li> <li>• Existing first mortgage lien partial or full forbearance reinstatement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | <p>and/or delinquent monthly forbearance payments.</p> <ul style="list-style-type: none"> <li>Existing delinquent subordinate mortgage lien payment (P&amp;I) and/or principal reduction or payoff of a non-profit/government bond second lien.</li> <li>Land Contract delinquent monthly payment (P&amp;I).</li> <li>Manufactured/mobile home delinquent loan monthly payment (P&amp;I) and delinquent lot rent, if applicable.</li> <li>Utilities, including electric, gas, home energy and water delinquent balances and costs to restore services, if arrearages not otherwise covered from another source of funds.</li> <li>Internet service, including broadband internet access, delinquent balances, and costs to restore services, if arrearages not otherwise covered from another federal assistance source of funds.</li> <li>Homeowner's association fees, condominium association fees or common charges, delinquent balances including costs for lien extinguishment.</li> <li>Homeowner's hazard, flood and/or mortgage insurance delinquent balances, including force place coverage, and costs to reinstate coverage.</li> <li>Delinquent property taxes, including assessed interest and penalties.</li> <li>Homeowner counseling/non-profit legal entity application assistance costs</li> <li>De minimis lender-assessed fees.</li> </ul> <p>Arrearages of qualified expenses are eligible for purposes of HAF regardless of the date they were incurred, including if arose before January 21, 2020 per U.S. Treasury guidance dated August 2, 2021.</p> <p>Exhibit A to this Program Design contains the other Treasury-required requirements, such as the maximum dollar amount that this program will provide to each homeowner for each type of qualified expense ("Per Item Maximum Amount".)</p> |
| <b>Maximum Per Household MIHAF Assistance</b> | <p>The Authority will not exceed its "Maximum Per Household MIHAF Assistance" amount of \$25,000 per household, combined across all Eligible Uses, in the MIHAF Program.</p> <p>Additionally, the Authority will not exceed its Per Item Maximum Amounts listed in Exhibit A.</p> <p>Additionally, assistance is limited to one-time, per household.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Assistance Type</b>                        | <p>Assistance will be structured as a non-recourse grant.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payout of MIHAF Assistance</b>                                                              | <p>The Authority will disburse MIHAF assistance directly to mortgage lender/servicer, land contract holder, manufactured/mobile home lender/park (lot fees), county treasurer, condominium/homeowners' association, utility provider, local municipality, internet and/or broadband service providers.</p> <p>The Authority will make no more than one disbursement to each payee.</p> <p>The Authority will disburse the amount quoted by the lender/servicer; any discrepancies to be resolved by the homeowner and lender/servicer.</p> <p>If Homeowner's past due amount exceeds the amount that the Authority can provide, Homeowner may pay the difference, and the Authority will pay the maximum of their limit.</p> |
| <b>Structure of Assistance and Payment Process</b><br><b>Description of Qualified Expenses</b> | <p>MIHAF assistance will be prioritized to Eligible "Qualified Expenses" of MIHAF Program Proceeds as follows:</p> <ol style="list-style-type: none"> <li>1) Mortgage/housing loan assistance,</li> <li>2) Land Contracts and Reverse Mortgages,</li> <li>3) Property taxes,</li> <li>4) Condominium/homeowners' association fees,</li> <li>5) Mobile home and/or lot payment assistance,</li> <li>6) Homeowner's insurances,</li> <li>7) Utilities,</li> <li>8) Internet services.</li> </ol>                                                                                                                                                                                                                               |
| <b>Program Launch</b>                                                                          | <p>The Authority is planning to launch the program to the public statewide in the fourth quarter of 2021 subject to the timing of Michigan's legislative appropriation of program funds to the Authority, MSHDA Board approval, and the Department of U.S. Treasury's approval of Michigan's MIHAF Plan. The terms hereof are subject to change based on the foregoing.</p>                                                                                                                                                                                                                                                                                                                                                  |
| <b>Program Duration</b>                                                                        | <p>The period of performance for the MIHAF award begins on the date hereof and ends on September 30, 2026. HAF recipient shall not incur any obligations to be paid with the funding from this award after such period of performance ends.</p> <p>The Authority plans to disburse all funds prior to the end of program date, September 30, 2026.</p>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Program Leverage with Other Financial Resources</b>                                         | <p>The Authority will undertake best effort approach to leverage the assistance that might be available for homeowners through other federal programs that have been created expressly for that purpose before using MIHAF funds for utility assistance, for example.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Program Exclusions</b>                                                                      | <ul style="list-style-type: none"> <li>• Home repair/property improvement assistance.</li> <li>• MSHDA employees.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|  |  |
|--|--|
|  |  |
|--|--|

**Exhibit A**

| <b>Eligible Uses of MIHAF Program Proceeds</b>                    | <b>Per Item Maximum Amount Per Homeowner</b> | <b>Description of Intended Impact on Eligible Homeowners</b> |
|-------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------|
| Housing Payment Assistance (Mortgage, Land Contract, Mobile Home) | \$25,000                                     | Reinstate, avoid foreclosure, retain homeownership           |
| Property Tax Assistance                                           | \$25,000                                     | Reinstate, avoid foreclosure, retain homeownership           |
| Condominium Association Assistance                                | \$10,000 in Maximum per Homeowner Amount     | Reinstate, avoid foreclosure, retain homeownership           |
| Homeowner's Insurances (Hazard, Flood or Mortgage)                | \$25,000                                     | Reinstate and restore coverage                               |
| Utility Assistance                                                | \$500 in Maximum per Homeowner Amount        | Reinstate and restore services                               |
|                                                                   |                                              |                                                              |
|                                                                   |                                              |                                                              |



## **Michigan Homeowner Assistance Fund (MIHAF) Program Frequently Asked Questions**

### **What is the Homeowner Assistance Fund?**

The Homeowner Assistance Fund (HAF) was established under section 3206 of the American Rescue Plan Act of 2021 (the ARP) to mitigate financial hardships associated with the coronavirus pandemic by providing funds to eligible entities for the purpose of preventing homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship after January 21, 2020 through qualified expenses related to mortgages and housing.

### **What was Michigan's allocation amount and how was it determined?**

The U.S. Department of the Treasury (the Treasury) notified us on April 14, 2021 that they will allocate \$242,812,277 (\$242.8) million to the State of Michigan based on the number of unemployed individuals and the number of mortgagors with delinquent mortgage payments. Each State's allocation takes in to account the statutory requirement that no State receive less than \$50 million.

### **How is Michigan going to distribute the funds to households in need?**

Michigan has designated the Michigan State Housing Development Authority (the Authority or MSHDA) as the operating agency to set up the Michigan Housing Assistance Fund (MIHAF) program in accordance with the guidance provided by the Treasury.

MSHDA intends to launch the MIHAF program to the public on February 14, 2022. An on-line and mobile application portal has been set up. Applicants will be able to apply and submit required documentation through the web-based application or may be assisted by a third-party counseling agency or legal aid office. We have partnered with Michigan 2-1-1, a Michigan non-profit organization, to serve as our statewide call center support to answer questions, provide program detail and assist homeowners with submitting their applications. Customer Service can be reached at **844-756-4423**, Monday through Friday, 8:00 a.m. to 5:00 p.m.

### **What kind of assistance may I be eligible for?**

You may be eligible for up to \$25,000 one-time MIHAF assistance per household on your primary residence which MIHAF will disburse directly to your lender/servicer or service provider:

- 1) Delinquent mortgage/housing expenses, such as delinquent monthly payments, escrow shortages, and corporate advances,
- 2) Delinquent land contract payments, delinquent mobile home consumer loan payments or delinquent contracted park lot payments,
- 3) Delinquent Property taxes,
- 4) Delinquent Condominium/homeowners' association fees,
- 5) Homeowner's insurances, hazard, flood, or mortgage insurance,
- 6) Delinquent Utilities, gas, electric, water, sewer, and
- 7) Delinquent Internet broadband services.



### **What are the eligibility guidelines?**

- 1) Eligible homeowners must have a qualified financial COVID related hardship that occurred on or after January 21, 2020,
- 2) Currently own and occupy their home as their primary residence, and
- 3) Household income equal to or less than 150% of area median income (AMI).

### **What is a Qualified Financial Hardship?**

A material reduction in income or a material increase in living expenses associated with the COVID pandemic that has increased a homeowner's risk of mortgage delinquency, mortgage default, foreclosure, loss of utilities or home energy services, or displacement for a homeowner.

- 1) Attest to a temporary or permanent loss of earned income related to COVID on or after January 21, 2020.
- 2) Attest to an increase in living expenses such as medical expenses, inadequate medical insurance, increase in household size, or costs to reconnect utility services related to COVID after January 21, 2020.

### **When will I be able to apply for MIHAF?**

On February 14, 2022, interested homeowners may go to the [www.michigan.gov/mihaf](http://www.michigan.gov/mihaf) web page, review additional MIHAF program details and access the secured, on-line portal by clicking the **Apply Now** link. Or call MIHAF Customer Service at **844-756-4423** for assistance.

You can reach the MIHAF team at our general mailbox [MSHDA-HO-HAF-Program@michigan.gov](mailto:MSHDA-HO-HAF-Program@michigan.gov).





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

**AGENDA OF:** May 2, 2022

**SUBJECT:** Special Assessment District No. 698 and No. 700 - Unpaid Delinquent Exception Recommendations

**DEPARTMENT:** Finance/Treasury

**SUMMARY:** At the council meeting of April 4, 2022, City Council adopted Special Assessment Resolution No. 9 to confirm the roll with the exceptions of twenty (attached hereto), which were removed temporarily for further review. City Council also adopted Special Assessment Resolution No. 10, setting the due date of May 19, 2022, together with the penalty of ten percent (10%) for Special Assessment District No. 698 Delinquent Utilities, Special Assessment District No. 699 False Alarms and Special Assessment District No. 700 Delinquent Property Blight.

### **FINANCIAL STATEMENT:**

**RECOMMENDED ACTION:** It is recommended that the unpaid invoice(s) belonging to the following parcel(s) be restored to the Special Assessment District No. 698 along with the original 10% penalty:

|                  |                |   |                  |                   |
|------------------|----------------|---|------------------|-------------------|
| 52-25-19-233-013 | 13641 Borgman  | & | 52-25-31-129-036 | 22121 Church      |
| 52-25-28-351-006 | 23226 Rosewood | & | 52-25-31-276-055 | 13730 Pearson     |
| 52-25-29-277-019 | 24231 Majestic | & | 52-25-31-276-073 | 21971 Coolidge    |
| 52-25-29-331-017 | 23631 Morton   | & | 52-25-31-277-018 | 21660 Parklawn    |
| 52-25-29-376-013 | 23021 Webster  | & | 52-25-33-151-030 | 8538-8544 Capital |
| 52-25-29-477-033 | 23061 Majestic |   |                  |                   |

And the following parcel(s) be restored to the Special Assessment District No. 700 along with the original 10% penalty:

|                  |                 |   |                  |               |
|------------------|-----------------|---|------------------|---------------|
| 52-25-30-229-010 | 24660 Ridgedale | & | 52-25-31-403-009 | 21310 Gardner |
|------------------|-----------------|---|------------------|---------------|

It is also recommended that the invoice(s) belonging to the following parcel(s) be removed from Special Assessment District No. 698 along with the original 10% penalty:

|                  |                |   |                  |                   |
|------------------|----------------|---|------------------|-------------------|
| 52-25-19-229-005 | 13721 Kingston | & | 52-25-29-229-004 | 24320 Pinevillage |
|------------------|----------------|---|------------------|-------------------|

52-25-29-332-017 23631 Condon & 52-25-31-202-014 22130 Kenosha  
52-25-32-133-003 21910 Sloman & 52-25-31-151-014 21871 Beverly

And the following parcel(s) be removed from Special Assessment District No. 700 along with the original 10% penalty:

52-25-29-430-017 23450 Oneida

**APPROVALS:**

City Manager: \_\_\_\_\_

Department Director: \_\_\_\_\_

Director of Finance: \_\_\_\_\_

Budgeted: ☐

Legal: \_\_\_\_\_

**EXHIBITS:** Attached



# CITY OF OAK PARK

## Utility Billing Division

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

From: Kevin VanDeWalle, Water Supervisor

Date: April 18, 2022

RE: Special Assessment District # 698 Unpaid Utility Invoices

It is the opinion of the City of Oak Park Utility Division that the following parcels be removed from the Special Assessment Roll #698 Unpaid Utility Invoice.

|                           |                   |
|---------------------------|-------------------|
| Parcel # 52-25-19-229-005 | 13721 Kingston    |
| Parcel # 52-25-29-229-004 | 24320 Pinevillage |
| Parcel # 52-25-29-332-017 | 23631 Condon      |
| Parcel # 52-25-31-202-014 | 22130 Kenosha     |
| Parcel # 52-25-32-133-003 | 21910 Sloman      |
| Parcel # 52-25-31-151-014 | 21871 Beverly     |

It is the opinion of the City of Oak Park Utility Division that the following parcels remain in the Special Assessment Roll # 698 Unpaid Utility Invoice.

|                           |                    |
|---------------------------|--------------------|
| Parcel # 52-25-19-233-013 | 13641 Borgman      |
| Parcel # 52-25-28-351-006 | 23226 Rosewood     |
| Parcel # 52-25-29-277-019 | 24231 Majestic     |
| Parcel # 52-25-29-331-017 | 23631 Morton       |
| Parcel # 52-25-29-376-013 | 23021 Webster      |
| Parcel # 52-25-29-477-033 | 23061 Majestic     |
| Parcel # 52-25-31-129-036 | 22121 Church       |
| Parcel # 52-25-31-276-055 | 13730 Pearson      |
| Parcel # 52-25-31-276-073 | 21971 Coolidge     |
| Parcel # 52-25-31-277-018 | 21660 Parklawn     |
| Parcel # 52-25-33-151-030 | 8544 Capital       |
| Parcel # 52-25-33-151-030 | 8538 Capital -8544 |

Sincerely,

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



# CITY OF OAK PARK

## Department of Technical & Planning Services

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

To: Erik Tungate, City Manager

From: Daniel Fairless, Deputy Director of Technical and Planning

Date: April 20, 2022

Subject: Special Assessment District #700 Unpaid Property Blight Invoices

At the request of City Council, the Technical and Planning Division has completed an investigation of the concerns voiced at the April 4, 2022 special assessment public hearing for unpaid invoices.

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

Based on the results of the investigation, I recommend placing two of the three unpaid invoices back on the Special Assessment Rolls for the May 2, 2022 City Council Meeting. The one exception is listed below.

- 23450 Oneida was billed for snow removal which took place on February 12, 2021. The invoice was sent to the owner of record according to the current BS&A information at that time. Upon investigation, it was found that the property was sold on January 26, 2021. I am recommending that this invoice be cancelled and removed from the Special Assessment Rolls and re-billed and issued to the appropriate owner.

This completes the investigation of the property owners who expressed concerns relating to their unpaid invoices at the April 4, 2022 public hearing.

If you need any further information, please do not hesitate to ask.

Thank you.



# CITY OF OAK PARK

## Department of Technical & Planning Services

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

April 19, 2022

Mr. James Budziak  
17401 Mack Ave.  
Detroit, MI 48224

RE: Public Hearing – Special Assessment District No. 700 for Unpaid Charges

23450 Oneida, Oak Park, MI 48237

Dear Mr. Budziak:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your snow removal invoice being placed on the special assessment roll at the April 4, 2022, Oak Park City Council Meeting. Your objection was because you stated, in part, “The violation is for snow removal on February 10, 2021. We sold the house on January 26, 2021 and the new owners were in possession at the time of the violation”.

Upon investigation, it was determined that the property was sold on 01/26/2021 and was under possession of the new owner when the violation was corrected by the city.

I am recommending to the City Council that the unpaid invoice be removed from the special assessment district at the May 2, 2022 City Council Meeting. A new invoice will be required to be generated and issued to the responsible owner.

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

Sincerely,

Daniel Fairless  
Deputy Director of Technical and Planning Services



# CITY OF OAK PARK

## Department of Technical & Planning Services

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

April 19, 2022

Mrs. Dana Smith  
24660 Ridgedale  
Oak Park, MI 48237

RE: Public Hearing – Special Assessment District No. 700 for Unpaid Charges

Dear Mrs. Smith:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your junk/construction debris removal invoice being placed on the special assessment roll at the April 4, 2022 Oak Park City Council Meeting. Your objection was because you stated, in part, "I was not aware there was any outstanding payment due on our home.... the day before we closed on the house, he disposed of a ton of materials for trash day on the lawn that they don't take."

The pending invoice was for junk/construction debris removal. The debris was at the location on March 4, 2021. A notice was issued that day, the violation still existed on March 5, 2021 and the City removed the debris. The City incurred a cost from having to perform the special waste removal service.

Due to the timing of the incident, as the previous owner was in possession when the notice was given and you were the owner in possession when the special service was performed, you should work with your Title company on responsibility of payment. I am recommending to the City Council that the unpaid invoice be placed back on the special assessment district at the May 2, 2022 City Council Meeting. You have until May 2, 2022 to pay the invoice without further penalties. For your convenience, I have attached a copy of your original invoice.

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

Sincerely,

Daniel Fairless  
Deputy Director of Technical and Planning Services



# CITY OF OAK PARK

## Department of Technical & Planning Services

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

April 19, 2022

Niyi Egbedoyin  
21310 Gardner  
Oak Park, MI 48237

RE: Public Hearing – Special Assessment District No. 700 for Unpaid Charges

Dear Niyi Egbedovin:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your yard waste removal invoice being placed on the special assessment roll at the April 4, 2022 Oak Park City Council Meeting. Your objection was because you stated, “The suggested repair is in progress and the inspection is scheduled for April 7, 2022 @ 11:30am.”

The pending invoice was for yard waste (brush) removal. The yard waste was in the street at the location of 21300 Gardner on March 15, 2021, but it was identified as being from your property at 21310 Gardner. A notice was issued that day, the violation still existed on March 16, 2021 and the City removed the debris. The City incurred a cost from having to perform the special yard waste removal service.

I’m recommending to the City Council that the unpaid invoice be placed back on the special assessment district at the May 2, 2022 City Council Meeting. You have until May 2, 2022 to pay the invoice without further penalties. For your convenience, I have attached a copy of your original invoice.

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

Sincerely,

Daniel Fairless  
Deputy Director of Technical and Planning Services



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

**AGENDA OF:** May 2, 2022

**SUBJECT:** Request to schedule a Public Hearing on the FY 2022-23 Annual Budget for Monday, May 16, 2022.

**DEPARTMENT:** Administration/Finance

**SUMMARY:** As stated in the City Charter, Section 9.4, a public hearing on the proposed budget shall be held before its final adoption at such time and place as directed by City Council. A notice of public hearing is to be published at least one week in advance of the hearing, and a summary of the proposed budget is to be kept on file with the City Clerk's office.

**FINANCIAL STATEMENT:** N/A

**RECOMMENDED ACTION:** To schedule a public hearing on the FY 2022-23 Annual Budget for Monday, May 16, 2022 and direct the City Clerk to file and publish notice of the hearing in accordance with City Charter.

### **APPROVALS:**

City Manager: ET

Department Director: SC

Finance Director: \_\_\_\_\_

Legal: \_\_\_\_\_

Budgeted ☐

**EXHIBITS:** None





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

### **AGENDA OF:**

**SUBJECT:** Letter of Agreement – POAM Dispatchers

**DEPARTMENT:** Human Resources & Operations

**SUMMARY:** Attached, please find the Letter of Agreement with the Police Officers of Michigan – Oak Park Dispatchers (POAM Dispatchers) Union.

This Letter of Agreement recognizes the fact that we've historically ran a very lean dispatch department. Additionally, various dispatchers have been approached by other communities in an effort to recruit them. Due to this, the POAM Dispatch Union has worked alongside the City Manager and Human Resources & Operations, to create a wage scale more in line with the comparative communities that were agreed upon between the Parties, and verified through the Union. To retain our current six employees, and to hopefully recruit high-quality candidates, we recommend the following changes below:

1. The Parties agree to remove "START," "YEAR 1," wages for the position of Dispatcher, in the POAM Dispatchers 2021 – 2024 Collective Bargaining Agreement's wage scale (Appendix E in the current Agreement), and add an additional step increase titled "STEP 4," as outlined in the attached proposed POAM Dispatchers Wage Scale. Additionally, the Parties agree to change the title of "YEAR," to "STEP," for all wage increases. All other stipulations regarding wages in the Collective Bargaining Agreement will not be affected or changed by this Letter of Agreement.
2. The Parties also agree that the Union members who are currently below the new "STEP 1" wage will be moved up to the new "STEP 1" wage accordingly.

The Union has already voted unanimously in favor of these changes, and their TPOAM Business Agent is in agreement as well.

**FINANCIAL STATEMENT:** N/A

**RECOMMENDED ACTION:** Approval by the City Council

**APPROVALS:**

City Manager: \_\_\_\_\_ET\_\_\_\_\_

**EXHIBITS:** Letter of Agreement (signed by POAM Dispatchers Union)

**LETTER OF AGREEMENT**  
**between**  
**THE CITY OF OAK PARK (Employer)**  
**and**  
**POAM Dispatchers (Union)**

This Letter of Agreement is made on this \_\_\_\_\_ day of May, 2022 between the Police Officers Association of Michigan – Oak Park Dispatchers (POAM Dispatchers) (“Union”), and City of Oak Park (“City”), and collectively will be referred to as the “Parties.”

Effective as of the date of this Agreement, the Parties hereto agree to the following:

**Whereas**, the Parties agree, that the City’s Public Safety Department has historically ran a lean operation in area of dispatch-related duties;

**Whereas**, the Parties have conducted requests for salary information from mutually agreed-upon communities, and have found that the current wage scale is lower than the identified municipalities;

**Whereas**, various communities are currently recruiting, and have approached our dispatchers, in an effort to recruit them;

**Whereas**, the City wishes to expand its pool of dispatchers, and to both recruit and retain its talent in the field emergency services and public safety dispatch, and maintain its exceptional service to our City.

**Now Therefore Be It Resolved**, the City and the Union agree to the following:

1. The Parties agree to remove “START,” “YEAR 1,” wages for the position of Dispatcher, in the POAM Dispatchers 2021 – 2024 Collective Bargaining Agreement’s wage scale (Appendix E in the current Agreement), and add an additional step increase titled “STEP 4,” as outlined in the attached proposed POAM Dispatchers Wage Scale. Additionally, the Parties agree to change the title of “YEAR,” to “STEP,” for all wage increases. All other stipulations regarding wages in the Collective Bargaining Agreement will not be affected or changed by this Letter of Agreement.
2. The Parties also agree that the Union members who are currently below the new “STEP 1” wage will be moved up to the new “STEP 1” wage accordingly.
3. The Parties also agree that this is a one-time, non-precedent-setting Letter of Agreement, and will not affect any other terms or conditions of the collective bargaining agreement.
4. The Parties also agree that the contents in this Letter of Agreement will be incorporated into the subsequently negotiated Collective Bargaining Agreement during the next round of bargaining; as the current Collective Bargaining Agreement is set to expire on June 30, 2024.

**FOR THE UNION:**

Maryann K. Page  
Maryann K. Page (Apr 27, 2022 14:53 EDT)

Maryann Page  
POAM Dispatchers Union President

Bradley J. Gerbs  
Bradley J. Gerbs (Apr 27, 2022 14:55 EDT)

Bradley Gerbs  
POAM Dispatchers Union Vice President

GREGG ALLGEIER  
GREGG ALLGEIER (Apr 27, 2022 15:21 EDT)

Gregg Allgeier  
TPOAM Business Agent

**FOR THE CITY:**

Marian McClellan  
Mayor

Erik Tungate  
City Manager

Ed Norris  
City Clerk

Dated: \_\_\_\_\_

## APPENDIX E

DISPATCHERS WAGE STRUCTURE  
EFFECTIVE 7/1/2021 TO 6/30/2024

| EFFECTIVE | START         | YEAR 1        | STEP 1                     | STEP 2                     | STEP 3                     | YEAR 5                     | STEP 4                     |
|-----------|---------------|---------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 7/1/2021  | \$43,662.2767 | \$45,638.4393 | \$47,713.9621<br>\$22.9394 | \$49,889.9490<br>\$23.9856 | \$50,507.0858<br>\$24.2823 | \$52,824.3849<br>\$25.3963 | \$55,785.6000<br>\$26.8200 |
| 7/1/2022  | \$43,662.2767 | \$45,638.4393 | \$47,713.9621<br>\$22.9394 | \$49,889.9490<br>\$23.9856 | \$50,507.0858<br>\$24.2823 | \$52,824.3849<br>\$25.3963 | \$55,785.6000<br>\$26.8200 |
| 7/1/2023  | \$44,098.8995 | \$46,094.8237 | \$48,191.1017<br>\$23.1688 | \$50,388.8485<br>\$24.2254 | \$51,012.1567<br>\$24.5251 | \$53,352.6288<br>\$25.6503 | \$56,343.46<br>\$27.0882   |

# LOA Packet - POAM DISPATCH WAGE SCALE ADJUSTMENT

Final Audit Report

2022-04-27

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2022-04-27                                   |
| By:             | Megan Burke (mburke@oakparkmi.gov)           |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAA2pHWgLTcWsgMyE15XgYJap1z6GL-j0jp |

## "LOA Packet - POAM DISPATCH WAGE SCALE ADJUSTMENT" History

-  Document created by Megan Burke (mburke@oakparkmi.gov)  
2022-04-27 - 6:45:23 PM GMT- IP address: 12.14.25.194
-  Document emailed to Maryann K. Page (mpage@oakparkmi.gov) for signature  
2022-04-27 - 6:48:56 PM GMT
-  Email viewed by Maryann K. Page (mpage@oakparkmi.gov)  
2022-04-27 - 6:49:24 PM GMT- IP address: 12.14.25.194
-  Document e-signed by Maryann K. Page (mpage@oakparkmi.gov)  
Signature Date: 2022-04-27 - 6:53:39 PM GMT - Time Source: server- IP address: 12.14.25.194
-  Document emailed to Bradley J. Gerbs (bgerbs@oakparkmi.gov) for signature  
2022-04-27 - 6:53:40 PM GMT
-  Email viewed by Bradley J. Gerbs (bgerbs@oakparkmi.gov)  
2022-04-27 - 6:54:04 PM GMT- IP address: 12.14.25.194
-  Document e-signed by Bradley J. Gerbs (bgerbs@oakparkmi.gov)  
Signature Date: 2022-04-27 - 6:55:03 PM GMT - Time Source: server- IP address: 12.14.25.194
-  Document emailed to GREGG ALLGEIER (gallgeier@poam.net) for signature  
2022-04-27 - 6:55:05 PM GMT
-  Email viewed by GREGG ALLGEIER (gallgeier@poam.net)  
2022-04-27 - 6:56:40 PM GMT- IP address: 205.251.184.194
-  Document e-signed by GREGG ALLGEIER (gallgeier@poam.net)  
Signature Date: 2022-04-27 - 7:21:02 PM GMT - Time Source: server- IP address: 205.251.184.194

✔ Agreement completed.  
2022-04-27 - 7:21:02 PM GMT