

Oak Park

City Council Agenda

April 19, 2017





AGENDA
REGULAR CITY COUNCIL MEETING
36th CITY COUNCIL
OAK PARK, MICHIGAN
April 19, 2017
7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

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

- A. Regular Council Meeting Minutes of March 27, 2017
- B. Regular Council Meeting Minutes of April 3, 2017
- C. Request to cancel the regularly scheduled Zoning Board of Appeals meeting of April 25, 2017
- D. Request to advertise for bids for the Program Year 2016 Yard Services Program, M-669
- E. Request to schedule a public hearing on May 1, 2017 to receive comments on the possible reprogramming of Community Development Block Grant (CDBG) funds for the Program Years of 2015 and 2016
- F. Licenses - New and Renewals as submitted for April 19, 2017

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS:

8. PUBLIC HEARINGS:

- A. Public hearing and adoption of Special Assessment Resolutions to confirm the rolls and set the due date of May 31, 2017 together with penalty of ten percent (10%) for Special Assessment District No. 660 for unpaid Utility Invoices; Special Assessment District No. 661 for unpaid False Alarm invoices; Special Assessment District No. 662 for unpaid Property Blight invoices; and Special Assessment District No. 663 for unpaid Sidewalk Replacement invoices

9. COMMUNICATIONS: None

10. SPECIAL LICENSES:

- A. Special Event request and waiver of fees as submitted by the First Baptist Church of Oak Park, 24210 Coolidge, for a community outreach event to be held on June 3, 2017

11. ACCOUNTING REPORTS:

- A. Approval for payment of an invoice submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley for legal services in the amount of \$2,652.00

12. BIDS: None

13. ORDINANCES:

- A. Second reading of an ordinance to amend Article IV, Housing, Chapter 18, Buildings And Building Regulations, of the Code Of Ordinances of the City of Oak Park by amending Division 3, Inspections, thereof, thereby permitting advertising of rental units certified within last six months

14. CITY ATTORNEY

15. CITY MANAGER:

City Clerk

- A. Local Officers' Compensation Commission's salary determination for local elected officials
- B. Resolution authorizing acceptance of the Help America Vote Act (HAVA) Grant Agreement

Finance

- C. Request to approve an agreement with Berkley School District to collect their 2017 Summer Tax levy

Economic Development and Communications

- D. Resolution authorizing the City of Oak Park to Participate in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities Program

16. CALL TO THE AUDIENCE

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

17. CALL TO THE COUNCIL

18. ADJOURNMENT

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



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
36th OAK PARK CITY COUNCIL
March 27, 2017
7:00 PM**

MINUTES

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

PRESENT: Mayor McClellan, Mayor Pro Tem Burns, Council Member Rich, Council Member Radner, Council Member Speech

ABSENT: None

OTHERS

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

APPROVAL OF AGENDA:

CM-03-101-17 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS SUBMITTED – APPROVED

Motion by Rich, seconded by Burns, CARRIED UNANIMOUSLY, to approve the agenda as submitted.

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-03-102-17 (AGENDA ITEM #5A-J) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of March 6, 2017 **CM-03-103-17**
- B. Planning Commission Meeting Minutes of December 12, 2016 **CM-03-104-17**
- C. Public Safety Activity Summary Reports for December 2016 and January 2017 **CM-03-105-17**
- D. Beautification Advisory Commission Meeting Minutes for September 20, 2016 **CM-03-106-17**
- E. Emergency Services Council Meeting Minutes of September 12, 2016, October 10, 2016, December 12, 2016 and February 13, 2017 **CM-03-107-17**
- F. Request to cancel the regularly scheduled Zoning Board of Appeals Meeting of March 28, 2017 **CM-03-108-17**

- G. Payment of invoices from Orchard, Hiltz & McCliment (OHM) for CE Traffic Signal Construction and Traffic Signal Optimization in the total amount of \$24,549.87
CM-03-109-17
- H. Payment Application No.2 (final) in the amount of \$1,000.00 to Michigan Joint Sealing, Inc. for the 2016 Joint and Crack Sealing Project, M-622 **CM-03-110-17**
- I. Corridor Improvement Authority Board Meeting Minutes of January 19, 2017
CM-03-111-17
- J. Licenses - New and Renewals as submitted for March 27, 2017 **CM-03-112-17**

MERCHANT'S LICENSES – March 27, 2017
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Great Hands Massage	8230 Nine Mile	\$150	Massage
<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Formtech Plastics	10030 Capital	\$150	
Ryan Polishing Corporation	10707 Capital	\$150	Metal Finishing
Riley Pearson Financial Serv	10831 Capital #200	\$150	Financial Services
Lashelle's School of Dance	21330 Coolidge	\$187.50	Dance Studio
Kam Bo Inc dba Golden Bowl	22120 Coolidge	\$150	Restaurant
Walk In The Park Coin Laundry	23170 Coolidge	\$150	Laundry
Marcus Wear and Tailor LLC	24709 Coolidge	\$150	Clothing Store
The Blind Factory	25603 Coolidge	\$225	Window Treatments
Lincoln Auto Service	25761 Coolidge	\$150	Automotive
H O Trerice Co	12950 Eight Mile	\$150	Manufacture
Impressive Tile	12992 Eight Mile	\$150	Ceiling/Flooring
C D Nails	13710 Eight Mile	\$150	Salon
Advantage Cash Advance	13730 Eight Mile	\$150	Banking
Hagopian Cleaning Services	14000 Eight Mile	\$150	Carpet Cleaning
Synergy Rehab, Inc	13631 Eleven Mile	\$187.50	Physical Therapy
Fine Furniture Restoration	13751 Eleven Mile	\$150	Furniture Restoration
Plaskey Painters Inc	14669 Eleven Mile	\$150	Painters
Futuris/CNI	14925 Eleven Mile	\$150	Automotive
Dependable Gage & Tool Co	15321 Eleven Mile	\$150	Manufacturing
T M Leasing / Monaghan's Tow	21680 Fern	\$150	Automotive
Lawton Career Institute	20820 Greenfield	\$225	Education
Fed-Ex	21200 Greenfield	\$150	Shipping
Golden Hands of Regina	21700 Greenfield #204	\$150	Salon
Armani / Gold Spot Jewelers	21700 Greenfield #354	\$150	Jeweler
A 1 Custom Diamonds	21700 Greenfield #359	\$150	Jeweler
Fed-Ex Office #1693	24760 Greenfield	\$150	Shipping
T-Mobile Central LLC	24830 Greenfield	\$150	Cellular
Stella's Professional Alterations	25900 Greenfield #114	\$150	Clothing Alterations
Express Care Medical Supply	25900 Greenfield #121	\$150	Medical Supply
Prudential Virtual Guard Serv	25900 Greenfield #144	\$150	Security
International Cybergraphix	25900 Greenfield #258	\$150	Publishers
Sinai Grace Hospital Funct. Rec.	25900 Greenfield #502	\$150	Medical
Dollar Castle Inc	26186 Greenfield	\$150	Retail
White Castle	26500 Greenfield	\$150	Restaurant
GLR of Northville Inc	26500 Harding	\$150	Recycling
Royal Container	21100 Hubbell	\$150	Corrugated products

Vint II	15075 Lincoln #104	\$150	
Marina's Alterations	15075 Lincoln #117	\$150	Alterations
Trend Express Market	8580 Nine Mile	\$150	Grocery
Scheer's Ace Hardware	8601 Nine Mile	\$150	Retail
Silivia's European Hair Design	10132 Nine Mile	\$150	Salon
New Grace Spinal Rehab Ctr.	12706 Nine Mile	\$150	Medical
Henley Bluewater LLC dba Valvoline	13300 Nine Mile	\$150	Automotive
Oak Park Dental Center	13730 Nine Mile	\$187.50	Dental
Nails Today	13731 Nine Mile	\$150	Salon
Detroit Custom Coach LLC	13201 Northend	\$150	Vehicle Fabrication
PCI Industries	21717 Republic	\$150	General Contractor

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS: None

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES:

**CM-03-112-17 (AGENDA ITEM #10A) SPECIAL EVENT REQUEST – OAK PARK
ETHNIC ADVISORY COMMISSION – WORLD DANCE EVENT
– APPROVED**

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

Name	Event	Fee
Jewish Historical Society	J-Cycle Event, half way stop at Community Ctr. August 20, 2017 9:30 p.m. – 11:00 a.m.	Application Fee waived \$30.00 fee

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

MOTION DECLARED ADOPTED

ACCOUNTING REPORTS:

CM-03-114-17 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF AN INVOICE SUBMITTED BY SECREST, WARDLE, LYNCH, HAMPTON, TRUEX & MORLEY, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$1,935.79 - APPROVED

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to approve payment of Invoice #1304348 as submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley, P.C. for legal services in the total amount of \$1,935.79.

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

MOTION DECLARED ADOPTED

CM-03-115-17 (AGENDA ITEM #11B) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$18,003.66 - APPROVED

Motion by Radner, seconded by Speech, CARRIED UNANIMOUSLY, to approve payment of invoices #472930, #472931, #472932 and #472939 submitted by Garan, Lucow, Miller P.C., for legal services rendered through February 28, 2017 in the total amount of \$18,003.66.

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

MOTION DECLARED ADOPTED

CM-03-116-167 (AGENDA ITEM #11C) PAYMENT OF INVOICE AS SUBMITTED BY THE LAW OFFICES OF HOWARD L. SHIFMAN, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$15,000.00 - APPROVED

Motion by Rich, Seconded by Radner, CARRIED UNANIMOUSLY, to approve payment of invoice #12920 to Howard L. Shifman, P.C. for legal services from April 1, 2017 through June 30, 2017 in the total amount of \$15,000.00.

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

MOTION DECLARED ADOPTED

BIDS:

CM-03-117-17 (AGENDA ITEM #12A) BID AWARD FOR THE 2017 ROOF REPLACEMENT PROJECT, M-665 TO SCHREIBER CORPORATION OF WIXOM, MI FOR THE TOTAL AMOUNT OF \$205,000.00 - APPROVED

Motion by Burns, seconded by Radne, CARRIED UNANIMOUSLY, to award the bid for the 2017 Roof Replacement Project, M-665 to Schreiber Corporation of Wixom, MI for the total amount of \$205,000.00.

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

MOTION DECLARED ADOPTED

Technical Planning Director Barrett indicated that at the regularly scheduled council meeting of February 20, 2017, the request to advertise for bids for the 2017 Roof Replacement Project, M-665 was approved. The project was advertised and 29 contractors viewed the contract documents. On March 13, 2017, three (3) bids were received and opened. The low bidder, Schreiber Corporation, submitted a bid of \$205, 000. References were checked and provided positive responses. Funds for this project are available in the Building Maintenance Repairs and Municipal Building Construction accounts.

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

Public Safety Department

CM-03-119-17 (AGENDA ITEM #15A) REQUEST TO AUTHORIZE THE ADDITION OF A CANINE UNIT FOR THE PUBLIC SAFETY DEPARTMENT - APPROVED

Motion by Rich, seconded by Speech, CARRIED UNANIMOUSLY, to approve the addition of a Canine Unit for the Public Safety Department.

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

MOTION DECLARED ADOPTED

Public Safety Director Cooper presented the request for the addition of a Canine Unit. Since 2010, Oak Park Public Safety has utilized Canine Units from other agencies on an average of 15 times per year. There have been numerous times throughout the years that a Canine Unit was requested by the department and either there were no Canines available or there was a substantial delay in the response time, in essence rendering the use ineffective. With no Canine Unit of our own, the Public Safety Department lacks a valuable resource to conduct several initiatives such as:

- Community and Educational Demonstrations

- Evidence Recovery
- Ability to Track Fleeing Suspects
- Searches
- Drug Enforcement

The Oak Park Department of Public Safety responds to over 15,000 calls for service per year, and officers make over 8,000 traffic stops per year. The addition of a Canine Unit would positively impact the efforts of the department on a daily basis including safety to officers when conducting searches and raids. The estimated costs summary for the initial startup of the Canine Unit is approximately \$77,500. The estimated annual costs to continue the Canine program is approximately \$8,300. Use of \$25,000 from the Narcotic Forfeiture Fund is planned for the initial startup costs of the Canine Unit to help offset the cost of \$77,500 from the General Fund.

Director Cooper also recognized Oak Park resident Mr. Kenneth Sherman who will be donating a ballistic vest for the new dog in memory of his parents.

Community and Economic Development

(AGENDA ITEM #15B) Oak Park Master Plan. Community and Economic Development
Director Marrone reported on the Master Plan for the City of Oak Park that was adopted by the Planning Commission on March 13, 2017. As required by the Municipal Planning Act, a copy of the Draft Master Plan was mailed to all the communities surrounding Oak Park and the Oakland County Coordinating Zoning Committee. She indicated Oak Park has received comments from the City of Southfield, Royal Oak Township and Oakland County planning staff indicating that Oak Park's Draft Master Plan is not inconsistent with their Master Plans. On March 7th the Oakland County Coordinating Zoning Committee met and voted to ratify the finding of the Oakland County planning staff indicating that Oak Park's Draft Master Plan is not inconsistent with the Master Plans of the communities surrounding Oak Park

Ms. Marrone reviewed changes that were made to the final version of the plan and indicated the final document can be found on the City's website under the Planning Department.

City Manager Tungate thanked Ms. Marrone for her leadership with putting together the master plan and acknowledged Kevin Rulkowski, Crystal McLain, Elizabeth King and Nathan Isydorek and others who assisted.

CM-03-119-17 (AGENDA ITEM #15C) REQUEST TO APPROVE A FACADE IMPROVEMENT GRANT TO REALTEAM REAL ESTATE, 8250 NINE MILE ROAD, FOR 50% OF THE PROJECTED COSTS NOT TO EXCEED \$2,500.00 - APPROVED

Motion by Radner, seconded by Rich, CARRIED UNANIMOUSLY, to approve a facade improvement grant to Realteam Real Estate, 8250 Nine Mile Road, for 50% of the projected costs not to exceed \$2,500.00.

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

MOTION DECLARED ADOPTED

Community and Economic Development Director Marrone reported that the proposed project specifications meet city guidelines for the Façade Improvement Grant program. The project consists of repairing, cleaning and tuck pointing brick and paint on the front and side of the building located at 8250 Nine Mile Road. There will also be new signage. The estimated total cost of the project is \$7,500.

Finance

CM-03-120-17 (AGENDA ITEM #15D) RESOLUTION AUTHORIZING THE CITY ASSESSOR TO PREPARE SPECIAL ASSESSMENT ROLLS, ASSESSING UNPAID CHARGES TOGETHER WITH A 10% PENALTY ON PRIVATE PROPERTY FOR FALSE ALARMS - \$1,650.00; PROPERTY BLIGHT - \$27,058.13; SIDEWALK REPLACEMENT - \$29,897.44 AND DELINQUENT UTILITIES - \$77,200.09 - APPROVED

Motion by Rich, seconded by Speech, CARRIED UNANIMOUSLY , to approve the following resolution authorizing the city assessor to prepare special assessment rolls, assessing unpaid charges together with a 10% penalty on private property for False Alarms - \$1,650.00; Property Blight - \$27,058.13; Sidewalk Replacement - \$29,897.44 and Delinquent Utilities - \$77,200.09:

UNPAID FALSE ALARM INVOICES PROPOSAL FOR SPECIAL ASSESSMENT DISTRICTS

WHEREAS, As required by City Code, Article III, Sec. 12.14, the City Treasurer has reported the sums expended which represent City expenses incurred on private premises which remain unpaid, or in respect thereto, listed herewith;

THEREFORE, BE IT RESOLVED, in accordance with Section 12.14 of the City Charter, that the Assessor of the City is hereby authorized and directed to make Special Assessment Rolls for said expenses incurred, together with a penalty of ten percent (10%), and to assess the lands in the Special Assessment Districts therefore according to the benefits derived in the sum of \$135,805.66:

False Alarms	\$1,650.00
Property Blight	\$27,058.13
Sidewalk Replacement	\$29,897.44
Delinquent Utilities	\$77,200.09, and

THAT, Said Special Assessment Rolls shall be numbered to correspond with the number of the Special Assessment to which it pertains; and

THAT, The Assessor, when s/he shall have completed the said assessment rolls, shall report the same to the Council in the manner provided by the City Charter.

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

MOTION DECLARED ADOPTED

Department of Public Works

CM-03-121-17

(AGENDA ITEM #15E) PROPOSED CHANGE ORDER NO. 3 IN THE AMOUNT OF \$31,387.92 AND PAYMENT APPLICATION NO. 6 (FINAL) IN THE AMOUNT OF \$31,387.92 TO MIDSTATE SECURITY FOR THE CITY HALL AND PUBLIC SAFETY SECURITY CAMERA SYSTEM PROJECT, M-558 - APPROVED

Motion by Speech, seconded by Radner, CARRIED UNANIMOUSLY, to approve proposed Change Order No. 3 in the amount of \$31,387.92 and Payment Application No. 6 (final) in the amount of \$31,387.92 to Midstate Security for the City Hall and Public Safety Security Camera System Project, M-558.

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

MOTION DECLARED ADOPTED

Mr. Yee summarized proposed Change Order No. 3 and Payment Application No. 6 (final) for the Security and Camera System for the City Hall and Public Safety Project, M-558. He explained the change order is for the addition of 15 cameras as well as relocating a camera and installing additional cables for cameras at the Community Center. The price includes all cameras, installation, wiring and connections into the existing security system. The project is 100% complete.

CALL TO THE AUDIENCE:

Kenneth Sherman, 23840 Jerome, inquired about unfinished construction work in his neighborhood.

CALL TO THE COUNCIL:

Mayor McClellan reported that she attended a Michigan Municipal League conference in Lansing where the future of autonomous cars was discussed. She also discussed the Sherman Park Pilot Project and reminded everyone that the Master Plan is on the city's website.

Mayor Pro Tem Burns acknowledged those residents who have recovered from the power outage and reminded everyone that due to daylight savings time please look out for children on the way to school in the morning.

Council Member Radner wished everyone a good night and thanked Mr. Sherman for his planned gift to the Public Safety Department.

Council Member Speech reminded everyone about the "haul your junk away days" at the end of the month and wished everyone a good night.

Council Member Rich wished everyone a good night.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:00 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
36th OAK PARK CITY COUNCIL
April 3, 2017
7:00 PM**

MINUTES

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

PRESENT: Mayor McClellan, Mayor Pro Tem Burns, Council Member Rich,
Council Member Speech

ABSENT: Council Member Radner

OTHERS

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

APPROVAL OF AGENDA:

**CM-04-129-17 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS
AMENDED – APPROVED**

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to approve the agenda with the following amendment:

- Item # 12A removed from the agenda.

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-04-130-17 (AGENDA ITEM #5A-G) CONSENT AGENDA - APPROVED

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

- A. Special Council Meeting Minutes of March 27, 2017 **CM-04-131-17**
- B. Communications Commissions Meeting Minutes of November 16, 2016, December 21, 2016 and January 18, 2017 **CM-04-132-17**
- C. Request to reschedule the April 10, 2017 Planning Commission Meeting to April 24, 2017 **CM-04-133-17**
- D. Class C Liquor License renewal for Sahara Restaurant & Grill, 24770 Coolidge Highway **CM-04-134-17**
- E. Tavern License renewal for Jade Palace, 13351 W. 10 Mile Road **CM-04-135-17**

- F Resolution of support of the 2017 Tri-Party Program and to authorize the submission of funding for repairs to Greenfield Road CM-04-136-17
- G. Licenses - New and Renewals as submitted for April 3, 2017 CM-04-137-17

MERCHANT'S LICENSES – April 3, 2017
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Huntington Cleaners	13000 Capital	\$150	Cleaners/Laundry
Florals 4 U Inc	14500 Eight Mile	\$225	Florist
Gadget Drop Repair LLC	21700 Greenfield 116	\$150	Cellular
Realteam Real Estate	8250 Nine Mile	\$150	Real Estate
Whipped Beauty Bar	10626 Nine Mile	\$150	Salon
<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Bruttell Roofing Inc	10821 Capital	\$187.50	Roofing Contractor
United Refrigeration Inc	12811 Capital	\$150	HVAC Contractor
Woodway Corporation	12981 Capital	\$150	General Contractor
J & D Auto Service	13051 Capital	\$150	Automotive
Henderson Towing	13390 Capital	\$225	Automotive
Hersch's Inc	21100 Coolidge	\$150	Retail
Select Restaurant Equipment	21380 Coolidge A	\$187.50	Supplier
New Northend Market	21601 Coolidge	\$187.50	Retail
Party Poopers	21641 Coolidge	\$150	Party Planners
Physical Medicine Rehb & Pain	21675 Coolidge 1A	\$150	Rehabilitation
Gold Star Products	21680 Coolidge	\$150	Restaurant Supplier
KFC Take Home of Oak Park	22001 Coolidge	\$225	Restaurant
Curv Bella Boutique	22125 Coolidge	\$187.50	Clothing store
Advance America #1328	22140 Coolidge	\$150	Banking
SVS Vision	23055 Coolidge	\$225	Optometrist
H2O Life LLC	24705 Coolidge	\$150	Fitness facility
Innovative Hearing Services	25211 Coolidge	\$150	Medical
Fitness LLC	25591 Coolidge	\$225	Fitness facility
Moulden Agency LLC	26013 Coolidge	\$150	Insurance
Learning Disabilities Clinic	25611 Coolidge	\$150	Tutoring
Northland Chrysler Jeep	14100 Eight Mile	\$150	Car Dealership
F.I.R.M.	13691 Eleven Mile	\$150	Financial Planner
AAA Ferguson Insurance	13691 Eleven Mile	\$187.50	Insurance
Henry's Auto Care Center	14041 Eleven Mile	\$150	Automotive
Royal Crest Inc	14851 Eleven Mile	\$150	Window Coverings
Oncology Clinics PC	20770 Greenfield 1A	\$150	Medical
Family Foot & Ankle	20770 Greenfield 100A	\$150	Medical
Allwell Physical Therapy and Rehabilitation	21700 Greenfield 257	\$150	Rehabilitation
Renaissance Jewelers	21700 Greenfield 325	\$150	Jeweler
Maple Home Health Care Inc	23300 Greenfield 219	\$150	Home Health Care
Motor City Soul Food #2	24790 Greenfield	\$187.50	Restaurant
Borensteins	25242 Greenfield	\$150	Bookstore
Zeman's New York Bakery	25258 Greenfield	\$150	Bakery
Kravings	25270 Greenfield	\$150	Restaurant
Check 'n Go	25274 Greenfield	\$225	Banking
Rehabilitation Institute of MI	25900 Greenfield 110	\$150	Rehabilitation

Modern Stamps Inc	25900 Greenfield 136	\$150	Auction
Quality Health Care Training	25900 Greenfield 138	\$150	Health Care
Oxford Hill Partners LLC	25900 Greenfield 232	\$225	Marketing
Auto Pro Technical Recruiting	25900 Greenfield 232	\$225	Recruiters
Top That LLC	25950 Greenfield	\$150	Clothing store
Street Corner Music Ltd	26020 Greenfield	\$150	Music store
Advance America #1398	26038 Greenfield	\$150	Banking
Step and Style LLC	26080 Greenfield	\$187.50	Clothing store
Lee Beauty Supply	26118 Greenfield	\$150	Retail
Payless Shoesource #4815	26142 Greenfield	\$150	Retail
Haynes Enterprises	21171 Meyers	\$150	
Prairie Farms Dairy Inc	21631 Meyers	\$150	Dairy
LM Studio	8104 Nine Mile	\$150	Art Studio
Danse D'Amour Dance Studio	8670 Nine Mile	\$225	Dance Studio
Margaret Hepke DO PC	8750 Nine Mile	\$150	Medical
Little Caesar Enterprises #30	8801 Nine Mile	\$150	Restaurant
Don's Done-Rite Auto Wash	10250 Nine Mile	\$150	Car wash
Community Family Dentistry	10470 Nine Mile	\$150	Dentist
L N S Tobacco	10700 Nine Mile	\$150	Tobacco
My Place – Center for Wellness	12718 Nine Mile	\$150	Wellness center
Royal Care Day Program	12724 Nine Mile	\$150	Daycare
Lighthouse Liquor	13651 Nine Mile	\$150	Retail
Happy's Pizza #7	13700 Nine Mile	\$150	Restaurant
Good Health Pharmacy	13821 Nine Mile	\$150	Pharmacy
Dallas Designs Salon	13831 Nine Mile	\$150	Salon
Crescent Pattern Company	8720 Northend	\$150	Pre-Production
Spice One	12751 Northend	\$150	Food Preparation
Moonlink Studios LLC	13320 Northend 3000	\$150	Video Production
Ringside Creative LLC	13320 Northend 3000	\$150	Video Production
Samaritan Homes Inc	22610 Rosewood	\$150	Personal Care
Chase Cleaners	10831 Ten Mile	\$150	Cleaners/Laundry
State Farm Insurance	10841 Ten Mile	\$150	Insurance
Access & Vascular Care PLLC	10861 Ten Mile	\$150	Medical
Planet Fitness	13151 Ten Mile	\$225	Fitness Studio
Midwest Laundry LLC	13221 Ten Mile	\$150	Laundry
Fancy Ladies Apparel	13261 Ten Mile	\$150	Clothing store
Jewish Senior Life Services	15000 Ten Mile	\$150	Adult/Senior Pgms

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

County Commissioner Helaine Zack presented information pertaining to Oakland County. City Manager Tungate thanked Ms. Zack for her support with recent amendments to the Oak Park Corridor Improvement Authority Plan approved by the county.

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) Mayor McClellan presented proclamations honoring Congregation Beth Shalom and Walk in the Park Coin Laundry.

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS: None

BIDS:

(AGENDA ITEM #7A) Request to award the bid for the 2017 Swimming Pool Repair Project, M-668 to Clearwater Pool and Spa of Livonia, MI for the total amount of \$74,995.00. (Removed from the agenda)

ORDINANCES:

CM-04-138-17

(AGENDA ITEM #13A) FIRST READING OF AN ORDINANCE TO AMEND ARTICLE IV, HOUSING, CHAPTER 18, BUILDINGS AND BUILDING REGULATIONS, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK BY AMENDING DIVISION 3, INSPECTIONS, THEREOF, THEREBY PERMITTING ADVERTISING OF RENTAL UNITS CERTIFIED WITHIN LAST SIX MONTHS - APPROVED

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to approve the first reading of the following ordinance:

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

AN ORDINANCE TO AMEND ARTICLE IV, HOUSING, CHAPTER 18, BUILDINGS AND BUILDING REGULATIONS, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK BY AMENDING DIVISION 3, INSPECTIONS, THEREOF, THEREBY PERMITTING ADVERTISING OF RENTAL UNITS CERTIFIED WITHIN LAST SIX MONTHS.

THE CITY OF OAK PARK ORDAINS:

SECTION 1. Division 3, Inspections, of Article IV, Housing, of Chapter 18, Buildings and Building Regulations, of the Code of Ordinances of the City of Oak Park is hereby amended to read as follows:

Sec. 18-181. - To determine compliance with applicable codes; certificates of compliance and occupancy.

No owner of any rental unit governed by this article, and no agent of such owner, shall hereafter offer to let or hire, any one-family dwelling or any unit in a two-family dwelling, unless such unit has been inspected and a certificate of compliance has been issued by the department of technical and planning services. The department of technical and planning services shall cause such inspection to be had, and such certificate of

occupancy to be issued, if the unit meets the minimum requirements of all applicable state and city housing and building codes, within a reasonable time after application therefor and payment of any inspection fee. The certificate of occupancy shall certify that the dwelling unit complies with all applicable provisions of such building and housing codes. An inspection is also required upon each vacancy and re-occupancy of the rental unit. If the rental unit has been issued a certificate of compliance within six months of the vacancy, the Owner is permitted to advertise the unit as long as the Owner has reported the vacancy and requested a re-occupancy inspection by the Rental Inspector.

SECTION 2. Severability.

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

SECTION 3. Effective Date.

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

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

MOTION DECLARED ADOPTED

CITY ATTORNEY: No Report

CITY MANAGER:

Administration

(AGENDA ITEM #15A) City Manager Tungate presented an updated budget schedule as follows:

City Managers proposed budget to City Council	4/19/2017
City Council budget review session	4/19/2017
City Council budget review session (if needed)	4/24/2017
City Council budget review session (if needed)	5/1/2017
Budget hearing notice published	5/2/2017
Presentation of capital plan to planning commission	5/8/2017
Budget public hearing	5/15/2017
Final budget and millage rate adoption	5/15/2017

Finance

CM-04-139-17

(AGENDA ITEM #15B) RESOLUTION RECEIVING SPECIAL ASSESSMENT ROLLS ESTABLISHING APRIL 19, 2017 AS THE DATE FOR THE PUBLIC HEARING ON THE ROLLS FOR UNPAID CHARGES FOR CITY EXPENSES INCURRED ON PRIVATE PREMISES FOR DELINQUENT UTILITIES #660, FALSE ALARMS #661, PROPERTY BLIGHT #662, AND SIDEWALK REPLACEMENT #663 - APPROVED

Motion by Speech, seconded by Burns, CARRIED UNANIMOUSLY, to approve the following resolution receiving Special Assessment Rolls establishing April 19, 2017 as the date for the Public Hearing on the rolls for unpaid charges for city expenses incurred on private premises for Delinquent Utilities #660, False Alarms #661, Property Blight #662, and Sidewalk Replacement #663:

SPECIAL ASSESSMENT RESOLUTION

DISTRICT NO. 660, 661, 662, and 663

Meeting of the City Council held April 3, 2017, at 7:00 P.M.

The Assessor reported Special Assessment Rolls No. 660, 661, 662 and 663 to the City Council. Attached to said Special Assessment Roll was the certificate of the City Assessor in form as required in Chapter XII of the City Charter.

BE IT RESOLVED, that Special Assessment Rolls No. 660, 661, 662 and 663 this day submitted to the City Council by the City Assessor, be filed in the office of the City Clerk.

BE IT FURTHER RESOLVED, that the City Council and the City Assessor shall meet in the City Council room in the City of Oak Park, Michigan, on the 19th day of April, 2017 at 7:00 P.M. Eastern Standard Time, for the purpose of reviewing the assessment contained in said Special Assessment Rolls.

BE IT FURTHER RESOLVED, that the City Clerk be and is hereby ordered to cause notice of said review and of the filing of said Special Assessment Roll to be published once prior to said hearing in the Daily Tribune, a newspaper circulating in said City of Oak Park, the first publication to be at least one week before such hearing, and that said notice shall be in form as provided in Chapter XII of the City Charter.

BE IT STILL FURTHER RESOLVED that the City Clerk be and is hereby instructed to serve notice of said Special Assessment Hearing to each owner of, or party in interest in, property to be assessed, whose name appears upon the last general tax assessment records by mailing the notice first class mail, addressed to such owner or party at the address shown on the tax records, at least ten (10) days before the date of said hearing.

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

MOTION DECLARED ADOPTED

Economic Development and Communication

CM-04-140-17

**(AGENDA ITEM #15C) REQUEST TO APPROVE THE SALE OF
CITY OWNED VACANT PROPERTY (PORTION OF LESSENGER
PARK) - APPROVED**

Motion by Rich, seconded by Burns, CARRIED UNANIMOUSLY, to approve the sale of city owned vacant property (portion of Lessenger Park) for the greater of \$50,000.00 or the appraised value.

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Joyce Bannon, 10611 Troy, commented on the recreation agreement that was approved and expressed concerns about potential problems with truck traffic.

Zena Attisha thanked the city for renewing Sahara Restaurant's liquor license.

CALL TO THE COUNCIL:

Mayor Pro Tem Burns reminded everyone to dress appropriately due to the changing weather and to be mindful of children during the morning hours when it is still dark.

Council Member Speech clarified that there would not be traffic problems related to the sale of a portion of Lessenger Park as there would be no traffic access to the expanding business from the park. She also reminded everyone to do their part in picking up trash in the community.

Council Member Rich wished everyone a good night.

Mayor McClellan provided a recap of the Fed Ex grand opening and discussed the student art exhibit displayed in the lobby of City Hall.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:45 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** April 19, 2017**AGENDA #****SUBJECT:** Request to cancel the April 25, 2017 Zoning Board of Appeals meeting.**DEPARTMENT:** Community & Economic Development, Planning Division**SUMMARY:** The Chairperson of the Zoning Board of Appeals is requesting the April 25, 2017 Zoning Board of Appeals meeting be cancelled. There is no business scheduled before the Zoning Board of Appeals.**RECOMMENDED ACTION:** The City Council consider accepting the request of the Chairperson of the Zoning Board of Appeals and cancel the April 25, 2017, regularly scheduled meeting.**APPROVALS:**

City Manager: _____

Director: _____

Finance Director: _____

EXHIBITS:

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** April 19, 2017**AGENDA #**

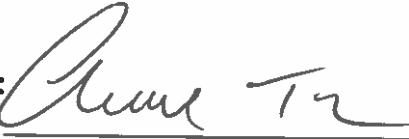
SUBJECT: The Department of Technical and Planning is requesting authorization to receive sealed bids for the PY 2016 Senior Yard Service Program, M-669.

DEPARTMENT: Technical & Planning – RMB

SUMMARY: Specifications are nearly complete for the Program Year 2016 Yard Services. This program provides low income seniors assistance in lawn mowing, snow removal and yard waste clean-up. Added to this program is a fee for the contractor/agency to administer the Yard Services Program.

FINANCIAL STATEMENT: The Senior Yard Service Program is funded through the Community Development Block Grant, CDBG. \$30,000 has been allocated for program year 2015.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for Program Year 2016 Yard Services, M-669, be approved. Funding is available in the CDBG fund for this expenditure.

APPROVALS:City Manager: Department Director: 

Finance Director: _____

EXHIBITS: none



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: April 19, 2017

AGENDA #

SUBJECT: Schedule Public Hearing for reprogramming of Community Development Block Funds.

DEPARTMENT: Technical and Planning Services

SUMMARY: The City of Oak Park has Community Development Block Grant Funds (CDBG) for the Program Years of 2015 that are under consideration for reprogramming. The funds must be allocated to specific projects and the dollar amount identified for each project. In order to accomplish the reprogramming of these funds a Public Hearing must be conducted to solicit public comment as to how the funds should be allocated.

Staff recommendation is to reprogram the CDBG funds as follows:

FROM 2015 PY
Yard Services \$15,000

TO 2015 PY
Code Enforcement \$15,000

FINANCIAL STATEMENT: No funds required at this time.

RECOMMENDED ACTION: It is recommended that City Council conduct a public hearing to receive comment on the possible reprogramming of CDBG funds for the Program Years of 2015 and 2016.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: _____

EXHIBITS: Memo to City Manager



INTER OFFICE MEMORANDUM

To: Erik Tungate, City Manager

Date: April 12, 2017

From: Rob Barrett, Director of Technical
and Planning / Engineering Supervisor

Subject: Reprogramming CDBG

As discussed at T&P's budget session, I started the process to re-program CDBG Yard Services for Program Year 2015 to Code Enforcement Program Year 2015.

With your consent, I'm placing on the agenda for the April 19 City Council meeting a request to schedule a Public Hearing for May 1, 2017.

Listed below is a breakdown of the proposed changes.

Current 2017/18 Budget code wages are supplemented with FY2016 and Yard Services are funded with FY2015 totaling \$112,915

	PY2015	PY2016	PY2017	PY2018	PY2019
Code Enforcement	95,528	82,915	82,915		
Public Services (Yard Services)	15,000	30,000	30,000		
Total	110,528	112,915	112,915		

Proposed reprogramming request of 15k from Yard Services to Code Enforcement

	Proposed PY 2015 Reprogramming Amounts	Proposed Revised PY 2015 Totals	PY2016	PY2017	PY2018	PY2019
Code Enforcement	15,000	110,528	82,915	82,915		
Public Services (Yard Services)	(15,000)	0	30,000	30,000		
Total		112,915	110,528	112,915		

With the proposed reprogramming the 2017/18 Budget, code wages are supplemented with PY2016 and the reprogrammed 15k from PY 2015 Yard Services are funded with PY2016, totaling \$127,915

	PY2015	PY2016	PY2017	PY2018	PY2019
Code Enforcement	15,000	82,915	82,915		
Public Services (Yard Services)	0	30,000	30,000		
Total	15,000	112,915	112,915		

MERCHANT'S LICENSES – APRIL 19, 2017

(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
To Go Café	21700 Greenfield	\$150	Restaurant
<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Slot Speedway USA Inc	10200 Capital	\$150	Gas Station
Kings Welding Works Inc	10311 Capital	\$150	Welding Fabricators
LaDuke Corporation	10311 Capital	\$187.50	Roofing and Sheet Metal
Michigan Dessert Corp	10750 Capital	\$150	Food Preparation
Plumbing Techs Pipecon	12700 Capital	\$225	Plumbing Contractor
Huntington Cleaners	13103 Capital	\$150	Laundry Service
Live Smart	13305 Capital 600	\$150	
Partlan-Labadie Sheet Metal	12901 Cloverdale	\$150	Sheet Metal
Deezers LLC	13201 Cloverdale	\$225	Hookah
Car Stop Automotive Inc	21006 Coolidge	\$150	Automotive
Tobacco Import USA	21060 Coolidge	\$225	Tobacco
Trinity Physical Therapy	21675 Coolidge 1B	\$225	Physical Therapy
Glory Wireless 9B	22150 Coolidge	\$225	Wireless
Studio Nova	22153 Coolidge	\$225	Men's Clothing
Ashley-Bleu Diamond Inc	22211 Coolidge	\$150	Jeweler
Danny's Fine Wine	23063 Coolidge	\$150	Liquor
Tradefirst.com	23200 Coolidge	\$150	Banking
Oak Park Urgent Care	24661 Coolidge	\$150	Medical
Freedom Cleaners	24681 Coolidge	\$150	Laundry
Hungry Howie's Pizza	24691 Coolidge	\$150	Restaurant
Zalman's Treasurers	26001 Coolidge	\$150	Jeweler
Bombshell Lyfe Studio	26011 Coolidge	\$225	Studio
Weathergard Window Factory	14350 Eight Mile	\$150	Home Improvement
Marblecast Inc	14831 Eleven Mile	\$150	Home Improvement
Hartwell Cement Company	21650 Fern	\$150	Concrete Company
John & Karon's Hair Affair	21700 Greenfield 250	\$150	Salon
Forgotten Harvest	21800 Greenfield	\$150	Food pantry
Foxxiladi Boutique	23300 Greenfield 114	\$225	Salon
Salon Renu	23300 Greenfield 300	\$150	Salon
Sukhothai Restaurant	25226 Greenfield	\$225	Restaurant
Summit Disability PLLC	25900 Greenfield 111	\$225	
THD at Home Service	25900 Greenfield 318	\$225	Home Improvement
Four Sisters Fashion	26068 Greenfield	\$150	Clothing Store
The Suit Depot	26158 Greenfield	\$225	Clothing Store
McDonalds	26160 Greenfield	\$225	Restaurant
20700 Hubbell LLC	20700 Hubbell	\$150	Storage

<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Paper Goods Plus	15310 Lincoln	\$225	Party Supplier
7-11 Food Stores #13486	15350 Lincoln	\$150	Convenience Store
Bricco Excavating Company	21201 Meyers	\$150	Excavators
MBush LLC	8100 Nine Mile	\$150	
One-Stop Cash Advance	8530 Nine Mile A	\$225	Banking
Wireless U Now	8980 Nine Mile	\$150	Wireless
Primos Pizza #1	10100 Nine Mile	\$187.50	Restaurant
Manistee Clinic	10300 Nine Mile	\$150	Medical
Ascension Bibles & Books	10720 Nine Mile	\$150	Book Store
Walgreens #5425	13550 Nine Mile	\$150	Drug Store
Oak Park Medical Center	15300 Nine Mile	\$150	Medical
Discount Office & Equipment	12780 Northend	\$225	Office Supplies
Positive Home Doctors Inc	12800 Northend	\$150	Medical
EJ USA Inc	13001 Northend	\$150	
Brilar LLC	13200 Northend	\$150	Landscaping
Alfa Medical Equipment Supplies	13181 Ten Mile	\$150	Medical Supplier
H & R Block	13241 Ten Mile	\$150	Tax Service
Oak Park Beauty	13421 Ten Mile	\$187.50	Salon

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

AGENDA OF: April 19, 2017

SUBJECT: Public Hearing for Special Assessment Districts #660, #661, #662 and #663 and resolutions confirming the rolls and setting due dates and penalties.

DEPARTMENT: Finance/Treasury

SUMMARY: At the council meeting of April 3, 2017, City Council adopted Special Assessment Resolutions No. 8, establishing April 19, 2017 as the date for the public hearing on the rolls of Special Assessment District No. 660 for unpaid Utility Invoices; Special Assessment District No. 661 for unpaid False Alarm invoices; Special Assessment District No. 662 for unpaid Property Blight invoices; and Special Assessment District No. 663 for unpaid Sidewalk Replacement invoices.

FINANCIAL STATEMENT: None

RECOMMENDED ACTION: To adopt Special Assessment Resolution No. 9 to confirm the rolls, and Special Assessment Resolution No. 10, setting the due date of May 31, 2017, together with penalty of ten percent (10%) for Special Assessment No. 660 for unpaid Utility Invoices; Special Assessment District No. 661 for unpaid False Alarm invoices; Special Assessment District No. 662 for unpaid Property Blight invoices; and Special Assessment District No. 663 for unpaid Sidewalk Replacement invoices

APPROVALS:

City Manager: _____

Director: _____

Finance Director: _____

**CITY OF OAK PARK
MICHIGAN**

SPECIAL ASSESSMENT RESOLUTION NO. 9

Meeting of the City Council April 19, 2017: The Mayor announced that this was the time set to review the Special Assessment Rolls as prepared and revised by the City Assessor for expenses incurred on private premises for District No. 660 – Unpaid Utility Invoices; District No. 661 - unpaid False Alarm invoices; District No. 662 - unpaid Property Blight invoices; and District No. 663 - unpaid Sidewalk Replacement invoices.

The Clerk announced that the following written objections had been filed:

Objections were received at the public hearing as follows:

The following exceptions were made to Special Assessment Rolls:

The following resolution was offered by _____, and supported by _____:

BE IT RESOLVED that Special Assessment Rolls #660, #661, #662 and #663, as prepared and revised by the City Assessor, are hereby confirmed.

ROLL CALL VOTE: Yes:
 No:
 Absent:

MOTION DECLARED ADOPTED

STATE OF MICHIGAN)
) §
COUNTY OF OAKLAND)

I, the undersigned duly qualified Clerk of the City of Oak Park, Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a Regular Meeting of the Council of said City held on April 19, 2017, insofar as said proceedings relate to the Special Assessment Districts as described in the foregoing, the original of which proceedings is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this 19th day of April, 2017.

T. Edwin Norris, City Clerk

**CITY OF OAK PARK
MICHIGAN**

SPECIAL ASSESSMENT RESOLUTION NO. 10

At a Regular Meeting of the City Council of the City of Oak Park, held the 19th day of April, 2017, at 7:00 P.M., at the City Hall, 14000 Oak Park Boulevard, in said City.

PRESENT:

ABSENT:

The following preamble and resolution was offered by _____, and supported by _____:

WHEREAS, by resolution adopted April 19, 2017, Special Assessment Rolls #660, #661, #662 and #663 were confirmed by the City Council.

NOW, THEREFORE, BE IT RESOLVED THAT: Said Special Assessment Rolls shall be due in one (1) installment payable on May 31, 2017, in full, together with penalty of ten percent (10%).

BE IT FURTHER RESOLVED THAT: An unpaid installment of said Special Assessment Roll shall bear penalty at an annual rate of five percent (5%) after due date May 31, 2017.

ROLL CALL VOTE: Yes:
 No:
 Absent:

MOTION DECLARED ADOPTED

STATE OF MICHIGAN)
)§
COUNTY OF OAKLAND)

I, the undersigned duly qualified Clerk of the City of Oak Park, Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a Regular meeting of the Council of said City held on April 19, 2017, insofar as said proceedings relate to the Special Assessment District as described in the foregoing, the original of which proceedings is on file in my office.

IN WITNESS WHEREOF I have hereunto set my official signature the 19th day of April, 2017.

T. Edwin Norris, City Clerk

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

Today's Date: 3/22/2017

Applicant Information

Applicant/Business Name: First Baptist Church of Oak Park

Applicant/Business Address: 24201 Coolidge

Phone number: 248 398-0770 E-Mail Address: FBCOP@att.net

Relation of applicant to business: Secretary

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

RECEIVED
CITY OF OAK PARK

Owner Information

Owner or manager of site: _____ Phone: _____

MAR 30 2017

Names and addresses of partners or officers of corporation:

CITY CLERK'S OFFICE

Event Information

Proposed date(s) of event: June 3, 2017 Has this event been held previously? ☐ Yes ☒ No

Address or location of event: 24201 Coolidge

Is this a City owned park? No

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

Nature, purpose, and detailed description of event: Outreach

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

If yes, please describe how so: Outreach for the community, Games, Bounce house, Fire truck and food.

Estimated number of people attending event? 200 Hours of Event: 11:00 AM - 4:00 PM

Please Waive FEE JA

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

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

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

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

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

Food Services

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

Will the food be prepackaged or prepared on site: Yes

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

Mechanical Amusement

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

Will the event have a moonwalk? ☒ Yes ☐ No, if yes, please provide the name and address of Company/Entity providing moonwalk: INFLATABLE Playscape
5160 Meijer Dr. Royal Oak, MI 48073

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

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

Technical/Support

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

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

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

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

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

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

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

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

Ami Teek

Applicant's Signature

State of Michigan

ss

County of _____

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

_____.

My Commission expires: _____
Notary Public

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION
First Baptist Church, 24201 Coolidge – Community Outreach Event
DATE: Saturday, June 3, 2017

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>Rob Barrett</i>	An inspection for a bounce house is required. The following is required: Locking extension cords Secure anchoring system Fire extinguisher within close proximity	1 hour	The inspections will be provided at no cost. Please have the vendor call to schedule an inspection 1-248-691-7540
PUBLIC SAFETY <i>Steve Cooper</i>	Normal Patrol activities. Checks by Patrol at the location during stated hours.	NA	NA
RECREATION <i>Laurie Stasiak</i>	NA	NA	NA
DPW <i>Kevin Yee</i>	NA	NA	NA
ADDITIONAL <i>Administration</i>			Application fee waiver requested

SECRET
SW
WARDLE

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

IRS # 38-1863919

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

April 6, 2017
Invoice # 1305910
Client No. M1409
Matter No. 100314

RE: Oak Park, City of (Building Fund)

INTERIM

Services Rendered:

CURRENT BILLING SUMMARY THROUGH MARCH 31, 2017

Fees for Professional Services	\$2,652.00
Expenses Advanced	\$0.00
CURRENT BILL DUE	\$2,652.00

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

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

AN ORDINANCE TO AMEND ARTICLE IV, HOUSING, CHAPTER 18, BUILDINGS AND BUILDING REGULATIONS, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK BY AMENDING DIVISION 3, INSPECTIONS, THEREOF, THEREBY PERMITTING ADVERTISING OF RENTAL UNITS CERTIFIED WITHIN LAST SIX MONTHS.

THE CITY OF OAK PARK ORDAINS:

SECTION 1. Division 3, Inspections, of Article IV, Housing, of Chapter 18, Buildings and Building Regulations, of the Code of Ordinances of the City of Oak Park is hereby amended to read as follows:

Sec. 18-181. - To determine compliance with applicable codes; certificates of compliance and occupancy.

No owner of any rental unit governed by this article, and no agent of such owner, shall hereafter offer to let or hire, any one-family dwelling or any unit in a two-family dwelling, unless such unit has been inspected and a certificate of compliance has been issued by the department of technical and planning services. The department of technical and planning services shall cause such inspection to be had, and such certificate of occupancy to be issued, if the unit meets the minimum requirements of all applicable state and city housing and building codes, within a reasonable time after application therefor and payment of any inspection fee. The certificate of occupancy shall certify that the dwelling unit complies with all applicable provisions of such building and housing codes. An inspection is also required upon each vacancy and re-occupancy of the rental unit. If the rental unit has been issued a certificate of compliance within six months of the vacancy, the Owner is permitted to advertise the unit as long as the Owner has reported the vacancy and requested a re-occupancy inspection by the Rental Inspector.

SECTION 2. Severability.

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

SECTION 3. Effective Date.

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

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park, on this 3rd day of April, 2017.

T. Edwin Norris
City Clerk

Marian McClellan
Mayor

I, T. Edwin Norris, duly authorized Clerk of the City of Oak Park, Michigan do hereby certify that the foregoing Ordinance was adopted by the Council of the City of Oak Park at its Regular meeting held on March 27, 2017.

T. Edwin Norris, City Clerk



CITY OF OAK PARK

DEPARTMENT OF TECHNICAL & PLANNING SERVICES

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

To: Erik Tungate, City Manager

From: Robert Barrett, Director of Technical and Planning

Date: February 8, 2017

RE: Rental Re-occupancy

As you know, I have been looking into potential changes to the City of Oak Park rental ordinance, and more specifically the re-occupancy requirement. Currently, the rental ordinance requires a dwelling to be inspected and re-certified biennially or upon re-occupancy. The re-occupancy inspection, fee and ban on advertising have been criticized by owners of these units who have threatened litigation to challenge the validity of the ordinance. Some owners have asserted that the ordinance is unfair, and are requesting to have the re-occupancy portion of this ordinance completely rescinded.

Through the years, I have met with many of the property owners who have grieved this ordinance as well as the rental inspectors who perform this work. Based on my review and experience, it appears that the units and/or property owners that have high re-occupancy rates are the ones that result in the most blight violations and thus require closer monitoring and inspections to ensure code compliance. Therefore, I am against completely rescinding the re-occupancy ordinance in its entirety.

I have also met with our attorney's at Garan Lucow Miller, PC. Together we are confident that we can defend the existing re-occupancy ordinance against any challenge, however I have been contemplating some revisions that could reasonably accommodate the property owner's concerns while also maintaining our requirements for quality housing in the City.

Please see below for a brief synopsis of my proposed ordinance changes:

1. In circumstances that the unit has been certified within the last six months and the landlord reports the re-occupancy to the City, I propose that:
 - a. *Through Ordinance change* - The landlord would be allowed to advertise the unit once an inspection has been scheduled, but not re-occupy the unit until rental certificate is issued.
 - b. *Through the annual adopted fee schedule* - Reduce the re-occupancy inspection fee from \$150 to \$75.
 - c. *Through internal policy* - Attempt to provide a priority inspection within 1 week.

- d. *Through internal policy* - Offer a conditional temporary rental certificate if no health or safety issues exists

It should be noted that if the re-occupancy is found by the Technical and Planning Department without being notified by the landlord, the process will revert back to as if process is a new rental unit. No cost savings, allowance to advertise, or priority scheduling will be granted to the landlord.

Listed below is a proposed text revisions of Ordinance Section 18-181 for your consideration.

With your approval I would like to move forward with the proposed changes.

Sec. 18-181. - To determine compliance with applicable codes; certificates of compliance and occupancy.

No owner of any rental unit governed by this article, and no agent of such owner, shall offer to let or hire any one-family dwelling or any unit in a two-family dwelling, unless such unit has been inspected and a certificate of compliance has been issued by the department of technical and planning services. The department of technical and planning services shall cause such inspection to be had, and such certificate of occupancy to be issued, if the unit meets the minimum requirements of all applicable state and city housing and building codes, within a reasonable time after application therefor and payment of any inspection fee. The certificate of occupancy shall certify that the dwelling unit complies with all applicable provisions of such building and housing codes. An inspection is also required upon each vacancy and re-occupancy of the rental unit. If the rental unit has been issued a certificate of compliance within six months of the vacancy, the Owner is permitted to advertise the unit as long as the Owner has reported the vacancy and requested a re-occupancy inspection by the Rental Inspector.

(Code 1973, § 22-24)

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** April 19, 2017**AGENDA #****SUBJECT:** Elected Officials Salary determination by the Local Officer's Compensation Commission (LOCC)**DEPARTMENT:** City Clerk

SUMMARY: Section 2-314 of the City Charter requires the Local Officer's Compensation Commission to meet every odd-numbered year to determine the salaries of all elected officials of the city, which determination shall be the salaries unless the city council by resolution adopted by two-thirds of the members elected and serving on the city council shall reject them. In case of rejection, the existing salary shall prevail. (Section 2-313) At the April 6, 2017 meeting of the LOCC, the commission voted to increase the annual salaries of the Mayor, Mayor Pro Tem and Council Members by 3% and are reflected as follows: New annual salaries, Mayor - \$6,283; Mayor Pro Tem - \$5,237; Council Member - \$4,888.

RECOMMENDED ACTION: No action is required unless city council chooses to reject the salary determination of the LOCC.

APPROVALS:

City Manager: _____

Department Director: _____

Finance Director: _____

EXHIBITS:

Local Officer's Compensation Commission Meeting Excerpt of April 6, 2017.

**CITY OF OAK PARK, MICHIGAN
LOCAL OFFICERS' COMPENSATION COMMISSION**

Oak Park City Hall, 14000 Oak Park Blvd., Oak Park, MI 48237

April 6, 2017

MINUTES EXCERPT

The meeting was called to order at 6:35 p.m. by Chairperson Hylton.

PRESENT: Chairman Hylton, Commissioner Barnes, Commissioner Johnson,
Commissioner Hollifield, Commissioner Gulley

ABSENT: None

ALSO PRESENT: T. Edwin Norris, City Clerk

VACANCY: Two

QUORUM Oak Park City Code of Ordinances, Section 2-314, Division 5.
PRESENT: 5 members currently make up the board, 3 members for quorum

(AGENDA ITEM #6) DETERMINATION OF SALARIES OF CITY OF OAK PARK'S ELECTED OFFICIALS

**LOCC-04-002-17 MOTION TO INCREASE THE ANNUAL SALARIES OF THE
MAYOR, MAYOR PRO TEM AND COUNCIL MEMBERS BY
3% - APPROVED**

Motion by Johnson, seconded by Barnes, CARRIED, to increase the annual salaries of the Mayor, Mayor ProTem and Council Members by 3%.

Roll Call Vote:	Yes:	Hylton, Barnes, Johnson
	No:	Gulley, Hollifield
	Absent:	None

MOTION DECLARED ADOPTED

Note:	<u>Current Salary</u>	<u>New Salary</u>
Mayor	\$ 6,100	\$ 6,283
Mayor ProTem	\$ 5,084	\$ 5,237
Council Member	\$ 4,745	\$ 4,888

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** April 19, 2017**AGENDA #****SUBJECT:** Resolution Authorizing Acceptance of the Help America Vote Act (HAVA) Grant Agreement**DEPARTMENT:** City Clerk

SUMMARY: The Grant Agreement is the mechanism by which the City applies to the State of Michigan to receive a Federal HAVA and State-appropriated funded voting system, including optical scan tabulators, accessible voting devices and Election Management System (EMS) software, pursuant to the Federal Help America Vote Act (HAVA) of 2002. The Grant Agreement requires that the City designate someone to serve as the Grant Manager for the municipality as well as specify who has authority to execute the document on behalf of the City and the Resolution designates the City Clerk to sign and enter into the Agreement and to serve as the Grant Manager.

FINANCIAL STATEMENT: The financial implications are that by entering into the Grant Agreement the City will not have to expend any funds to acquire and implement the replacement voting system approved by the State of Michigan and Oakland County. Additional voting equipment beyond what is allocated by the State of Michigan will be the financial responsibility of the City of Oak Park.

RECOMMENDED ACTION: Adopt the Resolution Authorizing Acceptance of the HELP America Vote Act (HAVA) Grant Agreement.

MOTION: Move to adopt the Resolution Authorizing Acceptance of the HELP America Vote Act (HAVA) Grant Agreement.

APPROVALS:

City Manager: _____

Department Director: _____

Finance Director: _____

EXHIBITS: Resolution and HELP America Vote Act (HAVA) Grant Agreement.

**CITY OF OAK PARK
COUNTY OF OAKLAND**

**A RESOLUTION AUTHORIZING ACCEPTANCE OF THE
HELP AMERICA VOTE ACT (HAVA) GRANT AGREEMENT**

Minutes of the regular meeting of the City Council of the City of Oak Park, County of Oakland, State of Michigan, (the Municipality") held on Wednesday, April 19, 2017.

PRESENT: Councilmembers:

ABSENT: Councilmembers:

Councilmember _____ offered and moved the adoption of the following resolution, seconded by Councilmember _____.

WHEREAS, the Grant Agreement is the mechanism by which Counties, Cities and Townships apply to the State of Michigan to receive Federal HAVA and State-appropriated funded voting systems, including optical scan tabulators, accessible voting devices and Election Management System (EMS) software, pursuant to the Federal Help America Vote Act (HAVA) of 2002; and

WHEREAS, the Grant Agreement process applies to voting system purchases occurring between March 1, 2017 and April 30, 2017; and

WHEREAS, The Grant Agreement is to establish a grant program to use State-appropriated and Federal HAVA funds to acquire and implement replacement voting systems throughout the state; and

WHEREAS, The Michigan Department of Technology, Management and Budget has entered into a Master Contract with each Contractor selected to provide voting systems; and

WHEREAS, State-appropriated and Federal HAVA funding provided via the Grant Agreement covers the purchase of the voting system, the software license fee for the EMS software for the full 10-year contract term, and the initial service and maintenance period for all components (which covers the acquisition year, plus 4 additional years); and

WHEREAS, the Master Contract includes an extended service and maintenance period beyond the initial service and maintenance period for an additional five-year period the costs of which along with any other additional expenses, if any, are the sole responsibility of each individual county/local jurisdiction; and

WHEREAS, the Municipality shall obtain this Grant by entering into the Help America Vote Act (HAVA) Grant Agreement Voting System Hardware, Firmware and Software.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk, a position currently held by T. Edwin Norris, is designated as the Grant Manager for the City of Oak Park, Michigan and is authorized to administer the Grant in accordance with its terms.

2. The City Clerk, T. Edwin Norris is authorized to sign and enter into the Grant Agreement.

3. The proposed form of the Help America Vote Act (HAVA) Grant Agreement between the Municipality and the State of Michigan/Michigan Department of State is hereby approved subject to review by the City Attorney and the Authorized Representative, City Clerk, T. Edwin Norris is authorized and directed to execute the Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.

4. The Authorized Representative, City Clerk, T. Edwin Norris is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the State of Michigan/Michigan Department of State in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the State of Michigan/Michigan Department of State or as may otherwise be necessary to effect the approval and delivery of the Grant.

5. The Municipality acknowledges that the Grant Agreement is a contract between the Municipality and the State of Michigan/Michigan Department of State.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

7. This Resolution is given immediate effect.

YEAS: Councilmembers:

NAYS: Councilmembers:

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Oak Park, County of Oakland, said meeting was conducted and public notice of said meeting was given pursuant to and in full

compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

T. Edwin Norris
Clerk of the City of Oak Park,
County of Oakland

**State Of Michigan
Michigan Department of State
And
Oakland County
City of Oak Park
Help America Vote Act (HAVA) Grant Agreement
Voting System Hardware, Firmware and Software
RE: Master Contract
071B7700128 - Hart Intercivic, Inc.**

This Grant Agreement is the mechanism by which Counties, Cities, and Townships apply to the State of Michigan to receive Federal HAVA and State-appropriated funded voting systems, including optical scan tabulators, accessible voting devices and Election Management System (EMS) software, pursuant to the Federal Help America Vote Act (HAVA) of 2002.

Definitions:

"Contractor" means the voting system vendor selected by the county.

"County" means any county within the State of Michigan.

"Department" means the Michigan Department of State.

"Grantee" means the county or local jurisdiction entering into this *Grant Agreement*.

"Local Jurisdiction" means any city or township within the State of Michigan.

"Voting Systems" means optical scan tabulators, accessible voting devices (for use by voters with disabilities), and EMS software (as applicable) acquired by the counties and local jurisdictions statewide and funded by State-appropriated and Federal HAVA funds.

1. Period of Agreement

The *Grant Agreement* process applies to voting system purchases occurring between March 1, 2017 and April 30, 2018.

2. Program, Budget and Agreement

This *Grant Agreement* is to establish a grant program to use State-appropriated and Federal HAVA funds to acquire and implement replacement voting systems throughout the state. Each county, with the involvement of the local jurisdictions within the county, will select one Contractor for the entire county and will develop a countywide implementation plan to replace its voting systems.

Once the county certifies its Contractor selection to the Department, the county will provide the Department with its implementation plan for individual local jurisdictions participating in each planned purchasing phase. The Department will verify the number of voting systems authorized for purchase using State-appropriated and Federal HAVA funds. If changes are required after the *Grant Agreement* is signed and approved, instructions for amending the *Grant Agreement* will be provided and the Grantee will be required to enter into a new *Grant Agreement*.

This grant program only covers the acquisition and implementation of the voting system selected by each county, and the individual voting system components which will be funded utilizing available State-appropriated and Federal HAVA funds. Approved quantities of each voting system component have been determined by the Department and are listed in Section 15 of this *Grant Agreement*.

The Michigan Department of Technology, Management and Budget has entered into a Master Contract with each approved Contractor, which has established maximum statewide prices for each voting system component. The Department has established the available level of grant funding for each component of each Contractor's voting system. State-appropriated and Federal HAVA funding provided via this *Grant Agreement* covers the purchase of the voting system, the software license fee for the EMS software for the full 10-year contract term, and the *initial* service and maintenance period for all components (which covers the acquisition year, plus 4 additional years). The Master Contract includes an *extended* service and maintenance period beyond the *initial* service and maintenance period, for an additional five-year period. Costs for the *extended* service and maintenance period and other additional costs, if any, are the sole responsibility of each individual county / local jurisdiction.

All Contractors will be required to enter into a "purchase agreement" with each local jurisdiction and county in those counties that have selected that Contractor. Typically, this document is the purchase agreement provided by the Contractor. The terms and conditions of the local purchase agreements shall not contradict the Master Contract. The terms of the Master Contract will supercede any conflicting terms in the local purchase agreements.

Each Contractor will enter into a software license agreement with each county and any local jurisdictions that receive EMS. The license agreement shall not contradict any terms contained in the Master Contract. The terms of the Master Contract supercede any conflicting terms in the license agreement.

The Department will initiate voting system orders at the county level, once all *Grant Agreements* for the county are submitted and approved for the designated purchasing phase. Once voting systems have been delivered, tested, and accepted by each Grantee in the county for the designated purchasing phase, the Department will release the State/HAVA funds to the Contractor.

3. General

The individual submitting the *Grant Agreement* must have the proper authority to do so, and must certify in Section 16 of this *Grant Agreement* that this authority has been granted. Examples of authority include, but are not limited to, a resolution from the Board of County Commissioners, City Council or Township Board authorizing the individual submitting the *Grant Agreement* to execute the *Grant Agreement* on behalf of the county, city, or township.

4. Performance

Each Grantee will certify and sign the *Grant Agreement* and forward it to the Department per the instructions provided. The Department will review and, once approved, will provide the Grantee with a copy of this fully-executed *Grant Agreement*, which will serve as Notice of the Grant Award. The Department will initiate equipment orders directly with the Contractor, and will provide the Grantee with the *Acceptance Certificate & Payment Authorization Form*, which must be submitted by the Grantee to the Department within 10 business days of voting system delivery. This form indicates acceptance of equipment and payment authorization.

The Grantee is responsible for overseeing its contractual agreement with the Contractor and is responsible for ensuring Contractor performance. Any subsequent malfunction or performance issue with the voting system must be addressed by the Grantee directly with the Contractor. The Grantee is responsible for maintaining any and all Contractor performance records. The Grantee has the sole responsibility to verify Contractor compliance with delivery dates, terms and conditions of delivery, and equipment verification and testing in accordance with the statewide Master Contract for the Grantee's selected Contractor. The Grantee will be solely responsible for additional costs incurred that are not covered by service, maintenance and warranty provisions in the Master Contract.

Grant funding is not provided for the purchase of additional ("backup") voting systems. The Grantee will be responsible for developing and implementing a backup strategy to ensure continued operation on Election Day, in the event of voting system failure in any individual precinct.

5. Testing, Acceptance and Payment

1. Successful acceptance testing of the voting system shall be completed within 10 business days from the date of delivery.
2. Upon completion of all acceptance testing, the Grantee must complete the State-issued *Acceptance Certificate & Payment Authorization Form* and forward the completed form to the Department.
3. This form will indicate the date of delivery, successful completion of acceptance testing, and will provide authorization to the Department to release funds to the Contractor.
4. Payment to the Contractor shall be made in accordance with the Master Contract with the Grantee's selected Contractor.

6. Ownership of Equipment and Software Purchases: Title

Any voting system purchased pursuant to this *Grant Agreement* is the property of the Grantee.

7. Optional Purchases

If the Grantee desires to purchase additional items beyond those authorized in this *Grant Agreement*, it may do so at its sole expense, outside of this *Grant Agreement*. No State or HAVA funds will be available for such purchases. Prices established via the Master Contract are extended to counties and local jurisdictions by the Contractors for these purposes.

8. Records Maintenance/Retention

The Grantee will maintain a complete set of records and files related to the ordering, delivery, testing, maintenance, and repairs of voting systems. The Grantee shall assure all the terms of this *Grant Agreement* are adhered to and that records and detailed documentation regarding this grant shall be maintained for a period of not less than six (6) years from the date of Contract termination, the date of submission of the final expenditure report or until any litigation and audit findings have been resolved, whichever is later.

9. Management Requirements

Grantee must maintain property records that include a description of the property; a serial number or other identification number; acquisition date; cost of the property; location, use and condition of the property; and any ultimate disposition data including the date of disposal and sale price of the property (if any). Grantee must also maintain records showing 93% Federal participation in the cost of the property.

Grantee must perform a physical inventory of the property and reconcile the results with the property records at least once every two years.

Grantee must develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated by the Grantee and reported to the Department.

Grantee must develop adequate maintenance procedures to keep the property in good condition. Grantee agrees to maintain extended service and maintenance coverage for the voting system in years 6-10 of the Master Contract, after the expiration of the initial service and maintenance period. If the Grantee fails to maintain extended service and maintenance coverage for the full Contract period, the Department may require Grantee to pay the Department the full amount of voting system grant funds paid to the vendor for the Grantee's county, city or township.

10. Disposition.

When the voting system acquired under this grant is no longer needed, the Department must be notified. Disposition of the equipment will be made as follows:

- Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the Department.
- Disposition of EMS software must follow the terms of the Contractor's Software License Agreement.

11. Authorized Access

The Grantee will permit, upon reasonable notification and at reasonable times, access to all records regarding this *Grant Agreement* by the Department and other representatives duly authorized by State or Federal law.

12. Mandatory Conditions

A. Statutory or Regulatory Requirements

The Master Contract for the Grantee's selected Contractor must be incorporated and made a part of the ensuing contract between the Grantee and the Contractor, as a condition for grant approval. The Grantee will comply with applicable Federal and State laws, guidelines, rules and regulations in carrying out the terms of this *Grant Agreement*.

Laws

This is a State of Michigan *Grant Agreement* and is governed by the laws of the State of Michigan. Any dispute arising as a result of this Agreement shall be resolved in the State of Michigan.

Funding

This *Grant Agreement* is subject to and contingent upon the availability and appropriation of Federal funds and any necessary State appropriation.

Costs

The State will not assume any responsibility or liability for costs incurred in relation to this grant.

Cancellation

The Department may cancel the *Grant Agreement* upon failure to comply with the terms of this grant.

Entire Agreement

The *Grant Agreement* shall represent the entire agreement between the State and Grantee and supercedes any prior oral or written agreements, and all other representations between the parties relating to this subject. The State reserves the right to require counties and local jurisdictions to attend required training sessions with regard to new equipment purchases made under HAVA.

Adherence to Terms

The failure of a party to insist upon strict adherence to any term of this *Grant Agreement* shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term of the *Grant Agreement*.

B. Other

Additional terms and conditions may be negotiated in the contract between the Grant Applicant and the Contractor as long as they do not conflict with the required terms and conditions of this *Grant Agreement* and Master Contract with the Grantee's selected Contractor.

13. Administration of Agreement

The Grant Manager on behalf of the Department for this *Grant Agreement* and the final *Grant Agreement* will be:

Jeremy Lange, Office of Financial Services
Michigan Department of State
430 W Allegan St., 4th Floor
Lansing, MI 48933
517.335.1952
LangeJ1@michigan.gov

All questions, comments and correspondence regarding this grant process, the *Grant Agreement* and the final *Grant Agreement* must be submitted in writing to the Grant Manager.

14. Completed Agreement

In order to complete this *Grant Agreement*, it must be filled out in its entirety by completing all indicated fields* below, and must be signed by the individual authorized by the county or local jurisdiction to enter into this agreement. The signed grant must be scanned and submitted electronically via the Elections eLearning Center, with the original returned to the Department via US Mail.

15. Voting Systems Authorization

Note: Grant Applicant to fill in all fields indicated (*) below:

This Grant Agreement is between the Michigan Department of State and:

**Oakland County
City of Oak Park**

***Grant Manager for County, City, or Township (point of contact for the State):**

*Name	
*Title	
*Office Address	
*Office Phone	
*Office Email Address	

Authorized Voting System Component Totals:

Number of Precinct Tabulators Authorized for State-Federal Funding:	16
Number of Absent Voter Counting Board Tabulators Authorized for State-Federal Funding:	2
Number of Accessible Voting Devices Authorized for State-Federal Funding:	11
EMS Software Authorized for State-Federal Funding:	No N/A

16. Special Certification/Signature

The following signatory certifies that the person signing is authorized to sign and enter into this *Grant Agreement*. Further, the signatory has reviewed and agrees to the conditions as outlined in this *Grant Agreement*, and has personally examined and is familiar with the information submitted here, as well as the requirements of the Help America Vote Act, under which this grant has been submitted.

For the COUNTY OR LOCAL JURISDICTION:

*Name: _____

*Title: _____ *Date: _____

*Signature

For the STATE OF MICHIGAN, DEPARTMENT OF STATE:

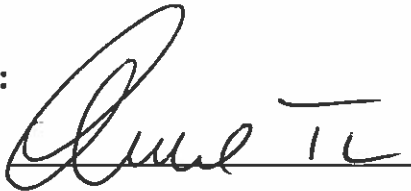
Cindy Paradine, Director, Office of Financial Services

Signature

Date

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** April 19, 2017**AGENDA #****SUBJECT:** Agreement with Berkley Schools to collect their 2017 summer property taxes.**DEPARTMENT:** Finance**SUMMARY:** The City of Oak Park annually enters into an agreement with the Berkley School District to collect their property taxes. A 1% fee is collected for this service.**FINANCIAL STATEMENT:** None**RECOMMENDED ACTION:** Approve the agreement with the Berkley School District to collect their 2017 property levy and transfer the collected funds as required by State Statute.**APPROVALS:**

City Manager:



Department Director:



Finance Director:

**EXHIBITS:** Agreement, Berkley letter



BERKLEY SCHOOLS

ENGAGE INSPIRE ACHIEVE

WWW.BERKLEYSCHOOLS.ORG

April 03, 2017

Ms. Marian McClellan, Mayor
City of Oak Park
14000 Oak Park Boulevard
Oak Park, MI 48237

Dear Mayor McClellan:

As in previous years, the Berkley School District wishes to collect summer property taxes for the 2017 levy. Authority to levy summer taxes was established via Board action in 1983 and continues by this action until revoked by the Board of Education. It is the intent to levy summer taxes for the upcoming year to continue a tax collection process that has served the District well for some time. Please accept this communication as a request on behalf of the Berkley School District for the City of Oak Park to facilitate the collection and payment of summer taxes for the 2016 levy. The City's cooperation in this matter greatly assists the school district in efficiently and effectively collecting a material amount of budgeted revenues.

In an effort to coordinate this arrangement for the 2017 levy, attached you will find a proposed agreement between the school district and the City with terms and conditions similar to last year's contents. Please have the appropriate city official execute this agreement and return a signed copy for District records. Should you have any questions or concerns on this matter, please contact me at (248)837-8029.

This communication is necessary to comply with relevant legal requirements. You should be aware that, according to law, if the parties are unable to reach agreement within 30 days of the date of this letter, other collection measures would have to be negotiated with the County Treasurer. Thank you for your cooperation and attention to this matter.

Sincerely,

Lawrence J. Gallagher
Deputy Superintendent
Finance, Facilities and Operations

c: Dennis McDavid, Superintendent
Erik Tungate, City Manager
Jamen Winter, Deputy Finance Director

**Berkley School District
Tax Collection Agreement**

THIS AGREEMENT made this 3rd day of April, 2017 by and between the BERKLEY SCHOOL DISTRICT and the CITY OF OAK PARK.

WHEREAS, 1982 Public Act 333 authorizes a school district to impose and collect a summer property tax levy; and

WHEREAS, in a resolution dated January 10, 1983, the Board of Education of the Berkley School District determined to impose a summer property tax levy throughout the School District, including that portion of the School District situated in the City of Oak Park until revoked; and

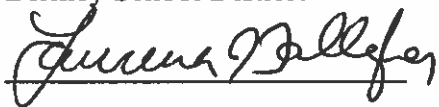
WHEREAS, the City of Oak Park is willing to collect the School District's 2017 summer tax levy in the City of Oak Park upon the terms and conditions set forth below;

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions hereinafter expressed, the parties hereto agree as follows:

1. The City of Oak Park will collect the 2017 summer property tax levy for the Berkley School District in the City of Oak Park at no direct cost to the School District. The school taxes shall, however, be subject to penalties, late payment interest, and collection charges, including a property tax administration fee, pursuant to applicable State laws.
2. The City of Oak Park will transfer collected school tax funds to the school district at least ten (10) business days after every 1st and 15th of the month as required by State Statute, Section 43(3)(a) [MCL 211.43(3)(a)] of the General Property Tax Act

Berkley School District

By:



Date: April 03, 2017

City of Oak Park

By: _____

Date: _____

**Berkley School District
Berkley, Michigan**

Resolution for Summer Tax Collection

At the Organizational Meeting of the Berkley School District Board of Education, Oakland County, Michigan (hereinafter called Board) duly called and held on the 9th day of January, 2017, the Trustees:

Mary Jo Israel, Sheryl Stoddard, Mitchell Moses, Roger Blake

Ron Justice, Keith Logsdon, Mike Tripp

constituting a quorum, being present, the following Preamble and Resolution were adopted:

WHEREAS, the Board, on January 10, 1983 adopted a Resolution to impose a summer property tax levy throughout the entire school district, which Resolution remains in effect, and

WHEREAS, it is necessary that a suitable collection arrangement be negotiated with the cities of Berkley, Huntington Woods, Oak Park and Royal Oak,

NOW, THEREFORE BE IT RESOLVED that the Board reaffirm its intentions to collect the 2017-18 tax levy in the summer of 2017.

FURTHER, RESOLVED that collection arrangements be negotiated and entered into with each municipality to collect the summer tax levy.

FURTHER, RESOLVED that the President of the Board or the Superintendent of Schools shall forward a copy of this Resolution to the cities of Berkley, Huntington Woods, Oak Park and Royal Oak and request that the local units agree to collect the summer tax levy for the Berkley School District.

FURTHER, RESOLVED that, failing to reach agreement with the local municipalities, alternate means necessary to secure summer tax collection throughout the entire school district as set forth in 1982 Public Act No. 333, as amended, be pursued.

I, Roger J. Blake, Secretary of Berkley Board of Education, Oakland County, Michigan, have compared the following Preamble and Resolution with the original thereof as recorded in the Minute Book of said Board and do certify that the same is a correct and true transcript thereof and of the whole of said original Preamble and Resolution which were adopted by said Board at a meeting hereof held on the date specified above.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: April 19, 2017

AGENDA #

SUBJECT: Resolution in support of the MEDC Redevelopment Ready Communities (RRC) Program

SUMMARY: The Community & Economic Development Department has completed the first step in the RRC Engagement process of completing the RRC Best Practice Evaluation. The next step in the engagement process is the passing of a resolution by City Council in support of the RRC Process and the steps necessary to become a certified RRD Community. There are many benefits in becoming certified such as, access to grants, media exposure to our redevelopment sites, and improved processes to attract development.

RECOMMENDED ACTION: City Council pass the Resolution in support of the MEDC Redevelopment Ready Communities Program

APPROVALS:

City Manager:

Director:

EXHIBITS: Resolution in Support of the MEDC Redevelopment Ready Communities Program

City of Oak Park, Michigan

Resolution Authorizing the City of Oak Park to Participate in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities Program

Whereas, the Michigan Economic Development Corporation (MEDC) has established the statewide Redevelopment Ready Communities (RRC) Program to empower communities to shape their future and maximize economic potential; and

Whereas, RRC is a program that provides technical assistance to and certifies Michigan communities who actively engage stakeholders and plan deliberate, fair and consistent processes; and

Whereas, the City of Oak Park recognizes the value of the RRC Program and seeks to improve its redevelopment readiness via a detailed review of existing development processes; and

Whereas, the RRC program includes evaluating and strengthening the development-related partnerships between the City Council and stakeholder organizations such as: the MEDC, Oak Park Corridor Improvement Authority (CIA), Oak Park Planning Commission (PC), and Oakland County; and

Whereas, the City of Oak Park has adopted a new Master Plan in 2017 which will guide future development and redevelopment of the City and has incorporated the RRC best practices; and

Whereas, opportunities for the redevelopment of existing parcels and buildings will be a significant source of future growth and investment in the City given the limited opportunities for greenfield development within the city limits; and

Now, Therefore, it is Resolved as follows:

1. The Oak Park City Council is willing to participate in the MEDC Redevelopment Ready Communities Program, including increased interaction and partnership with the MEDC, CIA, PC, Oakland County, and other stakeholders in the development review process.
2. It is the intention of the City of Oak Park to utilize the RRC Best Practices and evaluation process to improve our processes and communication with stakeholders.
3. City Administration is hereby authorized to proceed toward implementation of the recommendations necessary to receive RRC Certification from the MEDC.

This resolution shall become effective April 19, 2017.

I, the undersigned, the duly qualified and acting City Clerk of the City of Oak Park, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a duly called meeting held on March 6, 2017, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 19th day of April, 2017.

T. Edwin Norris, City Clerk