

Oak Park City Council Agenda

March 1, 2021





AGENDA
REGULAR CITY COUNCIL MEETING
38th CITY COUNCIL
OAK PARK, MICHIGAN
March 1, 2021
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

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

- A. Regular City Council Meeting Minutes of February 15, 2021
- B. Special City Council Meeting Minutes of February 15, 2021
- C. Arts and Cultural Diversity Commission Meeting Minutes of December 10, 2020 and January 14, 2021
- D. Beautification Advisory Commission Meeting Minutes of June 16, 2020
- E. Corridor Improvement Authority Meeting Minutes of December 17, 2020
- F. Recycling Commission Meeting Minutes of February 20, 2020
- G. Licenses New and Renewals submitted for March 1, 2021

5. RECOGNITION OF VISITING ELECTED OFFICIALS

6. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Nine Mile Redesign Update and Patronicity Campaign Presentation
- B. Update from Joy Wells Director of SOAR Chamber of Commerce

7. PUBLIC HEARINGS: None

8. COMMUNICATIONS: None

9. SPECIAL LICENSES: None

10. ACCOUNTING REPORTS: None

11. BIDS:

- A. Request to award the bid for the 2021 Sidewalk Repair Program, M-713 to Giorgi Concrete in the amount of \$650,873.00 and to temporarily transfer \$150,873.00 from the General Fund Balance for this expenditure
- B. Request to award the bid for the 2021 Swimming Pool Repair Project M-719 to Advance Pool Services, Inc. in the amount of \$151,500.00 and to transfer \$41,500 from the General Fund Balance for this expenditure

12. ORDINANCES: None

13. CITY ATTORNEY:

14. CITY MANAGER:

Administration

A. COVID-19 Update

Public Safety Department

B. Request to approve Traffic Control Order 160 Section 1.27 making the intersection of Roanoke and Kenwood a permanent all-way stop

Economic Development

C. Request to approve an inter-local agreement with Oakland County for the Restaurant Relief Program and to authorize the City Manager to sign the agreement on behalf of the city.

Communications

D. Event and Activity Update

15. 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.

16. CALL TO THE COUNCIL

17. 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
38th OAK PARK CITY COUNCIL**

February 15, 2021

7:00 PM

MINUTES

Mayor McClellan called the virtual meeting to order at 7:01 p.m. Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

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

ABSENT: None

OTHERS

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

APPROVAL OF AGENDA:

CM-02-041-21 (AGENDA ITEM #3) ADOPTION OF THE AGENDA AS SUBMITTED – APPROVED

Motion by Edgar, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the agenda as submitted.

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-02-042-21 (AGENDA ITEM #4A-C) CONSENT AGENDA - APPROVED

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

- A. Regular City Council Meeting Minutes of February 1, 2021 **CM-02-043-21**
- B. Parks and Recreation Commission Meeting Minutes of December 16, 2020 **CM-02-044-21**
- C. Licenses New and Renewals submitted for February 1, 2021 **CM-02-045-21**

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

Commissioner Yolanda Smith Charles provided an update on activities related to Oakland County. State representative Regina Weiss provided information pertaining to activities in Lansing.

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #6A) Black History Month Special Presentation
Arts and Cultural Diversity Commission Vice Chairperson Stephanie Crawford presented a video that recognized community leaders Patrick Poteet and Juanita Bell.

PUBLIC HEARINGS:

(AGENDA ITEM #7A) Public Hearing to receive public comments on the allocation of the 2021 Community Development Block Grant (CDBG) funds

Mayor McClellan opened the public hearing to receive public comments for the allocation of the 2021 Community Development Block Grant Funds at 7:28 P.M. There were no members of the public who wished to speak and there were no written comments received to enter into the record. The public hearing was closed at 7:30 PM.

CM-02-046-21 (AGENDA ITEM #7B) RESOLUTION APPROVING THE RECOMMENDED ALLOCATIONS OF THE 2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND AUTHORIZING THE MAYOR TO SIGN THE APPLICATION AND SUB RECIPIENT AGREEMENT ON BEHALF OF THE CITY - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the following resolution approving the recommended allocations of the 2021 Community Development Block Grant Funds and to authorize the Mayor to sign the application and sub recipient agreement on behalf of the City:

**RESOLUTION APPROVING THE 2021
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

WHEREAS, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs; and

WHEREAS, Oakland County has requested CDBG eligible projects from participating communities for inclusion in the Action Plan; and

WHEREAS, the City of Oak Park is a participating local unit of government in the Oakland County Community Development Block Grant Program; and

WHEREAS, the City Of Oak Park has duly advertised and conducted a public hearing on February 15, 2021 for the purposes of receiving comments regarding the proposed use of Program Year 2021 Community Development Block Grant funds in the approximate amount of \$128,952.00; and

WHEREAS, the public hearing conformed to the guidelines of the Oakland County Community Development Division; and

WHEREAS, The City of Oak Park found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need:

Account Number	Project Name	Amount
172170-730310	Code Enforcement	\$98,952.00
172160-732170	Public Service/Yard Services	\$30,000.00

NOW THEREFORE, BE IT RESOLVED, that the City of Oak Park CDBG application is hereby authorized to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Mayor is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

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

MOTION DECLARED ADOPTED

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-02-047-21 (AGENDA ITEM #10A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$13,956.52 - APPROVED

Motion by Radner, seconded by Edgar, CARRIED UNANIMOUSLY, to approve payment of invoices #555191, #555192 and #555193 by Garan, Lucow, Miller P.C., for legal services rendered through January 31, 2021 in the total amount of \$13,956.52.

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

MOTION DECLARED ADOPTED

CM-02-048-21 (AGENDA ITEM #10B) PAYMENT OF AN INVOICE SUBMITTED BY THE LAW OFFICES OF HOWARD L. SHIFMAN, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$18,000.00 - APPROVED

Motion by Burns, Seconded by Edgar, CARRIED UNANIMOUSLY, to approve payment of invoice #14450 to Howard L. Shifman, P.C. for legal services from January 1, 2021 – March 31, 2021 in the total amount of \$18,000.00.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

Administration

CM-02-049-21 (AGENDA ITEM #14A) REQUEST TO APPROVE AN AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN OAKLAND COUNTY AND CITY OF OAK PARK REGARDING MIDC CONTINUING LEGAL EDUCATION REQUIREMENTS AND TO AUTHORIZE THE CITY MANAGER TO SIGN THE AMENDMENT ON BEHALF OF THE CITY - APPROVED

Motion by Edgar, seconded by Burns, CARRIED UNANIMOUSLY, to approve an amendment to the Interlocal Agreement between Oakland County and City of Oak Park regarding MIDC continuing legal education requirements and to authorize the City Manager to sign the amendment on behalf of the City.

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

MOTION DECLARED ADOPTED

Director of Strategic Planning and Special Projects VanVleck summarized the amendment and reported the Michigan Indigent Defense Commission was created by legislation in 2013 to ensure the state's public defense system is fair, cost-effective, and constitutional. The Commission has released a set of standards to be followed by all courts in the State, which have been approved by the Department of Licensing and Regulatory Affairs. Each local system is asked to create a plan to ensure compliance with these standards, with costs for compliance being borne by the State. As a part of our plan, in order to ensure our system is in compliance with Standard 1 "Education and Training of Defense Counsel" we have entered into an interlocal agreement with Oakland County to participate in their CLE Program, which is administered by the Oakland County Bar Association (OCBA), ensuring that our criminal defense attorneys are meeting their continuing legal education requirements. Oakland County has proposed an amendment to Section 2.2 of the agreement, effectively placing an automatic renewal of the agreement for December 31st of each calendar year unless terminated by either party.

Public Safety Department

CM-02-050-21 (AGENDA ITEM #14B) REQUEST TO RENEW THE INTER LOCAL AGREEMENT WITH OAKLAND COUNTY FOR CLEMIS IT SERVICES AND TO AUTHORIZE THE CITY MANAGER TO SIGN THE AGREEMENT ON BEHALF OF THE CITY - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to renew the Inter Local Agreement with Oakland County for CLEMIS IT Services and to authorize the City Manager to sign the agreement on behalf of the City.

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

MOTION DECLARED ADOPTED

Public Safety Director Cooper summarized the Inter Local Agreement for CLEMIS IT Services with Oakland County. The acronym "CLEMIS" stands for (Court and Law Enforcement Management Information System). CLEMIS is a multifaceted regional public safety information management system, operated and maintained by Oakland County Department of Information Technology. CLEMIS is comprised of many software applications. The purpose of CLEMIS is to provide innovative technology and related services to criminal justice/public safety agencies to enable them to share data and improve the delivery of criminal justice/public safety services. The Oak Park Public Safety Department currently uses CLEMIS for prisoner processing (fingerprinting, booking, mugshots), report writing for police and fire incidents, In car computers, on-line crash reports, e-citations, daily log sheets, evidence and property system. This system is also used to access incident reports throughout the various agencies in multiple counties (Oakland, Macomb, Wayne and Genesee, etc.). Various components of the system are also used by other departments within the City. The Oak Park Department of Public Safety has used CLEMIS for over 25 years and is invaluable and an absolute must for Public Safety.

Finance/Assessing

(AGENDA ITEM #14C) Quarterly Investment Report for period ending 12/31/2020

Finance Director Crawford presented the second quarter investment report.

Second Quarter Fiscal 2020/2021 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City at December 31, 2020. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity.

The second quarter investment report shows total citywide cash and investments of \$33,659,956 (market value) including cash in the operating account of \$1,234,717 (excluding outstanding checks and other adjustments), short-term investments in the Oakland County Investment Pool of \$30,131,354, and long-term investments total \$2,293,885. The City has maximized investment return on short-term cash by utilizing the Oakland County Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. Investment income for the months of October through December 2020 totaled \$78,657.

During the second quarter overall investment returns are still at the same low levels as in the first quarter of FY 2020-21; as Economists predicted. The return for the second quarter was approximately 0.90% primarily due to COVID-19 and the Federal Reserve rates set at nearly zero. As a result, the City is investing short-term and locking up longer term investments if the individual interest rate is favorable.

Interest rates for the next quarter are expected to remain low and overall investment will continue to fall as long-term investments continue to mature.

(AGENDA ITEM #14D) Quarterly Financial Report for period ending 12/31/2020

Finance Director Crawford presented the second quarter financial report.

GENERAL FUND

REVENUES

Total revenues for the first quarter total approximately \$19 million, representing approximately 84% of the annual budget. Overall revenues are on track with budget with the following items of note:

- Property Tax Revenue – City property tax levies are billed July 1 and payable in full without penalty by August 31, 2020. As of the end of the second quarter approximately 94% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2021. Property tax revenue is the primary reason the overall revenues are at 84% to date.
- Intergovernmental Revenue (State Revenue Sharing) – The City receives six bi-monthly payments annually for state-shared revenue. The second quarter report reflects two fiscal 2020/21 payments totaling \$1,344,770 as the August 31, 2020 payment by statute is included as part of the June 30, 2020 revenues. The City will receive the remaining payments on February 28, April 30, June 30 and August 31 (2021) related to the current fiscal year. The estimated annual revenue included in the budget totals \$3,570,123.
- Fines and forfeiture revenue received from the 45th District Court is budgeted for a total of \$1,700,000 of which \$645,441 or 38% was received in this second quarter. Overall court revenue continues to be less than prior year and less than budget due to COVID-19 and the reduced number of drivers on the road and tickets written. The court has done a good job reducing their costs to offset some of the lost revenue. The revenue received is used to offset a portion of the court's operating costs. Finance will continue to monitor both the court revenue and expenditure budgets and amended as necessary.
- Federal grants revenue is higher than originally anticipating as the City is receiving federal CARES funds passed through the State of Michigan and Oakland County related to the COVID-19 pandemic. The revenue will be used to offset both unbudgeted expenditures incurred since March 2020 along with reimbursement of some allowable budgeted costs (which will be used to offset some of the revenue lost). Finance will be bringing forward budget amendments for both the revenue and any related unbudgeted expenditures.
- Recreation program fees continue to lag behind both prior and the current year reduced budget due to the COVID-19 pandemic and related shutdown. Program fees are currently at approximately 35% of budget and historically represent closer to 50% through the second quarter. Some of the revenue loss has been offset by cost savings and budget amendments will be forthcoming in this second quarter to reflect the most recent projects.

EXPENDITURES

Total expenditures for the second quarter total approximately \$9.4 million, representing approximately 43% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 50%):

- The Human Resources Department is at 57% for the second quarter due to the increase in the defined contribution retirement amount for the new Human Resource Director. This will be amended in this second quarter of budget amendments.
- The Prosecuting Attorney is at 58% of their budget due to the timing of when payment is made.
- Elections is at 73% of their budget due to the timing of when the elections take place. The presidential primary was during the first quarter and the general election is in this second quarter resulting in the majority of the budget being expended during the first six months of the year. The overall net budget for the department is in line with current annual projections.
- The Special Events Recreation Department is at 59% of their budget due to the seasonality nature of recreation programs. The overall net budget for the department is in line with current annual projections. All other recreation departments are running significantly under budget due to the COVID-19 pandemic and will be amended in this second quarter of budget amendments (see note on recreation revenues above).
- Communications Department is at 52% of their budget due to all of the capital outlay expense, being expensed in this second quarter.

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

CM-02-051-21 (AGENDA ITEM #14E) BUDGET AMENDMENT #2021-3 FOR PERIOD ENDING DECEMBER 31, 2020 - APPROVED

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following resolution approving Budget Amendment #2018-1 for period ending December 31, 2017 as follows:

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #202-3 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
PROPERTY TAXES	\$ -
LICENSE AND PERMITS	50,875
INTERGOVERNMENTAL	1,842,681
CHARGES FOR SERVICES	(136,000)
FINES AND FORFEITURES	(400,000)
INTEREST INCOME	(4,015)
OTHER REVENUE	77,694
TOTAL REVENUES	1,431,235
EXPENDITURES	
CITY COUNCIL	-
CITY MANAGER	(9,000)
HUMAN RESOURCES	(6,000)
COMMUNITY & ECONOMIC DEVELOPMENT	(2,130)

INFORMATION TECHNOLOGY	-
CITY CLERK - ELECTIONS	27,500
CITY CLERK	(1,500)
FINANCE	(21,000)
TECHNICAL AND PLANNING	(30,000)
PUBLIC SAFETY	(7,000)
RECREATION	(117,000)
PUBLIC WORKS	(3,000)
NON-DEPARTMENTAL	276,365
PUBLIC INFORMATION	23,125
TOTAL EXPENDITURES	<u>130,360</u>
 Net Increase to Fund Balance	 <u><u>\$ 1,300,875</u></u>

LIBRARY FUND	
REVENUES	
PROPERTY TAXES	\$ -
INTERGOVERNMENTAL	-
CHARGES FOR SERVICES	-
FINES AND FORFEITURES	-
INTEREST INCOME	-
OTHER REVENUE	-
TOTAL REVENUES	<u>-</u>
 EXPENDITURES	
SALARIES	(9,000)
UTILITIES - WATER	-
TOTAL EXPENDITURES	<u>(9,000)</u>
 Net Increase to Fund Balance	 <u><u>\$ 9,000</u></u>

MAJOR STREETS FUND	
REVENUES	
INTERGOVERNMENTAL	\$ 79,976
INTEREST INCOME	(2,976)
OTHER REVENUE	-
TOTAL REVENUES	<u>77,000</u>
 EXPENDITURES	
SALARIES	(18,000)
FRINGES	-
TOTAL EXPENDITURES	<u>(18,000)</u>

Net Increase to Fund Balance	<u>\$ 95,000</u>
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LOCAL STREETS FUND

REVENUES

INTERGOVERNMENTAL	\$ 31,533
CHARGES FOR SERVICES	-
INTEREST INCOME	2,467
OTHER REVENUE	-
TOTAL REVENUES	<u>34,000</u>

EXPENDITURES

SALARIES	(3,000)
FRINGES	-
TOTAL EXPENDITURES	<u>(3,000)</u>

Net Increase to Fund Balance	<u>\$ 37,000</u>
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SOLID WASTE FUND

REVENUES

PROPERTY TAXES	\$ -
INTERGOVERNMENTAL	-
CHARGES FOR SERVICES	-
INTEREST INCOME	3,000
OTHER REVENUE	-
TOTAL REVENUES	<u>3,000</u>

EXPENDITURES

SALARIES	(9,000)
OPERATIONS	-
TOTAL EXPENDITURES	<u>(9,000)</u>

Net Increase to Fund Balance	<u>\$ 12,000</u>
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PUBLIC IMPROVEMENT FUND

REVENUES

PROPERTY TAXES	\$ -
INTERGOVERNMENTAL	\$ -
CHARGES FOR SERVICES	-
INTEREST INCOME	1,708
TRANSFERS IN	44,000
TOTAL REVENUES	<u>45,708</u>

EXPENDITURES

SALARIES	-
FRINGES	-
CAPITAL OUTLAY	124,057
TOTAL EXPENDITURES	<u>124,057</u>

Net Increase to Fund Balance	<u><u>\$ (78,349)</u></u>
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CITY OWNED PROPERTY FUND

REVENUES

INTEREST INCOME	\$ -
SALE OF FIXED ASSETS	-
TOTAL REVENUES	<u>-</u>

EXPENDITURES

CAPITAL OUTLAY	
TRANSFERS OUT	44,000
TOTAL EXPENDITURES	<u>44,000</u>

Net Decrease to Fund Balance	<u><u>\$ (44,000)</u></u>
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MUNICIPAL COMPLEX CONSTRUCTION FUND
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REVENUES

INTEREST INCOME	\$ -
TOTAL REVENUES	<u>-</u>

EXPENDITURES

PROFESSIONAL SERVICES	44,558
TOTAL EXPENDITURES	<u>44,558</u>

Net Decrease to Fund Balance	<u><u>\$ (44,558)</u></u>
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WATER AND SEWER FUND

REVENUES

CHARGES FOR SERVICES	\$ 13,000
INTEREST EARNINGS	(3,422)
OTHER REVENUE	12,500
TOTAL REVENUES	<u>22,078</u>

EXPENDITURES

SALARIES	(66,000)
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OPERATIONS	11,078
TOTAL EXPENDITURES	(54,922)
Net Decrease to Fund Balance	\$ 77,000

MOTOR POOL INTERNAL SERVICE FUND

REVENUES	
CHARGES TO OTHER FUNDS	\$ -
TOTAL REVENUES	-
EXPENDITURES	
SALARIES	3,000
OPERATIONS	(3,000)
TOTAL EXPENDITURES	-
Net Decrease to Fund Balance	\$ -

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

MOTION DECLARED ADOPTED

CM-02-052-21 (AGENDA ITEM #14F) RATE OF COMPENSATION FOR THE BOARD OF REVIEW MEMBERS AND THE 2021 MEETING DATES AND TIMES – APPROVED

Motion by Burns, Seconded by Edgar, CARRIED UNANIMOUSLY, to approve the rate of compensation for the Board of Review at \$120.00 for a full day and \$60.00 for a half day of service and the following dates and times for the 2021 Board of Review Meetings to be held at City Hall:

Monday	March 8, 2021	9:00 am to 1:00 pm & 3:00 pm to 7:00 pm
Tuesday	March 9, 2021	6:00 pm to 8:00 pm
Monday	March 22, 2021	9:00 am to 1:00 pm & 2:00 pm to 4:00 pm

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

MOTION DECLARED ADOPTED

Finance Director Crawford indicated the City Charter (Section 10.6) states that the rate of compensation for the Board of Review shall be established by City Council and (Section 10.7) states that the Board of Review shall meet on the second and fourth Monday in March for the

purpose of hearing tax assessment appeals. The Assessing Department is requesting to schedule one additional date with the option to add additional dates if needed.

CM-02-053-21 (AGENDA ITEM #14G) CITY OF OAK PARK 2021 POVERTY EXEMPTION POLICY – APPROVED

Motion by Burns, Seconded by Whitehead, CARRIED UNANIMOUSLY, to adopt the following City of Oak Park 2021 Poverty Exemption Policy:

**CITY OF OAK PARK
2021 POVERTY EXEMPTION POLICY**

PURPOSE:

The purpose of this policy is to establish guidelines to be used by the Board of Review in determining whether a homeowner is eligible for a poverty exemption from property taxes.

SCOPE:

The poverty exemption policy applies to qualified low income individuals who own homesteads in the City of Oak Park. The policy limits the length of poverty exemptions to one year.

POLICY:

The Board of Review shall use the following guidelines to determine if a property owner qualifies for a poverty exemption from property taxes:

1. Exemptions will be granted to owners of homesteads only. Property must be granted at least a 50% homestead exemption from the State of Michigan.
2. Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. The application can be made by mail, if received one day prior to the last session of the Board of Review.
3. All applicants must file a claim with the Board of Review on a form prescribed by the State Tax Commission. The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
4. Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.
5. The poverty threshold for eligibility for a poverty exemption is a figure which is equal to the Federal income standards established annually by the United States Office of Management and Budget for the previous calendar year. To be eligible for a poverty exemption from property taxes, the income of the property owner (household) must be less than the poverty threshold for the number of persons within the household.
6. All income and assets for persons in the household are reported in accordance with a form prescribed by the State Tax Commission.

- a. Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.
 - b. The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
 - c. Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
 - d. The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
 - e. If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.
7. Maximum total allowed assets, including amounts in banking/investment accounts may not exceed the amount of the federal poverty guideline for the number of persons in the household. Maximum total allowed liquid assets, specifically amounts in banking/investment accounts may not exceed the amount of projected 2021 taxes PLUS 50% for the entire household. The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:
 - a. A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
 - b. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
 - c. Jewelry, antiques, artwork, equipment, and other personal property of value.
 - d. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
 - e. Withdrawals of bank accounts and borrowed money.
 - f. Gifts, loans, lump-sum inheritances, and one-time insurance payments.
 - g. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
 - h. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
 - i. The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)
 - j. The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.
8. Applicants that meet the income and asset qualifications will have the taxable value reduced by 50% for the current year.
9. Poverty exemptions shall be granted for one year only. The property owner must apply every year in order to receive an exemption.

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

MOTION DECLARED ADOPTED

City Assessor Powers reported that in accordance with section 211.7u of the Michigan Compiled Laws, the City of Oak Park has offered a partial poverty exemption, through the Board of Review, to qualified homeowners. The City of Oak Park has historically averaged less than 20 applicants for this exemption per year.

On December 23, 2020, the Governor signed Public Act 253 which made additional changes to the poverty exemption section. The most significant of these changes was revising the guidelines in calculation of the reduction to the taxable value. If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to a 25% or 50% reduction in taxable value OR any other percentage reduction in taxable value approved by the STC.

Additionally, the State adopted an application for use in applying for a Poverty Exemption. Other changes exclude the Boards ability to deviate from the policy and guidelines for extraordinary circumstances. The City's previous policy also considered an applicant's state income tax refund under the Michigan Property Tax Credit (MI1040CR), in determining the amount of reduction in taxable value. This practice accounted for the fact that income tax refunds, especially for seniors, are adversely affected if property taxes are decreased. This is no longer allowed.

Upon review of past Board of Review actions reductions in taxable value have averaged close to 50% for qualifying applicants. The recommended policy adopts that stance. The proposed policy, application and guidelines are in compliance with PA 253 of 2020.

Communications

(AGENDA ITEM #14D) Event and Activity Update

Communications Director Davis reported upcoming activities and events.

CALL TO THE AUDIENCE:

There were no members of the audience who wished to speak.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:17 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
38th OAK PARK CITY COUNCIL
February 15, 2021
5:30 PM**

MINUTES

The virtual Special Meeting was called to order at 6:04 PM by Mayor McClellan. City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544

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

ABSENT: None

OTHERS

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

SPECIAL BUSINESS:

(AGENDA ITEM A) Reappointments to City Boards and Commissions

**SCM-02-040-21 REAPPOINTMENTS OF MEMBERS TO BOARDS AND COMMISSIONS
– APPROVED**

Motion by Edgar, seconded by Burns, CARRIED UNANIMOUSLY, to authorize the following reappointments of members to city boards and commissions:

APPOINTEE	BOARD	TERM TO EXPIRE
Steven Chudnow	Election Commission	January 2022
Sarah Sherman	Election Commission	January 2022
Mattie Boykin	Beautification Advisory Commission	February 2024
Santhia Guinn	Beautification Advisory Commission	February 2024
Reatha Richmond	Beautification Advisory Commission	February 2024
Ben Waxenberg	Employees Retirement System	February 2024
Lisa Johnson	Local Officers Compensation Commission	February 2028

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

MOTION DECLARED ADOPTED

(AGENDA ITEM B) Interview candidates for City Boards and Commissions

Council conducted interviews with the following candidates to fill vacancies on city boards and commissions:

Allyson Andrews
Dawn Henry
Brenda Richard
Donny Wilson
Cheryl Daniel
Aaron Schwartz
Alexander Bishai
Allyson Andrews
Nadine Coleman
Leona Burns

(AGENDA ITEM C) Consider new appointments to City Boards and Commissions

Council began deliberation to make appointments and agreed to continue at the next meeting since time was running short.

CALL TO THE AUDIENCE:

There were no members of the public who wished to speak.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 6:56 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



CITY OF OAK PARK

COMMUNITY ENGAGEMENT DEPARTMENT OF PUBLIC INFORMATION

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

MINUTES REGULAR MEETING CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION THURSDAY, DECEMBER 10, 2021, 7:00 P.M.

1. **CALL TO ORDER**
 - a. Time: 7:05 pm
2. **ROLL CALL**
 - a. **City Council:**
Council Member Solomon Radner_A
 - b. **Commissioners:**

Stephanie Crawford _A	Sarah Davidson _X	Rosetta Kincaid _X
Terri McQueen _X	Sudha Chandra Sekhar X	Avi Snider _X
Michele Stevenson X	Lonnie K. Tabb-Upshaw _A	Carla Wallace _X
 - c. **City Liaison:**
Director Crystal VanVleck _X
 - d. **Guests:**
Leona Burns
3. **APPROVAL OF AGENDA**
 - a. Date December 10, 2021 *Motion _Carla_ Seconded_Sudha Approved All_*
4. **APPROVAL OF MINUTES**
 - a. Date November 12, 2020 *Motion – Michelle Seconded Terri Approved All*
5. **MATTERS FOR CONSIDERATION**
 - a. **Old Business:**
 - i. How are you all doing? *Every one is safe and well.*
 - ii. Art Gallery check-in- *Due to city hall being closed Justin will start his artwork in January. Terri motioned for Justin to start is art when city hall opens Suhda seconded and all approved.*
 - iii. World Dance Day plans-*Crystal spoke with Bennie about what type of files performers should use to submit their music etc.*
 - iv. Black History Month subcommittee meeting – *sub committee did not meet therefore we have no report*

- v. *Virtual meetings may be pushed to March*
- vi. *Winterfest has not been discussed*

6. COMMISSIONER REPORTS

Avi shared he was getting married
Crystal shared she is expecting a baby
Avi shared about the 1st night of Hanukkah Festival of Lights

7. ADJOURNMENT

- a. **Next Meeting:** Thursday, January 14, 2021
- b. **Time of Adjournment:** 7:30pm



CITY OF OAK PARK

COMMUNITY ENGAGEMENT DEPARTMENT OF PUBLIC INFORMATION

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

MINUTES REGULAR MEETING CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION THURSDAY, JANUARY 14, 2021, 7:00 P.M.

1. **CALL TO ORDER**
 - a. Time: 7:10 pm
2. **ROLL CALL**
 - a. **City Council:**
Council Member Shaun Whitehead X
 - b. **Commissioners:**
Stephanie Crawford X Sarah Davidson A Rosetta Kincaid X
Terri McQueen X Sudha Chandra Sekhar X Avi Snider X
Michele Stevenson X Lonnie K. Tabb-Upshaw A Carla Wallace X
 - c. **City Liaison:**
Director Crystal VanVleck X
 - d. **Guests:**

3. **APPROVAL OF AGENDA**
 - a. Date January 14, 2021 *Motion Terri Seconded Rosetta Approved All*
4. **APPROVAL OF MINUTES**
 - a. Date December 10, 2020 *Minutes not available we will approve next month*
5. **MATTERS FOR CONSIDERATION**
 - a. **Old Business:**
 - i. How are you all doing? *Every one is safe and well.*
 - ii. Art Gallery check-in- *Justin's artwork is up and it will be up until City Hall opens. It was also posted on Facebook.*
 - iii. World Dance Day plans-*Bennie did respond about what file type the dancers should use for submitting their music and performances via email. Crystal can have the communications team put together a blast for recruiting for World Dance Day. So we need to hammer out all the details of what we need & what and how we are going to do in full detail.*

- iv. Black History Month subcommittee meeting - Monday, January 18 at 6 pm. on zoom—***Stephanie will provide an agenda for discussion for Monday meeting***

6. COMMISSIONER REPORTS

***Terri shared that she produces music and put out her first record.
We have 2 vacancies on our commission
Crystal shared that the Winterfest was cancelled***

7. ITEMS FOR NEXT MONTH'S AGENDA

- a. World Dance
- b. BHM subcommittee report
- c. Elections?- ***Next meeting we will vote for Chairperson, Vice Chairperson and Secretary positions***

8. ADJOURNMENT

- a. **Next Meeting:** Thursday, February 11, 2021
- b. **Time of Adjournment:** 7:47pm

BEAUTIFICATION ADVISORY COMMISSION
CITY OF OAK PARK
MEETING MINUTES
JUNE 16, 2020

PRESENT: Commissioners Lonnie Tabb-Upshaw, Santhia Guinn, Idella Bailey, Deborah Williamson, Mattie Boykin, Pamela McKean, Karen Davis-Harris, Non-voting City Representative Assistant City Manager Kevin Yee, DPW Administrative Clerk II Tiffany Brown

ABSENT: Commissioners Angela Mitchell, Brenda Moseley, Joyce Schulman, Reatha Richmond, Councilperson Carolyn Burns

GUEST: None

Meeting called to order 7:00 pm

Roll called

APPROVAL OF MINUTES: MAY 19, 2020

MOTION by Guinn, seconded by Bailey to approve the Beautification Advisory Commission meeting minutes for May 19, 2020

VOTE: YES: All

NO: None

Motion carried

Open Issues

Suggestions for Evaluating Homes/BAC Ceremony

Commissioners were asked by Assistant City Manager Kevin Yee for suggestions and their thoughts on options to safely view and nominate homes for a beautification award. The members of the commission all agreed that due to the coronavirus pandemic that they would like cancel the award ceremony for the year 2020 and hope that the commission would be able to come together and nominate/vote for homes in the upcoming 2021 year for an award ceremony.

Membership Communication

Chairperson Lonnie Tabb-Upshaw suggested that members try to communicate through phone and email to keep in touch during the pandemic.

General Discussion

None

Meeting adjourned 7:27 pm, next meeting September 15, 2020



CITY OF OAK PARK

Corridor Improvement Authority

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

CITY OF OAK PARK CORRIDOR IMPROVEMENT AUTHORITY BOARD MEETING DECEMBER 17, 2020 MINUTES

Meeting was called to order at 12:10 p.m. via Zoom virtual meeting.

PRESENT: Chairperson Blumenkopf
Vice Chairperson DeVergilio
Mayor McClellan
Board Member Moulden

ABSENT: Board Member Attisha
Board Member Peteet

OTHERS PRESENT: Community & Economic Development Director Kim Marrone
Community Engagement Specialist Colton Dale
Deputy City Clerk Lisa Vecchio

3. APPROVAL OF AGENDA OF DECEMBER 17, 2020

MOTION by Blumenkopf, SECONDED by Moulden, to approve the agenda for December 17, 2020 as submitted.

VOTE: Yes: All
No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF NOVEMBER 19, 2020

MOTION by Moulden, SECONDED by Blumenkopf, to approve the minutes of November 19, 2020 as submitted.

VOTE: Yes: All
No: None

MOTION CARRIED

5. PUBLIC COMMENT: None

6. UNFINISHED BUSINESS: None

7. NEW BUSINESS:

A. National Main Street – Recovery Planning

Director Marrone provided information on the Main Street Recovery Planning technical service. The goal of this is to provide a strategic response to the lifting of business restrictions and stay at home orders in the community. Business work plans will look different, this is not a quick rebound situation. The environment for revitalization has shifted due to COVID-19. A series of webinars will be conducted to produce a recovery dashboard, advocacy activities and messages, and recovery metrics for the community.

8. FINANCIAL REPORT:

Director Marrone gave a brief update of the CIA budget, including budget amendments for Oakland County patronicity \$4,000, \$6,600 in grant and donation funds, \$50,600 remaining for banners/planters, \$74,000 for 11 Mile parking lots/9 Mile project, \$22,624 in the business assistance fund, and \$12,624 from the EDC for business assistance.

9. BOARD MEMBER COMMENT: None

10. ADJOURNMENT

Chairperson Blumenkopf adjourned the meeting at 12:20 p.m.

Lisa Vecchio, Deputy City Clerk

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
February 20, 2020**

The meeting was called to order at 7:04pm in Meeting Room Four of the Oak Park Community Center located at 14300 Oak Park Blvd. Oak Park MI, 48237.

Roll call was made.

PRESENT: Commission Members: Clarissa Clemons, Denise Trombly, Richard Readus, Meghan Oesterle, Roselyn McKay, Jonathan Nachman, City Council Member Julie Edgar, and Public Works Liaison David DeCoster

ABSENT: Chairperson Al Lewis, Commission Members: Paul Bannon and Steven Gold

ALSO PRESENT: Residents: David Gallagher and Doris Applebaum

1. APPROVAL OF THE AGENDA:

Moved by Jonathan Nachman, seconded by Clarissa Clemons to approve the agenda.

Vote: Yes All

No None

MOTION DECLARED ADOPTED

2. READING AND APPROVAL OF MINUTES:

Moved by Richard Readus, seconded by Denise Trombly to approve the minutes of August 19, 2019.

Vote: Yes All

No None

MOTION DECLARED ADOPTED

3. CONSIDERATION OF OLD BUSINESS

- A. New Commission members were introduced and introductions were made.
- B. A SOCRRA update was provided including a discussion on mini dumpsters.
- C. A discussion was held regarding the desire for stickers for the top of the recycling containers.
 - This request has been made to SOCRRA.

4. NEW BUSINESS

- A. A discussion was held on the appointment of new officers:
 - Out of respect to the Chairperson who was absent today, a motion was made to table this item until April 15, 2020.

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
February 20, 2020**

Moved by Clarissa Clemons, seconded by Meghan Oesterle to table the appointment of officers until April 15, 2020.

Vote: Yes All

No None

MOTION DECLARED ADOPTED

B. A reminder of the April meeting date change was made.

C. SOCRRA is willing to work with the Commission on a facility tour date.

- Through discussion, it was determined that an evening tour would be easier, but a day tour would work with proper notice.

5. PUBLIC COMMENTS

A. Doris Applebaum – Brought up an article regarding glass recycling in the Baltimore area.

6. COMMISSIONER COMMENTS

A. Clarissa Clemens – Recycling opportunities for bottle caps for local Boy Scout Troops. Can the city promote “Did you know” recycling facts? Can we make Tringali not accept (and tag) TV’s placed at the curb.

B. Meghan Oesterle – Can we create an ordinance / policy to restrict businesses from using single use plastic bags, Styrofoam, etc.? Are three bin receptacles an option for our downtown? We need to do a better job promoting the conservation efforts that the city is doing, maybe placing a link on our webpage.

C. Richard Readus – Would like to incorporate solar energy at City Hall.

D. Denise Trombly – Can we restrict single use plastics and Styrofoam at city events?

7. ADJOURNMENT

Moved by Meghan Oesterle, seconded by Richard Readus to adjourn the meeting.

Vote: Yes: All

No: None

Meeting adjourned at 8:27pm.

Minutes prepared by David DeCoster

MERCHANT'S LICENSES - MARCH 1ST, 2021

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
HAUS OF HARLEM	23130 COOLIDGE	\$150.00	CLOTHING BOUTIQUE
CD NAILS	13710 EIGHT MILE	\$150.00	NAIL SALON
RENEWALS	ADDRESS	FEES	BUSINESS TYPE
LA MARRA	23400 GREENFIELD	\$150.00	CARRY OUT RESTAURANT
MY HOOKAH TO GO	8960 NINE MILE	\$150.00	HOOKAH SHOP/SELLING EQUIPMENT

DISCOVERED OPERATING WITHOUT A BL	ADDRESS	FEES	BUSINESS TYPE
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BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 1, 2021

SUBJECT: 9 Mile Redesign Update & Patronicity Grant Program Special Presentation

DEPARTMENT:

SUMMARY: A presentation on the City's progress of the Nine Mile Redesign project, which began implementation in 2015. Years of public input has informed all of the incremental pieces of this project, with the ultimate goal of transforming Nine Mile into a welcoming, vibrant corridor strung with meaningful public spaces for residents and visitors of all ages and abilities to visit, stay, play and shop. The finished product will provide a sense of place that residents have found lacking in our City.

Phase One was completed in 2019 and entailed a road restructuring, dedicated bike lanes, increased commercial parking, several new public spaces, increased and improved pedestrian crossings and updated amenities on the Nine Mile Corridor.

Phase Two is scheduled to begin this year, and includes the Nine Mile Linear Park and Connector Park, located on the south side of Nine Mile between Scotia and Rosewood.

This Phase is budgeted in this year's budget, and we are also seeking several grant opportunities. One of those opportunities is the Michigan Economic Development Corporation's Patronicity Grant Program, which we are kicking off today. This program provides us the opportunity to implement a crowdfunding campaign in our community, which is then matched up to \$50,000 by the MEDC, if we hit our funding goal.

FINANCIAL STATEMENT: There is \$981,206 budgeted in this year's budget for Phase Two of the Nine Mile Redesign project

RECOMMENDED ACTION: No Action Needed

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____*KM*_____

Director of Finance: _____

Budgeted: ☐

Legal: _____

EXHIBITS:



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 1, 2021

AGENDA #

SUBJECT: Report on bids for the 2021 Sidewalk Repair Program, M-713.

DEPARTMENT: DPW/Technical & Planning – Engineering KJY

SUMMARY: At the February 1, 2021 regular meeting of the Oak Park City Council, the request to bid the 2021 Sidewalk Repair Program, M-713 was approved (CM-02-032-21). The project was advertised and 46 contractors viewed the contract documents. On February 19, 2021, nine (9) bids were received and opened. The low bidder, Giorgi Concrete of Detroit, MI submitted a bid of \$650,873.00. We have worked with Giorgi Concrete previously and they have performed very well for us in the past.

FINANCIAL STATEMENT: There is \$500,000 budgeted in the 2020-21 Sidewalk Program Capital Improvement Fund 451-71-442-970 for this expenditure.

RECOMMENDED ACTION: It is recommended that the request to award the bid for the 2021 Sidewalk Repair Program, M-713 to Giorgi Concrete in the amount of \$650,873.00 be approved. It is further recommended that \$150,873.00 be transferred from the General Fund Balance temporarily for this expenditure. The sidewalk program is a special assessment program and the City will be reimbursed for this work by adjacent property owners.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *KJY* _____

Finance Director: _____

Legal: _____ *N/A* _____

Budgeted: ☐

EXHIBITS: Bid Tabulation

BID TABULATION

2021 SIDEWALK REPLACEMENT PROJECT - M-713				GIORGI CONCRETE, LLC 20450 SHERWOOD DETROIT, MI 48234 313-366-2921		K D CEMENT CO 3250 NEW FARM CT WALLED LAKE, MI 48390 248-896-2928		ITALIA CONSTRUCTION INC 57151 DEER CREEK CT WASHINGTON, MI 48094 586-405-1347	
BID OPENING DATE: FRIDAY, FEBRUARY 19, 2021 AT 2:00PM				QUANT.	U/M	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
				DESCRIPTION					
ITEM 1	REMOVE CONCRETE PAVT. (MODIFIED SP)	12,222	SYD	\$9.00	\$109,998.00	\$11.25	\$137,497.50	\$9.00	\$109,998.00
2	SIDEWALK CONC. NON REINF 8" SIDEWALK/DRIVE APPROACH	500	SFT	\$6.05	\$3,025.00	\$6.25	\$3,125.00	\$7.83	\$3,915.00
3	SIDEWALK CONC. NON REINF 6" SIDEWALK/DRIVE APPROACH	17,000	SFT	\$5.25	\$89,250.00	\$5.00	\$85,000.00	\$5.13	\$87,210.00
4	SIDEWALK CONC. NON REINF 4" SIDEWALK	92,000	SFT	\$4.25	\$391,000.00	\$4.00	\$368,000.00	\$4.09	\$376,280.00
5	CAST IN PLACE DETECTABLE/TACTILE WARNING SURFACE	1,100	SFT	\$20.00	\$22,000.00	\$20.00	\$22,000.00	\$33.00	\$36,300.00
6	24" CURB & GUTTER SECTION, NON-REINF 7" CONC	500	LFT	\$32.00	\$16,000.00	\$35.00	\$17,500.00	\$43.00	\$21,500.00
7	MINOR TRAFFIC DEVICE	1	LSUM	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$9,000.00	\$9,000.00
8	PROJECT CLEAN UP	1	LSUM	\$5,600.00	\$5,600.00	\$5,000.00	\$5,000.00	\$13,000.00	\$13,000.00
9	INSPECTION CREW DAYS	\$320.00	DAY	25.00	\$8,000.00	30.00	\$9,600.00	33.00	\$10,560.00

TOTAL COST \$ 650,873.00

\$667,763.00

OTHER BIDDERS:

MERLO CONSTRUCTION CO INC.	\$708,246.00
LUIGI FERDINANDI & SON CEMENT	\$711,160.00
MATTIOLI CEMENT CO LLC	\$814,795.00
JB CONTRACTORS INC	\$843,191.00
KIMI ROAD MAINTENANCE	\$872,622.08
GREAT LAKES CONTRACTING SOLUTIONS	\$918,053.00



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 1, 2021

AGENDA #

SUBJECT: Report on bids for the 2021 Swimming Pool Repair Project M-719.

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

SUMMARY: At the January 4, 2021 regular meeting of the Oak Park City Council, the request to bid the 2021 Swimming Pool Repair Project M-719 was approved (CM-01-008-21). The project was advertised and 17 contractors viewed the contract documents. On February 15, 2021, one bid was received and opened. The low bidder, Advance Pool Services, Inc. of Milford, MI submitted a bid of \$151,500.00. References were checked and all had positive responses.

FINANCIAL STATEMENT: There is \$110,000 budgeted in the 2020-21 General Fund account 101-19-757-970 for this expenditure.

RECOMMENDED ACTION: It is recommended that the request to award the bid for the 2021 Swimming Pool Repair Project M-719 to Advance Pool Services, Inc. in the amount of \$151,500.00 be approved. It is further recommended that \$41,500 be transferred from the General Fund Balance for this expenditure.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *KJY* _____

Finance Director: _____

Legal: _____ *N/A* _____

Budgeted: ☐

EXHIBITS: Bid Tabulation

BID TABULATION

2021 SWIMMING POOL REPAIR PROJECT M-719			ADVANCE POOL SERVICES, INC. P.O. BOX 233 MILFORD, MI 48381	
BID OPENING DATE: MONDAY, FEBRUARY 15, 2021				
ITEM	DESCRIPTION	QUANTITY	U/M	UNIT PRICE AMOUNT
1	Remarcite Diving Well (Strip down to original structure)	1	LSUM	\$ 44,000.00 \$ 44,000.00
2	Remarcite Lap Area (Strip down to original structure)	1	LSUM	\$ 104,000.00 \$ 104,000.00
3	Project Clean Up	1	LSUM	\$ 3,500.00 \$ 3,500.00
TOTAL COST				\$ 151,500.00

ALTERNATE BID ITEMS				
ITEM	DESCRIPTION	QUANTITY	U/M	UNIT PRICE AMOUNT
1	Remarcite Zero Depth Entry (Strip down to original structure)	1	LSUM	\$ 35,000.00 \$ 35,000.00
2	Racing Lane Tile	309	LFT	\$ 35.00 \$ 10,815.00
3	Diving Well w/ Quartz Finish (Strip down to original structure)	1	LSUM	\$ 52,000.00 \$ 52,000.00
4	Lap Area w/ Quartz Finish (strip down to original structure)	1	LSUM	\$ 134,000.00 \$ 134,000.00
5	Zero Depth Entry w/ Quartz Finish (Strip down to original str.)	1	LSUM	\$ 42,000.00 \$ 42,000.00
TOTAL COST				\$ 273,815.00



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 1, 2021

SUBJECT: Traffic Control Order 160 Sec 1.27

DEPARTMENT: Public Safety

SUMMARY: At the November 10th City Council Meeting in 2020, I presented Temporary Traffic Control Order # 160 Sec.1.25 to Council. The Traffic Control Order was adopted, making the intersection of Roanoke and Kenwood an All-Way Stop for 90 days. After 90 days the matter would be re-evaluated.

As I stated previously at the November meeting, Public Safety had received continuous complaints dating back as far as December of 2014, regarding speeding motorists traveling northbound and southbound on Roanoke Street between Oak Park Blvd and Nine Mile. Residents have also complained about vehicle accidents and near accidents at this intersection. There was an initial traffic study requested which was conducted by the Traffic Improvement Association (TIA). The recommendation was to post Stop control for eastbound and westbound Kenwood and to remove Stop control for northbound and southbound Roanoke, allowing the traffic for northbound and southbound Roanoke to flow unimpeded.

This recommendation was adopted by City Council at the December 1, 2014, City Council Meeting.

Since the adoption of the order in December of 2014, Public Safety continued to receive the same complaints on a regular bases. The Traffic Improvement Association conducted a second speed study at the location several months later and concluded the traffic conditions did not warrant changing the signage.

Public Safety continued with various selective enforcement details at this location to address the problem, with complaints persisting from residents.

Just prior to the Temporary Traffic Control Order on November 10, 2020, TIA conducted another speed study on Roanoke Street between Oak Park Blvd and 9 Mile Rd per my request. In January of 2021 I had TIA conduct a follow up study after the All-Way Stop had been put in place for comparison purposes.

The before study of Roanoke, between Kenwood and 9 Mile Rd indicated average speeds to be 26 MPH and the after study indicated a decrease in speeds to reflect 23 MPH (85th percentile speeds before were 29 MPH and after 27 MPH).

The before study of Roanoke, between Oak Park Blvd and Kenwood indicated average speeds to be 25 MPH and the after study indicated a decrease in speeds to reflect 23 MPH (85th percentile speeds before were 29 MPH and after were 28 MPH).

Note: The average daily traffic during the after study period compared to the before study period was approximately 300 vehicles less.

I personally spoke with the Traffic Engineer from TIA, who stated he was not convinced that the reduction in speeds were a direct result of the signage change. He believes the 90-day sampling does not accurately reflect the driving behavior long term and the speed of drivers would possibly start to rise the longer you leave the All-Way Stop in place. His recommendation is to remove the temporary All-Way Stop at Kenwood and Roanoke intersection and return Stop control for eastbound and westbound Kenwood only.

Having directly dealt with this issue for the past 6 years, I respectfully disagree with his recommendation. At this point, I am convinced that the change in signage, making Roanoke Street between 9 Mile Rd and Oak Park Blvd an All-Way Stop has effected the speed of motorists. I believed this is supported by the information contained in the "Summary of Speed Data" listed in TIA's report, indicating a decrease in vehicle speeds after the All-Way Stop was put in place.

FINANCIAL STATEMENT: NA.

RECOMMENDED ACTION: City Council to approve Traffic Control Order 160 Sec 1.27 making the intersection of Roanoke and Kenwood a permanent All-Way Stop. In the future, I am more than happy to have TIA periodically perform speed studies and analyze crash data of this intersection to see if speeds and/or accidents have increased.

APPROVALS:

City Manager: ET

Department Director: 

Director of Finance: _____

Budgeted: ☐ NA



TRANSPORTATION IMPROVEMENT ASSOCIATION

100 E. Big Beaver Rd., Suite 910, Troy, Michigan 48063
Office (248) 334-4971 • Fax (248) 475-3434
www.tiasafety.us

BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

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Managing Director
Road Commission for Oakland County

Vice Chairman

KIRK MORRIS
Executive Vice President
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Secretary

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JIM BARBARESSO

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Director
Department of Public Services
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Director of Central Services
Oakland County

CHIEF EXECUTIVE OFFICER

JIM SANTILLI

TRUSTEES

PAUL C. AJEGBA, P.E.

Director
Michigan Department of Transportation

MICHAEL J. BOUCHARD

Sheriff
Oakland County

DAVID COULTER

County Executive
Oakland County

COL. JOSEPH M. GASPER

Director
Michigan State Police

BENNY N. NAPOLEON, J.D.

Sheriff
Wayne County

BARBARA ROSSMANN

President and Chief Executive Officer
Henry Ford Macomb Hospitals
Chief Nursing Officer
Henry Ford Health System

ANTHONY M. WICKERSHAM

Sheriff
Macomb County

February 1, 2021

Steve Cooper
Public Safety Director
City of Oak Park
13600 Oak Park Blvd.
Oak Park, Michigan 48237

Dear Mr. Cooper:

As requested, TIA has performed speed studies on Roanoke Avenue, between Nine Mile Road and Oak Park Boulevard. The investigation involved field collection of speeds at two locations on Roanoke Avenue, one half way between 9 Mile Road and Kenwood Street and the other half way between Kenwood Street and Oak Park Blvd. The primary objective was to determine if the installation of a temporary All-Way Stop at the intersection of Kenwood Street and Roanoke has had any effect on the speed of traffic. A review of the crash history on Roanoke, and the Kenwood and Roanoke intersection since the original flip of the Stop Signs was implemented in November 2014 has been included.

SUMMARY OF SPEED DATA

The traffic speed evaluation was conducted by placing automatic traffic counters on the side of the road to collect the speed of every vehicle for a 48-hour period. The "Before" study was conducted in October of 2020 and the "After" study was conducted in January of 2021. A summary of the results is shown in the table below (details attached).

LOCATION	AVERAGE SPEED Before / After	85TH PERCENTILE SPEED * Before / After
Roanoke Avenue, between 9 Mile Road and Kenwood Street	26 MPH / 23 MPH	29 MPH / 27 MPH
Roanoke Avenue, between Kenwood Street and Oak Park Blvd	25 MPH / 23 MPH	29 MPH / 28 MPH

*The 85th percentile speed is the speed that 85 percent of the drivers are driving at, or below. This is the speed that forms the basis for setting realistic speed limits.

The Average Daily Traffic (ADT) during the after study period compared to the before study period was approximately 300 vehicles lower.

Examining the data, the Average Speed was 2-3 MPH lower and the 85th Percentile Speed was 1-2 MPH lower, during the after study period.

Looking back in time at TIA records for the City of Oak Park, there was a speed study conducted in February of 2016 at these same locations and the Average Speed was found to be 27 MPH south of Kenwood Street, and 29 MPH north of Kenwood Street. The 85th Percentile Speed was 31 MPH south of Kenwood Street and 32 MPH north of Kenwood Street. Comparing this data with the current before and after data, the Average Speeds currently are 1-4 MPH lower and the 85th Percentile Speeds are 3-4 MPH lower. It appears that over the longer period of time since the removal of the Stop signs on Roanoke Avenue the speeds traveled by motorists have been reducing.

In review of the current before and after speed studies a percentage of motorists exceeding the 25 MPH speed limit by more than 5 MPH (31 MPH and above) and 40 MPH or more, has been summarized below.

LOCATION	BEFORE STUDY > 5 MPH / 40 MPH or More	AFTER STUDY > 5 MPH / 40 MPH or More
Roanoke Avenue, between 9 Mile Road and Kenwood Street	8.6% / 0.3%	6.8% / 2.6%
Roanoke Avenue, between Kenwood Street and Oak Park Blvd	12.3% / 0.3%	8.1% / 0.2%

A review of the Kenwood Street and Roanoke Avenue intersection crash history for the period of time since the Stop control was removed from Roanoke and installed on Kenwood in November of 2014 is summarized below. These are the crashes where the hazardous action was reported as failure to yield.

2015 – 2 Crashes, PDO
2016 – 3 Crashes, PDO
2017 – 2 Crashes, PDO
2018 – 1 Crash, PDO
2019 – 1 Crash, PDO
2020 – 1 Crash, 2 C (possible Injury)

A review of the crash history since November of 2014 on Roanoke Avenue between 9 Mile Road and Oak Park Boulevard found no reported crashes caused by excessive speed.

CONCLUSION

Based on the information that was collected by the automatic traffic counters, there is a slight decrease in the Average Speed (2-3 MPH) and 85th Percentile Speeds (1-2 MPH) recorded during the after study when compared to the before study. However, comparing these new studies to the data collected in the older February 2016 study, Average Speeds currently are 1-4 MPH lower and the 85th Percentile Speeds are 3-4 MPH lower. This data may indicate that motorists are travelling at lower speeds without having to Stop for the intersection with Kenwood Street, as opposed to trying to make up the time lost in having to stop at Kenwood Street previously. Traffic crash history for Roanoke Avenue does not indicate any crashes have been caused by excessive speed. In the first 3-Years following the flip in controls at the intersection of Kenwood Street and Roanoke Avenue there were 2-3 crashes per year. In the most recent 3-year period there has been only 1 crash per year. This may be an indication that motorists have adjusted to the change in control at the intersection.

RECOMMENDATION

Remove the temporary All-Way Stop installed at the Kenwood Avenue and Roanoke Avenue intersection and return Stop control for eastbound and westbound Kenwood Avenue only.

Page 3
Cooper
February 1, 2021

Please don't hesitate to contact me if you have any questions or comments.

Respectfully,

A handwritten signature in black ink, appearing to read "Chuck Keller". The signature is fluid and cursive, with the first name "Chuck" and last name "Keller" clearly distinguishable.

Chuck Keller, P.E.
Director of Engineering
Chief Traffic Engineer
Transportation Improvement Association
100 E. Big Beaver Rd., Suite 910
Troy, Michigan 48083
(248) 334-4971 Office
(248) 475-3434 Fax
ckeller@tiasafety.us
www.tiasafety.us

Attachments



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 1, 2021

SUBJECT: Restaurant Relief Program Inter-local Agreement Oakland County

DEPARTMENT: Economic Development and Planning

SUMMARY: The City of Oak Park Economic Development and Planning Department has applied for and received grant funding through the Oakland County Restaurant Relief Program. There were two phases of the program, phase 1 included the purchase of weatherization items to help support our local restaurants create outdoor dining spaces in the amount of \$8,502 and phase 2 includes a combination of items purchased in the amount of \$17,110 and reimbursement in the amount of \$43,567 to be made to our local restaurants in support of their weatherization efforts with a maximum award of \$10,000.

The products purchased will be owned by the City of Oak Park and leased for \$1 to businesses in need. The department has reached out to all restaurants in Oak Park both by numerous emails and phone calls. An application was developed and sent to all to complete and be considered for reimbursement. Before final determination is made by the department for reimbursement a final notice via U.S. mail was also sent with a deadline to reply by March 20, 2021.

The agreement has been reviewed and approved by our City Attorneys.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: It is recommended that City Council approve the City Manager to sign the Restaurant Relief Program Inter-Local Agreement.

APPROVALS:

City Manager: _____ET_____

Department Director: _____KM_____

Director of Finance: _____



Budgeted:

Legal: _____

EXHIBITS: Inter-local agreement, lease agreement, application



The Oakland Together Restaurant Relief Grant Program

A City, Village and Township (CVT) Grant Program to Support Restaurants, Bars and Cafés During COVID-19

Tab A

PLEASE NOTE:

If your CVT received a Phase One award and **DOES NOT wish to apply for Phase Two**, please do not complete the Phase Two application below. The County will email you a final Interlocal Agreement for your Phase One grant award for review and signature.

PHASE TWO: GRANT APPLICATION & INTERLOCAL AGREEMENT

DEADLINE TO SUBMIT APPLICATION: Thursday, February 4, 2021 - 5:00 PM

CVT Name: *

City of Oak Park

Address: *

14000 Oak Park Blvd, Oak Park, MI 48237

Application ID: *

10030RR

1. Phase Two Grant Allocation (A-B=C)

A. Total Base Fund Allocation amount that has been determined for your CVT for Phase One and Phase Two

\$ 55,343.00

B: Dollar value of the Phase One products that your CVT has been awarded

\$ 8,502.00

C: Base amount available for Phase Two funding and/or products

\$ 46,841.00

Note: It is anticipated that not all CVTs will request the full base award amount and that not all 53 eligible CVTs will apply for the grant. For this reason, CVTs may wish to request additional grant funds beyond the Base amount available for Phase Two funding and/or products calculation indicated above.

2. Local official or staff person that will be authorized to execute the final Interlocal Agreement after it has been approved by the Oakland County Board of Commissioners on 2/4/2021. This individual will be the recipient of the final Interlocal Agreement for electronic signature:

Name: *

Kimberly Marrone

Title: *

Economic Development and Planning Director

Phone: *

(248) 691-7404

Email: *

kmarrone@oakparkmi.gov

Date

2/4/2021

3. If Oakland County staff have questions about your application, who should they contact in your community (if different from above)?

Name:

Colton Dale

Title:

Economic Development and Planning Specialist

Phone:

(248) 691-7455

Email:

cdale@oakparkmi.gov

4. Acknowledgements

*

☒ I understand that only one application submittal is allowed per City, Village, and/or Township.

*

☒ I understand that the municipality receiving Restaurant Relief Grant products and/or funding is required to sign an Interlocal Agreement with Oakland County.

*

☒ I understand that the municipality receiving Restaurant Relief Grant products and/or funding will provide reports and documentation to the county as requested that demonstrate how the grant products and funds were used.

*

☒ I understand that the municipality receiving Restaurant Relief Grant products and/or funding will comply with all applicable zoning, building codes, ADA requirements, public safety and fire safety codes and ordinances, and current and future, State and County Public Health Orders.

Tab B

5. Products Requested

Please enter the quantity of each item requested below, if no items are requested enter "0".

Phase Two Product Description

Phase Two Product Description	Quantity Requested *	Unit Price	Subtotal
Outdoor Sanitation Stations - Fixed Location (8 Max)	0	\$ 1,489.00	\$ 0.00
Igloo - 12ft in diameter (15 Max)	10	\$ 1,475.00	\$ 14,750.00
Outdoor Tower Propane Heater + Propane Tank (30 Max)	10	\$ 171.00	\$ 1,710.00
20 lb. Propane Tank exchange/refill delivery program (24 Min Tanks)	50	\$ 13.00	\$ 650.00
Victory Cordless Electrostatic Handheld Sprayer (60 Max)	0	\$ 570.00	\$ 0.00
One-gallon Electrostatic Disinfectant Solution (200 Max)	0	\$ 22.00	\$ 0.00

Please enter a quantity of Outdoor Sanitation Stations between 0 and 8.

Please enter a quantity of Igloos between 0 and 15.

Please enter a quantity of Outdoor Tower Propane Heater + Propane Tanks between 0 and 30.

Please enter a quantity of Propane Tank exchange/refill delivery programs greater or equal to 24 tanks.

Please enter a quantity of Cordless Electrostatic Handheld Sprayers between 0 and 60.

Please enter a quantity of Electrostatic Disinfectant Solution between 0 and 200.

Total dollar value of requested products:

\$ 17,110.00

Please check box to acknowledge and agree to the following statement: *

☒ I understand that due to the limited time to complete the distribution of Phase Two products along with the number of communities participating, CVTs will need to establish one delivery location for the vendors. Vendors will not be delivering directly to business end-user locations.

For the selected products above please briefly describe how and where the requested products will be used: *

The igloos and heaters will be leased to the restaurants providing outdoor dining for FREE with the stipulation they must be inspected and they are utilized for the intended purpose. They will be located on restaurant property as well in designated parking areas in front of restaurant.

6. Acquisition Funds Requested

CVTs may request an allocation of funds to purchase products to create and expand outdoor dining opportunities and to assist dine-in restaurants, bars and cafes in operating safely (see page 4 of the Application Guide for a list of eligible products).

Enter the amount of requested funds, if no funds are requested enter "0". *

\$ 2,000.00

Please list the types of products the CVT intends to purchase to create and expand outdoor dining opportunities and to assist dine-in restaurants, bars and cafes in operating safely. Also, describe how and where the purchased products will be used. *

I will utilize this funding to purchase PPE for distribution to the restaurants.

7. Reimbursement Funds Requested

CVTs may request funds to reimburse themselves; dine-in restaurants, bars, cafes; downtown development authorities; and other downtown and corridor management organizations (see page 4 of the Application Guide for a list of eligible products).

Enter the amount of requested funds, if no funds are requested enter "0". *

\$ 44,333.00

Please list the types of products, contracted labor, services and fees the CVT intends to be reimbursed for or intends to reimburse restaurants, bars, cafes, downtown development authorities and other downtown and corridor management organizations. Also, describe how the CVT will identify local needs for reimbursement.*

These funds will be used to reimburse restaurants for eligible expenses they have already incurred or plan to incur within the designated allowed time from the County per the grant. Items will be to build an outdoor patio/deck, purchase of POS system, tables and chairs for outdoor dining, barriers needed to designate the outdoor area, and electric heaters for igloos and greenhouses. We have created an application for them to complete and submit for reimbursement. It requires that the invoices be attached and reimbursement will occur once the work is completed or the items have been purchased.

Tab C

8. Partner Organizations

Please list the partner organizations that will assist the CVT with the grant program. Also, briefly describe the type of support each partner will provide.

We will partner with the Oak Park Corridor Improvement Authority that will assist with distribution and reimbursement as well as reporting of the grant and all activities. We will provide reimbursement for the eligible items and purchase PPE to distribute. We also plan to retain ownership of some items such as propane heaters and igloos and greenhouses to make sure they are utilized. We will lease them for free as long as they are used for outdoor dining at their location. We are waiving all fees for outdoor dining and inspecting for free as well. We are participating in the propane exchange program as well and will distribute to restaurants as needed.

9. Social District Information

Has the CVT received State approval to establish a Social District under MCL 436.1551? *

☐ Yes ☒ No

If no, please select the box below that reflects the CVT's status related to establishing a Social District. *

- ☐ The CVT has started the process to establish a Social District, but has not received approval from the State.
- ☒ The CVT may consider establishing a Social District in the future.
- ☐ The CVT does not intend to establish a Social District.

10. Grant Program Benefit

If awarded, please enter the estimated number of restaurants, bars and cafes that would benefit from the grant: *

17

If awarded, please enter the estimated number of full-time and part-time employees of those establishments: *

140

11. Previous and ongoing support from CVT and partner organizations

Briefly describe the types of services, support and/or funding that the CVT and partner organizations have provided to the restaurants, bars and cafes located within the CVT since October 1, 2020. Please note activities that the CVT and/or partners intend to continue. *

Since October 2020 the CVT and CIA has supported the restaurants in the following ways:

Phase 1 award of Oakland County Weatherization distribution

BUY Local campaign to help market our restaurants

Meeting with restaurants to provide coaching and resources that are available, including grant opportunities, PPP loans, EIDL loans. Also to encourage them to provide outdoor dining options as a way to survive and thrive

Providing Free PPE

Working with National Main Street to prepare our COVID dashboard for further assistance

Moving forward we will continue to offer all these services to our restaurants as well as provide some additional marketing for them moving forward, possibly hiring a videographer to highlight the restaurants and let people know they are open for business. Possibly provide some event opportunities to draw people into the community as well. We are also participating in the propane exchange program. We will purchase additional PPE to distribute as well.

Tab D

12. Phase Two - Award Request Summary

Base amount available for Phase Two funding and/or products

\$ 46,841.00

Phase Two - dollar value of requested products

\$ 17,110.00

Phase Two - Acquisition Funds requested

\$ 2,000.00

Phase Two - Reimbursement Funds requested

\$ 44,333.00

Total Phase Two Grant Award requested

\$ 63,443.00

13. If your application is approved for funding you will receive payment via the following method:

Payment Method

ACH - Direct Deposit

14. Interlocal Agreement

After the grant award determinations have been made, the County will provide each city, village and township receiving a grant award with a final Interlocal Agreement for local government approval and signature. The Interlocal Agreement will include the final Grant Award (products and funding).

The proposed Interlocal Agreement will be on the agenda for the February 4, 2021 County Board of Commissioners meeting for approval.

CVTs may review the Draft Interlocal Agreement. CVTs may also consider giving authorization to the appropriate (city/village/township) signatory to execute the final agreement after it has been approved by the Oakland County Board of Commissioners and the grant award determinations have been made.

If a CVT is awarded grant funding or products (from Phase One and/or Phase Two), a single Interlocal Agreement is required with Oakland County.

Upon submittal of your application, you will receive a confirmation email that includes PDF attachments of your application submittal and a copy of the proposed Interlocal Agreement.

**CITY OF OAK PARK
RESTAURANT WEATHERIZATION PRODUCT LEASE AGREEMENT**

This lease agreement is made on **[date]**, between (“Lessor”), the City of Oak Park, a Michigan Municipal Corporation, located at **[redacted]**, and (“Lessee”), a **[type of business]** located at **[redacted]**.

RECITAL

The purpose of this agreement is to provide for the lease of certain weatherization products to be used in Lessee’s food and beverage service operations located with the City of Oak.

AGREEMENT

In consideration of the mutual acts and promises, the parties agree as follows:

1. Lease. Lessor leases to Lessee, and Lessee leases from Lessor, the equipment owned by Lessor identified as follows:

Item Description	Quantity

2. Term. The term of this lease shall be monthly, commencing on **[insert date]**, and shall renew itself automatically from month to month thereafter; provided, that Lessee shall not be in default in performing any of Lessee’s obligations under this lease at the commencement of any renewal term. Either party may terminate this lease as of the anniversary date by notifying the other party in writing not less than ten (10) days before the end of the term then in effect. If, at any time, Lessee no longer requires the use of the equipment or if a default occurs as defined by this agreement, Lessee shall immediately contact Lessor to arrange for the prompt return of the equipment to Lessor at Lessee’s sole expense, unless otherwise agreed by the parties.

3. Rental. Lessee agrees to pay Lessor as rent for the Equipment the sum of one dollar (\$1.00) per month in advance, commencing on the first business day of every month. All rent shall be paid to Lessor at the address set forth above, or at any other address that Lessor shall specify in writing. The sums payable under this lease shall not entitle Lessee to any equity interest in the Equipment.

4. Taxes. Lessee shall pay all taxes, assessments, and other governmental charges levied against the Equipment or this lease agreement.

5. Insurance. Lessee agrees to procure and pay the premium for liability insurance, covering both damage to persons and property incurred during the use of the Equipment, in the minimum sum of one hundred thousand dollars (\$100,000.00) per occurrence, with an insurance company satisfactory to Lessor. The insurance policy shall name both parties as insured parties. The insurance policy shall cover liability for any loss, theft, damage, injury, or other casualty to persons or property caused or occasioned by or arising from any use of the Equipment by or negligence of Lessee or any of Lessee's agents, servants, visitors, licensees, or employees during the lease term. The insurance policy also shall provide for full standard extended risk insurance covering damage to the Equipment by fire, wind, storm, or other insurable casualties, in an amount equal to the full insurable replacement value of the Equipment. A copy of the insurance policy or a certificate of coverage shall be provided to Lessor. Lessee shall give Lessor 30 days prior written notice of any alteration or cancellation of any policy.

6. Responsibility for Care, Use, and Maintenance of Equipment.

a. Lessee shall maintain the Equipment in good condition and repair and shall make all necessary repairs and adjustments at Lessee's expense. All replacements and/or repairs shall immediately become the property of Lessor.

b. Lessee agrees that the Equipment will be operated by competent employees and will be used solely in the conduct of Lessee's business.

c. Lessee will store the Equipment in a secure location when not in use so as to prevent theft or damage.

d. Lessee agrees to locate the Equipment and use it only **[at Lessee's principal place of business / in the ordinary course of Lessee's business]**. Lessee agrees not to remove the Equipment from this location without first obtaining the written consent of Lessor.

e. Lessee agrees not to change, alter, or remove, or permit to be changed, altered, or removed, any insignia, lettering, serial number, or model name on the Equipment. If requested by Lessor, Lessee shall identify the Equipment conspicuously with a sign or lettering indicating Lessor's ownership.

f. In the event of any loss, theft, or destruction of all or any part of the Equipment, or damage of it beyond repair, Lessee shall notify Lessor promptly and hold the Equipment or any wreckage available for disposal.

g. Lessee agrees not to permit others to use the Equipment, for hire or otherwise, without first obtaining the written consent of Lessor.

7. Risk of Loss. Lessee shall at all times bear the entire risk of loss, theft, destruction, or damage, whether partial or complete and whether or not insured, of each item of Equipment, and of any condemnation, confiscation, requisition, seizure, forfeiture, or other taking of title to or use of each article of Equipment, whether partial or complete, from any cause whatsoever (Loss or Damage). Lessee shall indemnify and defend Lessor and hold Lessor harmless from and against any and all Loss or Damage, until the article of Equipment shall have been returned to Lessor and received by Lessor in accordance with all terms and conditions of this Lease. No Loss or Damage shall release, impair, or otherwise affect Lessee's obligation to pay rent or any other obligation or Lessee under this Lease. In the event of any loss of damage to any item of equipment, Lessee shall notify Lessor in writing within five days after the occurrence of loss or damage, and Lessee shall immediately, at Lessor's option and at Lessee's sole expense, (a) place the article of equipment in good working order, condition, and repair, (b) replace the article of equipment with like equipment in good working order, condition, and repair, having equivalent value and utility with clear title in Lessor (which shall then be deemed substituted for the article of equipment for all purposes) or (c) pay to Lessor an amount equal to the replacement cost of the article of equipment.

8. Indemnity. Lessee shall indemnify and defend Lessor and its agents, employees, officers, and employees and hold them harmless from and against any and all claims, liabilities, losses, damages, and expenses, including, without limitation, all court costs and attorney and expert witness fees and costs, arising from or in connection with or based on (a) the possession, inspection, condition, operation, or use (by whomever operated or used) of any of the equipment or (b) the performance or enforcement of any of the terms, or any noncompliance or nonperformance of any condition of this lease. Lessee shall satisfy, pay and discharge any and all settlements, judgments, and fines that may be recovered against Lessor. Lessor shall give Lessee prompt written notice of any claim. The indemnities contained in this section shall survive the termination of this lease.

9. Inspection and Warranties. Lessee inspection the equipment before commencing this lease and acknowledges that the equipment is in good operating condition. Lessee consents to the inspection of the equipment by Lessor's agents and employees at any time during Lessee's normal business hours. LESSOR MAKES NO WARRANTY, EXPRESS OR IMPLIED, AS TO THE DESIGN OR CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY, OR ITS FITNESS, CAPACIT OR DURABILITY FOR ANY PARTICULAR PURPOSE, OR IN THE QUALITY OF THE MATERIAL OR WORKMANSHIP OF THE EQUIPMENT. LESSOR LEASES THE EQUIPMENT "AS IS." Lessor shall have no liability for any damages, whether direct, indirect, general, special, incidental, exemplary, or consequential, incurred by Lessee as a result of any defect or malfunction of the equipment.

10. Ownership. The Equipment is, and shall at all times remain, the sole and exclusive property of Lessor; Lessee shall have no right, title, or interest in it except for Lessee's

right to use the equipment in its normal business operations under this lease. The equipment is and shall remain personal property even if installed in or attached to the real property. Lessee shall keep the equipment at all times free and clear from all liens and encumbrances. Lessee shall give Lessor immediate notice of any attachment or other judicial process affecting any article of the equipment. Any plates or markings affixed on the equipment by the Lessor and on any operating manuals and manufacturer's instruction indicating the interests of Lessor shall remain in place for the duration of the lease and Lessee will not allow any other indicia of ownership or other interest in the equipment to be placed on the equipment. Lessee shall not sublease the equipment without Lessor's proper written consent. Lessee shall use the equipment in a careful and proper manner and shall comply with all federal, state, and local laws. Lessee shall not make any alterations or improvements to the equipment without Lessor's prior written consent.

11. Personal Property. The Equipment is, and shall at all times remain, personal property and shall not become a fixture or become a part of the real estate upon which it is located.

12. Assignment; Subletting. Lessee agrees not to assign, sublease, or transfer the leasehold interest in the Equipment granted under this lease without first receiving the prior written consent of Lessor.

13. Quiet Enjoyment. Lessor covenants and agrees with Lessee that if Lessee performs all of the conditions and covenants in this lease, Lessee shall peaceably and quietly hold, possess, and use the Equipment.

14. Security Interest. Although the parties specifically intend that the Equipment is being leased only and do not intend to sell or purchase the Equipment now or later, if there is any claim that the lease actually is a sale, then Lessee grants Lessor a security interest in the Equipment.

15. Default. If Lessee (1) defaults in making any payment under this lease or violates or fails to perform any of the terms and provisions contained in this lease, or (2) ceases to operate its business in the City of Oak Park; or (3) becomes insolvent, files a petition in bankruptcy, has a receiver appointed, executes an assignment for the benefit of creditors, has a writ of attachment, garnishment, execution, or other legal process issued against Lessee, the Equipment, or any of Lessee's other property, or attempts to remove, sell, transfer, encumber, sublet, or part with possession of the Equipment, then Lessor or its agents may, without demand or notice, terminate this lease agreement and enter, with or without process of law, into any premises of or under the control or jurisdiction of Lessee or any agent of Lessee where the Equipment may be and take possession of the Equipment, and may disconnect and separate the Equipment from any other property using all necessary force permitted by law. Lessee expressly waives all further rights to possession of the Equipment and all claims for injury suffered through or loss caused by the repossession. No remedy referred to in this section is intended to be exclusive, but each shall be cumulative and in addition

to any other remedy referred to above or otherwise available to lessor at law or in equity and may be exercised concurrently or conclusively. The exercise or beginning of exercise by Lessor of any one or more of these remedies shall not preclude the simultaneous or later exercise by Lessor of any or all other remedies.

16. Notices. Any notice specified in this lease shall be deemed properly given if delivered in writing personally or by certified mail to the parties at their addresses listed above, or at any other addresses that may be communicated by the parties to each other in writing.

17. Right to revoke. Lessor shall have the absolute right to revoke and terminate the lease at any time and have the equipment returned forthwith.

18. Severability. If any provisions of this lease are determined to be illegal or unenforceable, then the remaining provisions shall nevertheless be binding with the same force and effect as if the illegal or unenforceable parts were deleted.

19. Headings. The headings contained in this lease are for convenience only and are not to define, explain, modify, or aid in interpreting the contents of this lease.

20. Binding Effect. This lease shall be binding upon and shall inure to the benefit of Lessor and Lessee and their respective heirs, administrators, successors, and assigns.

21. Governing Law. This lease agreement shall be subject to and governed by the laws of the state of Michigan, and the parties consent to jurisdiction of the Michigan courts over this agreement and over the parties in any proceeding to enforce this agreement.

22. Counterparts. This lease may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

23. Gender and Number. As used in this lease, unless the context clearly indicates the contrary, the singular number shall include the plural, the plural the singular, and the use of any gender or neuter shall be applicable to all genders and neuters.

The parties have executed duplicate copies of this lease agreement on **this ____ day of _____, 2021.**

LESSOR:

**THE CITY OF OAK PARK, a Michigan
Municipal Corporation
By: Erik Tungate, City Manager**

LESSEE:

[name of lessee]

CITY OF OAK PARK

RESTAURANT WEATHERIZATION PROGRAM

STATEMENT OF PURPOSE

The Restaurant Weatherization Program is a combination of a grant based and lease based initiative available to qualifying restaurant businesses within the City of Oak Park. The purpose of this program is to supply weatherization equipment and/or reimbursement for work or products purchased to create outdoor dining. The intention is support the restaurants during the extended COVI 19 shutdowns and create options for future winter outdoor dining.

PROGRAM FUNDING & ELIGIBITLY

This program is administered through the department of Economic Development and Planning. The first step is for the business to apply for outdoor dining by completing the Outdoor Dining Application. Step two is to submit your application for consideration of equipment lease and/or reimbursement for expenses incurred between October 1, 2020 through June 30, 2021. Items that can be leased include:

- Propane Outdoor Flame Patio Heater
- Snap & Grow Brand Greenhouse
- Dome/Igloo

Items eligible for reimbursement include:

- Tents
- Igloos and Greenhouses
- Propane Heaters
- Propane Programs
- Picnic Tables and Outdoor Seating
- Build Out of Platforms and Railings
- Build Out of Outdoor Seating Areas
- Technology related items (i.e. POS system, etc.)
- General PPE Supplies

The conditions dictating eligibility are outlined as follows;

1. The property owner must present proof of ownership of the building in question or a notarized letter of consent from the property owner confirming agreement in regards to the proposed outdoor dining.
2. The applicant must submit an Outdoor Dining application or already have approval of outdoor dining.
3. The applicant must provide a bid or invoice for the work to be completed or already completed within designated timeframe from independently licensed and insured contractors.
4. Any applicant with standing zoning violations or unpaid taxes on the property in question will be disqualified from participating.
5. Eligibility will be limited to restaurants and breweries open or planned to open for outdoor dining. If the business is not currently open for outdoor dining the application should state the estimated open date.
6. If entering into a lease agreement for equipment, a signed lease agreement will be submitted at time of application.
7. If an applicant is seeking reimbursement, paid receipts and invoices along with a picture of the items to be reimbursed will be submitted along with the application.

STEPS AND PROCEDURE

1. Property owner or tenant completes application and submits all necessary documentation as stipulated above
2. The EDP Department reviews the application to verify that the property in question is good standing in regards to all applicable property taxes and zoning ordinances. This review will also include a verification that the proposed outdoor dining will meet current Building and Fire Codes.
3. Upon approval, the applicant will be contacted by the Department Director and instructed of next steps.

CONDITIONS

- Any non-compliance in regards to building and fire codes and zoning violations incurred during the construction phase must be rectified prior to the applicant's submission of paid receipts for reimbursement review.
- If entering into a lease agreement all items must be used for outdoor dining. If items are not used for an extended period the City reserves the right to cancel the lease agreement and re-lease items to a business that will utilize them for their intended purpose.

CITY OF OAK PARK RESTAURANT WEATHERIZAION PROGRAM

APPLICANT INFORMATION

Name of Applicant:

Address:

City:

State:

ZIP Code:

Phone:

Email:

FOR TENANTS

Name of Building Owner:

Address of Building Owner:

City:

State:

Zip Code:

Phone:

Email:

BUSINESS INFORMATION

Name of Business:

Address:

Phone:

City:

State:

ZIP Code:

Type of Business:

Tax ID #:

Outdoor Dining will begin:

Outdoor dining hours of operation:

Short description of proposed request (describe items for reimbursement and/or list number of each item the business would like to lease):

Requested

Lease Items:

Propane Outdoor Flame Patio Heater

Snap & Grow Brand Greenhouse

Dome/Igloo

CITY OF OAK PARK RESTAURANT WEATHERIZATION PROGRAM

ACKNOWLEDGEMENTS

By signing this Application, I affirm that I am the property owner of the above Property or as the tenant, have received permission from the property owner via the accompanying notarized letter to perform the proposed improvements. I further affirm that all the statements made on this application are true, and I understand that any falsification or willful omission will be sufficient cause to void my Application and any reimbursement awarded. In such a case that any reimbursement awarded by the city is voided due to any falsification or willful omission, I agree to repay the reimbursement amount to the City of Oak Park within sixty (60) days, plus all of the costs and attorney fees incurred by the City of Oak Park to collect the reimbursement proceeds if I fail to repay the City of Oak Park within the sixty (60) days. I have read and understand and agree to comply with all requirements of the Oak Park Restaurant Weatherization Program (hereinafter the "Program"). I hereby acknowledge that I may be required to submit additional documentation or information that was not required on this application if requested by the City of Oak Park. I further hereby acknowledge that the City of Oak Park reserves the right to reject any or all applications received pursuant to the Program

Also, I understand, acknowledge and agree to the following:

1. It is expressly understood that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building costs, ordinances and other applicable regulations.
2. It is expressly understood that the Applicant will not seek to hold the City of Oak Park and or any of its employees, officers/directors liable for any property damage and/or personal injury, or other loss related in any way to the Oak Park Restaurant Weatherization Program
3. The Applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Oak Park Restaurant Weatherization Program. Applicant should ask for contractor's proof of liability insurance.
4. Applicant will review and abide by the Oak Park building and fire codes.
5. Applicant will pull permits if required.
6. Applicant will maintain the improvements made to the property.
8. If Applicant chooses to alter the scope of work after the City has approved it, Applicant may be ineligible for a portion or the entire reimbursement amount agreed upon from the original scope of work.
9. Applicant agrees to allow the City to promote the program including but not limited to displaying signage at the site and using photographs in promotional materials and press releases.

SIGNATURES

Signature of applicant:

Date:

Printed name of applicant:

Signature of Property Owner *(if applicable)*:

Date:

Printed name of Property Owner *(if applicable)*:

FOR DCED OFFICE USE ONLY

Is the application above complete along with all additional necessary documentation (i.e. notarized letter from property owner)?

YES
☐

NO
☐

Is the building in compliance with all zoning ordinances and current on all property taxes?

YES
☐

NO
☐

Are the proposed improvements eligible under the requirements of the program?

YES
☐

NO
☐

Has the applicant included an outdoor dining application or been approved for outdoor dining?

YES
☐

NO
☐

Has the applicant included paid receipts of items to be reimbursed?

YES
☐

NO
☐

Has the applicant included quotes for the items to be reimbursed?

YES
☐

NO
☐

Has the applicant included a signed lease agreement for items to be leased?

YES
☐

NO
☐

Date submitted EDP for approval _____ Amount approved _____

Items to be leased _____



CITY OF OAK PARK

COMMUNICATIONS AND PUBLIC INFORMATION

Joscelyn A. Davis, Director

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

Meeting of the Oak Park City Council City Manager's Report March 1, 2021

COMMUNITY ANNOUNCEMENTS

1. **Forgotten Harvest** | Weds., 9 a.m.–Noon | Recreation Parking lot
 - FH offers drive-through food pantries every Wednesday from 9 a.m. until noon (or while supplies last). Please note – harsh weather or low temperatures can prevent weekly events. On questionable days, please check the City's Facebook page or call Recreation at (248) 691-7555.
2. **Ask the Attorney** | Mar. 3rd, 6–8 p.m. | Oak Park Library will host special guest Library board member and attorney Al Elvin | Registration required. Limited space. Call (248) 691-7480. See Library webpage.
3. **British History Talk by Edward Bottomley** | Mar. 24th, 6:30 | Visit the Library Facebook page to register for the event or call the library at (248) 691-7480
4. **Reminder: Library Hours** | Mon., Weds., & Fri., 10 a.m.–5 p.m.; Tues. & Thurs., Noon–8 p.m.
5. **Recreation activities for February 2021** (Note: Programs subject to rescheduling or cancellation) Learn more/register by calling the Rec Dept. at (248) 691-7555
 - **Shamrock Shenanigans Scavenger Hunt** | Sat., Mar. 13th
 - o Family fun event: Find 10 lucky Shamrocks placed throughout Oak Park business district and park system; first 5 participants to turn in accurate answers win – 1st place, family membership to The Henry Ford Museum and Village, and 2nd-5th place winners, 2021 Oakland County Parks Family Fun Pass; Registration required by Fri., Mar. 12th, 4 p.m. Contact Maralee (248) 691-2357 or mrosemond@oakparkmi.gov
 - **Senior (Drive-In) Bingo** | Mon. Mar. 8th and 22nd, 11:30 a.m.–12:30 p.m.
 - **SMART Transportation for ages 50+/disabled** | new hours: 8:30 a.m.–4 p.m.
 - **Senior Reassurance Calls & Check In-Ins** | Contact Maralee with best phone number.
 - **Virtual Trivia Night** | \$5/team/night | Zoom w/registration | Prizes: gift cards/Tees
 - o 90's–2000's Popular Movies | Mar. 4th, 7 p.m.
 - o 90's hits – Mar. 11th, 7 p.m.
 - o Star Wars – Mar. 18th, 7 p.m.
 - o All Things Disney – Mar. 25th, 6:30 p.m.

- **Virtual NBA 2k21 and Madden NFL 21 Leagues (Adult and Youth/13-17)** | Mar. 15th–Apr. 12th | \$20/person | 10 max.
 - **Virtual Rocket League** | Mar. 29th–Apr. 26th | Ages 10-17 | \$10/person | Mon. & Weds.
 - **Teen Council** | last Monday/month (Zoom) | Next: Mar. 29th, 4 p.m.
 - **Online CPR Course** | Mar. 15th | Instructor David Pitts | \$50
 - **Seeking Volunteer Coaches** | contact the Recreation Office at (248) 691-7555
 - **Youth (Outdoor) Sports**
 - **Quad-City Alliance Youth (co-ed) Soccer League** | Register by Apr. 2nd | Apr. 10th–May 15th, 9–11 a.m. | Saturday games in Ferndale, some weekdays; practice in OP
 - **U4** | Age 3 | Fee: Res. \$40/NR \$45
 - **U6** | Age 4-5 | Fee: Res. \$55/NR \$60
 - **U8** | Age 6-7 | Fee: Res. \$60/NR \$65
 - **U10** | Age 8-9 | Fee: Res. \$65/NR \$70
 - **Quad-City Alliance Youth (co-ed) Baseball League** | Register by May 1st | Jun. 7th–Jul 23rd
 - **T-Ball** | Ages 5-6 | Fee: Res \$45/NR \$50
 - **Coach Pitch T-Ball** | Ages 7-8 | Fee: Res \$45/NR \$50
 - **Pony** | Ages 9-10 | Fee: Res \$55/NR \$60
 - **Minor** | Ages 11-12 | Fee: Res \$55/NR \$60
 - **Major** | Ages 13-14 | Fee: Res \$65/NR \$70
6. **Reminder: Oak Park Municipal Complex closed to the public until April 14th.**
- **Residents can still conduct business with the City in real time**, e.g., pay utility and tax bills by mail, using the dropbox outside City Hall, or through the City website. Oak Park does not charge online fees for payments directly linked to bank account.
7. **Reminder: Snow Removal** | Code of Ordinance: Chapter 66, Sections 166-167
- Snow emergencies: Called when four+ inches of snow falls, or other hazardous conditions necessitate; No parking permitted on City streets until lifted; **Residents must clear sidewalks around their homes within 24 hours of the snowfall end**; See “Snow Emergencies” under DPW on website for public parking map or call (248) 691-7497.
 - Notifications: City’s website; City’s Facebook page; Comcast (OPTV 15 and 16); Community eBlast; Robocalls, Robotexts; and for serious emergencies – TV (NBC, ABC, CBS, Fox2); Radio (WWJ, WJR)
 - Go to www.OakParkMI.gov “Stay Informed” on the main page to sign up.