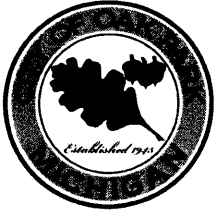


Oak Park City Council Agenda

February 20, 2017





AGENDA
REGULAR CITY COUNCIL MEETING
36th CITY COUNCIL
OAK PARK, MICHIGAN
February 20, 2017
7:00 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**

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

 - A. Regular Council Meeting Minutes of February 6, 2017
 - B. Special Council Meeting Minutes of February 13, 2017
 - C. Request to advertise for bids for the 2017 Fire Hydrant Blasting and Repainting Project, M-646
 - D. Request to advertise for bids for the 2017 Elevated Water Storage Tank Painting Project, M-667
 - E. Request to advertise for bids for the 2017 Roof Replacement Project, M-665
 - F. Licenses - New and Renewals as submitted for February 20, 2017
6. **RECOGNITION OF VISITING ELECTED OFFICIALS**
7. **SPECIAL RECOGNITION/PRESENTATIONS:** None
8. **PUBLIC HEARINGS:** None
9. **COMMUNICATIONS:** None
10. **SPECIAL LICENSES:**
 - A. Special Event request and waiver of fees as submitted by the Oak Park Ethnic Advisory Commission for the annual World Dance Event to be held at the Recreation Center on April 29, 2017
11. **ACCOUNTING REPORTS:**
 - A. Approval for payment of invoices submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$25,664.43
12. **BIDS:**
 - A. Request to award the bid for the 2017 Granzon Avenue Reconstruction Project, M-650 to Florence Cement Company of Shelby Township, MI for the total amount of \$971,425.00
 - B. Request to award the bid for the 2017 Joint and Crack Sealing Project, M-651 to Carr's Outdoor Services of Canton, MI for the total amount of \$74,158.00
 - C. Request to reject the only bid and re-advertise for bids the 2017 Janitorial Services Contract, M-662
13. **ORDINANCES:** None
14. **CITY ATTORNEY**

15. CITY MANAGER:

Department of Public Works

- A. Request to approve an agreement with DTE Energy for LED street lighting conversion for the total amount of \$625,969.00 subject to review by the City Attorney
- B. Request to approve a proposal from CTI & Associates for professional services for material testing services for the 2017 Watermain Replacement Project, M-649 and the Granzon Avenue Reconstruction Project, M-650 for an hourly, not to exceed amount of \$22,220.00
- C. Request to approve a proposal from OHM Advisors to perform Engineering Services for the design/bidding/constructing of the decorative fence and branding of the Coolidge Highway bridge over I-696 as well as the graphic design for the City's elevated water storage tank for an hourly, not to exceed amount of \$78,200.00 subject to final review by the City Attorney
- D. Request to approve the request from Florence Cement Company to erect a portable concrete batch plant at 13200 Northend Avenue for the concrete production for the Granzon Avenue Paving Project

16. CALL TO THE AUDIENCE

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

17. CALL TO THE COUNCIL

18. ADJOURNMENT

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



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
36th OAK PARK CITY COUNCIL
February 6, 2017
7:00 PM**

MINUTES

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

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

ABSENT: Council Member Radner, Council Member Speech (Excused due to illness)

OTHERS

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

APPROVAL OF AGENDA:

CM-02-039-17 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS SUBMITTED – APPROVED

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-02-040-17 (AGENDA ITEM #5A-G) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of January 17, 2017 **CM-02-041-17**
- B. Special Council Meeting Minutes of January 17, 2017 **CM-02-042-17**
- C. Retirement Board Meeting Minutes of October 10, 2016, November 10, 2016 and December 12, 2016 **CM-02-043-17**
- D. Request to cancel the regularly scheduled Planning Commission meeting of February 13, 2017 **CM-02-044-17**
- E. Request to cancel the regularly scheduled Zoning Board of Appeals meeting of February 28, 2017 **CM-02-045-17**
- F. Request to advertise for bids for the 2017 Water Main Replacement Project, M-649 **CM-02-046-17**

- G. Payment Application No.1 in the amount of \$43,128.90 to Doetsch Environmental Services for the 2016 Sewer and Catch Basin Cleaning and TV Inspection Project, M-641G

CM-02-047-17

- H. Licenses - New and Renewals as submitted for February 6, 2017 **CM-02-048-17**

MERCHANT'S LICENSES – February 6, 2017

(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Wireless PCS MI, LLC	24762 Coolidge	\$1,050	Retail – wireless
Monalocks Hair, LLC	23020 Geneva	\$150	Salon
JKC Jewelry & Repairs LLC	21700 Greenfield #357	\$150	Jeweler
Hairbeau	23300 Greenfield #223	\$150	Salon
<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Security Central Protection	12821 Capital	\$150	Security
Acme Ladder & Supply Co Inc	10101 Capital	\$150	Construction Sup.
Ernie's Market	8500 Capital	\$150	Sandwich Shop
EZ Groom	10411 Capital	\$150	Pet Supplies
Saunders Land Company LLC	8564 Capital	\$150	
D/A Central Inc	13155 Cloverdale	\$150	Security
Citi Trends	22106 Coolidge	\$150	Retail – clothing
Speedway	24771 Coolidge	\$150	Gas Station
Dreams of Gold Jewelry Corp	24760 Coolidge	\$150	Jeweler
Talk A Lot Warehouse	21150 Coolidge	\$150	Retail – wireless
Autobahn Collision	20850 Coolidge	\$150	Auto Repair
Caring Dentistry	26021 Coolidge	\$150	Dentist
Ramsay F. Dass MD	24601 Coolidge	\$150	Physician
VHV Sub Inc / Tubby's	13740 Eight Mile	\$150	Sandwich Shop
Oak Liquor & Wine	13700 Eight Mile	\$150	Retail – liquor
Curt's Service	14611 Eleven Mile	\$150	Auto Repair
Regal Wines	14721 Eleven Mile	\$150	Retail – liquor
Seerco Inc	14441 Eleven Mile	\$150	General Contractor
H/D Holdings LLC	14241 Eleven Mile	\$150	
Barton Malow Company	21090 Fern	\$150	General Contractor
The Wellness Plan Medical Ctr	21040 Greenfield	\$150	Medical
Salon KLS	23300 Greenfield #115	\$150	Salon
Gary Ellenson, Attorney	23300 Greenfield #106	\$150	Legal Services
Moe Transportation	23300 Greenfield #127	\$150	Transportation
J Squared Salon Co	23300 Greenfield #224	\$150	Salon
Pita Cafe	25282 Greenfield	\$150	Sandwich Shop
Janko The Diamond Broker	25900 Greenfield #112	\$150	Jeweler
Premier Tuxedo	25234 Greenfield	\$150	Retail - clothing
1-800-Mini-Storage	26660 Greenfield	\$150	Storage facility
Health Systems	25900 Greenfield #140	\$187.50	Medical
Jewish Family Service	25900 Greenfield #405	\$150	Relief Organization
Simon & Sons Jewelers Inc	21700 Greenfield #483	\$150	Jeweler
Aura International Inc	21700 Greenfield #347	\$150	Jeweler
Spectrum Jewelers	21700 Greenfield #355	\$150	Jeweler
Starbucks Coffee #11879	24840 Greenfield	\$150	Coffee Shop
K & F Meat Market	13911 Nine Mile	\$150	Retail
Mane Event	15405 Nine Mile	\$187.50	Salon
Meadowbrook Home Health Care	13855 Nine Mile	\$150	Medical

Evolve Salon	12712 Nine Mile	\$150	Salon
New Sands Restaurant	10116 Nine Mile	\$150	Restaurant
Captain Jay's #126	13500 Nine Mile	\$150	Restaurant
Pairs Food Store	9000 Nine Mile	\$150	Retail – grocery
Salient Sign Studio	8720 Nine Mile	\$187.50	Sign company
William Jordan, MD	12900 Nine Mile	\$150	Physician
An Des New You Beauty Culture	15411 Nine Mile	\$150	Salon
Atlas Cut Stone Inc	12920 Northend	\$150	Construction Sup.
Northend Collision Inc	12700 Northend	\$150	Auto Repair
Mark Cabinetry Inc	8510 Northend	\$150	Custom Cabinetry

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

State Representative Robert Wittenberg provided an update on legislative activity in Lansing and announced upcoming coffee hours he will sponsor in the area.

County Commissioner Helaine Zack provided an update on activities related to Oakland County.

SPECIAL RECOGNITION/PRESENTATIONS: None

PUBLIC HEARINGS:

(AGENDA ITEM #8A) Public Hearing on a resolution to approve the amended Development Plan and Tax Increment Financing Plan for the Oak Park Corridor Improvement Authority.
Mayor McClellan opened the public hearing at 7:17 PM and closed it at 7:17 PM as there were no members of the public wishing to speak.

**CM-02-049-17 RESOLUTION AMENDING THE DEVELOPMENT PLAN AND
TAX INCREMENT FINANCING PLAN FOR THE OAK PARK
CORRIDOR IMPROVEMENT AUTHORITY - APPROVED**

Motion by Rich, seconded by Burns, CARRIED UNANIMOUSLY, to approve the following resolution amending the Development Plan and Tax Increment Financing Plan for the Oak Park Corridor Improvement Authority:

**A RESOLUTION OF THE OAK PARK CITY COUNCIL TO APPROVE THE
AMENDED DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN
FOR THE OAK PARK CORRIDOR IMPROVEMENT AUTHORITY**

WHEREAS, the Oak Park Corridor Improvement Authority was established, per Public Act 280 of 2005, as amended, under city council resolution CM-09-356-15; and

WHEREAS, the City Council approved the Development and Tax Increment Financing Plans for the Oak Park Corridor Improvement Authority, per Public Act 280 of 2005, as amended, under city council resolution CM 02-044-16; and

WHEREAS, the CIA Board approved the Amended City of Oak Park Corridor Improvement Authority Development and Tax Increment Financing Plans on January 19, 2017, and forwarded said amended Plans to City Council for consideration; and

WHEREAS, pursuant to Section 22 of Public Act 280 of 2005, as amended, City Council held a duly noticed public hearing on the amended Development and TIF Plans for the Oak Park Corridor Improvement Authority on January 13, 2017 and continued on January 20, 2017, at which time an opportunity was provided for the expression of the views of all interested parties;

NOW THEREFORE BE IT RESOLVED:

1. In accordance with Section 23 of Public Act 280 of 2005, as amended, the City Council hereby finds and determines that the Amended Development Plan and TIF Plans (the "Amended Plans") constitute and seek to accomplish the public purposes of providing for and promoting critical revitalization and redevelopment of the Oak Park Corridor Improvement Authority within the development area designated in the Plans, as well as the other public purposes identified in the Plans.
2. The City Council of the City of Oak Park, in accordance with Section 23 of Public Act 280 of 2005, as amended, hereby finds and determines the following:
 - a. The Amended Plans meet the requirements of Section 20(2) of Public Act 280 of 2005, as amended.
 - b. The proposed method of financing the development is feasible and the authority has the ability to arrange the financing.
 - c. The development is reasonable and necessary to carry out the purposes of Public Act 280 of 2005, as amended.
 - d. Any land included within the development area to be acquired is reasonably necessary to carry out the purposes of the plan and of Public Act 280 of 2005, as amended, in an efficient and economically satisfactory manner.
 - e. The Amended Development Plan is in reasonable accord with the Strategic Economic Development Plan for Future Land Use of the City of Oak Park Corridor Improvement Authority Development and TIF Plan.
 - f. Public services, such as Public Safety and utilities are, or will be adequate to service the project area.
 - g. Changes in zoning, streets, street levels, intersections, and utilities are reasonable and necessary for the project and for the City.
3. That based upon the foregoing findings and determinations, and upon further finding that pursuit and execution of the Amended Development and TIF Plans appear to be in the best interest of the City, the City of Oak Park City Council approves the Amended Development Plan and TIF Plans for the Oak Park Corridor Improvement Authority, copies of which are attached to this resolution.

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

MOTION DECLARED ADOPTED

COMMUNICATIONS: None

SPECIAL LICENSES:

CM-02-050-17 (AGENDA ITEM #10A) SPECIAL EVENT REQUEST – OAK PARK PUBLIC SCHOOLS – ART CONTEST, RECEPTION AND AWARD PRESENTATION – APPROVED

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

Name	Event	Fee
Oak Park Public Schools	Art Contest and reception – City Hall Lobby and Council Chambers - March 30, 2017 11:00 AM – 1:00 PM	Application Fee Waived and \$180 cost

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

MOTION DECLARED ADOPTED

ACCOUNTING REPORTS:

CM-02-051-17 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF AN INVOICE SUBMITTED BY SECREST, WARDLE, LYNCH, HAMPTON, TRUEX & MORLEY, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$7,462.98 - APPROVED

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to approve payment of Invoice #1301056 as submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley, P.C. for legal services in the total amount of \$7,462.98.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY: No report

CITY MANAGER:

Administration

(AGENDA ITEM #15A) City Manager Tungate reminded everyone about the State of the City address that will take place on February 15, 2017. A reception will be held at 6:00 PM in the lobby of City Hall and the address will begin at 7:00 PM in the Council Chambers.

Finance

CM-02-052-17 (AGENDA ITEM #15B) RATE OF COMPENSATION FOR THE BOARD OF REVIEW MEMBERS AND THE 2017 MEETING DATES AND TIMES – APPROVED

Motion by Burns, Seconded by Rich, CARRIED UNANIMOUSLY, to approve the rate of compensation for the Board of Review at \$80.00 for a full day and \$40.00 for a half day of service and the following dates and times for the 2017 Board of Review Meetings:

Monday	March 13, 2017	12:00 PM to 5:00 PM & 6:00 PM to 9:00 PM
Tuesday	March 14, 2017	6:00 PM to 9:00 PM
Monday	March 27, 2017	9:00 AM to 11:30 AM & 1:00 PM to 5:00 PM

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

MOTION DECLARED ADOPTED

CM-02-053-17 (AGENDA ITEM #15C) CITY OF OAK PARK 2017 POVERTY EXEMPTION POLICY – APPROVED

Motion by Rich, Seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following City of Oak Park 2017 Poverty Exemption Policy:

**CITY OF OAK PARK
2017 POVERTY EXEMPTION POLICY**

1. Applicants must be the owner(s) of, and at least one must be an occupant of, the home for which the exemption is being sought. Proof of ownership and residency will be required (deed or land contract, and driver's license or voter's registration card) if it is not already on record with the City of Oak Park Assessor's Office.
2. Applicants will not be eligible for consideration unless they meet the following adopted guidelines as of December 31, 2016. This includes all individuals currently residing in the household, as well as any co-owners who are not residing in the household:

INCOME LIMIT

Income limits shall be those established by the Oak Park City Council, in adherence with Public Act 390 of 1994. For tax year 2015, applicable income limits are as follows:

<u># in Household</u>	<u>2016 Total Household Resources Cannot Exceed</u>
1	\$17,820/yr.
2	\$24,030/yr.
3	\$30,240/yr.
4	\$36,450/yr.
5	\$42,660/yr.
6	\$48,870/yr.
	add \$6,210/yr. for each additional person

ASSET LIMIT

Combined assets cannot exceed the applicant's projected 2017 property taxes +25%. Assets include: cash, checking, savings, money market, IRA's, annuities, investments of any type (eg. stocks & bonds, or other such liquid assets), boats, recreational vehicles, or other property. Assets do not include the applicant's homestead.

3. Meeting the above guidelines will not necessarily result in a property tax reduction. The amount of reduction, if any, will be equal to the difference between line 45 and line 35 on a simulated MI-1040CR (Michigan Homestead Property Tax Credit Claim), using the applicant's 2016 total household income and their projected 2017 property taxes.
4. The above guidelines shall apply to each applicant unless the Board determines there are substantial and compelling reasons to make an exception. If there is a deviation from these guidelines, the reasons shall be communicated in writing to the applicant.
5. All applicants must obtain the proper application from the Assessor's Office, complete the entire application, attach all documentation requested (see back), sign the application and have it notarized.
6. All applicants must supply copies of the following documents for each individual currently residing in the household as well as any co-owners who are not residing in the household:

Itemized Statements of Account for the most recent 3 months for every asset account you currently have. (Checking, Savings, IRA's, Investments, etc.)

2015 & 2016 Homestead Property Tax Credit Claim** (MI-1040CR)*

2015 & 2016 Michigan Income Tax Return** (MI-1040)*

2015 & 2016 Federal Income Tax Return** (Federal 1040 or 1040A)*

**NEW applicants are required to submit both 2015 & 2016 information.*

Applicants RETURNING from last year need only submit 2016 information.

***All applicants must also provide the documents that substantiate each of the dollar figures listed on the above tax forms, such as:*

W-2 Forms, Social Security Annual Benefit Statements (SSA-1099), SSI Benefit Notices (Federal & State), Pension Benefit Statements, Dividend & Interest Income Statements, Annual FIP/SA Assistance Statements, Workmen's Compensation Benefit Statements, Unemployment Benefit Statements, Child Support &/or Alimony Documentation, etc.

7. All applicants must appear before the Board of Review in person, unless a written medical excuse is provided by their doctor at the time their application is submitted. Applicants with a written medical excuse may appoint a representative to appear on their behalf to answer any questions the Board may have.
8. All applicants will be evaluated based on data submitted and testimony given along with information gathered from any source the Board chooses.
9. Any applicant may be subject to investigation of their financial and property records by the City. This investigation will be performed to verify information used to support the applicant's poverty claim.

10. Documents submitted to the Board will not be returned. Information and documents submitted to the Board of Review in support of an application for a poverty exemption shall be kept confidential, to the maximum extent permitted by law.
11. Application for Poverty Exemption may be made only one time per year, at either the March, July or December Boards of Review. The amount of exemption, if granted, applies to the whole year, and any amount of overpayment will be refunded.
12. All poverty exemptions are applicable only for the year in which granted. To be considered for exemption the following year, you must repeat the application process.

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

MOTION DECLARED ADOPTED

**CM-02-054-17 (AGENDA ITEM #15D) MOTION TO RECEIVE THE
QUARTERLY INVESTMENT REPORT FOR PERIOD ENDING
DECEMBER 31, 2016 - APPROVED**

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to receive the quarterly investment report for period ending December 31, 2016.

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

MOTION DECLARED ADOPTED

Finance Director Carl Johnson reported that 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. Mr. Johnson reviewed the report that details the cash and investments (citywide for all funds) held by the City at December 31, 2016. 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 \$26,280,436 (market value) including cash in the operating account of \$2,898,514, short-term investments in the Oakland County Investment Pool of \$13,621,454 and long-term investments totaling \$9,760,468. The first quarter saw bond prices drop which resulted in lower yields for new investments and reductions in unrealized gains on investments currently held. 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. Interest income for the months of July through December 2016 remained strong totaling \$153,605 compared to \$75,946 for the six months ended December 31, 2015 (new investment strategy started in September 2015).

CM-02-055-17

**(AGENDA ITEM #15E) RECEIVE AND FILE THE QUARTERLY
FINANCIAL REPORT FOR PERIOD ENDING DECEMBER 31,
2016 - APPROVED**

Motion by Rich, seconded by Burns, CARRIED UNANIMOUSLY, to receive and file the Quarterly Financial Report for period ending December 31, 2016.

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

MOTION DECLARED ADOPTED

Mr. Johnson summarized fiscal year-to-date revenue and expenditure activity through the second quarter ending December 31, 2016.

GENERAL FUND

REVENUES

Total revenues for the first quarter total approximately \$14.6 million, representing approximately 72% 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, 2016. 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 2017. Property tax revenue is the primary reason the overall revenues are at 72% 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 2016/17 payments totaling \$1,107,710 as the August 31, 2016 payment by statute is included as part of the June 30, 2016 revenues. The City will receive the remaining four payments on February 28, April 30, June 30 and August 31 (2017) related to the current fiscal year. The estimated annual revenue included in the budget totals \$3,201,629.
- The City receives cable franchise fees on a quarterly basis estimated at \$640,000 for the current fiscal year. The second quarter remittances will be received during January 2017 with \$146,892 received to date related to the first quarter.
- Fines and forfeiture revenue is running significantly behind budget and prior year for the first six months of the year. The original district court budget totaled \$1,930,000 and was reduced by \$51,000 with the first quarter budget amendment to \$1,879,000. Based on the amended budget court revenue should total \$939,500 for the first six months but the actual is \$734,534 or 21.8% less. The shortfall of more than \$204,000 may result in additional General Fund contributions to the District Court Fund if it is not made up in future two quarters. The revenue received is used to offset a portion of the court's operating costs.

EXENDITURES

Total expenditures for the second quarter total approximately \$8.9 million, representing approximately 44% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 50%):

- City Council and Mayors Department is at 57% for the second quarter due to one-time contributions to two not-for-profits totaling \$10,000 (consistent with first quarter). The overall net budget for the department is in line current annual projections.
- Elections Department is at 54% for the second quarter due to the only elections budgeted for the fiscal year occurred during August and November 2016. The overall net budget for the department is in line current annual projections.
- Shepherd Park (61%) and DPW Administration (57%) departments are current slightly over the 50% guideline primarily due to the seasonal nature of the expenditures but overall are in line with their annual budgets.
- Recreation Administration Department is over 50% of the budget due to the seasonality of the department along with a change in the allocation of costs between this department and the Senior Services and Instructional Services Departments which are significantly below budget. The overall net budget for the departments are in line current annual projections.
- The Outdoor Activities Department is at 60% of their budget due to their costs being seasonal in nature as a significant part of their budget includes summer programming (consistent with the first quarter). The overall budget is in line current annual projections.
- Swimming Pool Facility Department is at 79% of their budget due to their costs being seasonal in nature as a significant part of their budget includes summer programming (consistent with the first quarter). The overall budget is in line with the current annual projections.
- Non-Departmental Department is currently at 32% of their budget as this department is primarily transfers to other funds and the majority of the transfers take place as needed later in the fiscal year.

Overall the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of at least 15% of annual expenditures. The annual operating budget is balanced and the City continues to address the long-term legacy costs of OPEB and pensions by making contributions in excess of required amounts.

CM-02-056-17

**(AGENDA ITEM #15F) BUDGET AMENDMENT #2017-2 FOR
PERIOD ENDING DECEMBER 31, 2016 - APPROVED**

Motion by Rich, seconded by Burns, CARRIED UNANIMOUSLY, to approve Budget Amendment #2017-2 for period ending December 31, 2016 as follows:

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2017-2 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
PROPERTY TAXES	\$ 6,000
LICENSE AND PERMITS	(24,175)
INTERGOVERNMENTAL	25,842
OTHER REVENUE	11,719
TOTAL REVENUES	<u>19,386</u>
EXPENDITURES	
CITY ATTORNEY	1,200
PUBLIC SAFETY	13,386

RECREATION	12,825
PUBLIC WORKS	1,975
NON-DEPARTMENTAL	(10,000)
TOTAL EXPENDITURES	<u>19,386</u>

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

REVENUES	
INTERGOVERNMENTAL	\$ 4,500
CHARGES FOR SERVICES	3,000
TOTAL REVENUES	<u>7,500</u>

EXPENDITURES	
OPERATIONS	7,500
TOTAL EXPENDITURES	<u>7,500</u>

Net Increase to Fund Balance	<u><u>\$ -</u></u>
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MENTAL HEALTH COURT GRANT FUND

REVENUES	
INTERGOVERNMENTAL	\$ 55,510
TOTAL REVENUES	<u>55,510</u>

EXPENDITURES	
SALARIES	55,510
TOTAL EXPENDITURES	<u>55,510</u>

Net Increase to Fund Balance	<u><u>\$ -</u></u>
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SIDEWALK AND SPECIAL ASSESSMENT FUND

REVENUES	
SPECIAL ASSESSMENTS	\$ 159,103
TOTAL REVENUES	<u>159,103</u>

EXPENDITURES	
SALARIES	5,000
CAPITAL OUTLAY	159,103
TOTAL EXPENDITURES	<u>164,103</u>

Net Decrease to Fund Balance	<u><u>\$ (5,000)</u></u>
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ROAD CONSTRUCTION BOND FUND

REVENUES

INTEREST EARNINGS	\$ (1,000)
TOTAL REVENUES	(1,000)

EXPENDITURES

CAPITAL OUTLAY	(106,000)
TOTAL EXPENDITURES	(106,000)

Net Increase to Fund Balance	\$ 105,000
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Roll Call Vote:	Yes:	McClellan, Burns, Rich
	No:	None
	Absent:	Radner, Speech

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Esther Ingber, 25961 Marlow Place, expressed a desire for the City of Oak Park to become a sanctuary city.

Nancy Kerr-Mueller, Ferndale School Board, presented an update on activities related to Ferndale Schools.

Andrew Cissell, 23260 Rensselaer, supported the desire for Oak Park to be a sanctuary city.

CALL TO THE COUNCIL:

Mayor McClellan thanked everyone who planned and supported Winterfest including local sponsors, Michigan Husky Dog Sled Club, Joyful Tots, 1-800 Storage, Lincoln Drugs, Coolidge Café, Scotia Stop, Wolfson Dental and Soup Depot.

Mayor Pro Tem Burns thanked everyone for coming out and encouraged everyone to dress appropriately for the changing weather.

Council Member Rich wished everyone a good night.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:52 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
36th OAK PARK CITY COUNCIL
February 13, 2017
5:30 P.M.**

MINUTES

This Special Meeting of the 36th Oak Park City Council was held in the Executive Conference Room of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237.

Notice of this Special Meeting was given in compliance with the provisions of Act 267 of the Public Acts of Michigan, 1976, as amended, the "Open Meetings Act".

The Special Meeting was called to order by Mayor McClellan at 5:30 P.M.

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

ABSENT: Council Member Speech (Excused due to illness)

ALSO PRESENT: City Manager Tungate, Assistant City Manager Yee, City Attorney Gillooly, Assistant to the City Manager McLain, City Attorney Green

SPECIAL BUSINESS:

**SCM-02-057-17 (AGENDA ITEM #3A) WATER TOWER RENDERING
– APPROVED**

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to approve the presented water tower rendering that utilizes a white body, green leaves, legs and stripes.

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

MOTION DECLARED ADOPTED

Council reviewed proposed paint schemes for the water tower located north of I-696. There was consensus that the rendering with the body of the tower in white, the legs, stripes and leaves in green should be used.

CLOSED SESSION

**SCM-02-058-17 (AGENDA ITEM #3B) MOTION TO ADJOURN INTO CLOSED
SESSION TO DISCUSS ATTORNEY CLIENT PRIVILEGED
COMMUNICATION AND PENDING LITIGATION REGARDING
CITY OF HUNTINGTON WOODS AND CITY OF PLEASANT
RIDGE VS. CITY OF OAK PARK AND 45TH DISTRICT COURT,
CASE NO. 152035. – APPROVED**

Motion by Radner, Seconded by Rich, CARRIED UNANIMOUSLY, to adjourn into Closed Session to discuss Attorney Client Privileged Communication and Pending Litigation regarding City of Huntington Woods and City of Pleasant Ridge vs. City of Oak Park and 45th District Court, Case No. 152035.

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

MOTION DECLARED ADOPTED

The Closed Session began at 5:40 PM. The Special Meeting reconvened at 5:58 PM.

SCM-02-059-17 CLOSED SESSION MINUTES - APPROVED

Motion by Rich, seconded by Burns, CARRIED UNANIMOUSLY, to approve the minutes of the 02-13-17 closed session.

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

MOTION DECLARED ADOPTED

**SCM-02-060-17 (AGENDA ITEM #3C) PROPOSED SETTLEMENT
AGREEMENT FOR CITY OF HUNTINGTON WOODS AND
CITY OF PLEASANT RIDGE VS. CITY OF OAK PARK AND
45TH DISTRICT COURT, CASE NO. 152035. – APPROVED**

Motion by Burns, Seconded by Radner, CARRIED UNANIMOUSLY, to approved the proposed settlement agreement for City of Huntington Woods and City of Pleasant Ridge vs. City of Oak Park and 45th District Court, Case No. 152035.

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

There were no members of the audience wishing to speak.

ADJOURNMENT:

The Special Meeting adjourned at 6:00 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** February 20, 2017**AGENDA #**

SUBJECT: Request authorization to bid the 2017 Fire Hydrant Blasting and Repainting Project, M-646.

DEPARTMENT: DPW – KJY

SUMMARY: Bid documents are nearly complete for the 2017 Fire Hydrant Blasting and Repainting Project, M-646. This project will paint the approximately 115 fire hydrants in the area shown on the attached map.

FINANCIAL STATEMENT: There is funding available in the Water & Sewer fund for this expenditure.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for 2017 Fire Hydrant Blasting and Repainting Project, M-646 be approved. Funding is available in the Water and Sewer Fund no. 592-18-538-930.

APPROVALS:

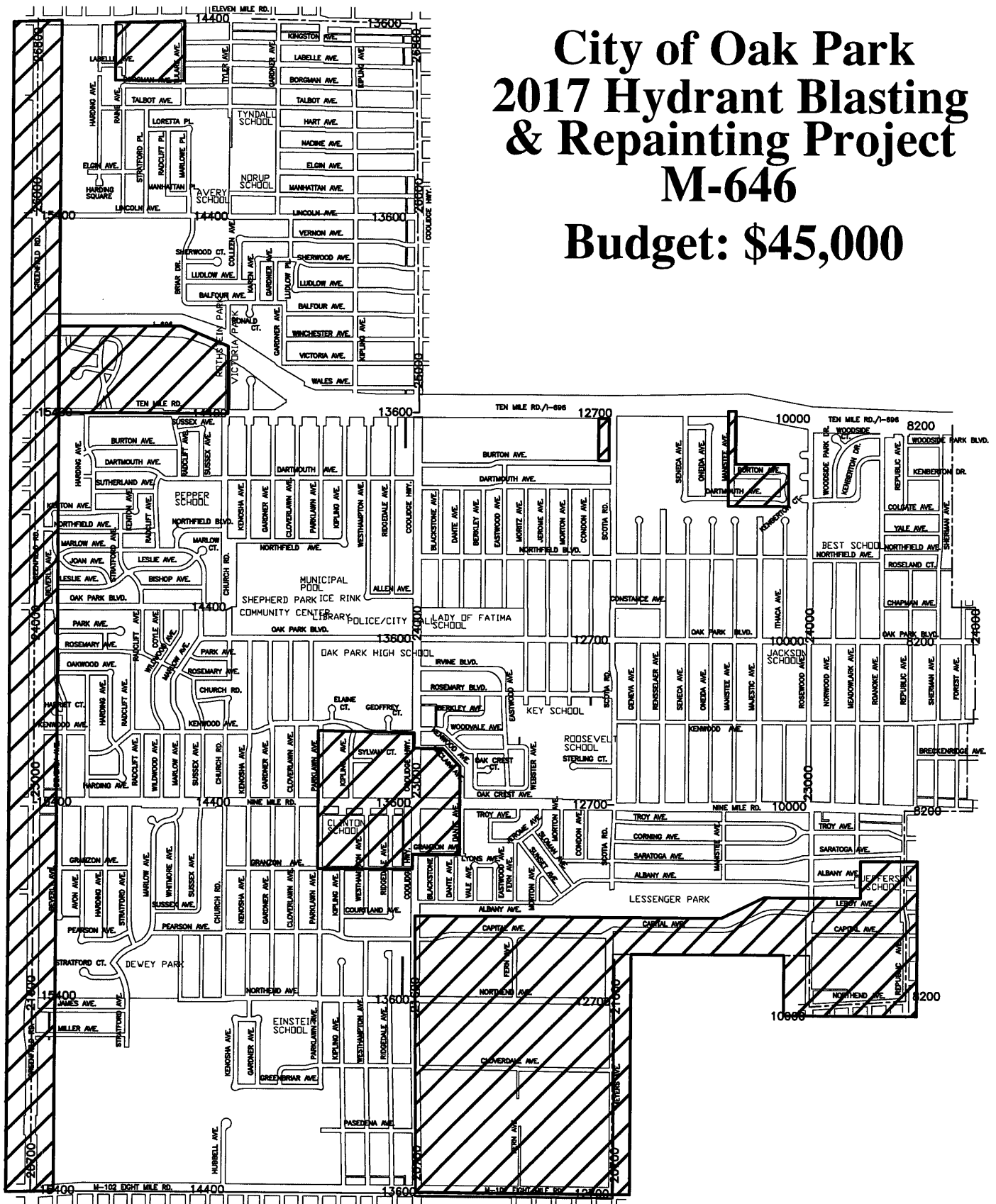
City Manager: _____

Department Director: _____

Finance Director: _____

EXHIBITS: Map

Budget: \$45,000





5D

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 20, 2017

AGENDA #

SUBJECT: Request authorization to bid the 2017 Elevated Water Storage Tank Painting Project, M-667.

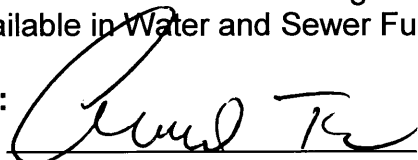
DEPARTMENT: DPW - KJY

SUMMARY: Plans and specifications are complete for the 2017 Elevated Water Storage Tank Painting Project, M-667. This project will repaint the elevated water storage tank on Tulare just south of 11 Mile Road.

FINANCIAL STATEMENT: Funding is available in the FY 2016-17 Water and Sewer Fund for this expenditure.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for the 2017 Elevated Water Storage Tank Painting Project, M-667 be approved. Funding is available in Water and Sewer Fund for this expenditure.

APPROVALS:

City Manager: 

Department Director: 

Finance Director: _____

EXHIBITS: None



5E

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 22, 2017

AGENDA #

SUBJECT: Request authorization to bid the 2017 Roof Replacement Project, M-665.

DEPARTMENT: Technical & Planning – Facilities RMB

SUMMARY: Last year Roofing Technology Associates, Ltd. performed an evaluation of the roofs above the Community Center, Library and the District Court. The report indicated the current roof above the Community Center area F and at three areas in the District Court are old, has many leaks and will require replacement this budget year. This project will replace the roofs over these areas.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for 2017 Roof Replacement Project, M-665. Funding is available in the Court Building Fund and in the Building Maintenance Repairs & Maintenance Account # 101-18-265-930. .

APPROVALS:

City Manager:

Department Director:

Finance Director:

EXHIBITS: drawing



Die von der Aufsichtsratskommission beauftragte Sachverständigenkommission hat am 2. März 2006 einen Bericht über die Ergebnisse ihrer Untersuchung über die Vermögensgegenstände der Stadtverwaltung, insbesondere über die Vermögensgegenstände der Stadtverwaltung, erstellt.



ROOFING TECHNOLOGY ASSOCIATES
2001 60 COLLEGE ROAD
LANSING, MI 48202-4248
(313) 963-1222

RISK PLAN		
1. OF THE RISK Plan No. 100-100-100-100 2. COUNTRY AND STATE 3. COUNTY AND CITY		
Approved By _____	Printed By _____	Date _____ 2
Signed _____	Checked By _____	



- 2. The following would not be used in deciding an accounting procedure:
 - accounting theory
 - accounting standards
 - accounting practice
 - accounting research
 - accounting education
 - accounting literature
 - accounting regulations
 - accounting codes
 - accounting manuals
 - accounting textbooks
 - accounting journals
 - accounting magazines
 - accounting newspapers
 - accounting websites
 - accounting software
 - accounting calculators
 - accounting spreadsheets
 - accounting databases
 - accounting networks
 - accounting systems
 - accounting tools
 - accounting equipment
 - accounting facilities
 - accounting services
 - accounting consultants
 - accounting auditors
 - accounting accountants
 - accounting clerks
 - accounting assistants
 - accounting trainees
 - accounting students
 - accounting teachers
 - accounting professors
 - accounting researchers
 - accounting writers
 - accounting editors
 - accounting publishers
 - accounting distributors
 - accounting retailers
 - accounting wholesalers
 - accounting manufacturers
 - accounting suppliers
 - accounting vendors
 - accounting contractors
 - accounting subcontractors
 - accounting partners
 - accounting associates
 - accounting employees
 - accounting volunteers
 - accounting interns
 - accounting apprentices
 - accounting trainees
 - accounting students
 - accounting teachers
 - accounting professors
 - accounting researchers
 - accounting writers
 - accounting editors
 - accounting publishers
 - accounting distributors
 - accounting retailers
 - accounting wholesalers
 - accounting manufacturers
 - accounting suppliers
 - accounting vendors
 - accounting contractors
 - accounting subcontractors
 - accounting partners
 - accounting associates
 - accounting employees
 - accounting volunteers
 - accounting interns
 - accounting apprentices
 - accounting trainees



ROOFING TECHNOLOGY ASSOCIATES, LTD.
3801 BOWENBLUFF ROAD
LYNN, MASSACHUSETTS 01901
(725) 283-2000

POLY AREA PLAN			
1. POLY AREA PLAN 2. POLY AREA PLAN 3. POLY AREA PLAN 4. POLY AREA PLAN			
Project No.	1. 0000	Project No.	2. 0000
Date	1. 0000	Date	2. 0000

MERCHANT'S LICENSES – FEBRUARY 20, 2017

(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Oak Park MTS LLC – Maximum Tax Service	25222 Greenfield	\$150	Tax Service
Studio 8700	8700 9 Mile	\$150	Art Gallery
LAK1 LLC – Maximum Tax Service	12708 9 Mile	\$150	Tax Service

<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Midwest Recycling Service Inc	11000 Capital	\$150	Recycling Service
Design Metal Inc	10841 Capital	\$150	Sheet Metal Fabricator
Ross Special Services	13380 Capital	\$150	Auto Dealer
Socks Galore Wholesale	10355 Capital	\$150	Clothing
142 Maple LLC	8625 Capital	\$150	Warehouse
Turf Tenders	13100 Cloverdale	\$150	Landscape
Sahara Restaurant	24770 Coolidge	\$150	Restaurant
Metro Frame Inc	26045 Coolidge	\$150	Frame Shop
9 Oaks Grill	22110 Coolidge	\$150	Restaurant
Star Bakery	26031 Coolidge	\$150	Bakery
Prince's Pastry	24711 Coolidge	\$187.50	Bakery
Little Ceasars	24756 Coolidge	\$150	Restaurant
JBG Investments dba FKO for Kids Only	23101 Coolidge	\$150	Clothing
Lincoln Drugs Inc / Pharmacy	25901 Coolidge	\$150	Pharmacy
Value World Inc	22130 Coolidge	\$150	Resale Shop
Express Collission	21470 Coolidge	\$150	Auto Service
Harmony Montessori Center	26341 Coolidge	\$150	Educational
Hair N' Things Inc	22105 Coolidge	\$150	Salon
7-11 Food Stores #13458	26341 Coolidge	\$150	Retail
Hair Mood Salon			
El Mar's Suburban Shop	13661 Eleven Mile	\$150	Restaurant
Universal Wholesale	14511 Eleven Mile	\$150	Retail
Grape Leaves Restaurant	24700 Greenfield	\$150	Restaurant
Diamond Nails	25238 Greenfield	\$150	Salon
K & S Design Jewelry	21700 Greenfield #477	\$150	Jeweler
OSKA Jewelers & Repair	21700 Greenfield #362	\$150	Jeweler
Luxor Jewelry Co LLC	21700 Greenfield #301	\$187.50	Jeweler
T. Nails	26028 Greenfield	\$150	Salon
Medaplex Dental Center	23350 Greenfield	\$150	Dental
GEM Corporation	21600 Greenfield #106	\$150	Jeweler
Magic Discount Jewelry	21600 Greenfield #108	\$150	Jeweler

<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Little Bear's Learning Center	13391 Nine Mile	\$150	Child Care
Yousif Goriel MD	15351 Nine Mile A	\$150	Physician
Happy Days Educational Ctr	10160 Nine Mile	\$150	Child Care
Medsource Pharmacy LLC	15300 Nine Mile #2	\$150	Pharmacy
Dr. Ester Sleutelberg	15421 Nine Mile	\$150	Dental
Mighty Mo Mufflers	13941 Nine Mile	\$150	Auto Service
Hair Unique	8138 Nine Mile	\$150	Salon
Lisa's Little Angels Christian Child	10460 Nine Mile	\$150	Child Care
James Tailoring and Alterations	8236 Nine Mile	\$150	Tailor/Alterations
Modern Nails	13720 Nine Mile	\$150	Salon
Its All About You	10810 Nine Mile	\$150	Salon
Wing's Gardens	8410 Nine Mile	\$150	Restaurant
C & J General Contractors	22610 Rosewood	\$150	General Contractor
Subway	13311 Ten Mile	\$150	Restaurant
Jade Palace Restaurant	13351 Ten Mile	\$150	Restaurant
Great Expressions Dental Ctr	13231 Ten Mile	\$150	Dental
Unique Furniture	21820 Wyoming Place	\$150	Furniture Co

* Application & Room Rental Fee Waiver requested *

CITY OF OAK PARK
MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE

10A

Today's Date: 2-16-17

Applicant Information

Vicky Brooks

Applicant/Business Name: City of OAK Park Ethnic Advisory Commission

Applicant/Business Address: 14000 OAK PARK Blvd.

Phone number: (248) 691-7403 E-Mail Address: vbrooks@oakparkmi.gov

Relation of applicant to business: City staff liaison

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

Owner Information

Owner or manager of site: City of OAK Park Phone: 248 691-7403

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: April 29, 2017 Has this event been held previously? ☒ Yes ☐ No

Address or location of event: 14300 OAK Blvd - Rec. Center - Room A+B

Is this a City owned park? Yes

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

Nature, purpose, and detailed description of event: Annual celebration of
National World Dance Day.

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

If yes, please describe how so: Public is invited free of charge to
witness the performance.

Estimated number of people attending event? 150 + Hours of Event: 6:30pm - 9:30pm

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

Where will the parade participants be walking? ☐ Sidewalks ☐ Streets N/A

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

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

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

Food Services

Will food or beverages be sold at event? ☐ Yes ☒ No, if yes please list type(s) of food to be sold:
given for free - bottled water + cookies

Will the food be prepackaged or prepared on site: prepackaged

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

Mechanical Amusement

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

Will the event have a moonwalk? ☐ Yes ☒ No, if yes, please provide the name and address of Company/Entity providing moonwalk: _____

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

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

Technical/Support

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

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

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

Will the event have banners displayed? ☒ Yes ☐ No, if so, please provide the number of signs and dimension(s): If sponsors are secured they will be allowed to display signage.

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

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

The fee for a Special Event application is \$100: \$25 of this amount is non-refundable. If the City does not approve the application, remaining \$75 will be returned to applicant. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, and Recreation. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Clerks' office will contact the applicant to inform them of the additional costs involved. At that time the applicant can decide whether or not to proceed with the event. If so, the event will be placed on the next City Council agenda for approval. If applicant decides not to proceed with the event, they will receive a \$75.00 refund.

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


Applicant's Signature

State of Michigan

ss

County of _____

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

My Commission expires: _____
Notary Public

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION
Oak Park Ethnic Advisory Commission
(World Dance Event – Recreation Center)

DATE: April 29, 2017

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>Rob Barrett</i>	NA	NA	NA
PUBLIC SAFETY <i>Steve Cooper</i>	NA	NA	NA
RECREATION <i>Laurie Stasiak</i>	Enter into reservation system. Rooms A & B, plus meeting rooms. Staff for the duration of the event.	Room A & B - 4 Hrs. Building Monitors 13 Hrs.	\$510 \$150
DPW <i>Kevin J. Yee</i>	NA	NA	NA
ADDITIONAL <i>Administration</i>			\$100 application fee waiver requested

**GARAN
LUCOW
MILLER P.C.**

GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

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

Invoice 471736**February 15, 2017**

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

*Re: Harmony Montessori Center v City of Oak
Park*

*Client 7406
Matter 4*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Tuesday, January 31, 2017

\$2,171.00**Fee Total****Total Costs Advanced****\$0.00****Total Fees and Disbursements: \$2,171.00**

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

**GARAN
LUCOW
MILLER P.C.**

GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

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

Invoice 471737

February 15, 2017

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

*Re: Tina Polk and Richard Newton v City of Oak
Park, County of Oakland, et al.*

*Client 7406
Matter 24*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Tuesday, January 31, 2017

\$4,966.00

Fee Total

Costs Advanced:

Date	Description	Amount
12/07/16	Mileage to and from City of Oak Park for meeting with Kevin Yee regarding outstanding discovery responses 30 @ 0.54	16.31
12/08/16	Mileage to and from City of Oak Park to attend Gary Allen Nigro deposition 40 @ 0.54	21.49
	Total Costs Advanced	\$37.80

Total Fees and Disbursements: \$5,003.80

**GARAN
LUCOW
MILLER P.C.**

GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

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

Invoice 471738

February 15, 2017

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

*Re: Judy Kish and Joyce Bannon, et al v City of
Oak Park*

*Client 7406
Matter 31*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Tuesday, January 31, 2017

\$6,731.50

Fee Total

Costs Advanced:

Date	Description	Amount
01/05/17	Travel to/from City of Oak Park for attendance at meeting with Mr. Tungate and Mayor McClellan 41 @ 0.53	21.73
01/11/17	Travel to/from Oakland County Circuit Court for attendance at motion hearing 80 @ 0.53	42.40
	Total Costs Advanced	\$64.13

Total Fees and Disbursements: \$6,795.63

**GARAN
LUCOW
MILLER P.C.**

GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

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

Invoice 471740**February 15, 2017**

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

Re: In Re: City of Oak Park

*Client 7406
Matter 1*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Tuesday, January 31, 2017

\$11,667.00**Fee Total****Costs Advanced:**

Date	Description	Amount
01/17/17	Reproduction Charges 24 @ 0.15	3.60
01/26/17	Reproduction Charges 156 @ 0.15	23.40
	Total Costs Advanced	\$27.00

Total Fees and Disbursements: \$11,694.00

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

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** February 20, 2017 **AGENDA #****SUBJECT:** Report on bids for the 2017 Granzon Avenue Reconstruction Project, M-650.**DEPARTMENT:** DPW/Technical & Planning – Engineering KJY

SUMMARY: At the January 17, 2017 regular meeting of the Oak Park City Council, the request to bid the 2017 Granzon Avenue Reconstruction Project, M-650 was approved (CM-01-027-17). The project was advertised and 98 contractors viewed the documents. On February 6, 2017, ten (10) bids were received and opened. The low bidder, Florence Cement Company or Shelby Township, MI, submitted a bid of \$971,425.00. Florence Cement Company has performed many projects in the City to the satisfaction of the Engineering Division.

FINANCIAL STATEMENT: There is \$500,000 budgeted in the FY 2016-17 Local Street Fund budget, \$500,000 planned in the FY 2017-18 Local Street Budget, and \$500,000 in the Water & Sewer Fund for sewer repairs.

RECOMMENDED ACTION: It is recommended City Council award the bid for the 2017 Granzon Avenue Reconstruction Project, M-650 to Florence Cement Company of Shelby Township, MI for the total amount of \$971,425.00. Funding is available as follows: \$500,000 in the FY 2016-17 Local Street Budget, \$151,000 in the Water & Sewer Fund for sewer work on the project, and the balance is proposed in the FY 2017-18 Local Street Budget.

APPROVALS:

City Manager: _____

Department Director: _____

Finance Director: _____

EXHIBITS: bid tabulation, map of project area

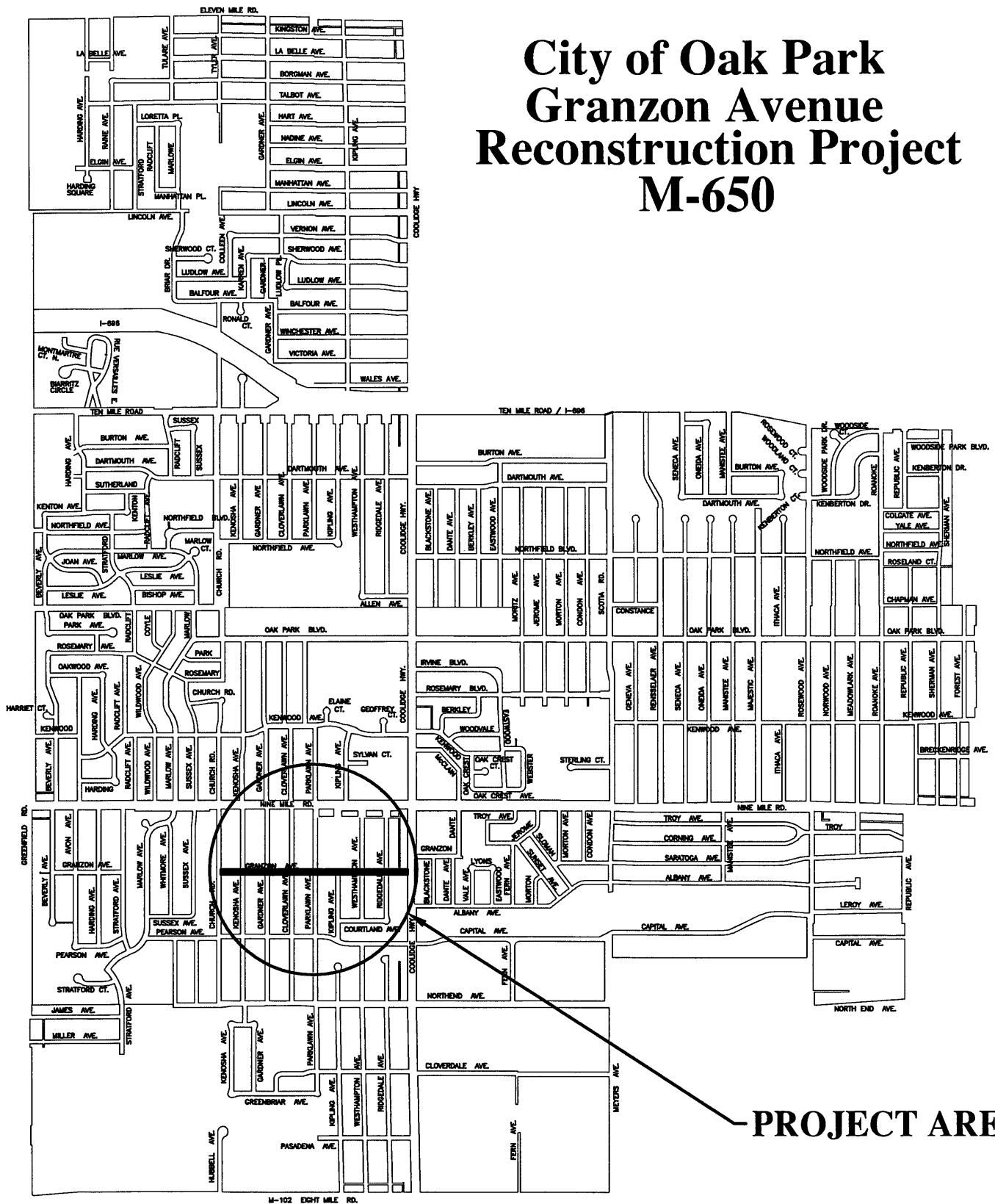
BID TABULATION

GRANZON AVENUE RECONSTRUCTION PROJECT, M-650 BID OPENING DATE MONDAY FEBRUARY 6, 2017 2:00 PM				FLORENCE CEMENT COMPANY 12585 23 MILE RD. SHELBY TWP., MI 48315 586-997-2666		MARK ANTHONY CONTRACTING 2035 HAMLIN ROAD UTICA, MI 48317 248-606-7727		GM & SONS, INC 6784 WHITMORE LAKE ROAD WHITMORE LAKE, MI 48189 734-929-1259	
ITEM	DESCRIPTION	QUANT.	U/M	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization, Max 5%	1	LSUM	\$ 48,000.00	\$ 48,000.00	\$ 36,400.00	\$ 36,400.00	\$ 36,250.00	\$ 36,250.00
2	Pavement Removal, Modified SP	11,000	SYD	\$ 5.00	\$ 55,000.00	\$ 6.50	\$ 71,500.00	\$ 7.70	\$ 84,700.00
3	Drainage Structure, Removing, Modified SP	25	EACH	\$ 300.00	\$ 7,500.00	\$ 250.00	\$ 6,250.00	\$ 435.00	\$ 10,875.00
4	Sewer Remove under 24"	725	LFT	\$ 10.00	\$ 7,250.00	\$ 7.50	\$ 5,437.50	\$ 4.00	\$ 2,900.00
5	Subgrade Undercutting, (Modified)	500	CYD	\$ 46.00	\$ 23,000.00	\$ 35.00	\$ 17,500.00	\$ 34.00	\$ 17,000.00
6	Machine Grading, Modified SP	25.50	STA	\$ 3,100.00	\$ 79,050.00	\$ 1,900.00	\$ 48,450.00	\$ 2,550.00	\$ 65,025.00
7	Erosion Control, Inlet Protection, Fabric Drop, Modified SP	30	EACH	\$ 100.00	\$ 3,000.00	\$ 75.00	\$ 2,250.00	\$ 85.00	\$ 2,550.00
8	Aggregate Base Under Concrete (6" 21AA Crush Limestone)	9,500	SYD	\$ 9.00	\$ 85,500.00	\$ 6.80	\$ 64,600.00	\$ 7.75	\$ 73,625.00
9	Maintenance gravel, Modified SP	300	TON	\$ 18.00	\$ 5,400.00	\$ 20.00	\$ 6,000.00	\$ 31.00	\$ 9,300.00
10	Drainage Structure, 24 Inch (Inlet), Modified SP	13	EACH	\$ 1,100.00	\$ 14,300.00	\$ 1,200.00	\$ 15,600.00	\$ 1,350.00	\$ 17,550.00
11	Drainage Structure, 48 Inch Diameter, Modified SP	12	EACH	\$ 1,400.00	\$ 16,800.00	\$ 1,600.00	\$ 19,200.00	\$ 1,700.00	\$ 20,400.00
12	Drainage Structure Cover	3,800	LBS	\$ 2.00	\$ 7,600.00	\$ 2.00	\$ 7,600.00	\$ 2.10	\$ 7,980.00
13	Adjusting Drainage Structure Cover Case 1, Modified SP	15	EACH	\$ 400.00	\$ 6,000.00	\$ 275.00	\$ 4,125.00	\$ 355.00	\$ 5,325.00
14	Sewer Pipe 12" Class IV Reinf. Concrete Pipe	725	LFT	\$ 58.00	\$ 42,050.00	\$ 54.50	\$ 39,512.50	\$ 61.00	\$ 44,225.00
15	Underdrain Subgrade, Open Graded 6", Modified SP	5,500	LFT	\$ 9.00	\$ 49,500.00	\$ 12.06	\$ 66,330.00	\$ 12.25	\$ 67,375.00
16	Conc. Pavement, Non-Reinf 7" Conc., Modified SP	9,500	SYD	\$ 36.00	\$ 342,000.00	\$ 45.79	\$ 435,005.00	\$ 38.50	\$ 365,750.00
17	Sidewalk Conc.- NonReinf.8" Conc. Sidewalk/Drive App., Modified SP	500	SFT	\$ 7.00	\$ 3,500.00	\$ 5.45	\$ 2,725.00	\$ 5.25	\$ 2,625.00
18	Sidewalk Conc.- NonReinf.6" Conc. Sidewalk/Drive App. Modified SP	8,700	SFT	\$ 5.50	\$ 47,850.00	\$ 4.45	\$ 38,715.00	\$ 4.25	\$ 36,975.00
19	Sidewalk Conc.- NonReinf.4" Concrete Sidewalk Modified SP	5,700	SFT	\$ 5.00	\$ 28,500.00	\$ 3.95	\$ 22,515.00	\$ 3.75	\$ 21,375.00
20	Cast In Place Detectable/ Tactile Warning Surface.	600	SFT	\$ 14.00	\$ 8,400.00	\$ 14.00	\$ 8,400.00	\$ 13.00	\$ 7,800.00
21	Class A Sodding, Modified SP	5,500	SYD	\$ 8.75	\$ 48,125.00	\$ 5.80	\$ 31,900.00	\$ 6.25	\$ 34,375.00
22	Minor Traffic Device, Modified SP	1	LSUM	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,250.00	\$ 12,250.00
23	Salvage Sign, Modified SP	20	EACH	\$ 115.00	\$ 2,300.00	\$ 75.00	\$ 1,500.00	\$ 175.00	\$ 3,500.00
24	Project Cleanup	1	LSUM	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,650.00	\$ 5,650.00
25	Inspection Crew Days, Modified SP	\$320.00	DAY	65	\$20,800.00	45	\$ 14,400.00	70	\$ 22,400.00
TOTAL COST					\$ 971,425.00		\$ 976,415.00		\$ 977,780.00

Other Bidders:

Major Cement	\$1,080,025.00
Hartwell Cement Company	\$1,086,388.25
Angelo lafrate Construction Company	\$1,115,950.00
Fiore Enterprises, LLC	\$1,126,485.00
Toebe Construction LLC	\$1,135,886.97
Warren Contractors & Development	\$1,181,510.00
Zuniga Cement & Construction	\$1,272,345.00

City of Oak Park Granzon Avenue Reconstruction Project M-650



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

AGENDA OF: February 20, 2017 **AGENDA #**

SUBJECT: Report on bids for the 2017 Joint and Crack Sealing Project, M-651.

DEPARTMENT: DPW/Technical & Planning – Engineering KJY

SUMMARY: At the January 17, 2017 regular meeting of the Oak Park City Council, the request to bid the 2017 Joint and Crack Sealing Project, M-651 was approved (CM-01-028-17). The project was advertised and 14 contractors viewed the contract documents. On February 6, 2017, three (3) bids were received and opened. The low bidder, Carr's Outdoor Services, submitted a bid of \$74,158.00. References were checked and all had positive responses.

This project seals the joints and cracks on the streets shown on the attached map.

FINANCIAL STATEMENT: There is \$100,0000 budgeted in the Local Street Fund for this expenditure.

RECOMMENDED ACTION: It is recommended City Council award the bid for the 2017 Joint and Crack Sealing Project, M-651 to Carr's Outdoor Services of Canton, MI for the total amount of \$74,158.00. Funding is available in the Local Street Fund.

APPROVALS:

City Manager: _____

Department Director: _____

Finance Director: _____

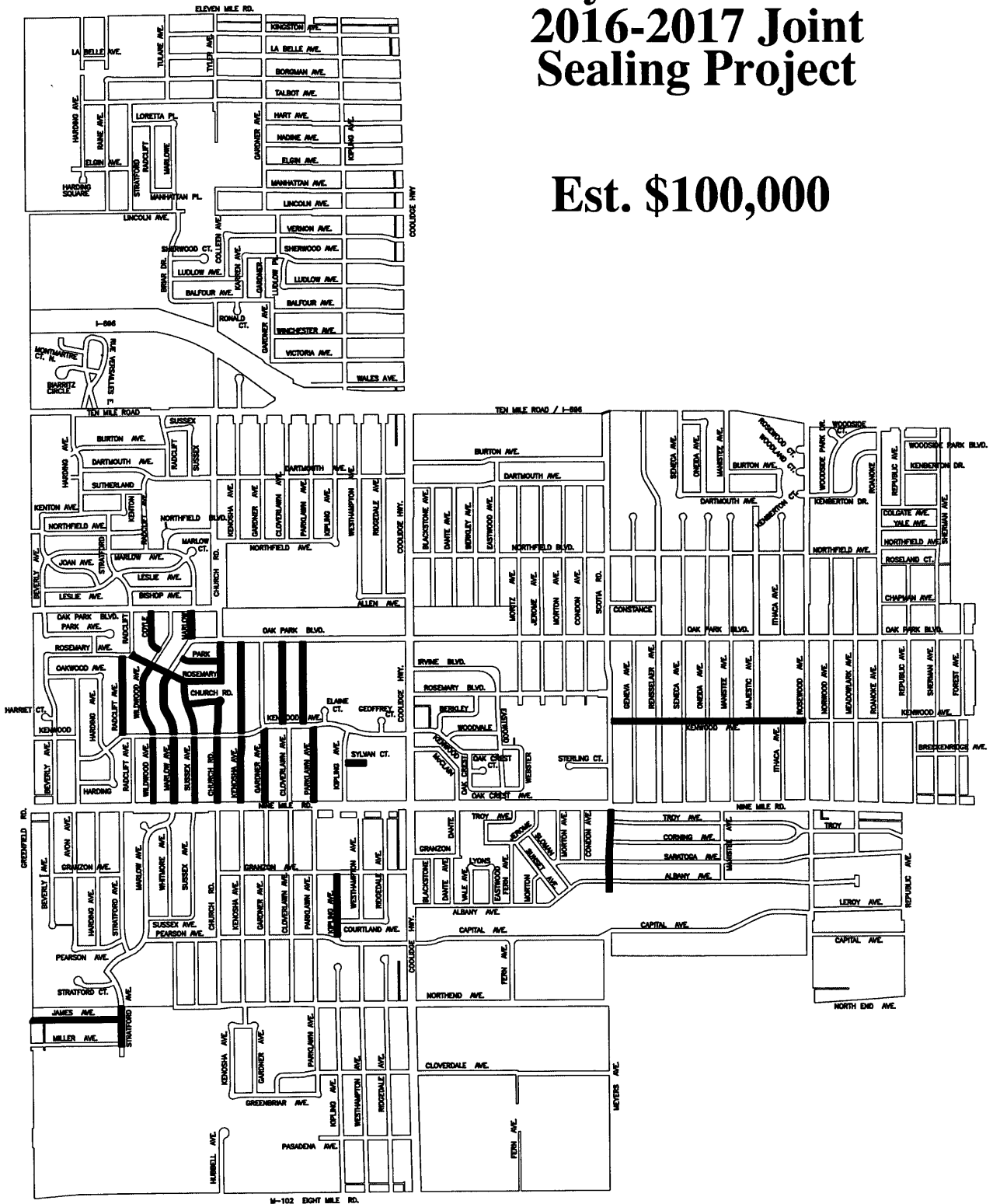
EXHIBITS: bid tabulation, map

BID TABULATION

2017 JOINT AND CRACK SEALING PROJECT, M-651 BID OPENING DATE MONDAY FEBRUARY 6, 2017 10:00 AM				CARR'S OUTDOOR SERVICES 48910 FORD ROAD CANTON, MI 48187 734-564-8242		MICHIGAN JOINT SEALING, INC. 28830 WEST EIGHT MILE RD. FARMINGTON HILLS, MI 48336 248-476-4120		SCODELLER CONSTRUCTION 51722 GRAND RIVER AVE. WIXOM, MI 48393 248-374-1102	
<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANT.</u>	<u>U/M</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1	ROUT AND SEAL JOINTS AND CRACKS MODIFIED SP	110,600	LFT	\$ 0.51	\$ 56,406.00	\$ 0.69	\$ 76,314.00	\$ 0.67	\$ 74,102.00
2	JOINT SEALING COMPOUND MODIFIED SP	24,600	LBS	\$ 0.47	\$ 11,562.00	\$ 0.40	\$ 9,840.00	\$ 0.50	\$ 12,300.00
3	MINOR TRAFFIC DEVICES MODIFIED SP	1	LSUM	\$ 750.00	\$ 750.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
4	INSPECTION CREW DAYS	\$ 320.00	DAYS	17.00	\$ 5,440.00	7.00	\$ 2,240.00	10.00	\$ 3,200.00
				TOTAL COST	\$ 74,158.00		\$ 88,894.00		\$ 90,102.00

City of Oak Park 2016-2017 Joint Sealing Project

Est. \$100,000



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

AGENDA OF: February 20, 2017 **AGENDA #**

SUBJECT: Request to reject the only bid and re-advertise for bids for the 2017 Janitorial Services Contract, M-662.

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

SUMMARY: The bids were opened on February 10, 2017 for the 2017 Janitorial Services Contract, M-662. The only bidder, Kristel Group, Inc, submitted a bid of \$127,836.00. We contacted the other 8 vendors that attended the mandatory walk thru and they were all still interested in bidding the project but did not make the deadline for a variety of reasons. We would like to get more than the one submitted bid.

FINANCIAL STATEMENT: Funding for this service is available in the Building Maintenance budget.

RECOMMENDED ACTION: It is recommended that the request to reject the only bid and re-advertise for bids the 2017 Janitorial Services Contract, M-662, be approved. Funding is available in the Building Maintenance budget for this service.

APPROVALS:

City Manager: *[Signature]*

Department Director: *[Signature]*

Finance Director: _____

EXHIBITS: Bid Tab

BID TABULATION

2017 CITYWIDE JANITORIAL SERVICES, M-663

10-Feb-17

Kristel Group Inc.
136 S. Rochester Road
Clawson MI 48017
248-850-8850

Item Description	UNIT	QUANTITY	PRICE	TOTAL PRICE
CITY HALL	Month	12	\$1,538.00	\$18,456.00
PUBLIC SAFETY	Month	12	\$2,170.00	\$24,840.00
LIBRARY	Month	12	\$1,315.00	\$15,780.00
COMMUNITY CENTER	Month	12	\$1,865.00	\$22,380.00
DPW SERVICE CENTER	Month	12	\$765.00	\$9,180.00
COURT	Month	12	\$1,685.00	\$20,220.00
WORKOUT FACILITY	Month	12	\$230.00	\$2,760.00
SHEPHERD PARK RESTROOMS	Month	6	\$680.00	\$4,080.00
SPECIAL EVENT HOURLY RATE	Hour	80	\$16.75	\$1,340.00
STRIP AND WAX FLOORS	Quarterly	Quarterly	\$550.00	\$2,200.00
CARPET CLEANING	Quarterly	Quarterly	\$550.00	\$2,200.00
TILE AND GROUT	Quarterly	Quarterly	\$550.00	\$2,200.00
WINDOW CLEANING	Quarterly	Quarterly	\$550.00	\$2,200.00
TOTAL				\$127,836.00

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

AGENDA OF: February 20, 2017 **AGENDA #**

SUBJECT: Proposal from DTE Energy for providing LED lighting conversion throughout the City.

DEPARTMENT: DPW – Engineering *KJY*

SUMMARY: Attached is an agreement from DTE Energy to convert 1,555 streetlights to LED. The upfront cost to Oak Park is \$625,969.00, of which we will receive a rebate of \$45,790.15 after construction. Our annual savings will be \$143,421.81, providing for a 4.05 year payback of the construction costs.

RECOMMENDED ACTION: It is recommended that the agreement from DTE Energy for the LED street lighting conversion be approved for the total amount of \$625,969.00 upon City Attorney's review of the attached agreement. Funding is available in the General Fund's fund balance for this expenditure.

APPROVALS:

City Manager: *[Signature]*

Department Director: *Kevin Yee*

Finance Director: _____

EXHIBITS: Agreement



December 1, 2016

City of Oak Park
14300 Oak Park Blvd
Oak Park, MI 48237

Re: Proposed 2017 Street Light Conversion to LED

Based on your request, I have attached the cost estimate for the proposed 2017 LED conversion project. The total light count is 1,555 non-LED lights.

Overhead (OH)

2 - 175 watt Mercury Vapor to 65 watt LED -----> \$264.00 per fixture
1 - 250 watt Mercury Vapor to 135 watt LED -----> \$443.00 per fixture
972 - 100 watt High Pressure Sodium to 65 watt LED -----> \$264.00 per fixture
66 - 250 watt High Pressure Sodium to 135 watt LED -----> \$443.00 per fixture
1 - 400 watt High Pressure Sodium to 280 watt LED -----> \$619.00 per fixture
1 - 1000 watt High Pressure Sodium to 280 watt LED -----> \$619.00 per fixture

Underground (UG)

2 - 250 watt Mercury Vapor to 135 watt LED -----> \$443.00 per fixture
37 - 100 watt High Pressure Sodium to 65 watt LED -----> 264.00 per fixture
356 - 250 watt High Pressure Sodium to 135 watt LED -----> \$443.00 per fixture
18 - 400 watt High Pressure Sodium to 261 watt LED-(Floods - Special Order Material Fixtures + 1 spare) ----> \$921.00 per fixture
99 - 175 watt Metal Halide to 100 watt LED - (Hallbrooks - Special Order Material Fixtures + 3 spares) -----> \$1,498.00 per fixture

Below please find the estimate breakdown for this project. The costs are based on the Option 1 Municipal Street Light Rate - DTE Energy owned and maintained. The rate requires the customer pay a portion of the construction cost. The following information outlines the street lighting installation.

Estimate Breakdown

Project Cost:	\$626,279.00
Less DTE Contribution	\$310.00
Total Upfront Cost	\$625,969.00
EO Rebate (After Construction)	\$45,790.15
Current Annual Invoice	\$463,544.51
Future Annual Invoice	\$320,122.70
Annual Savings	\$143,421.81
Payback	4.05 years

The price quoted herein shall be in effect for a period of six months from the date of this letter. After installation, the total cost for additional modification, relocation, or removal will be the responsibility of the requesting party. An authorized signature on the Municipal Street Lighting Purchase Agreement and the payment contribution will be our notification to begin final design and construction scheduling.

Please feel free to call me should you have any questions.

Sincerely,

Lance Alley

Lance Alley
Account Manager
DTE Energy - Community Lighting

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** February 20, 2017**AGENDA #**

SUBJECT: Proposals for professional services for material testing services for the 2017 Watermain Replacement Project, M-649 and the Granzon Avenue Reconstruction Project, M-650.

DEPARTMENT: Technical & Planning – Engineering *RMB*

SUMMARY: Attached is a tabulation of proposals for material testing services for the 2017 Watermain Replacement Project, M-649 and the Granzon Avenue Reconstruction Project, M-650. The low proposal, submitted by CTI & Associates, is for a total amount of \$22,220.00.

FINANCIAL STATEMENT: Funding is available in the Water and Sewer Fund and Local Street Fund for this expenditure.

RECOMMENDED ACTION: It is recommended that the proposal from CTI & Associates for professional services for material testing services for the 2017 Watermain Replacement Project, M-649 and the Granzon Avenue Reconstruction Project, M-650, be approved for hourly, not to exceed amount of \$22,220.00. Funding is available Water and Sewer Fund and Local Street Fund for this expenditure.

APPROVALS:

City Manager: _____

Department Director: _____

Finance Director: _____

EXHIBITS: Proposal Tabulation

REQUEST FOR PROPOSAL TABULATION

Proposal Due Date:

February 10, 2017 @ 3:00 PM

2017 Water Main Replacement Project, M-649 Granzon Ave. Reconstruction Project, M-650		CTI & Associates 28001 Cabot Drive Ste. 250 Novi, MI 48377 (586) 486-5100	Testing Engineers & Consultants, Inc. 1343 Rochester Road Troy, MI 48099 (248) 588-6200	Materials Testing & Associates 693 Plymouth NE Grand Rapids, MI 49505 616-456-5469
ITEM	DESCRIPTION	TOTAL AMOUNT	TOTAL AMOUNT	TOTAL AMOUNT
1	Monitor and test the onsite compaction of materials, perform analysis for material approvals, testing for the placement of stone base for concrete. Concrete testing.	\$22,220.00	\$45,620.00	\$65,818.00

Additional Bidders:

Soil Materials Engineers \$89,900.00

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** February 20, 2017 **AGENDA #**

SUBJECT: Proposal for professional services for the Coolidge Highway Bridge and elevated water storage tank graphic design projects.

DEPARTMENT: Technical & Planning – Engineering *KJY*

SUMMARY: Attached is a proposal from OHM to perform Engineering Services for the design/bidding/constructing of the decorative fence and branding of the Coolidge Highway bridge over I-696 as well as the graphic design for the City's elevated water storage tank.

RECOMMENDED ACTION: It is recommended that the proposal from OHM Advisors to perform Engineering Services for the design/bidding/constructing of the decorative fence and branding of the Coolidge Highway bridge over I-696 as well as the graphic design for the City's elevated water storage tank for an hourly, not to exceed amount of \$78,200 be approved upon final review by the City Attorney's office. It is further recommended that the expenses for this portion of the project be funded from the Major Street fund balance.

APPROVALS:City Manager: *[Signature]*Department Director: *KJY*

Finance Director: _____

EXHIBITS: Proposal



ARCHITECTS. ENGINEERS. PLANNERS.

February 6, 2017

Kevin J. Yee, P.E., Assistant City Manager
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48237

RE: Oak Park Bridge and Water Tower Branding

Dear Mr. Yee:

Thank you for the opportunity to submit this proposal for branding on the Coolidge Highway at I-696 overpass and the water tower on West 11 Mile Road. The following outlines our scope of services for the bridge and water tower projects.

PROJECT UNDERSTANDING

OHM shall develop construction documents for the proposed decorative fence on the Coolidge Highway Bridge. It is intended that the concept developed and approved in December will be used as the basis of design for the improvements. The approved color combination of black and gold will be utilized in the design for the railing and logo enhancements. The improvements for the bridge branding shall meet the approved construction budget of \$277,500.

In addition to the bridge branding, OHM shall also develop a graphic design for the Oak Park water tower located near West 11 Mile Road. This branding will reflect the approved concept for the bridge to ensure consistency and cohesive City branding.

PROJECT SCOPE OF SERVICES

Task One: Bridge Branding Construction Documents & Bid Materials

OHM will produce construction documents for decorative bridge fencing improvements on the existing Coolidge Highway overpass. These documents will be used for MDOT ROW permit submission, as well as, contractor bidding. The plan set shall include landscape architecture, structural engineering, maintenance of traffic, and electrical plan sheets, quantities, details, sections and specifications. This task includes the following outlined items:

- Construction document set shall include bridge elevations and enlargements, materials plan, lighting plans, construction details and sections, quantities, and specifications.
- Update the cost estimate prepared during the concept development to reflect the construction documents.
- Meetings and coordination with MDOT for required MDOT ROW permitting.
- Coordinate sidewalk lighting and accent lighting locations with DTE and RCOC.
- Meetings and coordination with RCOC for bridge lighting if impacts to 10 Mile Road are proposed.
- Coordinate with lighting manufacturer's representative to select appropriate accent and sidewalk lighting fixtures.
- Assist City of Oak Park with MDOT Maintenance Agreement to maintain bridge improvements

OHM Advisors

101 MILL STREET, STE. 200
GAHANNA, OHIO 43230

T 614.418.0600
F 614.418.0614

OHM-Advisors.com

580 NORTH FOURTH STREET, SUITE 630
COLUMBUS, OH 43215

T 614.418.9921
F 614.418.0614

Deliverables:

- OHM will prepare construction documents including engineering/electrical/landscape architectural plans, elevations, sections, details, and specifications to be used for permitting, bidding and bid book.
 - 30% Construction Document submission for Client review and approval (1 meeting)
 - 90% Construction Document submission for Client review and approval (Electronic Submission)
 - 100% Construction Document and Cost Estimate submission (Electronic Submission)
- MDOT meetings for MDOT ROW Permit submission:
 - Kick-off meeting with MDOT Design Staff to review Client's approved concept (1 Meeting)
 - 30% Construction Document submission to MDOT for review (1 Meeting)
 - Final meeting (1 Meeting)
- Submission to RCOC for review of 60% Construction Documents Plans and meeting to discuss comments and questions. (1 Meeting)
- Assist in preparation of MDOT Maintenance Agreement
- Prepare bid book for public bidding

Task Two: Bidding, Construction Administration, Construction Observation and Construction Engineering

The following items will be completed as part of the bidding process for the bridge branding public bid:

- Attend one pre-bid meeting
- Respond to RFI's received during bidding and prepare clarification documents
- Prepare addenda
- Process Bid Tab
- Inquire on contractor qualifications and prepare award recommendation letter

The following items will be completed as part of the construction administration, engineering and observation during the bridge branding construction:

- Facilitate pre-construction meeting with City and selected Contractor
- Respond to RFI's and prepare clarification documents
- Process Contractor shop drawings and submittals
- Provide full-time observation and documentation of the Contractor's operations for an assumed construction duration of four (4) weeks.
- Process pay applications to facilitate Contractor payments based on field measured quantities for work completed.
- Facilitate onsite progress meetings, as needed, to inform and coordinate the efforts of project stakeholders, including MDOT, City, Contractor, and utility representatives.
- Conduct a final walkthrough of the project, thereby generating a punch list of items to be completed by the Contractor prior to final close out of the project.
- Provide final project documentation to the City, including Daily Reports and project submittals.

Task Three: Water Tower Branding

OHM shall prepare branding for the water tower on West 11 Mile Road. This graphic shall reflect the approved conceptual design of the bridge branding and selected color scheme.

Deliverables:

- Photographic overlay rendering of Oak Park branding improvements applied to the existing water tower
- Conference call with Client to discuss graphic design on the water tower (1 Conference Call)

- Revise rendering based on Client comments
- Provide high resolution file of approved water tower graphic for contractor bidding

BUDGET

We propose to complete the above scope of services for the following proposed fees. We will perform the work on an hourly basis not to exceed the estimated fees below (without prior authorization).

Task One: \$35,000.00
Task Two: \$41,700.00
Task Three: \$ 1,500.00
Total Budget: \$78,200.00

Attached: Coolidge Highway Preliminary Cost Estimate

Additional Services:

If services beyond this scope are required we can perform these on an hourly basis in addition to the fee or at a negotiated sum at your request, such as, additional meetings.

PROJECT ASSUMPTIONS

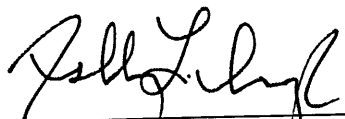
It is anticipated that a survey or bridge inspection is will not be required for the bridge improvements project. OHM shall request the as-built drawings from MDOT for the Coolidge Highway Bridge to obtain the necessary existing construction information on the overpass.

Per the approved budget, it is intended for the existing vandal protection fence to be replaced with a new fence that complements the railing design. It is anticipated that roadway closure on I-696 will not be required during the installation of the decorative railing and lighting. As part of Task Three, material testing services and inspection of materials manufacturing facilities will not be performed during the construction.

AUTHORIZATION

We appreciate the opportunity to provide the City of Oak Park with this proposal. If the above scope and budget is acceptable, OHM will submit the standard contract form for owner signature.

Sincerely,
OHM Advisors



Ashley Swazuk, Project Manager

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** February 20, 2017**AGENDA #**

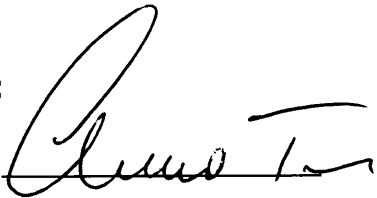
SUBJECT: Request from Florence Cement Company to erect a portable concrete batch plant in the City of Oak Park for the Granzon Avenue Paving Project.

DEPARTMENT: Technical & Planning- Engineering *KJY*

SUMMARY: Attached is a letter from Florence Cement Company requesting City Council approval to erect a portable concrete batch plant at 13200 Northend Avenue. The batch plant will be used solely to supply the Granzon Avenue Paving Project.

Six-S, Inc. will use the batch plant from June 2017 to July 2017. The location of this temporary batch plant will not impact any residential areas within the City. Approval of their request will help facilitate the expeditious completion of the project.

RECOMMENDED ACTION: It is recommended that City Council approve the request from Florence Cement Company to erect a portable concrete batch plant at 13200 Northend Avenue for the concrete production for the Granzon Avenue Paving Project.

APPROVALS:City Manager: Director: 

Finance Director: _____

EXHIBITS: Letter of request.



February 8, 2017

City of Oak Park

10600 Capital

Oak Park, MI 48237

Attention: Kevin Yee, P.E.

Director of Public Works/ City Engineer

Gentlemen,

Florence Cement requests permission to place a temporary, concrete batch plant, on the property located at 1320 Northend Avenue. The plant will be utilized solely for the purpose of paving Granzon Street, in the City of Oak Park. Paving is scheduled to take place in June and July of 2017. There will be approximately three (3) days of paving, dependent on weather. Locating the plant, at this location, will minimize the number of trucks required to travel on the City's streets.

Florence Cement will control dust, at the plant site, by placement of gravel and watering as required. Streets will be swept to clean up any tracking, which may take place. Florence Cement will repair any damage to the City of Oak Park Right of Way, which is caused by the batch plant and trucking operation, to the City's satisfaction. In addition, Florence Cement will furnish the City of Oak Park a Certificate of Insurance to cover liability for any claims, which may arise, because of the batch plant operation at this location.

Concrete trucks will be loaded in compliance with State and County load restrictions. Florence Cement will obtain a water meter, from the City of Oak Park, and Florence Cement will be responsible for fees for the water usage.

Florence Cement will work in conformance with all Contract specifications.

Further, Florence Cement will obtain permission, from the MDEQ, to place yhe batch plant at the requested location.

Should you have any further questions concerning this matter, please contact me.

Respectfully,

Anthony Sarotte, P.E.

12585 23 MILE RD • SHELBY TWP MI • 48315

TEL. 586.997.2666 • FAX. 586.997.3966

PAVEMENT PROVIDERS