

Oak Park

City Council Agenda

February 7, 2022





AGENDA
REGULAR CITY COUNCIL MEETING
39th CITY COUNCIL
OAK PARK, MICHIGAN
February 7, 2022
7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

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

- A. Regular City Council Meeting Minutes of January 18, 2022
- B. Public Safety Activity Summary for November 2021
- C. Library Board Meeting Minutes of December 21, 2021
- D. Parks and Recreation Commission Meeting Minutes of November 17, 2021
- E. Request to approve Payment Application No. 1 to DVM Utilities, Inc. for the 2021 Sewer & Catch Basin Cleaning and TV Inspection Project M-728 in the amount of \$35,505.13
- F. Request to advertise for bids for the Nine Mile Linear Park Landscaping Project, M-739
- G. Corridor Improvement Authority Board Meeting Minutes of December 16, 2021
- H. Licenses New and Renewals submitted for February 7, 2022

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Tax Foreclosure Prevention Presentation – Oakland County
- B. 9 Mile Linear Park Design Presentation – OHM

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES: None

11. ACCOUNTING REPORTS: None

12. BIDS:

- A. Request to award the bid for the 2022 Sewer Lining Project, M-730 to Insituform of Chesterfield, MO, for the total amount of \$365,768.70

13. ORDINANCES:

- A. First reading of an ordinance to amend Chapter 14, Animals, Article I, of the Code of Ordinances of the City of Oak Park, Michigan, by amending Section 14-7 thereof. (The amendment removes reference to the one-year pilot program and allows the keeping of domestic chickens)

- B. First reading of an ordinance to amend Chapter 38, Environment, Article III, Division 2, of the Code of Ordinances of the City of Oak Park, Michigan, by amending Section 38-72 thereof. (The amendment allows for the use of the Ringelmann Smoke Chart as published by the United States Geological Survey for smoke measurement to ensure consistency with provisions of the zoning ordinance)

14. CITY ATTORNEY: None

15. CITY MANAGER:

Department of Public Works/Engineering

- A. Request to approve a proposal from OHM Advisors to provide Engineering Design and Construction Support Services for the Eight Mile Booster Station Rehabilitation Project, M-732, for the hourly, not to exceed cost of \$41,800
- B. Request to approve the Residential and Commercial Stormwater Credit Program

Communications and Public Information

- C. Request to approve a sales agreement with Revize Web Services for \$6,310 along with a budget amendment reflective of the costs, to allow for the City's website to be updated and upgraded
- D. Event and Activity Update

Finance/Assessing

- E. Quarterly Investment Report for period ending 12/31/2021
- F. Quarterly Financial Report for period ending 12/31/2021
- G. Resolution approving requested Budget Amendment #2022-2 for period ending 12/31/21
- H. Request to adopt the rate of compensation for the Board of Review members and the 2022 meeting dates and times
- I. Annual Audit Presentation - Rehmann Robson

16. CALL TO THE AUDIENCE

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

17. CALL TO THE COUNCIL

18. ADJOURNMENT

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



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
39th OAK PARK CITY COUNCIL
January 18, 2022
7:00 PM**

MINUTES

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

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

ABSENT: None

OTHERS

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

APPROVAL OF AGENDA:

**CM-01-014-22 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS
PRESENTED – APPROVED**

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-01-015-22 (AGENDA ITEM #5A-K) CONSENT AGENDA - APPROVED

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

- A. Regular City Council Meeting Minutes of January 3, 2022 **CM-01-016-22**
- B. Special City Council Meeting Minutes of January 3, 2022 **CM-01-017-22**
- C. Traffic Safety Board Meeting Minutes of November 17, 2021 **CM-01-018-22**
- D. Request to approve payment of an invoice for the Nine Mile Linear Park Play Equipment to Midstates Recreation of Pataskala, OH for the amount of \$166,260.98 **CM-01-019-22**
- E. Request to approve Proposed Change Order No. 2 for the 2019 Water Main Replacement Project, M-675 to Macomb Pipeline of Sterling Heights, MI. for the amount of (\$49,840.86) and to further approve Payment Application No. 5 (final) for the amount of \$5,000 **CM-01-020-22**
- F. Request to approve Proposed Change Order No. 1 for the Kenosha Water Main Replacement Project, M-704 to Macomb Pipeline of Sterling Heights, MI. for the amount of (\$8,544.19) and to further approve Payment Application No. 5 (final) for the amount of \$5,000 **CM-01-021-22**

- G. Request to approve invoices from OHM Advisors for Oak Park AWIA Risk and Resilience ERP and Stormwater Charge Support for the total amount of \$15,518.00 **CM-01-022-22**
- H. Request to advertise for bids for the 2022 Joint and Crack Sealing Project, M-734 **CM-01-023-22**
- I. Request to reschedule the Recycling and Environmental Conservation Commission meeting of January 20, 2022 to January 19, 2022 and February 17, 2022 to February 16, 2022 **CM-01-024-22**
- J. Request to declare listed vehicles (#259 -2013 Ford Taurus – Police Interceptor - 1FAHP2M82DG132402) as surplus and sold by sealed bid, public auction, or disposal at the lowest expense to the City in accordance with City policy **CM-01-025-22**
- K. Licenses New and Renewals submitted for January 18, 2022 **CM-01-026-22**

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

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
None			
<u>RENEWALS (2021)</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
None			
<u>RENEWALS (2022)</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
QUALITY RESTAURANT EQUIP	8700 CAPITAL	\$150.00	RESTAURANT EQUIPMENT
TIGER COLLISION	10010 CAPITAL	\$150.00	AUTO REPAIR
RYAN POLISHING	10707 CAPITAL	\$150.00	
RILEY & PEARSON FINANCIAL	10831 CAPITAL # 200	\$150.00	FINANCIAL SERVICES
DESIGN METAL	10841 CAPITAL	\$150.00	SHEET METAL
EXCELL SNOW & TURF	11000 CAPITAL	\$150.00	LANDSCAPING AND SNOW
MAINTENANCE			REMOVAL
SKINNY LABS	12950 CAPITAL	\$150.00	MICRO MOBILITY SCOOTERS
BMI ROAD SERVICE	13380 CAPITAL	\$150.00	DISPATCH OFFICE FOR AAA
			TOWING SERVICE
ALTA CREMATION & SERVICES	13425 CAPITAL	\$150.00	CREMATORIUM
FEDERAL AUTOCAT LLC	13425 CAPITAL A	\$150.00	AUTO PARTS WAREHOUSE
KERR PUMP AND SUPPLY	12880 CLOVERDALE	\$150.00	MANUFACTURER
CLOVERDALE EQUIPMENT CO	13133 CLOVERDALE	\$150.00	CONSTRUCTION EQUIPMENT
AUTOBAHN COLLISION	20850 COOLIDGE	\$150.00	AUTO BODY SHOP
RESALE WAREHOUSE	21050 COOLIDGE	\$150.00	RESALE RETAIL
FURNITURE			
EXPRESS COLLISION	21470 COOLIDGE	\$150.00	AUTO REPAIR
E-ZEE SET WOOD PRODUCTS	21650 COOLIDGE	\$150.00	MANUFACTURER
GIFT ME CHOCOLATE	22133 COOLIDGE	\$150.00	TREATS TO ACCOMPANY
O'REILLY AUTO PARTS #3345	23125 COOLIDGE	\$150.00	RETAIL
THE BLIND FACTORY	25603 COOLIDGE	\$150.00	BLIND AND WINDOW
COOLIDGE CYCLE	25909 COOLIDGE	\$150.00	BICYCLE SALES AND REPAIR
CARING DENTISTRY	26021 COOLIDGE	\$150.00	DENTAL OFFICE
WHEEL DEPOT ONE	13800 EIGHT MILE	\$150.00	AUTOMOTIVE SALES, SERVICE
U.S WHEEL & TIRE	13800 EIGHT MILE B	\$150.00	WHEEL AND TIRE SALES
DEPENDABLE GAGE & TOOL C	15321 ELEVEN MILE	\$150.00	TOOL MANUFACTURING
MAGIC DISCOUNT JEWELRY	21600 GREENFIELD # 108	\$150.00	JEWELRY SALES
GOLDEN HANDS OF REGINA	21700 GREENFIELD # 204	\$150.00	HAIR SALON
AL'S JEWELRY	21700 GREENFIELD # 306	\$150.00	JEWELRY SALES
HOLLYWOOD DIAMOND	21700 GREENFIELD # 327	\$150.00	JEWELER
JKC JEWELRY & REPAIRS	21700 GREENFIELD # 357	\$150.00	JEWELRY REPAIR
GARY ELLENSON, ATTORNEY	23300 GREENFIELD # 106	\$150.00	LEGAL SERVICES
TINA NAILS & SPA	24720 GREENFIELD	\$150.00	SALON
T-MOBILE CENTRAL	24830 GREENFIELD	\$150.00	CELLULAR

SUMMIT DISABILITY, PLLC	25900 GREENFIELD # 111	\$150.00	LEGAL SERVICES
EXPRESS CARE MEDICAL	25900 GREENFIELD # 121	\$150.00	MEDICAL SUPPLY
ADVANCED INSURANCE	25900 GREENFIELD # 361	\$150.00	OFFICE
LUTHERAN CHILD AND FAMILY SERVICES	25900 GREENFIELD # 401	\$150.00	NON-PROFIT FOSTER CARE, FAMILY SERVICES, ADOPTION
APERATURE CONTENT	25900 GREENFIELD # 402	\$150.00	OFFICE
HEWSON VAN HELLEMONT PC	25900 GREENFIELD # 650	\$150.00	LEGAL SERVICES
EDDIE'S GOURMET	25920 GREENFIELD	\$150.00	RESTAURANT
T. NAILS	26028 GREENFIELD	\$150.00	NAIL SALON
RAM JEWELRY	21600 GREENFIELD 105 A	\$150.00	JEWELRY STORE
ALLIANCE A/C & HEATING	20800 HUBBELL	\$150.00	HEATING & COOLING
BRICCO EXCAVATING CO	21201 MEYERS	\$150.00	EXCAVATING COMPANY
THE LOOK-A-SALON	8531 NINE MILE	\$150.00	HAIR SALON
IMPACT MEDIA CONST	8558 NINE MILE	\$150.00	INSURANCE REPAIRS
SILVIA'S EUROPEAN HAIR	10132 NINE MILE	\$150.00	HAIR SALON
DR. BENAY DABNEY	10300 NINE MILE	\$150.00	MEDICAL
I TUTOR TODAY	10840 NINE MILE	\$150.00	TUTOR CENTER
MY PLACE CENTER FOR WELLNESS	12718 NINE MILE	\$150.00	NON-PROFIT MENTAL HEALTH RECOVERY PROGRAM
VALVOLINE	13300 NINE MILE	\$150.00	AUTO SERVICE
DOMINO'S PIZZA	13735 NINE MILE	\$150.00	RESTAURANT
LIBERTY TAX	13740 NINE MILE	\$150.00	TAX PREPARATION
PAPA'S PIZZA	15400 NINE MILE	\$150.00	RESTAURANT
AMERICAN DATA SECURITY	13070 NORTHEND	\$150.00	
CHASE CLEANERS	10831 TEN MILE # 10881	\$150.00	DRY CLEANERS
ACCESS & VASCULAR CARE	10861 TEN MILE	\$150.00	MEDICAL

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(Agenda Item #7A) Public Safety Merit Citation (Life Saving Award)

Public Safety Director Cooper presented a "Life Saving Award" to officers Joseph Meier, Bernard Anderson, Paul Deskiewicz and Caley Baetens for their part in saving the life of Oak Park resident Christopher Stinson.

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

**CM-01-027-22 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF INVOICES
SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL
SERVICES IN THE TOTAL AMOUNT OF \$13,118.79
- APPROVED**

Motion by Radner, seconded by Edgar, CARRIED UNANIMOUSLY, to approve payment of invoices #579757 and #579758 by Garan, Lucow, Miller P.C., for legal services rendered through December 31, 2021 in the total amount of \$13,118.79.

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:

Technical and Planning/Engineering

CM-01-028-22 (AGENDA ITEM #14A) REQUEST TO APPROVE AN AGREEMENT (PROJECT NO. 56461) WITH THE ROAD COMMISSION FOR OAKLAND COUNTY FOR REPAIRS TO GREENFIELD ROAD UPON REVIEW BY THE CITY ATTORNEY'S OFFICE AND TO FURTHER APPROVE PAYMENT OF \$62,036 TO THE RCOC FROM THE MAJOR STREET FUND ACCOUNT 202-18-479-970 AFTER JULY 1, 2022 - APPROVED

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to approve an agreement (Project No. 56461) with the Road Commission for Oakland County for repairs to Greenfield Road upon review by the City Attorney's office and to further approve payment of \$62,036 to the RCOC from the Major Street Fund Account 202-18-479-970 after July 1, 2022

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

MOTION DECLARED ADOPTED

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 7:36 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



OAK PARK PUBLIC SAFETY November 2021 ACTIVITY SUMMARY



OPERATIONS:

Calls for Service

- 2020 Total: **13,603**
- 2020: November **1,092**
- 2020 YTD: **11,767**
- 2021: November **1,049**
- 2021 YTD: **12,652**
- Arrests: **65**
- Vacation/Property Checks: **1**
- Non-Criminal Fingerprints: **09**
- PBT's: **0**
- Vehicles Impounded: **22**
- Traffic Stops: **876**
- Medicals: **238**

INVESTIGATIONS:

- Cases Assigned: **56**
- Warrants Obtained: **9**

See attached report
"RMS-008"
for November crime summary

Records Bureau:

- Animal Licenses: **46**
- Alarm Permits: **14**
- Handgun Registrations: **65**
- FOIA / RFI / Discovery Requests: **150**
- Calls Received at Dispatch: **3,347**

REPORTED FIRES: 4 (**2** structural,
1 vehicle, **1** other)

NON-FIRE INCIDENTS:
(**46** includes false fire alarms)

FIRE SAFETY INSPECTIONS: 14



COMMUNITY POLICING

Visited all Schools in Oak Park during the month.
Deployed the radar trailer to traffic complaints in the city.
Resolved Several Neighbor complaints.
Visted several schools for fire preventive month.

CITATIONS ISSUED: 517 (YTD: 5,153)
(November 2020: **343** / 2020 YTD: **3921**)

HAZARDOUS	209	40%
NON - HAZARDOUS	50	10%
PARKING	182	35%
ORDINANCE VIOLATION	76	15%

NOTES: Training: Dept Wide Defensive Tactics training, Dept Wide SCBA training.

Library Board Minutes

December 21 2021

Minutes By Noson Daitchman

Vice President Cheryl Daniel led meeting due to Zakiya's absence

- 1) Call to Order
 - a) Called to order at 6:33 PM
- 2) Roll Call
 - a) Zakiya Hollifield – Not Present (Excused)
 - b) Cheryl Daniel- Present
 - c) Noson Daitchman- Present
 - d) Ken Sherman- Present
 - e) Alburn Elvin - Present
 - f) Leslye Richie- Present
 - g) Shaun Whitehead- Present
- 3) Approval of Agenda
 - a) Library Director would like to add item D under New Business regarding moving January meeting so as not to conflict with city council meeting
 - b) Al moves to approve agenda with amended item regarding January Meeting. 2nd by Ken.
 - i) Vote passes Unanimously.
- 4) Approval of November 16, 2021 minutes
 - a) Al moves to approve minutes as presented. 2nd by Ken.
 - i) Passes unanimously.
- 5) Library Director Report
 - a) Bill approval November
 - i) Library Director notes that some of the vendors were sending bills to old Library Director. This situation has been fixed. This also explains the higher bills this month.
 - (1) Noson asks some clarification on this.
 - (2) Shaun asks if there are any late fees accrued by this. Library Director replies no.
 - ii) Noson moves to approve Bills for November in the amount of \$17,300.58. 2nd by Al.
 - (1) Cheryl – Yes
 - (2) Noson – Yes
 - (3) Ken – Yes
 - (4) Al – Yes
 - (5) Leslye - Yes
 - (6) Shaun – Yes
 - b) Statistics
 - i) Library Director goes over some of the statistics of the past month.
 - c) Events / Library Updates
 - i) Hired part time Librarian (Calla); she has experience with teenagers. Trevor was reaching out to businesses in Chamber of Commerce events to be in touch with businesses. In talks with outreach services for homebound people (gets books and items to people who are home bound).
- 6) Old Business

a) Students

- i) Due to rise in Covid, Eric Tungate expressed support in staying closed for 3:00 PM to 4:00 PM. This is something that will need to get re-evaluated in January. We haven't been able to hire the necessary staff to offer afterschool programming.
- ii) Cheryl inquires about the situation with the students; has the situation calmed down. Library Director responds that the great majority of students are finding rides home.
- iii) Cheryl asks if we are closing between 3 to 4 during non-school days. Library Director says no.

7) New Business

a) Technology Updates

i) Scan-to-email Tech / eResources

- (1) Current scan to email technology is breaking down (got it in 2012). Library Director would like to get a new machine and to wait before she has more information before presenting to the board. Expects ~\$5000. Would like the machine to also have fax capability in the machine and credit card capability.
- (2) Cheryl asks about the notary services being offered. She wants to know who the notary is. Kimberly replies that Trevor is the notary and they have to charge \$5 due to the City's fee schedule.
- (3) Ken asks if we will ask other librarians about the potential companies. Library Director says she wants to reach out to Librarian in Auburn Hills to talk about the technology they are using.
- (4) Noson asks the cost of scan to email for the patrons. Library Director says it is free.

ii) eResources

- (1) Patrons are interested in eResources. Kanopy (videos) and Hoopla (Audiobooks). Kanopy is a fixed cost and Hoopla is a per usage cost. Library Director would like to get more information about this and present details at next meeting.

b) Library Budget Discussion: Revenue, eResources line item, Tech Updates

- i) The revenue side of our expected budget may come short. We will have to make adjustments to compensate for this by amending budget.
- ii) Library Director would like to add a line item for eResources rather than having it rolled into the TLN costs.
- iii) Library Director wants us to think about investment in technology in the future. Our computers need to be updated, our circulation computers and barcode scanners are old. We don't have a door counter which could help with data.
- iv) Ken mentions that he would appreciate seeing pictures or videos of the equipment we might be buying.
- v) Al inquires as to the cost of the door counter. Library Director responds around \$600.
- vi) Ken asks about the \$1 fee for guests. Library Director says she is examining the utility of it.
- vii) Cheryl asks about replacing kids computers. Library Director indicates they are needed.

c) Meeting Locations / Emergency Declaration Update

- i) Michigan did not extend the emergency declaration regarding the open meetings act. We will meet in person. Short discussion about where to meet. Plan is to meet in executive board room.

d) Meeting Date

- i) January 18 conflicts with a City Council meeting. Some discussion about when to reschedule meeting.

- ii) Noson moves to Reschedule the January meeting for January 12th at 6:30 PM. 2nd by Leslye.
 - (1) Vote passes unanimously.
 - e) Ken inquires about when the City will install the bike rack.
- 8) Friends of the Library Report
 - a) Been having the book sale. Made \$361 from the book sale. Thinking about putting out the donation jar.
 - b) Had a movie night table.
- 9) Public Comment
 - a) None
- 10) Adjournment
 - a) Al moves to adjourn. 2nd by Ken.
 - i) Vote passes unanimously.



CITY OF OAK PARK

Department of Recreation

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

CITY OF OAK PARK

PARKS AND RECREATION COMMISSION

REGULAR MEETING: November 17, 2021

Zoom Meeting

- I. Meeting called to order at: 7:00 pm
By: Andrew Cissell, Vice-Chair

- II. Introductions/Members Present: Andrew Cissell, Dwight Thomas, Mickey Alderman
Alexander Simpson, Juanita Bell, Beverly Wiggins
Members Excused: n/a

Members Absent: Diane Spiller, Theresa Lorick-Henderson

City Council Members: Julie Edgar

Staff Members Present: Laurie Stasiak, Recreation Director

Guests Present: None

- III. Approval of Agenda for November 17, 2021.

Motion: Beverly Wiggins
Seconded: Mickey Alderman
Agenda Approved

- IV. Approval of Minutes of Parks and Recreation Commission Meeting of October 20, 2021.

Motioned by: Alexander Simpson
Seconded by: Juanita Bell
Meeting minutes Approved

- V. Council Comments – City Council Member Edgar, was sworn in as Mayor Pro Tem last Monday. It is a two year appointment, in case the Mayor is absent she would take over her duties. She added it's great to serve the City of Oak Park. Also, celebrating the opening of Berkley Coffee and a new Mexican Restaurant, next door to Oak Park Social in the 11 Mile Social District.

VI. Recreation Updates:

New Classes are a HUGE hit!

Several new classes have started in our community center:

Dance Classes: Instructed by Maurice Adams, certified instructor from Mr. Smooth. Record enrollment for Thursday Drop In Hustle, Evening Hustle class, Beginner Ballroom class and Advanced Ballroom Dance. Welcome Maurice to our program!

Seniors In Motion: Raymond DeFoe, an instructor from our past Enhanced Fitness classes, will be returning to our Senior exercise class Tuesdays and Thursdays! Raymond is a highly energetic instructor while all the time paying close attention to his senior participants. Raymond was a favorite and our senior community is excited to have him return.

Theatre Trips:

The Theatre trips remain a constant favorite with our seniors.

All **Meadowbrook** performances December through March are SOLD OUT.

Michigan Opera Theatre: Lion King, performance in January SOLD OUT

Michigan Opera Theatre: Dance Theater of Harlem with their NEW show and dances with music from Stevie Wonder is scheduled for January, A few tickets remain.

Michigan Farm Market Year End Wrap Up Meeting:

The Oak Park Community Center hosted the year end wrap up meeting for over 30 market managers to go over the year end information for our food assistance program Double Up Food Bucks. More information to follow in Decembers Updates

SAVE THE DATE:

Winterfest: January 16, 2pm – 5pm. Many of our highlights have been secured: Roof Top Reindeer Farm, Pinecrest Percherons carriage rides, Ice Sculpture individuals, MSUE with a craft for children, face painter and more.

Volunteers are need for the hot chocolate table and the kitchen for chili distribution.

Oak Park Teen Council

Upcoming Teen Council Fall Meeting Dates:

- November 10
- December 1
- December 15

Location: Oak Park HS Knights Cafeteria Time: 4 pm

Hip Hop Dance Club

Are you interested in Hip Hop!? Instructor Robert Gilmore will be teaching a weekly class hip-hop dance class at the Oak Park High School, every Wednesday from 3:15-4:15pm! The class is free, and will also include the evolution in the Hip Hop culture, starting from its roots! This program is sponsored by the Oak Park Recreation Department, Oak Park Public Library, and Oak Park Schools District. Please contact the Recreation Department for more information or to sign-up at (248) 691-7555.

Drop-In E-sports

In partnership with Oak Park High School and The Oak Park Public Library, we will be running a drop in e-sports lounge area in the Knight Café at Oak Park High. Oak Park Schools has agreed to fully fund the program with enough gaming consoles, TVs, and games to create three gaming stations. Students will be able to sign in and enjoy playing video games with their peers in a fun and safe atmosphere between 3:15pm and 4:30pm on Thursdays throughout the school year. This program started last Thursday with about 15 kids attending.

Archery

Oak Park Recreation received a grant to fund our upcoming USA Archery Explore Program, through USA Archery. The grant is valued at \$4,000 and will include the necessary equipment such as bows, arrows, targets, and safety equipment to run a successful archery program for a minimum of 5 years. USA Archery will also certify one staff member as a level 2 instructor on December 7, 2021. The Recreation Department will be offering archery programs in the future for youth, adult, and seniors in addition to adaptive recreation. We will also implement archery into our summer camp and future summer recreation programs.

Parks and Recreation Master Plan and Comprehensive Recreation Asset Assessment:

Finalists: Presentations and Interviews – November 22: @ 6 pm - OHM and @ 7 pm – Smith group - Open meeting on Zoom

City Council Meeting: December 6 – Confirm agreement and vote to approve

Mayor Pro Tem Julie Edgar added; she is excited about this project, this will determine what needs improvement and a concentration of the asset survey will be on indoor facilities and lack of. With the opportunity to develop a plan for a new community Recreation Center and how to go about it.

VII. Old Business – Commission

Dog Park Committee Update – Andrew Cissell – Committee meeting on November 10 – Dog Trainer: Jill Hassevoort, from Jack and Jill Dog Training. Covered topics such as suggestions for rules, safety and etiquette, ideas for the various dog run sections, and what to cover in the class/webinar/information for new members to review before they receive their fob.

The committee discussed rules, hours of operation, fees and the infrastructure which is coming along; fence, fob system, lighting, water fountain.

Juneteenth Committee Update – No Report - Next meeting January 2022. Will table this item until January meeting.

Oak Park’s Got Talent! Committee – Schedule meeting on Zoom for Tuesday, November 9 @ 7 pm to brainstorm and discuss next steps. Attendees to include: Parks and Recreation Commissioners: Juanita Bell, Beverly Wiggins, Alexander Simpson, Dwight Thomas, Patrick North, and Theresa Lorick-Henderson. ACDC Commissioners: Michele Stevenson and Sarah Davidson. Also invite teens. Cancelled and tabled under a later date.

VIII New Business – Commission

Mayor Pro Tem: Julie Edgar brought up the idea of an Art Fair at Rothstein Park – further discussion at future meetings.

Nominations for Officers: Patrick North and Andrew Cissell – Chair, Theresa Lorick – Henderson-Secretary and if absent other members would fill in. Vote at our next meeting.

No meeting in December; all commissioners will go out and judge the Holiday Light Decoration Contest on Dec. 15.

IX. Public Comments: None

X. Announcements: Next meeting, Wednesday, December 15. Patrick North’s wife had their baby – a daughter. Congratulations!!! Another daughter, she makes four! Andrew Cissell having his baby boy in March!!! Congratulations!!!

XI. Meeting adjourned at: 7:52 pm

Motioned by: Dwight Thomas

Seconded by: Alexander Simpson/Beverly Wiggins

Motion Passed

Respectfully submitted: Laurie Stasiak, Recreation Director



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 7, 2022

AGENDA#

SUBJECT: Payment Application No. 1 for the 2021 Sewer & Catch Basin Cleaning and TV Inspection Project, M-728.

DEPARTMENT: Technical & Planning – Engineering KMG

SUMMARY: Attached is Payment Application No. 1 for the 2021 Sewer & Catch Basin Cleaning and TV Inspection Project, M-728. This project is cleaning and inspecting the sewers and catch basins in the area shown on the attached map. This project is approximately 16% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$281,247.50
Total Completed to Date:	\$ 39,450.15
Less Retainage:	\$ 3,945.02
Net Earned:	\$ 35,505.13
Deductions:	\$ 0.00
Balance:	\$ 35,505.13
Payments to Date:	\$ 0.00
Amount Due DVM Utilities:	\$ 35,505.13

RECOMMENDED ACTION: It is recommended that Payment Application No. 1 for the 2021 Sewer & Catch Basin Cleaning and TV Inspection Project be approved for the amount of \$35,505.13. Funding is available in the Water and Sewer Fund 592-18-550-930 for this expenditure.

APPROVALS:

City Manager: ET Department Director: _____

Director of Finance: SC Legal: NA

Budgeted: ☐

EXHIBITS: Payment Application No. 1, map

PAYMENT APPLICATION

PROJECT: 2021 SEWER & CATCH BASIN CLEANING & TV INSPECTION PROJECT
 OWNER: CITY OF OAK PARK, MICHIGAN
 CONTRACTOR: DVM UTILITIES, INC
 6045 SIMS RD, SUITE 2
 STERLING HEIGHTS, MI 48313

JOB NUMBER: M-728
 APPLICATION NO.: 1
 PERIOD ENDING: 12/30/2021

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Medium 8" Sewer Cleaning & TV Inspection	1,900	LFT \$1.65	537	\$886.05	537	\$886.05
2	Medium 10" Sewer Cleaning & TV Inspection	4,800	LFT \$1.70	540	\$918.00	540	\$918.00
3	Medium 12" Sewer Cleaning & TV Inspection	34,100	LFT \$1.75	10,702	\$18,728.50	10,702	\$18,728.50
4	Medium 15" Sewer Cleaning & TV Inspection	23,000	LFT \$1.80	3,732	\$6,717.60	3,732	\$6,717.60
5	Medium 18" Sewer Cleaning & TV Inspection	17,200	LFT \$1.85	3,545	\$6,558.25	3,545	\$6,558.25
6	Medium 21" Sewer Cleaning & TV Inspection	8,300	LFT \$1.95	0	\$0.00	0	\$0.00
7	Medium 24" Sewer Cleaning & TV Inspection	12,600	LFT \$2.00	0	\$0.00	0	\$0.00
8	Medium 27" Sewer Cleaning & TV Inspection	2,600	LFT \$2.25	0	\$0.00	0	\$0.00
9	Medium 30" Sewer Cleaning & TV Inspection	1,600	LFT \$2.50	0	\$0.00	0	\$0.00
10	Medium 33" Sewer Cleaning & TV Inspection	250	LFT \$2.75	0	\$0.00	0	\$0.00
11	Medium 36" Sewer Cleaning & TV Inspection	1,900	LFT \$2.90	0	\$0.00	0	\$0.00
12	Medium 42" Sewer Cleaning & TV Inspection	250	LFT \$3.00	0	\$0.00	0	\$0.00
13	Medium 48" Sewer Cleaning & TV Inspection	1,300	LFT \$3.25	0	\$0.00	0	\$0.00
14	Medium 54" Sewer Cleaning & TV Inspection	0	LFT \$0.00	0	\$0.00	0	\$0.00
15	Catch Basin Lead Cleaning & TV Inspection	17,000	LFT \$1.75	1,417	\$2,479.75	1,417	\$2,479.75
16	Catch Basin Structure Cleaning	700	EA \$62.00	51	\$3,162.00	51	\$3,162.00
17	Sewer Lateral Providing Lead Cutting	10	EA \$150.00	0	\$0.00	0	\$0.00

Period Total Amount:

\$39,450.15

Amount to Date:

\$39,450.15

Original Contract Amount:

\$281,247.50

Earnings This Period:

\$39,450.15

Total Earnings to Date:

\$39,450.15

Less Retainage: \$3,945.02
 Net Earned: \$35,505.13
 Deductions: \$0.00
 Balance: \$35,505.13
 Payments to Date: \$0.00

AMOUNT DUE DVM UTILITIES, INC: \$35,505.13

Accepted By:

Karl J Bates III

Digitally signed by Karl J Bates III
 Date: 2022.01.19 15:34:13 -0500

DVM Utilities Inc.

Approved By:

Kara Grissmer

Kara Grissmer, City Engineer
 City of Oak Park, Michigan

Date: 1/19/2022

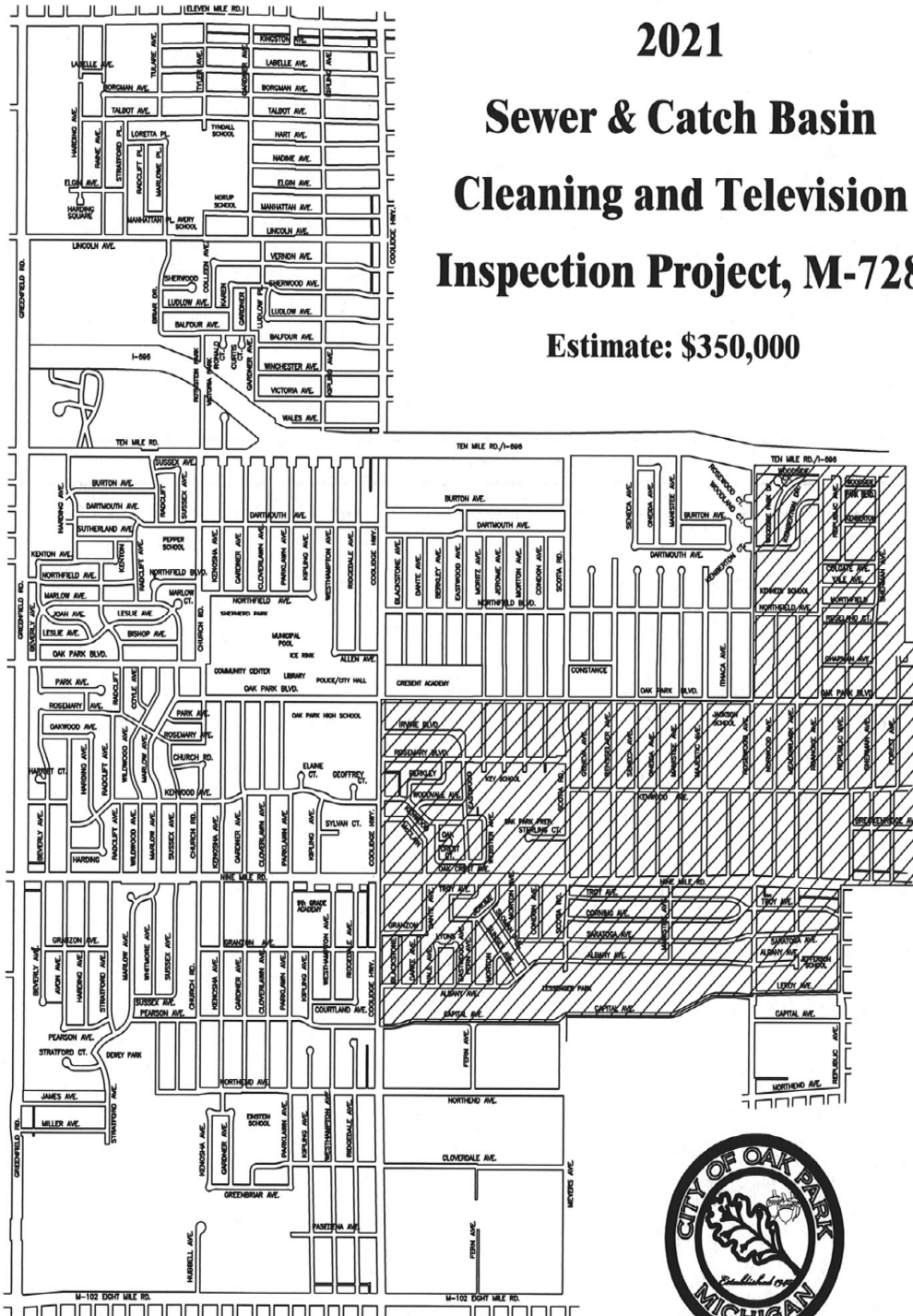
Date: 1/19/2022

City of Oak Park

2021

Sewer & Catch Basin Cleaning and Television Inspection Project, M-728

Estimate: \$350,000





BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 7, 2022

AGENDA #

SUBJECT: Request to bid Landscape Installation Services for the Nine Mile Linear Park Landscaping Project, M-739.

DEPARTMENT: Technical & Planning - Engineering *KMG*

SUMMARY: Plans and specification are nearly complete for the Nine Mile Linear Park Landscaping Project, M-739. This project will utilize landscape elements to provide beauty, natural barriers, and shade to the Nine Mile Linear Park.

FINANCIAL STATEMENT: There are funds dedicated to landscaping in the Nine Mile Linear Park budget in the City's Public Improvement Fund. The specific fund accounts are 101-18-444-970, 402-18-444-970, and 251-000-000-970.001.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for the Nine Mile Linear Park Landscaping Project, M-739.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: *RB* _____

Finance Director: _____

☐ Budgeted

EXHIBITS: Map of project

Project M-739 - Nine Mile Linear Park Landscaping Project





CITY OF OAK PARK

Corridor Improvement Authority

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

CITY OF OAK PARK CORRIDOR IMPROVEMENT AUTHORITY BOARD MEETING DECEMBER 16, 2021 MINUTES

Meeting was called to order at 12:03 p.m. on Zoom.

PRESENT: Chairperson Blumenkopf
 Vice Chairperson DeVergilio
 Board Member Attisha
 Mayor McClellan
 Board Member Peteet

ABSENT: Board Member Bishai

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

3. APPROVAL OF AGENDA OF DECEMBER 16, 2021

MOTION by McClellan, SECONDED by Blumenkopf, to approve the agenda for December 16, 2021 as submitted.

VOTE: Yes: All
 No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF OCTOBER 21, 2021

MOTION by Attisha, SECONDED by McClellan, to approve the minutes of October 21, 2021 as submitted.

VOTE: Yes: All
 No: None

MOTION CARRIED

5. PUBLIC COMMENT: None

6. UNFINISHED BUSINESS:

A. Video Update

Director Marrone informed everyone that the three videos are now out to the public and have been posted on social media. They will continue to be rolled out by being reposted from time to time.

B. Banners

Director Marrone presented new draft banners for the Water Tower District. There was consensus that the direction of the "Oak Park" lettering be changed to make it easier on the eyes to read. An updated banner with the change will be ready for the Board to review at their next meeting.

7. NEW BUSINESS:**A. Resignation and Farewell of Jack Blumenkopf**

CIA Chairperson Jack Blumenkopf has resigned from his position, as well as his position on the city's ZBA. Jack is moving abroad to Israel. The Board wished him well and thanked him for his many years of service to the City in his board roles, as well as his long residency in Oak Park.

B. Open Board Positions

There are now two open positions on the board – one business owner positions, and one resident position (must live within the CIA district). Director Marrone requested that if anyone is aware of interest, to please have individuals complete an application with the City Clerk's office. The next round of appointments can be made in February.

8. FINANCIAL REPORT: No updates.**9. BOARD MEMBER COMMENT:**

Mayor McClellan encouraged everyone to check out the new business on 10 Mile Rd and Coolidge, Empire Sports.

10. ADJOURNMENT

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

Lisa Vecchio, Deputy City Clerk

MERCHANT'S LICENSES - FEBRUARY 7TH, 2022

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
UNIQUE GIFTS BY ANGELLETTIA	22101 COOLIDGE HWY	\$150.00	RETAIL
RENEWALS FOR 2022	ADDRESS	FEES	BUSINESS TYPE
FORMTECH PLASTICS	10030 CAPITAL AVE	\$150.00	CUSTOM FABRICATION OF SHEET PLASTIC PRODUCTS
EATON STEEL CORPORATION	10221 CAPITAL AVE	\$150.00	MANUFACTURING AND DISTRIBUTION OF STEEL BAR PRODUCTS
MIDWEST RECYCLING SERVICES	10800 CAPITAL AVE	\$150.00	TRANSPORTATION/HAULING
MIDWEST RECYCLING SERVICES	11000 CAPITAL AVE	\$150.00	RECYCLING SERVICES
TURF TENDERS	13100 CLOVERDALE AVE	\$150.00	LANDSCAPING/SNOW REMOVAL
CHETS RENT ALL	20800 COOLIDGE # 20760	\$150.00	EQUIPMENT REPAIR
CHIROPRACTIC WORKS	21790 COOLIDGE UPPR	\$150.00	CHIROPRACTIC CLINIC
TRADEFIRST.COM	23200 COOLIDGE	\$150.00	BARTER COMPANY
SASSY NAILS	24750 COOLIDGE	\$150.00	NAIL SALON
CONGREGATION AISH HATORAH	25725 COOLIDGE	\$150.00	RELIGIOUS USE - NON-PROFIT CORP: PROVIDES JEWISH PROGRAMMING AND LEARNING EXPERIENCES
HONORE HOLDINGS	21400 COOLIDGE HWY	\$150.00	
OAK LIQUOR & WINE	13700 EIGHT MILE	\$150.00	LIQUOR STORE
PARTY TIME RENTAL	12980 W EIGHT MILE RD	\$150.00	PARTY SUPPLIES, PARTY SUPPLY RENTAL COMPANY. (TENTS, TABLES, CHAIRS, ETC.)
GONZALEZ PRODUCTION SYSTEMS	13200 W EIGHT MILE RD	\$150.00	AUTOMOTIVE SUPPLIER
SOUTHFIELD QUALITY CARS II	13900 W EIGHT MILE RD	\$150.00	RETAIL
CUSTOM CONCEPT COLLISION	14051 ELEVEN MILE	\$150.00	AUTO BODY SHOP
PLASKEY PAINTERS	14669 W ELEVEN MILE RD	\$150.00	
KOALA INSULATION	15101 W ELEVEN MILE RD	\$150.00	RESIDENTIAL & COMMERCIAL INSULATION
ROYAL OAK STORAGE	15255 W ELEVEN MILE RD	\$150.00	DOCUMENT STORAGE WAREHOUSE, ROS MANAGESFILE BOXES FOR CLIENTS IN METRO DETROIT.
MONAGHAN'S TOWING	21680 FERN AVE	\$150.00	TOWING
HER CHIC APPEAL	21700 GREENFIELD # 105	\$150.00	WOMENS CLOTHING & ACCESSORIES
METROPOLITAN REHAB CLINICS	21700 GREENFIELD # 130	\$150.00	ADDICTION & REHAB CLINIC
JOHN & KARON'S HAIR AFFAIR	21700 GREENFIELD # 250	\$150.00	HAIR SALON
AURA DIAMOND AND JEWELRY	21700 GREENFIELD # 347	\$150.00	
TRUST JEWELERS	21700 GREENFIELD # 361	\$150.00	JEWELERS
PRECIOUS STONES	21700 GREENFIELD # 374	\$150.00	JEWELRY REPAIR
PRINCE JEWELERS	21700 GREENFIELD # 447	\$150.00	JEWELERS
K & S DESIGN JEWELRY	21700 GREENFIELD # 477	\$150.00	JEWELRY REPAIR & SALES
ALL ABOUT U MASSAGE	25900 GREENFIELD # 205	\$150.00	MASSAGE THERAPY
JEWISH FAMILY SERVICE	25900 GREENFIELD # 405	\$150.00	NON-PROFIT
MICHIGAN AMBULATORY SURGICAL CENTER	22000 GREENFIELD RD	\$150.00	SPECIALTY SURGICAL CENTER
GLR OF OAK PARK	26500 HARDING AVE	\$150.00	ELECTRONIC RECYCLING
HAIR UNIQUE	8138 NINE MILE	\$150.00	HAIR SALON
ONYX MARKET	10850 NINE MILE	\$150.00	RETAIL
LM STUDIO	8104 W NINE MILE RD	\$150.00	GRAPHIC DESIGN FOR PTING AND WEB AS WELL AS FINE ART STUDIO
WING'S GARDEN	8410 W NINE MILE RD	\$150.00	RESTAURANT
COOLIDGE CAFÉ	13400 W NINE MILE RD	\$150.00	RESTAURANT
HAIR ROCK CAFÉ	15454 TEN MILE	\$150.00	HAIR SALON
U WASH DEVELOPMENT	15450 W TEN MILE RD	\$150.00	CAR WASH
NATIONAL TIME & SIGNAL CORP	21800 WYOMING AVE	\$150.00	INSTITUTIONAL CLOCKS, TOWER CLOCKS, ARCHITECTUL CLOCKS, FIRE ALARM SYSTEM
UNIQUE FURNITURE	21820 WYOMING PL	\$150.00	FURNITURE SALES

MASSAGE FACILITY RENEWAL - FEBRUARY 7, 2022

(Subject to All Departmental Approvals)

MERCHANT	ADDRESS	FEES
ALL ABOUT U MASSAGE	25900 GREENFIELD	\$125.00



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 7, 2022

AGENDA #

SUBJECT: Report on bids for the 2022 Sewer Lining Project, M-730.

DEPARTMENT: Technical & Planning – KMG

SUMMARY: At the December 6, 2021 regular meeting of the Oak Park City Council, the request to bid the 2022 Sewer Lining Project, M-730 was approved (CM-12-400-21). The project was advertised and twenty four (24) contractors viewed the documents. On February 1, 2022, two (2) bids were received and opened. The low bidder, Insituform of Chesterfield, MO, submitted a bid of \$365,768.70.

FINANCIAL STATEMENT: There is \$600,000 available in the Water and Sewer fund for this expenditure.

RECOMMENDED ACTION: It is recommended City Council award the regular bid for the 2022 Sewer Lining Project, M-730 to Insituform of Chesterfield, MO, for the total amount of \$365,768.70. Funding is available in the Water and Sewer Fund 592-18-550-970 for this project.

APPROVALS:

City Manager: ET Department Director: RB

Finance Director: SC Legal: _____

Budgeted ☐

EXHIBITS: Bid Tab, map of project area

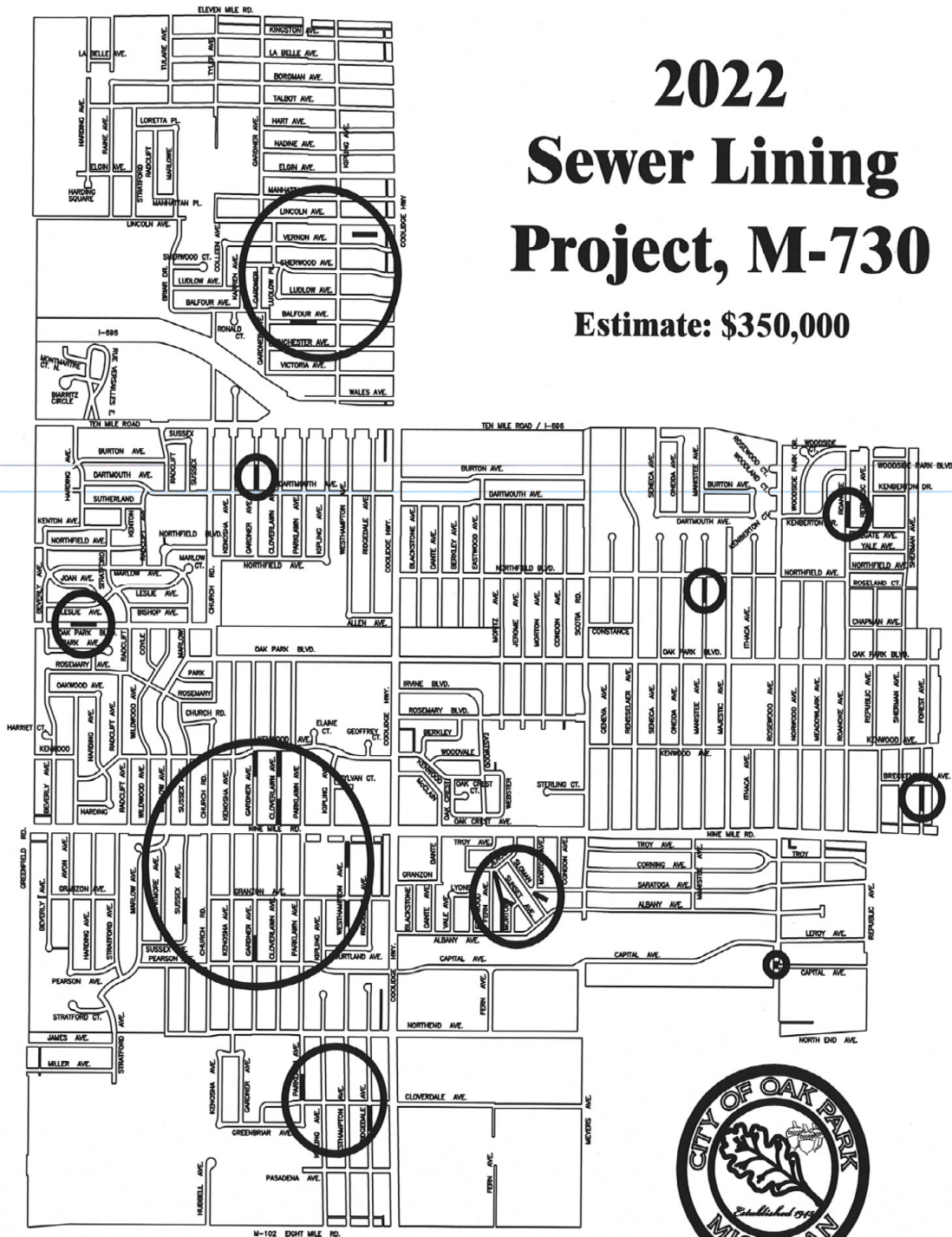
BID TABULATION

2022 SEWER LINING PROJECT M-730				INSITUFORM TECHNOLOGIES USA, LLC 17988 EDISON AVENUE CHESTERFIELD, MO 63005				INLAND WATERS POLLUTION CONTROL, INC. 4086 MICHIGAN AVE. DETROIT, MI 48210							
BID OPENING DATE: Tuesday, February 1, 2022															
ITEM		DESCRIPTION		QUANT.		U/M		UNIT PRICE		AMOUNT		UNIT PRICE		AMOUNT	
1		8"	Sewer Pipe Lining	326	LFT	\$	36.20	\$	11,801.20	\$	42.00	\$	13,692.00		
2		10"	Sewer Pipe Lining	619	LFT	\$	54.90	\$	33,983.10	\$	48.00	\$	29,712.00		
3		12"	Sewer Pipe Lining	1,966	LFT	\$	43.50	\$	85,521.00	\$	54.00	\$	106,164.00		
4		15"	Sewer Pipe Lining	1,293	LFT	\$	75.80	\$	98,009.40	\$	66.00	\$	85,338.00		
5		18"	Sewer Pipe Lining	1,465	LFT	\$	72.90	\$	106,798.50	\$	82.00	\$	120,130.00		
6			Reinstating Sewer Lateral	171	EA	\$	87.70	\$	14,996.70	\$	30.00	\$	5,130.00		
7			Sewer Lateral Protruding Lead Cutting	10	EA	\$	158.80	\$	1,588.00	\$	175.00	\$	1,750.00		
8			Minor Traffic Device	1	LSUM	\$	1,563.00	\$	1,563.00	\$	5,200.00	\$	5,200.00		
9			Project Clean Up	1	LSUM	\$	1,587.80	\$	1,587.80	\$	5,200.00	\$	5,000.00		
10			Inspection Crew Days		DAYS	\$	31.00	\$	9,920.00	\$	30.00	\$	9,600.00		
TOTAL COST						\$	365,768.70	TOTAL COST						\$	381,716.00

City of Oak Park

2022 Sewer Lining Project, M-730

Estimate: \$350,000



[Proposed 2-7-22]

**CITY OF OAK PARK
RESOLUTION REGARDING FIRST READING OF PROPOSED
AMENDMENT TO SECTION 14-7 TO CHAPTER 14, ARTICLE I, OF THE CODE OF
ORDINANCES**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on Monday, February 7, 2022 at 7:00 pm.

Present:

Absent:

The following preamble and resolution was offered by _____ and seconded by _____.

WHEREAS, the City of Oak Park desires to amend section 14-7 of Chapter 14 of the Code of Ordinances to remove reference to the one year pilot program and allow the keeping of domestic chickens.

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Oak Park, Oakland County, Michigan, that:

1. The first reading of the proposed amendments to Section 14-7 is hereby approved in substantially the form attached hereto.

Roll Call Vote: Yes,
 No,
 Absent,

RESOLUTION DECLARED ADOPTED

Edwin T. Norris, City Clerk

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

ORDINANCE NO. O-14-

AN ORDINANCE TO AMEND CHAPTER 14, ANIMALS, ARTICLE I, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN, BY AMENDING SECTION 14-7 THEROF

THE CITY OF OAK PARK ORDAINS:

SECTION 1. Chapter 14, Animals, Article 1, Section 14-7, domestic chickens, of the Code of Ordinances of the City of Oak Park is hereby amended to read as follows:

Sec. 14-7- Domestic Chickens. The City having successfully permitted the keeping of domestic chickens as part of a one (1) year pilot program without significant complaints or administrative difficulty hereby permits the keeping of chickens subject to this chapter.

(a) Definitions.

Backyard means that portion of a lot enclosed by the property's rear lot line and the side lot lines to the points where the side lot lines intersect with an imaginary line established by the rear of the single family structure and extending to the side lot lines.

Chickens means common domestic fowl (*Gallus gallus domesticus*) including all hens/egg-laying hens.

Fowl means a bird of any kind.

Owner means a person or a group of persons that owns, controls, harbors, keeps, or has a property interest in any animal.

Person means an individual, employee, corporation, partnership or association.

Rooster means an adult male domestic chicken.

- (b) Generally. Any person residing in a single-family detached dwelling on residential zoned one family dwelling district property (R-1), after obtaining an annual permit from the city, may keep, per household, not more than three hen (female) chickens for personal use only and not for any business or commercial use. Chickens may be kept as family pets or to lay eggs for personal consumption only. Slaughtering of any chickens on the property is prohibited.

(c) Licensing and inspections.

1. Completed permit applications shall be submitted to the department of technical and planning along with the fee which shall be established by city council resolution. The application shall include any drawings or other information required by the department. Approved permit holders shall schedule an inspection within 30 days of permit issuance. Failure to schedule an inspection shall result in an automatic suspension of the permit. If an inspection identifies noncompliance with any of the requirements set forth in this article, the permit holder shall have 14 days after being served with written notice of non-compliance to achieve compliance with the requirements, or the department of technical and planning may revoke the permit or cite the violation as a municipal civil infraction.
2. No permit shall be issued to a person unless the owners of all residentially zoned adjacent properties consent in writing to the permit.
3. Permits shall be valid for up to one year, shall be non-transferable, site-specific and shall expire on December 31 of the next calendar year. A person who wants to continue keeping chickens must obtain a new permit prior to expiration of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements applicable at the time a person applies for a new permit.
4. After an initial inspection, permitted coops shall be inspected at least one additional time during the permit term.

(d) Private restrictions. Notwithstanding this section, private restrictions on the use of property shall remain enforceable. Private restrictions include but are not limited to deed restrictions, leases, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restrictions is the sole responsibility of the private parties involved.

(e) Requirements. A person who keeps chickens shall comply with the following requirements:

- (1) Keep no more than three hen chickens at any time; and
- (2) Roosters or male chickens or any other type or class of fowl or poultry are prohibited.
- (3) Slaughtering of any chickens at the property is prohibited.
- (4) Chickens shall be maintained in a fully enclosed structure or a fenced enclosure at all times. Fully enclosed and fenced enclosures are subject to all fence provisions and restrictions contained in section 1703 of appendix A of this Code. Enclosed structures shall be constructed of permanent materials and shall be properly maintained in accordance with the International Property Maintenance Code most recently adopted by the city. Fenced enclosures may be wire mesh with openings no larger than one-quarter inch.

- (5) No enclosed structure or fenced enclosure shall be located within any front yard, side yard, and must comply with section 1600 and 1703 of appendix A of this Code. An enclosed structure or fenced enclosure shall not be located closer than 30 feet to any residential structure on adjacent property.
- (6) All structures and enclosures for the keeping of chickens shall be constructed and maintained to prevent rats, mice, or other rodents or vermin from being harbored underneath or within the walls of the structure or enclosure. A zoning or building permit will be required.
- (7) All feed and other items associated with the keeping of chickens likely to attract rats, mice, or other rodents or vermin shall be secured and protected in sealed containers.
- (8) Chickens shall be kept in compliance with the Michigan Department of Agriculture Generally Accepted Agricultural and Management Practices for the Care of Farm Animals, as it relates to egg laying chickens, as amended, except as otherwise provided in this section.
- (f) Violation. Any violation of any of these provisions may be prosecuted as provided in section 14-55 of this Code.
- (g) Limitation on permits. The city will limit the number of annual permits issued and outstanding to a maximum of five, and permits will be available on a first-come-first-served basis.

SECTION 2. Severability. No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park shall be affected by this ordinance, except as to the above section and in the event any portion, section or subsection of this ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this ordinance or of the Code of Ordinances of the City of Oak Park.

SECTION 3. Effective Date.

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

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park on this 7th day of February, 2022.

T. EDWIN NORRIS, City Clerk

MARIAN MCCLELLAN, Mayor

I, T. EDWIN NORRIS, duly authorized Clerk of the City of Oak Park, Michigan do hereby certify that the foregoing Ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on February 7, 2022.

T. EDWIN NORRIS, City Clerk

ARTICLE I.- In General

Division 1. – Generally

Sec. 14-7- Domestic Chickens. The City having successfully permitted the keeping of domestic chickens as part of a one (1) year pilot program without significant complaints or administrative difficulty hereby permits the keeping of chickens subject to this chapter.

(a) Definitions.

Backyard means that portion of a lot enclosed by the property's rear lot line and the side lot lines to the points where the side lot lines intersect with an imaginary line established by the rear of the single family structure and extending to the side lot lines.

Chickens means common domestic fowl (*Gallus gallus domesticus*) including all hens/egg-laying hens.

Fowl means a bird of any kind.

Owner means a person or a group of persons that owns, controls, harbors, keeps, or has a property interest in any animal.

Person means an individual, employee, corporation, partnership or association.

Rooster means an adult male domestic chicken.

- (b) *Generally.* Any person residing in a single-family detached dwelling on residential zoned one family dwelling district property (R-1), after obtaining an annual permit from the city, may keep, per household, not more than three hen (female) chickens for personal use only and not for any business or commercial use. Chickens may be kept as family pets or to lay eggs for personal consumption only. Slaughtering of any chickens on the property is prohibited.

(c) Licensing and inspections.

1. Completed permit applications shall be submitted to the department of technical and planning along with the fee which shall be established by city council resolution. The application shall include

any drawings or other information required by the department. Approved permit holders shall schedule an inspection within 30 days of permit issuance. Failure to schedule an inspection shall result in an automatic suspension of the permit. If an inspection identifies noncompliance with any of the requirements set forth in this article, the permit holder shall have 14 days after being served with written notice of non-compliance to achieve compliance with the requirements, or the department of technical and planning may revoke the permit or cite the violation as a municipal civil infraction.

2. No permit shall be issued to a person unless the owners of all residentially zoned adjacent properties consent in writing to the permit.
3. Permits shall be valid for up to one year, shall be non-transferable, site-specific and shall expire on December 31 of the next calendar year. A person who wants to continue keeping chickens must obtain a new permit prior to expiration of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements applicable at the time a person applies for a new permit.
4. After an initial inspection, permitted coops shall be inspected at least one additional time during the permit term.

(d) *Private restrictions.* Notwithstanding this section, private restrictions on the use of property shall remain enforceable. Private restrictions include but are not limited to deed restrictions, leases, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restrictions is the sole responsibility of the private parties involved.

(e) *Requirements.* A person who keeps chickens shall comply with the following requirements:

- (1) Keep no more than three hen chickens at any time; and
- (2) Roosters or male chickens or any other type or class of fowl or poultry are prohibited.
- (3) Slaughtering of any chickens at the property is prohibited.
- (4) Chickens shall be maintained in a fully enclosed structure or a fenced enclosure at all times. Fully enclosed and fenced enclosures are subject to all fence provisions and restrictions contained in section 1703 of appendix A of this Code. Enclosed structures shall be constructed of permanent materials and shall be properly maintained in accordance with the International Property Maintenance Code most recently adopted by the city. Fenced enclosures may be wire mesh with openings no larger than one-quarter inch.
- (5) No enclosed structure or fenced enclosure shall be located within any front yard, side yard, and must comply with section 1600 and 1703 of appendix A of this Code. An enclosed structure or fenced enclosure

shall not be located closer than 30 feet to any residential structure on adjacent property.

- (6) All structures and enclosures for the keeping of chickens shall be constructed and maintained to prevent rats, mice, or other rodents or vermin from being harbored underneath or within the walls of the structure or enclosure. A zoning or building permit will be required.
- (7) All feed and other items associated with the keeping of chickens likely to attract rats, mice, or other rodents or vermin shall be secured and protected in sealed containers.
- (8) Chickens shall be kept in compliance with the Michigan Department of Agriculture Generally Accepted Agricultural and Management Practices for the Care of Farm Animals, as it relates to egg laying chickens, as amended, except as otherwise provided in this section.
- (f) *Violation.* Any violation of any of these provisions may be prosecuted as provided in section 14-55 of this Code.
- (g) Limitation on permits. The city will limit the number of annual permits issued and outstanding to a maximum of five, and permits will be available on a first-come-first-served basis.
- ~~(h) **Domestic chicken pilot program. A pilot program is hereby established which shall continue for a pilot period of one year from the effective date of the ordinance from which this section derived. Unless the city council takes legislative action to amend or extend this article before the end of the pilot period, the provisions of this article shall be automatically repealed on August 3, 2021.**~~

[Proposed 2-7-22]

**CITY OF OAK PARK
RESOLUTION REGARDING FIRST READING OF PROPOSED
AMENDMENT TO SECTION 38-72 TO CHAPTER 38, ARTICLE III, DIVISION 2 OF THE
CODE OF ORDINANCES**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on Monday, February 7, 2022 at 7:00 pm.

Present:

Absent:

The following preamble and resolution was offered by _____ and seconded by _____.

WHEREAS, the City of Oak Park desires to amend section 38-72 of Chapter 38 of the Code of Ordinances to allow for the use of the Ringelmann Smoke Chart as published by the United States Geological Survey for smoke measurement to ensure consistency with provisions of the zoning ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Oak Park, Oakland County, Michigan, that:

1. The first reading of the proposed amendments to Section 38-72 is hereby approved in substantially the form attached hereto.

Roll Call Vote: Yes,
 No,
 Absent,

RESOLUTION DECLARED ADOPTED

Edwin T. Norris, City Clerk

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

ORDINANCE NO. O-38-

AN ORDINANCE TO AMEND CHAPTER 38, ENVIRONMENT, ARTICLE III, DIVISION 2, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN, BY AMENDING SECTION 38-72 THEROF

THE CITY OF OAK PARK ORDAINS:

SECTION 1. Chapter 38, Environment, Article III, Division 2, Section 38-72, smoke measurement, of the Code of Ordinances of the City of Oak Park is hereby amended to read as follows:

Sec. 38-72- Smoke measurement.

For the purpose of testing and grading the density of smoke, the Ringelmann Smoke Chart as published and used by the United States Geological Survey shall be the standard of observation and comparison, and smoke shall be considered and hereby is deemed to be "dense" when it is of a degree of density of No. 3 of said chart or greater, for more than six minutes in any one hour, from any smoke stack, chimney or other structure for the purpose of emitting smoke, whether such period of time is consecutive or not. A copy of such chart shall be kept at all times in the office of the City Clerk and shall be open to public inspection at reasonable hours.

SECTION 2. Severability. No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park shall be affected by this ordinance, except as to the above section and in the event any portion, section or subsection of this ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this ordinance or of the Code of Ordinances of the City of Oak Park.

SECTION 3. Effective Date.

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

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park on this 7th day of February, 2022.

T. EDWIN NORRIS, City Clerk

MARIAN MCCLELLAN, Mayor

I, T.EDWIN NORRIS, duly authorized Clerk of the City of Oak Park, Michigan do hereby certify that the foregoing Ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on February 7, 2022.

T. EDWIN NORRIS, City Clerk

Chapter 38, Art. III Nuisances, Division 2- Smoke

Sec. 38-72. - Smoke measurement.

~~For the purpose of determining by comparison, the degree of darkness of smoke and/or the ingredients thereof, which shall constitute a prohibited density under this division, a color scale of measurement is hereby adopted, as follows: One thickness of gray glass of sufficient capacity to cut off 60 percent of the light from a flame having the lighting power of 16 candles, shall be taken as the basis of the scale, and four thicknesses of such glass shall be known and designated as No. 1 scale. The so-called "Standard Smoke Tester" or "Umbrascopes," which complies with these requirements, is hereby adopted as a standard measurement for comparison of the degree of the darkness of smoke. Smoke of a greater degree of darkness than the No. 1 scale, shall be considered and held to be "dense smoke" as the term is used in this division.~~

For the purpose of testing and grading the density of smoke, the Ringelmann Smoke Chart as published and used by the United States Geological Survey shall be the standard of observation and comparison, and smoke shall be considered and hereby is deemed to be "dense" when it is of a degree of density of No. 3 of said chart or greater, for more than six minutes in any one hour, from any smoke stack, chimney or other structure for the purpose of emitting smoke, whether such period of time is consecutive or not. A copy of such chart shall be kept at all times in the office of the City Clerk and shall be open to public inspection at reasonable hours.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 7, 2022

AGENDA #

SUBJECT: Proposal for professional services to provide Engineering Design and Construction Support Services for the Eight Mile Booster Station Rehabilitation Project, M-732.

DEPARTMENT: Public Works - *KJY*

SUMMARY: Attached is a proposal from OHM Advisors to provide Engineering Design and Construction Support Services for the Eight Mile Booster Station Rehabilitation Project, M-732. This proposal will cover the design, bidding, construction services to assist in the successful pump work to be performed at the Eight Mile Booster Station. Proposed work to include the removal of old pumps, installation of a new pump, as well as a new variable frequency drive (VFD). This work will provide a more reliable and efficient pumping operation and better redundancy in our water system.

RECOMMENDED ACTION: It is recommended that City Council approve the attached proposal from OHM Advisors to provide Engineering Design and Construction Support Services for the Eight Mile Booster Station Rehabilitation Project, M-732, for the hourly, not to exceed cost of \$41,800. There is \$250,000 dedicated to the work at the Eight Mile Booster Station. This funding is available in the Water and Sewer fund (592-18-540-970).

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *KJY* _____

Finance Director: _____ *SC* _____

City Attorney: _____



Budgeted

EXHIBITS: Proposal

January 26, 2022

David DeCoster, Director of Facilities / Deputy Director of Public Works
City of Oak Park
10600 Capital
Oak Park, MI 48237

**RE: Proposal for 8-Mile Booster Station Rehabilitation (Phase I)
Engineering Design & Construction Support Services**

Dear Mr. DeCoster:

OHM Advisors (OHM) is pleased to submit this design and construction support services proposal for the City of Oak Park's (City) 8-Mile Road water booster station Phase I rehabilitation project. We have prepared our project understanding and scope of services based on our knowledge of the station including recent water system asset management planning and operational assistance work.

PROJECT UNDERSTANDING

Following the water system asset management plan (AMP) development, the City has earmarked a \$250,000 budget in the upcoming fiscal year budget to rehabilitate the 8-Mile Booster Station. The AMP identified both a 5-year and 20-year capital improvement plans (CIPs) for the station.

The station was originally designed with four (4) pumps. The City currently only operates Pumps No.3 and No.4. Pumps No.1 and No.2 are undersized and have functional issues. During our discussions with you and the City operations team, it was identified that rather than replacing the undersized Pumps No.1 and No.2, it would be more beneficial to install another pump sized to match Pumps No.3 and 4. This would provide better redundancy and more operational flexibility. Based on the AMP CIP recommendations and our discussions, OHM has identified the following prioritized Phase I improvements for the 8-Mile booster station:

1. Removal of Pumps No.1 and No.2 and associated piping and electrical gear
2. Install a new pump sized to match Pumps No.3 and 4 including a new variable frequency drive (VFD).
3. Replace actuated cone valves with new check valves
4. Replace VFDs for Pumps No.3 and No.4

We are proposing to do the above improvements in Phase I based on the current fiscal year budget already set aside for this work. We would recommend a future Phase II project that would include replacing the pressure reducing valves, the surge relief valve and upgrading the SCADA system that were identified in the AMP recommended CIPs for this station.

SCOPE OF SERVICES – PHASE I

The following is the scope of services that OHM Advisors proposes to provide for the City's Phase I 8-Mile booster station. Our scope of work includes engineering design, permit and bidding services, and construction support services.



A. Engineering Design

1. Submit facility information request to City.
2. Review any record drawings and O&M manuals, etc.
3. Conduct project kick-off meeting with City staff followed by a station field visit.
4. Revise the station's Basis of Design as needed for inclusion with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Act 399 water supply system permit.
5. Identify major equipment suppliers and information required for the design and permitting.
6. Obtain pricing, dimensional drawings, and electrical loads for proposed equipment.
7. Develop demolition plans for the removal of Pumps No.1 and No.2 and associated equipment (i.e., piping, valving, and electrical components).
8. Complete a design for a new, third 125 HP booster pump system with VFD that matches the discharge pressure and capacity of existing booster Pumps No.3 and No.4.
9. Complete a design for the piping and valves to integrate the new pump.
10. Design for the replacement of the existing actuated cone valves with new globe style "silent" check valves.
11. Complete a design for the replacement of Pump No.3 and No.4 VFDs.
12. Prepare 90% design package for City review, including opinion of probable costs, design drawings, and Project Manual for the proposed work incorporating the technical specifications with the City's front end bidding documents.
13. Incorporate EGLE and City comments.
14. Provide Final Opinion of Probable Costs
15. Complete finalized bidding documents (drawings and project manual).

C. Permitting and Bidding

1. Review proposed Basis of Design and construction documents with EGLE permit staff.
2. Prepare and submit Part 399 permit application. Follow-up with EGLE permit staff as needed to get final permit approval.
3. Provide the following bidding assistance.
 - a. OHM will address Bidders questions and prepare Addendum(s) as necessary.
 - b. OHM will review bids and contact appropriate bidders for follow-up discussions.
 - c. OHM will issue a Letter of Award Recommendations to the City

D. Construction Services Assistance

1. OHM will review and approve Contractor's shop drawing submittals.
2. Receive, review, and respond to Contractor's Requests for Interpretation (RFIs).
3. Review of Contractor's construction pay estimates.
4. Review and process change order requests submitted by the Contractor and provide the City with a response recommendation.
5. Conduct up to eight (8) observation site visits during construction.
6. Provide technical assistance to the Contractor and City for system operational testing and start-up.
7. Coordinate and facilitate a final inspection meeting, prepare final project punch list and follow-up with overall project completion.



8. Compile record drawings for the project per field observations and contractor supplied information. OHM will submit two (2) paper copies and digital PDFs of the record drawings to the City for their records.

DELIVERABLES

OHM will provide final contract close out documents as described above. Project O&M manuals will be provided by the Contractor prior to the final pay estimate approval.

CLARIFICATIONS & ASSUMPTIONS

The fee schedule on the following page is based on the following assumptions:

- We have assumed that demolition of Pumps No.1 and No.2 will provide the adequate physical and electric panel footprint to install a new larger pump to match Pumps No.3 and No.4.
- We are assuming the City will conduct the bid opening and provide a summary bid tab to OHM.
- We are assuming the City will perform a majority of the construction observation and provide OHM with updates so that OHM can identify and coordinate the construction observation visits described above.
- Development of an O&M manual update is not included.
- OHM will be pleased to provide any additional services for the project not specifically described in the scope of work on a time and materials basis.

BUDGET

OHM proposes to provide the above outlined professional services for the not to exceed budget amount of \$41,800. An estimated breakdown per task is provided below:

Engineering Design	\$19,500
Permit and Bidding	\$6,000
Construction Services Assistance	<u>\$16,300</u>
Total (Hourly NTE) for Phase I	\$41,800

OHM will complete the services in accordance with our standard agreement with the City.

COVID-19 DISCLAIMER

The Covid-19 health crises continues to create a potential for project schedule impacts. Our team is adjusting our workflow logistics and our teams are working remotely in an effective manner. However, be aware that schedule impacts from elements such as field services delays, required resource agencies, and key staff illness that OHM Advisors has control over are more likely in the current environment. We will communicate proactively, clearly identify project issues as they arise, and work with you to develop a plan to deal with unforeseen issues.

Should you find this proposal acceptable, we would execute the work following the City's standard form of agreement with OHM. We appreciate this opportunity and look forward to continuing to provide professional services to the City on this important project. If you have any questions, please do not hesitate to contact either of us at 734-522-6711



Sincerely,
OHM Advisors

A handwritten signature in black ink that reads "Carey Bond".

Carey G. Bond, PE
Senior Project Manager

A handwritten signature in blue ink that reads "James Stevens".

James Stevens, PE
VP - Engineering



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 7, 2022

AGENDA #

SUBJECT: Resolution to implement stormwater utility credit applications for commercial and residential properties.

DEPARTMENT: Technical & Planning - Engineering *KMG*

SUMMARY: This program will allow residential and commercial property owners to apply for a credit on the stormwater utility fees based on the installation of various types of green infrastructure that divert or prevent runoff from their property. Residential properties may get a flat rate credit for rain barrels or rain gardens of \$50 or \$60 per year, respectively. Commercial properties may apply to have a percent reduction of the stormwater fee applied based on stormwater management practices that reduce the total volume of runoff that is discharged to the system.

RECOMMENDED ACTION: It is recommended that City Council approve the Residential and Commercial Stormwater Credit Program.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: *RB* _____

Finance Director: _____

☐ Budgeted

EXHIBITS: Credit Program Documents

DRAFT

Proposed Single Family Residential Credits for City of Oak Park

I. Overview

The City of Oak Park has recently implemented a stormwater utility fee as part of their utility billing to cover the critical service of carrying stormwater runoff away from properties and conveying it within the City's combined sewer system to the treatment facility. Previously, all sewer fees were charged based on water usage, with one line item for the sewer usage charge. The new utility bill separates stormwater from water and sewer charges by including a separate line item for stormwater effective July 1, 2020.

II. Existing Single Family Residential Credit Program

The City has created a new credit program to incentivize better management of stormwater entering the City's combined sewer system. The current credit program provides property owners with multiple options for installing green infrastructure to mitigate the stormwater runoff from their property. These existing credit options are shown in Table 1.

Table 1: Current Credit Program for Single Family Residential Properties

Credit	Credit Amount	Minimum Size*
Rain Barrel	\$50/year	35 gallons
Rain Garden	\$60/year	- At least 100 square feet - Ratio of less than 5:1 impervious area to rain garden area
Cistern	\$100/year	55 gallons
Infiltration Trench/Dry Well	\$100/year	- Ratio of less than 5:1 impervious area to infiltration trench - Dry wells must be 3 feet deep and accommodate 55 gallons
Pervious Pavement	\$10 per 100 square feet per year	At least 100 square feet

*Minimum size as defined in the existing [City of Oak Park Storm Water Rate Reduction Credits](#) document.

Within the existing single family residential credit program, neither the renewal period nor the maximum credit per property owner is defined. To apply for the credits, property owners must complete and submit a Permit Application. A permit fee of \$30 is required. In addition to the permit application, property owners are required to submit supporting documentation which may include a set of plans, drawings showing the proposed installation, or permits (e.g., plumbing, electric) depending on the chosen installation.

III. Proposed Credit Program

A modified credit program for property owners to manage their stormwater and apply a credit to

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their utility bill is proposed herein. As before, the modified credit program includes the option for property owners to install green infrastructure; however, the number of different green infrastructures that property owners can install has been reduced. This will limit the decision making that was previously required by residents to choose from multiple green infrastructure options, and as a result will likely promote installation. This will also simplify the review process required by the City.

Property owners are still required to complete a Permit Application with a permit fee of \$30 in order to receive a stormwater credit under the modified credit program. The fee covers the administration time for processing the applications as well as engineering review time. The rate for engineering review time is established annually and will be updated on the Permit Application as needed to account for changes in rates. Permit Applications will be reviewed twice per year by the City of Oak Park. Applications are due by October 31 for a November/December review, or by February 28 for a March/April review. One Permit Application will be reviewed once per year per property.

Single Family Residential (SFR) credits will not be transferred to a new property owner. The new property owner will be required to resubmit a credit application form for approval. If a SFR property applies for a stormwater credit, the City has the right to inspect the stormwater management practice to review the effectiveness.

A. Green Infrastructure

Residents can install green infrastructure on their private property to receive a maximum credit of \$100. The green infrastructure can be a rain garden and/or rain barrel, which results in a credit amount of \$50 for each. To receive the credit, at least 50% of a property's impervious area must drain to the installed green infrastructure. A property owner should submit the Permit Application prior to installing any green infrastructure to ensure the proposed work is applicable for a stormwater credit.

1. Rain Garden:

Residents can install a rain garden on their property for a credit amount of \$50. A rain garden is a depressed storage garden with native vegetation that's designed to hold and infiltrate stormwater runoff into the ground. Captured runoff percolates into the soils and is used by the plants. The geometry of rain gardens allows for surface water to be held for a period of time as well. Appropriate plant selection is based on soil type as well as the sunlight for the area it will be planted.

To qualify for a rain garden credit, the following requirements must be met.

- At least 50% of the runoff from the roof area must be absorbed.
- The surface area must be at least 100 square feet and a ratio of less than 5:1 impervious area to rain garden area.
- Due to the nature of the soil in the City of Oak Park, it is recommended that 18 to 24 inches of soil be replaced with a soil mixture of 50% sand, 30% compost and 20% topsoil.
- There must be vegetation to help absorb rainwater.
- A set of plans must be submitted with the permit application showing the location at least 15 feet from the building along with a maintenance plan showing how the homeowner is going to maintain the area after installation.

2. Rain Barrel:



Residents can install a rain barrel on their property for a credit amount of \$50. Rain barrels capture water from a roof and hold it for later use such as for irrigation and watering plants. To qualify for a rain barrel credit, the following requirements must be met.

- At least 50% of the runoff coming from the roof of the primary structure must be collected.
- The rain barrels must be a minimum of 35 gallons in size and multiple may be required to meet the 50% requirement.
- They must be properly maintained, and the water used on a regular basis for plant watering and other uses.
- The owner must also submit a plan for the location and maintenance/usage of the rain barrel along with the permit application.

IV. Maximum Credit and Credit Budgetary Assumptions

As it was previously discussed, the City is a combined system where the stormwater runoff is treated with the sanitary flow. The majority of the stormwater utility cost is a fixed cost due to the treatment cost at the George W. Kuhn Retention Treatment Basin and Great Lakes Water Authority Water (GLWA) Water Resource Recovery Facility (WRRF). A maximum credit of \$100 for SFR properties has therefore been established under the modified stormwater credit program. To determine the maximum credit a SFR property can receive, an applicant would add the green infrastructure credit and downspout redirect credit together.

$$\text{Total SFR Stormwater Credit (\$100 max)} = \text{Rain Garden Credit} + \text{Rain Barrel Credit}$$

OHM has assumed that of the 9,539 SFR parcels, only 20% would apply and receive a stormwater utility credit. Furthermore, of that 20%, half of the parcels would receive a \$50 credit, and the other half would receive a \$100 credit. Based on these assumptions, roughly 2% of the total annual budget would be allocated for SFR credits.

V. Renewal Period

Once the green infrastructure is approved by the City, the credit will be applied on an annual basis. The renewal period for the green infrastructure and redirected downspout credit types is listed in the table below. At the end of the renewal period, property owners must submit another Permit Application in order to renew the credit for the subsequent renewal period. The Permit Application must be submitted before the renewal period is complete for the respective credit type, and on or before one of the two aforementioned due dates. The property owner must be able to show that the green infrastructure has been properly maintained and is functioning as required.

Table 2: Proposed Renewal Period

Credit Type	Renewal Period
Green Infrastructure	3 years

VI. Summary of Modified Credit Program

The modified stormwater credit program includes a new basis for defining how property owners can obtain credits by reducing the amount of runoff that leaves their property. The key changes to the credit program include the credit type that property owners can apply for, the credit amount, a maximum credit amount and a renewal period. The new credit program and the requirements that have been established as part of the proposed modifications are listed in the table below. The existing credit program is also listed for comparison.

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Table 3: Summary Credit Changes for Single Family Residential Properties

	Existing Credit Program	Modified Credit Program
Credit Type	• Rain Barrel • Rain Garden • Cistern • Infiltration Trench/Dry Well • Pervious Pavement	• Green Infrastructure - Rain Garden - Rain Barrel
Credit Amount	Amount ranges from \$30-\$100/year, or \$10 per 100 square feet.	Up to \$100 for green infrastructure.
Maximum Credit Amount	Not defined	\$100
Permit Fee	\$30	\$30
Renewal Period	Not defined	3 years



STORMWATER SINGLE FAMILY RESIDENTIAL CREDIT APPLICATION

Complete and return this form to:

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

1. PROPERTY INFORMATION

Property Address: _____

Property Owner(s): _____

Tax Parcel I.D.: _____

Account Number: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

2. RAIN BARREL CREDIT

All fields in the table below must be completed if the applicant is applying for a rain barrel credit. [Note that at least 50% of the runoff from the roof of the primary structure must be absorbed.](#)

RAIN BARREL CREDIT SUMMARY	
Rain Barrel Size	<u>gallons</u>
Number of Rain Barrels	
Number of Downspouts Draining to Barrels	
Roof Area of Primary Structure Draining to Barrels	%



3. RAIN GARDEN CREDIT

All fields in the table below must be completed if the applicant is applying for a rain garden credit. The total impervious area of the property is the total area of surfaces that do not allow water to seep into the ground (e.g., houses, sheds, driveways, decks, etc.). Note that at least 50% of the runoff from the roof area must be absorbed. Additionally, the surface area of the rain garden must be at least 100 ft², and the ratio of impervious area to rain garden area must be less than 5:1 in order to receive a rain garden credit.

RAIN GARDEN CREDIT SUMMARY		
A: Total Impervious Area	ft ²	
B: Surface Area of Rain Garden	ft ²	
C: Ratio of Impervious to Rain Garden (A/B)		
Distance from Building (at least 15 ft)	ft	
Depth of Rain Garden	ft	
Replaced Soil Composition	Sand	%
	Compost	%
	Topsoil	%
Roof Area Draining to Garden	%	

4. REQUIRED DOCUMENTATION

Applications for stormwater credits shall be submitted with the following documentation and fees. Incomplete applications will be returned and not considered for review until all required information is submitted. Confirm that the items below are included by checking them off below.

- ☐ Completed application (pages 1-4)
- ☐ Application fee of \$30

If applying for a rain barrel credit, the following documentation must be included:

- ☐ Site plan showing the location and size of rain barrel(s) and the contributing roof area
- ☐ Photos of rain barrel(s) installed at the property
- ☐ Maintenance plan

If applying for a rain garden credit, the following documentation must be included:

- ☐ Site plan showing the location of the rain garden at least 15 feet from the building, the size of the rain garden, and the contributing roof area



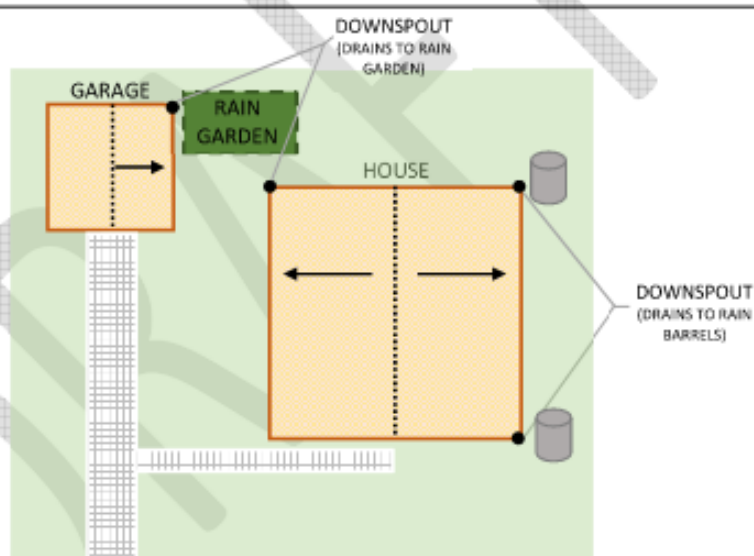
- ☐ Photos of rain garden installed at the property
- ☐ Maintenance plan

By signing below, I certify that all information is true and correct to the best of my knowledge. I also give permission for city staff to enter my property to verify the information provided herein.

Signature

Printed Name

EXAMPLE PROPERTY:



Note: 50% of the runoff from the total roof area (i.e., the house and garage) is draining to the rain garden, and 50% of the runoff from the primary structure (i.e., the house) is draining to rain barrels. The total impervious area on the example property includes the roof area, the driveway, and the walkway.

DRAFT



Proposed Commercial Credits for City of Oak Park

I. Overview

The City of Oak Park has recently implemented a stormwater utility fee as part of their utility billing to cover the critical service of carrying stormwater runoff away from properties and conveying it within the City's combined sewer system to the treatment facility. Previously, all sewer fees were charged based on water usage, with one line item for the sewer usage charge. The new utility bill separates stormwater from water and sewer charges by including a separate line item for stormwater effective July 1, 2020.

II. Existing Commercial Credit Program

The City has created a new credit program to incentivize better management of stormwater entering the city's combined sewer system. The current credit program provides property owners with multiple options for installing green infrastructure to mitigate the stormwater runoff from their property. These existing credit options are shown in Table 1.

Table 1: Current Credit Program for Commercial Properties

Credit Type	Credit Amount	Permit Application Fee	Minimum Size*
Rain Barrel	\$50/year	\$30	35 gallons
Rain Garden	\$60/year	\$30	- At least 100 square feet - Ratio of less than 5:1 impervious area to rain garden area
Cistern	\$100/year	\$30	55 gallons
Infiltration Trench/Dry Well	\$100/year	\$30	- Ratio of less than 5:1 impervious area to infiltration trench - Dry wells must be 3 feet deep and accommodate 55 gallons
Pervious Pavement	\$10 per 100 square feet per year	\$30	At least 100 square feet
Bio-Swales	\$40 per 400 square feet of impervious runoff collected per year	Subject to size of property	- At least 100 square feet - Ratio of less than 4:1 impervious area to bio-swale - Depth of at least 3 inches
Green Infrastructure Building Improvements	Not defined	Subject to size of property	Not defined
Detention Ponds	Not defined	Subject to size of property	Designed to capture 10-year rain event

*Minimum size as defined in the existing [City of Oak Park Storm Water Rate Reduction Credits](#) document.

Within the existing commercial credit program, neither the renewal period nor the maximum credit per property owner is defined. To apply for the credits, property owners must complete and submit a Permit Application. A

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permit fee of \$30 is required for some credit types, while others are subject to the size of the project, as listed in the table above. In addition to the permit application, property owners are required to submit supporting documentation which may include a set of plans, drawings showing the proposed installation, or permits (e.g., plumbing, electric, building, land improvement) depending on the chosen installation.

III. Proposed Modified Credit Program

A modified credit program for property owners to manage their stormwater and apply a credit to their utility bill is proposed herein. The credits in the modified credit program are based on volume control. To reduce the volume, the stormwater management practice can either be structural or non-structural. The maximum credit amount that can be applied to a property is 40%.

Property owners are still required to complete a Permit Application in order to receive a stormwater credit under the modified credit program. To cover the administration time for processing the applications as well as engineering review time, there will be a permit fee of \$125 for all commercial credit applications. The rate for engineering review time is established annually and will be updated on the Permit Application as needed to account for changes in rates. Permit Applications will be reviewed twice per year by the City of Oak Park or as part of the development site plan review process. Applications are due by October 31 for a November/December review, or by February 28 for a March/April review. One Permit Application will be reviewed once per year per property.

Volume Credit

A volume credit is available for stormwater management practices that reduce the total volume of runoff that is discharged to the system. Credits are based on the runoff volume infiltrated onsite during a 10-year frequency storm event. For a volume control practice to be effective, the site must have good soils that easily infiltrate the stormwater runoff such as sandy loam soils. Soils that pond the stormwater runoff are poor soils for infiltration and are typically clay soils. Examples of stormwater management practices that are considered under this credit are bioretention basins, porous pavers or pavement, infiltration trenches, bioswales, or cisterns.

A site can receive a maximum credit of 40% for volume control with no underdrain system. If an underdrain is part of the stormwater management practice, the maximum credit is 20%. As per the Oakland County Water Resources Commissioner (OCWRC) Stormwater Engineering Design Standards, supplemental measures which may include the installation of an underdrain are required when the site's measured in-situ infiltration rate is between 0.24 in/hr. and 0.5 in/hr. When an underdrain is part of the design, some of the runoff still enters the combined system at a controlled rate. For this reason, when an underdrain is used, there is a reduction in the volume credit that a property can receive. The calculation for the volume control credits is shown below.

Calculation for volume control with underdrain:

$$\text{Percent Volume Credit} = \frac{\text{Total Infiltration Volumes Provided}}{\text{Total site runoff for the 10 - year Frequency Storm}} * 0.2$$

Calculation for volume control with no underdrain:

$$\text{Percent Volume Credit} = \frac{\text{Total Infiltration Volumes Provided}}{\text{Total site runoff for the 10 - year Frequency Storm}} * 0.4$$

The equations to calculate the total infiltration volume provided and total site runoff for the 10-year frequency storm can be found in the [OCWRC Stormwater Engineering Design Standards](#), Section III.

OHM Advisors

1145 GRISWOLD STREET, SUITE 200
DETROIT, MICHIGAN 48226

T 313.481.1250

OHM-Advisors.com



IV. Credit Budgetary Assumptions

Based on conversations with the City, OHM has assumed that of the 766 commercial parcels, 10% would apply for a stormwater utility credit. Of that 10%, it was assumed that 50% of the applicants would not receive the credit, 25% would receive the volume credit with an underdrain, and 25% would receive the maximum volume credit without an underdrain.

Based on these assumptions, roughly 4% of the total annual budget would be allocated for commercial credits.

V. Renewal Period

In order to verify that an installed stormwater management practice is properly maintained and functioning as designed, a property owner must submit an updated permit application every 5 years. The credit will not automatically be renewed. The Permit Application must be submitted on or before one of the two aforementioned due dates. The property owner must be able to prove that the design requirements for the respective credit type are still being met for the 10-year frequency storm.

VI. Summary of Modified Credit Program

The modified stormwater credit program includes a new basis for defining how property owners can obtain credits by reducing the amount of runoff that leaves their property. The key changes to the credit program include the credit type that property owners can apply for, the credit amount (percentage based vs. value based), a maximum credit amount, a renewal period and the permit fee. The new credit program and the requirements that have been established as part of the proposed modifications are listed in the table below. The existing credit program is also listed for comparison.

Table 3: Summary Credit Changes for Commercial Properties

	Existing Credit Program	Modified Credit Program
Credit Type	• Rain Barrel • Rain Garden • Cistern • Infiltration Trench/Dry Well • Pervious Pavement • Bio-Swales • Green Infrastructure Building Improvements • Detention Ponds	• Volume Reduction - Bioretention basins - Permeable porous pavers or pavement - Infiltration trenches - Bioswales - Cisterns
Credit Amount	Amount ranges from \$30-\$100/year, or \$10 per 100 square feet, or the amount is not defined.	Up to 40% for volume reduction.
Maximum Credit Amount	Not defined	40%
Permit Fee	\$30 or subject to property size	Flat permit fee of \$125 plus \$1,000 engineering review escrow
Renewal Period	Not defined	5 years



STORMWATER COMMERCIAL CREDIT APPLICATION

Complete and return this form to:

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

1. PROPERTY INFORMATION

Property Address: _____

Property Owner(s): _____

Tax Parcel I.D.: _____

Account Number: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

2. COMMERCIAL CREDIT CALCULATION

The calculation for the commercial credit is shown below.

$$\text{Credit Percentage} = \frac{\text{Total Infiltration Volumes Provided}}{\text{Total site runoff for 10 - year Frequency Storm}} * 0.4 \text{ (or 0.2 with underdrain)}$$

A site can receive a maximum credit of 40% when no underdrain is installed within the stormwater management practice. If an underdrain is installed, the site can receive a maximum credit of 20%. As per the Oakland County Water Resources Commissioner (OCWRC) Stormwater Engineering Design Standards, supplemental measures which may include the installation of an underdrain are required when the site's measured in-situ infiltration rate is between 0.24 in/hr. and 0.5 in/hr.



When an underdrain is part of the design, some of the property's runoff still enters the sewer system. For this reason, there is a reduction in the credit that a property can receive when an underdrain is used. An example of a stormwater management practice with and without an underdrain is included on page 3 for reference.

3. CREDIT CALCULATION TABLE

All fields in the credit calculation table below must be completed if the applicant is applying for a commercial credit.

CREDIT CALCULATION		
A: Total Infiltration Volume Provided	cf	
B: Total Site Runoff for 10-year Storm	cf	
C: Underdrain Installed	☐ YES (use 20% factor)	☐ NO (use 40% factor)
Credit Percentage $(A \div B \times C) =$		

4. REQUIRED DOCUMENTATION

Applications for stormwater credits shall be submitted with the following documentation and fees. Incomplete applications will be returned and not considered for review until all required information is submitted. Confirm that the items below are included by checking them off.

- ☐ Completed application (pages 1-2)
- ☐ Application fee of \$125 and engineering review escrow
- ☐ Approved site plan design with calculations and infiltration testing

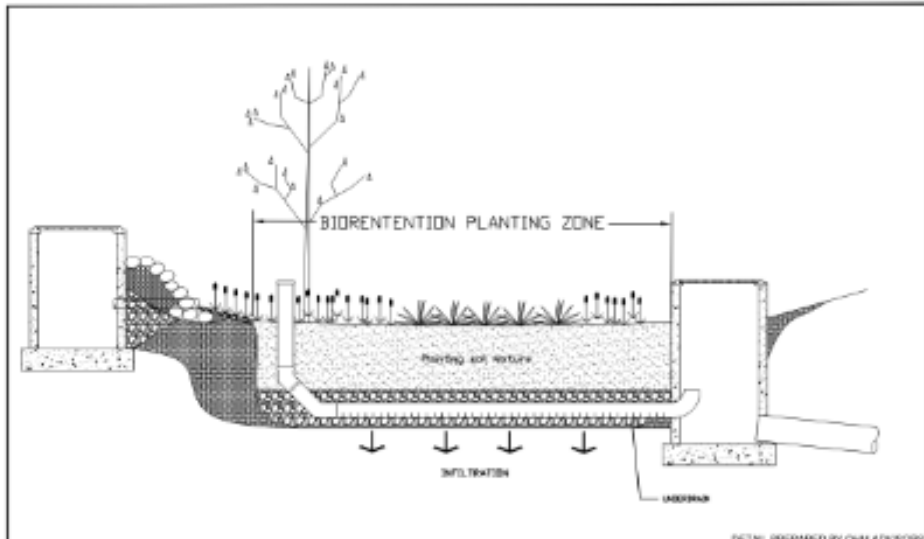
By signing below, I certify that all information is true and correct to the best of my knowledge. I also give permission for city staff to enter my property to verify the information provided herein.

Signature

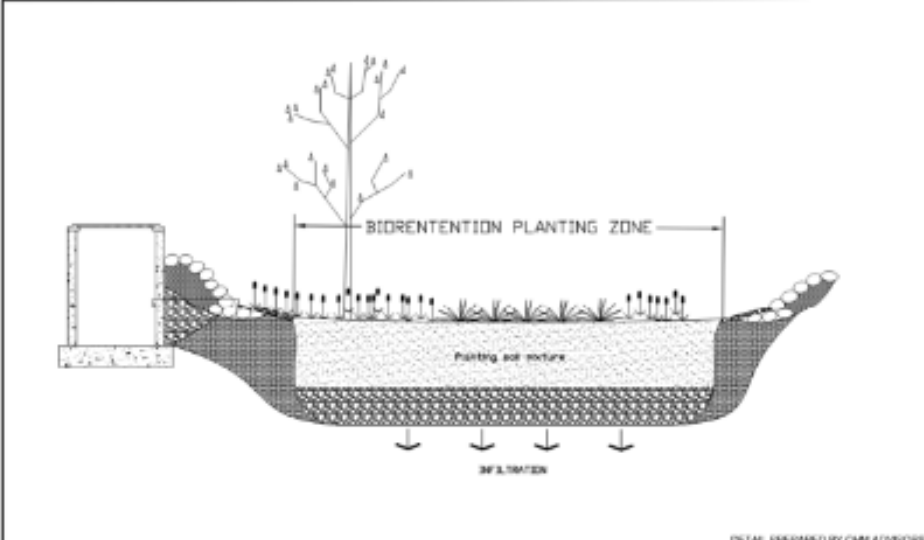
Printed Name



5. REFERENCE



BIORETENTION WITH UNDERDRAIN
DETAIL



BIORETENTION WITH NO UNDERDRAIN
DETAIL



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 7, 2022

AGENDA #

SUBJECT: Request authorization to approve the Revize Web Services Sale Agreement.

DEPARTMENT: Communications and Public Information

SUMMARY: The City currently utilizes Revize Web Services for its webhosting and tech support for OakParkMI.gov. The City's website was last updated for usability and aesthetic appeal in 2016. Municipal websites are updated, on average, every five years to remain current with changing technologies and demographics.

By entering into this sales agreement the City will be able to provide an improved user experience through modernized, and streamlined, design and usability features. Such features will include a website redesign, the creation of a library sub-site and remapping of the website content on the backend.

FINANCIAL STATEMENT: The City allocates, on an annual basis, \$3,400 for webhosting and tech support with Revize Web Services. This sales agreement will extend the City's contract agreement with Revize, while also updating the aesthetics and usability of the website. The total cost for this is \$6,310; this does not include the annual fee of \$3,400, but does include the difference in the annual fee increase for 2022, the redesign, the library sub-site and the site migration and remapping.

A budget amendment is requested for \$6,310 sales agreement amount.

RECOMMENDED ACTION: It is recommended that the Revize Web Services Sales Agreement for \$6,310 be approved, along with a budget amendment reflective of the costs, to allow for the City's website to be updated and upgraded.

APPROVALS:

City Manager: ET

Department Director: CF

Finance Director: _____

Legal: _____

Budgeted: \$0

EXHIBITS: Sales Agreement Attached

Revize Web Services Sales Agreement

This Sales Agreement is between City of Oak Park, MI ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize") Federal Tax ID# 20-5000179 Date: 11-5-21

CLIENT INFORMATION: Company Name: <u>City of Oak Park</u> Company Address: <u>14000 Oak Park Blvd.</u> Company City/State/Zip: <u>Oak Park, MI 48237</u> Contact Name: <u>Courtney Flynn, cflynn@oakparkmi.gov</u> <u>(248) 691-7400</u> Billing Dept. Contact: _____ Client Website Address: <u>https://www.oakparkmi.gov/</u>	REVIZE LLC: Revize Software Systems 150 Kirts Blvd. Troy, MI 48084 248-269-9263
--	--

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	Project Planning and Analysis, SOW, onetime fee:	Included
1	Discovery & Design from Scratch, onetime fee: 1 mockup with up to 3 rounds of changes - Home page template and inner page design and layout. - Includes Responsive Web Design	Included
1	Revize Template Development, onetime fee: - Set-up all CMS modules listed in this agreement - Integration with all 3rd party web applications	Included
1	Library Subsite Development (Design based on redesign Template) - Set-up all CMS modules listed in this agreement - Migration, set up, 3rd party applications	\$2,500
1	Library Annual Fee , Includes Unlimited Tech Support, CMS software updates security software updates, SSL security certificate, and website health checks. Website hosting Included free of charge (10 GB storage space, 100GB month bandwidth limit) with pre-paid annual fee:	Included
1	Quality Assurance Testing, onetime fee:	Included
1	Content Migration: Site map development/content development top tier department home pages	\$3,300

	content migration of 1,000 webpages and Documents from old website including spell checking and style corrections	
1	Phase 7 –Content Editing Training, onetime fee (half day, online):	Included
1	Phase 8 – Go Live:	Included
1	Revize Annual Fee, pre-paid: Includes Unlimited Tech Support, CMS software updates security software updates, SSL security certificate, and website health checks. Website hosting Included free of charge (10 GB storage space, 100GB month bandwidth limit) with pre-paid annual fee:	\$3,910/year
1	Annual Fee Paid 5/28/2021	(\$3,400)
	Grand Total	\$6,310

Terms:

1. Payments: All Invoices are due upon receipt.
2. Revize requires a check for \$6,310 to begin this project
3. Annual Fee of \$3,910 to be invoiced on current billing cycle
4. Additional content migration, if requested, is available for \$3 per web page or document.
5. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
6. Additional website storage is available at \$1,000 per year for each additional 5GB website storage.
7. This agreement is the only legal document governing this sale & subject to the laws of the State of Michigan
8. Both parties must agree in writing to any changes or additions to this Sales Agreement.
9. Client understands that project completion date is highly dependent on their timely communication with Revize. Client also agrees and understands that;
 - a. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
 - b. During the project, Client will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
10. Client owns design, content, and will receive periodic updates to the CMS for the life of the contract.
11. Five-year agreement. Revize will provide a free redesign of the website in year 4 of the agreement. This assumes the city agrees to four consecutive years of annual software subscription, tech support, CMS updates, and hosting.
12. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data considered non-conforming to new website layout.
13. Storage is limited only to relevant website data.

Enterprise Revize CMS License

As part of this agreement Revize Software Systems, LLC. provides to the Client a full Enterprise Revize CMS Software license. This software is a proprietary software built and maintained by Revize Software Systems LLC., and is intended to allow for the Client to easily update the content of their website. Client agrees that this license will only be used to maintain the websites included in this agreement. Sharing of the content management system, by the Client, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS during the contract period. In the event that the contract is terminated, for any reason, Revize will provide the latest version of the Revize CMS to the Client. This system will then have the ability to be hosted and used by the Client as long as they wish. Revize will provide reasonable support in transferring the CMS system to the Client's decided upon hosting architecture.

Products Client Owns Include:

- Revize CMS License
- Hosted Website
- Source Files
- All Included Revize Web Applications
- Design & Page Content

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Dylan Johnston

Title of Authorized Person

Account Manager

Date:

Please sign and return to:

dylan@revize.com

Fax 1-866-346-8880

Revize will integrate the following web applications into your website:

CITIZENS COMMUNICATION CENTER APPS:

- ✓ Alert Center
- ✓ Bid Posting
- ✓ Document Center
- ✓ Email Notify
- ✓ FAQs
- ✓ Job Posting
- ✓ Multi use Business Directory
- ✓ News Center with Facebook/Twitter Integration
- ✓ Online Forms
- ✓ Photo Gallery
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar
- ✓ Person Social Media Sharing App
- ✓ Sliding Feature Bar
- ✓ Language Translator
- ✓ Blogs
- ✓ Polls Single Question, unlimited polls
- ✓ Surveys Multiple questions
- ✓ Text Notification System

CITIZENS ENGAGEMENT CENTER APPS:

- ✓ Citizen Request Center with Captcha
- ✓ Online Bill Pay
- ✓ RSS Feed

STAFF PRODUCTIVITY APPS:

- ✓ Agenda Posting Center
- ✓ Employee Intranet
- ✓ Job Posting App
- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Online Form Builder
- ✓ Staff Directory
- ✓ Website Content Archiving
- ✓ Website Content Scheduling

SITE ADMINISTRATION AND SECURITY FEATURES:

- ✓ Audit Trail
- ✓ Auto Site Map Generator
- ✓ History Log
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor
- ✓ Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- ADA Compliant WCAG 2.1
- ADA Accessibility Widget
- Responsive Website Design (RWD) for great mobile phone viewing



CITY OF OAK PARK

COMMUNICATIONS AND PUBLIC INFORMATION

Courtney Flynn, Director

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

Meeting of the Oak Park City Council City Manager's Report Feb. 7, 2022

COMMUNITY ANNOUNCEMENTS

- **Late Opening:** On Friday, Feb. 11 the Library will open at 1 pm, instead of 10 am due to scheduled maintenance.
- **Water Tower Social District Improvements Open House:** The City is hosting an Open House on Feb. 15 from 5:30-7 pm in the Community Center to discuss the redesign and reconstruction of the Water Tower Social District parking lot.
- **Snow Emergencies:** A snow emergency is called when four or more inches of snow falls or other hazardous conditions necessitate. No parking is permitted on City streets during snow emergencies until the order is lifted. When a snow emergency has been declared, all vehicles must be removed from curbside and parked off street until the order has been lifted. To receive information when a snow emergency has been declared follow us on social media, check our website and join our emergency notification system. Snow emergencies will also be noticed on local cable TV and radio stations.
- **Street Trees:** Through the OAKSTEM Grant Pilot Program, the City will be able to provide residents with free trees to be placed in the right-of-way in front of their homes. Those interested in participating in the program must make a tree request before Feb. 14, 2022 online; the link is on our website and Facebook page. Once the City has compiled a request list staff will reach out to individuals to discuss the program. Please be aware there are a limited amount of trees available so not all requests may be able to be filled; priority will be given on a first come, first served basis.
- **1000 Books Before Kindergarten:** The Oak Park Public Library is now registering kids under age 6 in the early literacy program called "1000 Books Before Kindergarten". The program supports pre-literacy skills through repetition, exposure and bonding with caregivers. This program will get children excited about reading as they earn free books

and stickers for every 100 books read. Register at the Information Desk inside the Library.

- **Senior Sunshine Box:** These boxes are designed to bring a smile and a great start to the day. There is 30+ items in the box and the recipient of each box pulls one item out each morning to start their day with a smile, a laugh and a “feel good “moment. Sign up at the Recreation Department, limited to the first 50 seniors. These will be available for pick up and drop off on Feb. 7.
- **“Into No Man’s Land:”** On March 1 at 6 pm the Oak Park Public Library is hosting a talk by local author and Holocaust survivor, Irene Miller. She will be discussing her book, "Into No Man's Land", a memoir about her experience. Please register on the library website.
- **Daddy Daughter Dance:** The original date for this event was Feb. 20, but for the safety of our participants the date has been moved to Sunday May 1, 2022.
- **Theatre Trip:** The Feb. 23 Meadowbrook Theatre Trip is sold out.



CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

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

MEMORANDUM

Date: January 27, 2022

To: Erik Tungate, City Manager

From: Saundra Crawford, Finance Director
 Carl Johnson, Financial Assistant

Re: Second Quarter FY 2021-22 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, 2021. 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 \$38,619,149 (market value) including cash in the operating account of \$632,973 (excluding outstanding checks and other adjustments), short-term investments in the Oakland County Investment Pool of \$35,924,686, money market of \$16,675 and long-term investments total \$2,044,815. 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 however, the rate of return in this pool has fallen substantially and is now only .17%. Going forward we will be looking to move the majority of the funds from the County Investment Pool into 3-5 year securities as it's no longer prudent to keep the funds in this low yielding instrument. Investment income for the months of October through December 2021 totaled \$31,195.

During the second quarter overall investment returns are still at the same very low levels as in the last couple quarters; as Economists predicted. The return for the second quarter was approximately 0.31% primarily due the Federal Reserve (Fed) rates continue to be nearly zero. There have been discussions by the Fed about raising rates several times in the near term to

offset the rising inflation which has started the rise in interest rates. Interest rates for the next quarter are expected to begin to slowly rise as the fed interest rate hikes are implemented.

City of Oak Park
Summary of Cash and Investments Held
December 31, 2021

	<u>Maturity Date</u>	<u>Market Value</u>	<u>Book Value</u>	<u>% of Portfolio</u>	<u>Current Interest Rate</u>	<u>YTM @ Cost</u>	<u>Days to Maturity</u>	<u>Investment Broker</u>
Cash								
Huntington Bank - Collection		\$ 632,973	\$ 632,973	1.64%	0.0100%	0.0100%	1	Huntington
Huntington Bank - Accounts Payable		-	-	0.00%	0.0100%	0.0100%	1	Huntington
Huntington Bank - Payroll		-	-	0.00%	0.0100%	0.0100%	1	Huntington
Money Market								
Fifth Third - Money Market		16,675	16,675	0.04%	0.0300%	0.0300%	1	Fifth Third
Government Securities								
Federal Home Loan BA SER BJ-9025	11/17/2025	568,558	570,000	1.48%	0.7500%	0.7500%	1416	Fifth Third
Federal Home Loan BA SER L5-2025	12/26/2025	493,345	500,000	1.29%	0.9000%	0.9000%	1455	Fifth Third
Municipal Bonds								
Kalkaska Mich Sch Bldg	5/1/2023	291,180	290,000	0.75%	6.1000%	6.1000%	577	Fifth Third
South Lyon Mich Comm Schools	5/1/2023	51,336	50,281	0.13%	2.8900%	2.8900%	485	Comerica
Michigan Fin Auth Rev Taxable Hosp Ref	12/1/2030	488,635	495,293	1.28%	2.9540%	2.9540%	2890	Comerica
Certificate of Deposits								
Wells Fargo Bank NA	7/28/2022	151,761	150,000	0.39%	2.3000%	2.3000%	208	Fifth Third
Commercial Paper								
Investment Pool								
Oakland County Investment Pool		<u>35,924,686</u>	<u>35,924,686</u>	<u>93.00%</u>	0.1660%	0.1660%	1	Oakland County
Total		<u>\$ 38,619,149</u>	<u>\$ 38,629,908</u>	<u>100.00%</u>				



CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

Mayor
 Marian McClellan
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City Manager
 Erik Tungate

MEMORANDUM

Date: January 31, 2022

To: Erik Tungate, City Manager

From: Saundra Crawford

Re: 2nd Quarter Budget to Actual Report, General Fund

The purpose of this memorandum is to highlight fiscal year-to-date revenue and expenditure activity through the second quarter ending December 31, 2021 (see attached report for budget-to-actual by department activity for the General Fund only). Through the second quarter, generally, revenues and expenditures should represent 50% of the annual budget.

GENERAL FUND

REVENUES

Total revenues for the through the second quarter total approximately \$18.9 million, representing approximately 80% of the annual amended 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, 2021. As of the end of the second quarter approximately 96% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2022. Property tax revenue is the primary reason the overall revenues are at 80% 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 payments as the August 31, 2021, payment by statute is included as part of the June 30, 2021 revenues. The City will receive the remaining payments on February 28, April 30, June 30 and August 31 (2022) related to the current fiscal year. The estimated annual revenue included in the budget totals \$3,610,991.

- Fines and forfeiture revenue received from the 45th District Court is budgeted for a total of \$1,300,000 of which \$539,333 or 41% was received in through the 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 by \$34,571 as the City is receiving the FEMA federal CARES funds passed through the State of Michigan which was requested during last fiscal year but not received until the current year. During the second quarter the City did receive the budgeted ARPA federal funds totaling \$1,450,000 passed through the state of Michigan Department of Treasury.

EXPENDITURES

Total expenditures through the second quarter total approximately \$12.0 million, representing approximately 49% of the annual amended budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 50%):

- Inspections and Technical and Planning Admin departments are at 65% and 53%, respectively, of their amended budgets due to the increased costs of their self-insured health insurance. A budget amendment has been presented to address the cost increase.
- The K-9 and Public Safety Departments are at 55% and 58%, respectively, of their amended budget primarily due to approximately 80% of their annual DB pension contribution has been made during the first six months. The pension contribution will be adjusted over the last six months of the year to get in line with the budget.
- The Outdoor Activities department is slightly over budget primarily 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.

The Fiscal Year End 2020-21 surplus included various projects that were budgeted and not completed. A rollover Budget Amendment was passed for these funds which adjusted the original budget of \$0 to a use of fund balance of \$658,746. Overall, the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 20% of annual expenditures.

GL NUMBI DESCRIPTION	END BALANCE 06/30/2021 NORM (ABNORM)	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
00.000 - NONE	19,319,585.56	18,556,130.00	18,556,130.00	13,972,283.55	4,583,846.45	75.30
17.345 - PUBLIC SAFETY	4,685,247.84	4,817,315.00	4,817,315.00	4,669,884.49	147,430.51	96.94
19.752 - RECREATION ADMINISTRATION	247,677.39	252,066.00	252,066.00	243,548.39	8,517.61	96.62
TOTAL REVENUES	24,252,510.79	23,625,511.00	23,625,511.00	18,885,716.43	4,739,794.57	79.94
10.101 - COUNCIL AND MAYOR	45,711.88	75,879.00	75,879.00	16,103.76	59,775.24	21.22
11.172 - CITY MANAGER	392,495.72	481,685.00	481,685.00	209,079.43	272,605.57	43.41
11.270 - HUMAN RESOURCES	394,744.05	263,203.00	263,203.00	132,992.31	130,210.69	50.53
11.611 - ECONOMIC DEVELOPMENT	213,229.32	256,617.00	256,617.00	113,625.73	142,991.27	44.28
12.258 - MAGEMENT INFORMTN SERVICE	377,663.53	338,081.00	338,081.00	32,056.69	306,024.31	9.48
13.210 - CITY ATTORNEY	234,687.11	269,600.00	269,600.00	87,391.96	182,208.04	32.42
13.229 - PROSECUTING ATTORNEY	71,660.04	71,660.00	71,660.00	35,830.02	35,829.98	50.00
14.191 - ELECTIONS	313,471.28	283,296.00	283,296.00	106,064.14	177,231.86	37.44
14.215 - CITY CLERK	107,093.72	117,236.00	117,236.00	62,027.38	55,208.62	52.91
15.201 - FINANCE & ADMIN SERVICES	455,771.74	465,144.00	465,144.00	224,389.38	240,754.62	48.24
16.371 - INSPECTIONS	614,574.07	688,511.00	688,511.00	448,622.37	239,888.63	65.16
16.401 - TECH & PLANNING ADMIN.	198,935.21	216,505.00	216,505.00	116,686.41	99,818.59	53.90
16.447 - ENGINEERING	50,006.46	56,842.00	56,842.00	9,344.09	47,497.91	16.44
16.448 - STREET LIGHTING	388,103.88	500,000.00	500,000.00	242,580.61	257,419.39	48.52
17.345 - PUBLIC SAFETY	11,663,042.32	12,132,069.00	12,159,215.00	6,712,807.54	5,446,407.46	55.21
17.346 - PUBLIC SAFETY K-9	237,981.53	203,192.00	203,192.00	119,046.22	84,145.78	58.59
18.265 - BUILDING MAINTENANCE	709,245.30	1,066,313.00	1,091,313.00	318,950.96	772,362.04	29.23
18.441 - DPW ADMINISTRATION	16,247.98	20,014.00	20,014.00	6,039.32	13,974.68	30.18
18.443 - SHEPHERD PARK	315,807.25	316,608.00	292,608.00	43,221.82	249,386.18	14.77
18.444 - OTHER PARKS FORESTRY	768,535.93	368,513.00	969,113.00	380,413.61	588,699.39	39.25
19.752 - RECREATION ADMINISTRATION	333,281.12	535,870.00	529,870.00	173,288.32	356,581.68	32.70
19.753 - ATHLETICS	11,160.46	29,311.00	19,311.00	7,827.01	11,483.99	40.53
19.754 - OUTDOOR ACTIVITIES	12,244.74	69,230.00	100,230.00	53,049.66	47,180.34	52.93
19.755 - INSTRUCTIONAL ACTIVITIES	(129.74)	10,000.00	15,000.00	7,332.50	7,667.50	48.88
19.756 - SPECIAL RECREATION EVENTS	28,226.32	49,800.00	59,800.00	28,800.61	30,999.39	48.16
19.757 - SWIMMING POOL FACILITY	181,840.73	135,059.00	135,059.00	60,858.20	74,200.80	45.06
19.776 - SENIOR SERVICES	26,408.96	42,174.00	42,174.00	19,007.73	23,166.27	45.07
21.890 - NON DEPARTMENTAL	4,835,097.10	4,263,385.00	4,263,385.00	2,122,420.06	2,140,964.94	49.78
22.806 - COMMUNICATIONS & PUBLIC INFORMATION	295,581.63	299,714.00	299,714.00	104,473.58	195,240.42	34.86
TOTAL EXPENDITURES	23,292,719.64	23,625,511.00	24,284,257.00	11,994,331.42	12,289,925.58	49.39
TOTAL REVENUES	24,252,510.79	23,625,511.00	23,625,511.00	18,885,716.43	4,739,794.57	79.94
TOTAL EXPENDITURES	23,292,719.64	23,625,511.00	24,284,257.00	11,994,331.42	12,289,925.58	49.39
NET OF REVENUES & EXPENDITURES	959,791.15	0.00	(658,746.00)	6,891,385.01	(7,550,131.01)	100.00



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: January 31, 2022

AGENDA #

SUBJECT: Approval of resolution to authorize Budget Amendment #2022-2

DEPARTMENT: Finance

SUMMARY: The City's annual budget was adopted on May 12, 2021 and is effective July 1st. The budget is adopted at the departmental level. In accordance with the State Budget Act, budget amendments are to be completed throughout the fiscal year in order to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the department total require Council approval

The second quarter (12/31/21) budget amendment for the General Fund is attached and is also summarized below.

GENERAL FUND	
Beginning Fund Balance July 1, 2021	\$ 5,304,660
Amended Budget as of September 30, 2021	\$ (658,746)
Net Change in Fund Balance (Amendment #2022-2)	<u>\$ 0</u>
Estimated Ending Fund Balance June 30, 2022	<u><u>\$ 4,645,914</u></u>

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

- Increases in self-funded healthcare costs greater than anticipated
- Reduction in maintenance costs due to 5-year agreement will be expensed over a 5-year period
- Reduction in allocation of costs from the General Fund to the Library
- Increase in state Shared sales tax revenue due to revised State estimates
- Recognition of prior years' FEMA revenue received in the current fiscal year
- Reductions in Library/Recreation Debt Service payments due to County refinancing of debt

DEBT SERVICE AND SPECIAL REVENUE FUNDS

- Reduction in Library Fund cost allocation from the General Fund (see previous) along with reductions in revenue based on current year collections to date and projections through year end.
- Reductions in 2011 Library/Recreation Debt Service Fund debt payments due to county refinancing the outstanding debt.

INTERNAL SERVICE FUNDS

- The Risk Management Fund expenditures are being reduced due to a reduction in the annual workers compensation premiums. The reduction is due to less workers compensation related injuries and payouts over the last few years.

Note: The State of Michigan does not require budgets for any funds except the General and Special Revenue Funds. The City has chosen to be fiscally responsible and adopt budgets for all funds to assist in monitoring the overall financial activity of the City.

FINANCIAL STATEMENT: The proposed budget amendment has an impact on the fund balance of General Fund while keeping the estimated fund balance at approximately 20% of annual expenditures. The amendments to all other funds keep the fund balance at targeted ranges and are done in compliance with State of Michigan requirements and guidelines.

RECOMMENDED ACTION: Approval of resolution to authorize Budget Amendment #2022-2

APPROVALS:

City Manager: _____ET_____

Finance Director: _____SC_____

**City of Oak Park
Proposed Budget Amendments
December 31, 2021**

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>General Fund</u>			
101-00.000-502.000	Federal Grants	34,571	FEMA grant proceeds not recognized in FY 2021
101-00.000-545.000	Liquor Licenses	\$ 3,414	Increase per activity to date and projections thru year-end
101-00.000-574.000	State Grant - State Revenue Sharing	133,131	Increase per estimate from Department of Treasury
101-00.000-664.000	Interest Income	\$ (3,855)	Reduce per activity to date and projections thru year-end
Total Revenue Increase (Decrease)		167,261	
101-11.270-702.000	Salaries and Wages	13,146	Wage increases after budget adoption
101-12.258-801.111	Professional Services - Alloc to Library	10,000	Reduction of Library reimbursment
101-14.191-930.000	Repair and Maintenance	(60,000)	Budget included total cost of 5 year agreement
101-15.201-714.000	Retirement - Defined Benefit	25,000	Adjust to actuary required contribution for FY 2021
101-16.371-713.000	Health Insurance	70,000	Adjust to actual costs to date - greater than budget & prior yr
101-16.401-713.000	Health Insurance	10,000	Adjust to actual costs to date - greater than budget & prior yr
101-16.447-702.000	Salaries and Wages	(10,000)	Reduce per activity to date and projections thru year-end
101-16.447-714.000	Retirement - Defined Benefit	(13,000)	Adjust to actuary required contribution for FY 2021
101-16.448-921.000	Utilities - Electric	(10,000)	Reduce per activity to date and projections thru year-end
101-17.345-713.000	Health Insurance	135,000	Adjust to actual costs to date - greater than budget & prior yr
101-21.890-999.305	Transfer Out - 2011 Library/Rec Lease	(22,885)	Debt refinanced by County - annual cost savings
101-22.806-801.111	Professional Services - Alloc to Library	20,000	Reduction of Library reimbursment
Total Expenditure Increase (Decrease)		-	
Total Expenditure Increase (Decrease)		167,261	
Net Increase (Decrease) to Fund Balance		\$ -	
<u>Library Fund</u>			
111-00.000-568.000	Library - Penal Fines	(10,000)	Reduce per activity to date and projections thru year-end
111-00.000-664.000	Interest Income	(5,000)	Reduce per activity to date and projections thru year-end
Total Revenue Increase (Decrease)		(15,000)	
111-20.790-801.015	Professional Services - IT Operations	(10,000)	Reduction of Library reimbursment to General Fund
111-20.790-801.016	Professional Services - Communications	(20,000)	Reduction of Library reimbursment to General Fund
Total Expenditure Increase (Decrease)		(30,000)	
Net Increase (Decrease) to Fund Balance		\$ 15,000	
<u>2011 Library/Recreation Debt Service Fund</u>			
305-88.905-699.101	Transfer In - General Fund	(22,885)	Debt refinanced by County - annual cost savings
Total Revenue Increase (Decrease)		\$ (22,885)	
305-88.905-991.000	Debt Service - Principal	(15,000)	Debt refinanced by County - annual cost savings
305-88.905-995.000	Debt Service - Interest	(7,785)	Debt refinanced by County - annual cost savings
305-88.905-997.000	Debt Service - Paying Agent Fee	(100)	Debt refinanced by County - annual cost savings
Total Expenditure Increase (Decrease)		\$ (22,885)	
Net Increase (Decrease) to Fund Balance		\$ -	
<u>Risk Management Fund</u>			
677-42.871-664.000	Interest Income	-	Estimate based on prior and current year activity
677-42.871-674.000	Miscellaneous Fees	(2,000)	Decrease per activity to date and projections thru year-end
677-42.871-677.001	Reimbursement - Works Comp Ins Prem	(15,000)	Decrease per activity to date and projections thru year-end
677-42.871-627.000	Charges for Services	(45,000)	Decrease per activity to date and projections thru year-end
677-42.871-699.000	Charges to Other Funds	-	Eliminate transfer - all revenues are charges for services
Total Revenue Increase (Decrease)		\$ (62,000)	
677-42.871-909.000	Insurance - Workers Compensation	(62,000)	Decrease based on actual premium and prior year audit
677-42.871-910.000	Insurance - Liability and Property	-	Adjust budget to actual annual insurance premium
Total Expenditure Increase (Decrease)		\$ (62,000)	
Net Increase (Decrease) to Fund Balance		\$ -	

Resolution

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2022-2 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
INTERGOVERNMENTAL	\$ 171,116
CHARGES FOR SERVICES	<u>-</u>
FINES	<u>-</u>
INTEREST INCOME	<u>\$ (3,855)</u>
TOTAL REVENUES	167,261
EXPENDITURES	
CITY COUNCIL	-
CITY MANAGER	-
HUMAN RESOURCES	13,146
COMMUNITY & ECONOMIC DEVELOPMENT	-
INFORMATION TECHNOLOGY	10,000
CITY CLERK - ELECTIONS	(60,000)
CITY CLERK	-
FINANCE	25,000
CITY ATTORNEYS - CIVIL AND LABOR	-
PROSECUTING ATTORNEY	-
TECHNICAL AND PLANNING	47,000
PUBLIC SAFETY	135,000
PUBLIC WORKS	
PUBLIC INFORMATION	
NON-DEPARTMENTAL	(22,885)
PUBLIC INFORMATION	<u>20,000</u>
TRANSFERS OUT	<u>-</u>
TOTAL EXPENDITURES	<u>167,261</u>
Net Increase to Fund Balance	<u>\$ -</u>

LIBRARY AUTHORITY FUND	
REVENUES	
PROPERTY TAXES	\$ -
INTERGOVERNMENTAL	<u>\$ -</u>
CHARGES FOR SERVICES	(10,000)
INTEREST INCOME	<u>(5,000)</u>
OTHER REVENUE	<u>-</u>
TOTAL REVENUES	<u>(15,000)</u>
EXPENDITURES	
SALARIES	-
FRINGES	-
SUPPLIES, MAINTENANCE AND REPAIRS	-
OPERATIONS	<u>(30,000)</u>
TRANSFER OUT - GENERAL FUND	<u>-</u>
TOTAL EXPENDITURES	<u>(30,000)</u>
Net Increase to Fund Balance	<u>\$ 15,000</u>

DEBT SERVICE FUND	
REVENUES	
INTEREST INCOME	\$ -
STATE GRANT	\$ -
TRANSFER IN	<u>\$ (22,885)</u>
TOTAL REVENUES	<u>(22,885)</u>
EXPENDITURES	
PRINCIPAL	(15,000)
INTEREST	(7,785)
AGENT FEES	<u>(100)</u>
TOTAL EXPENDITURES	<u>(22,885)</u>
Net Decrease to Fund Balance	<u>\$ -</u>

RISK MANAGEMENT INTERNAL SERVICE FUND	
REVENUES	
CHARGES TO OTHER FUNDS	\$ -
INTEREST EARNINGS	-
CHARGES FOR SERVICES	<u>(62,000)</u>
TOTAL REVENUES	<u>(62,000)</u>
EXPENDITURES	
INSURANCE - WORKERS COMPENSATION	(62,000)
INSURANCE - LIABILITY AND PROPERTY	<u>-</u>
TOTAL EXPENDITURES	<u>(62,000)</u>
Net Decrease to Fund Balance	<u>\$ -</u>

I certify that the forgoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a regular Meeting held on this 7th day of February, 2022.

T. Edwin Norris, City Clerk



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 7, 2022

SUBJECT: Approval of Board of Review Compensation and additional meeting date

DEPARTMENT: Finance/Assessing

SUMMARY: The City Charter (Section 10.6) states that the rate of compensation for the Board of Review shall be established by City Council.

The City Charter (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.

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

City Council approves 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.

City Council approves holding the 2022 Board of Review meetings at City Hall on the following dates and times:

Monday	March 14, 2022	9:00 am to 1:00 pm & 3:00 pm to 7:00 pm
Tuesday	March 15, 2022	6:00 pm to 8:00 pm
Monday	March 28, 2022	9:00 am to 1:00 pm & 2:00 pm to 4:00 pm

APPROVALS:

City Manager: _____ *ET* _____

Department Director: ____ *SC* _____

Finance Director: _____

Budgeted: ☐

EXHIBITS: Memo from Finance Director



CITY OF OAK PARK

"The Family City"

INTER OFFICE MEMORANDUM

TO: Sandra Crawford, Finance Director

DATE: February 7, 2022

FROM: Dawn Scheitz, City Assessor

SUBJECT: 2022 March Board of Review
Schedule

The City Charter states that the Board of Review shall meet the second and fourth Monday in March for the purpose of hearing assessment appeals (Section 10.7).

In past years, additional meeting dates have been required to hear appeals of those persons wishing to appeal their assessment(s). To preempt any scheduling problems, and to provide all persons aggrieved by their assessment the opportunity to appeal, I am requesting the City Council schedule one additional meeting date with the option to add additional dates if needed. If the City Council concurs, the 2022 March Board of Review will be in session as follows:

Monday	March 14, 2022	9:00 am to 1:00 pm & 3:00 pm to 7:00 pm
Tuesday	March 15, 2022	6:00 pm to 8:00 pm
Monday	March 28, 2022	9:00 am to 1:00 pm & 2:00 pm to 4:00 pm

The City Charter (Section 10.6) states that the City Council shall set the compensation of the members of the Board of Review. The rate for last year was set at \$120 for a full day of service and \$60 for a half day of service. I recommend that the compensation for the Board of Review members remain at these rates.



CITY OF OAK PARK

June 30, 2021

Rehmann
EMPOWER YOUR PURPOSE

Our Agenda for Today



Team Members



Questions



Board Communications



Financial Results



**Upcoming Accounting
Pronouncements**

Meet the People on Your Team

3



Daniel Clark ,CPA

Signing Principal



Amanda Wedgwood, CPA

Senior Manager

**Not Pictured
Here**

Shelby Bailey

Staff

**Not Pictured
Here**

Zac Moore

Staff

Board Communications

- 1** An unmodified opinion was given on the 6/30/2021 financial statements
- 2** No new accounting pronouncements were adopted in FY21
- 3** Accounting estimates by management were assessed and deemed reasonable
- 4** No difficulties were encountered during the audit
- 5** No material misstatements were noted. One uncorrected misstatement was noted
- 6** No material weaknesses, significant deficiencies, or other matters were noted

Single Audit

5

1

A single audit is in process and will be completed in the next few weeks

2

Greater than \$750,000 (\$2.4M) was spent in federal expenditures in fiscal year 2021. COVID-19 - CRF - ALN# 21.019 totaled \$2.3M.

3

A report will be issued over controls and compliance. A separate opinion will be issued related to the schedule of expenditures of federal awards (SEFA)

Assets and Deferred Outflows

6

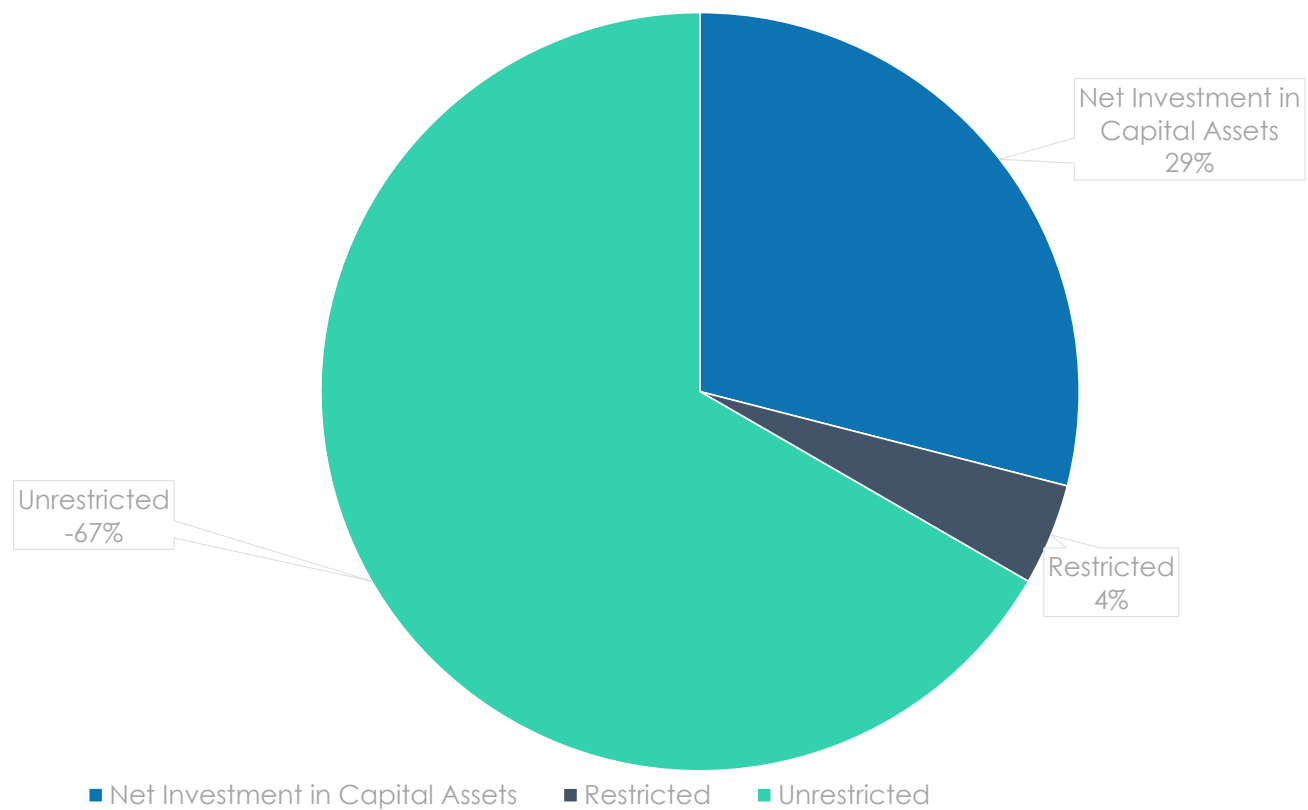
	6/30/2021	6/30/2020	Variance
Cash and investments	\$21,011,000	\$14,142,000	\$6,869,000
Receivables	\$7,286,000	\$7,029,000	\$257,000
Other assets	\$284,000	\$509,000	(\$225,000)
Net capital asset	\$71,396,000	\$72,189,000	(\$793,000)
Deferred outflows – pension	\$1,407,000	\$6,213,000	(\$4,806,000)
Deferred outflows - OPEB	\$480,000	\$122,000	\$358,000
Deferred outflows – refunding	\$255,000	\$265,000	(\$10,000)
Total	\$102,119,000	\$100,469,000	\$1,650,000

Liabilities and Deferred Inflows

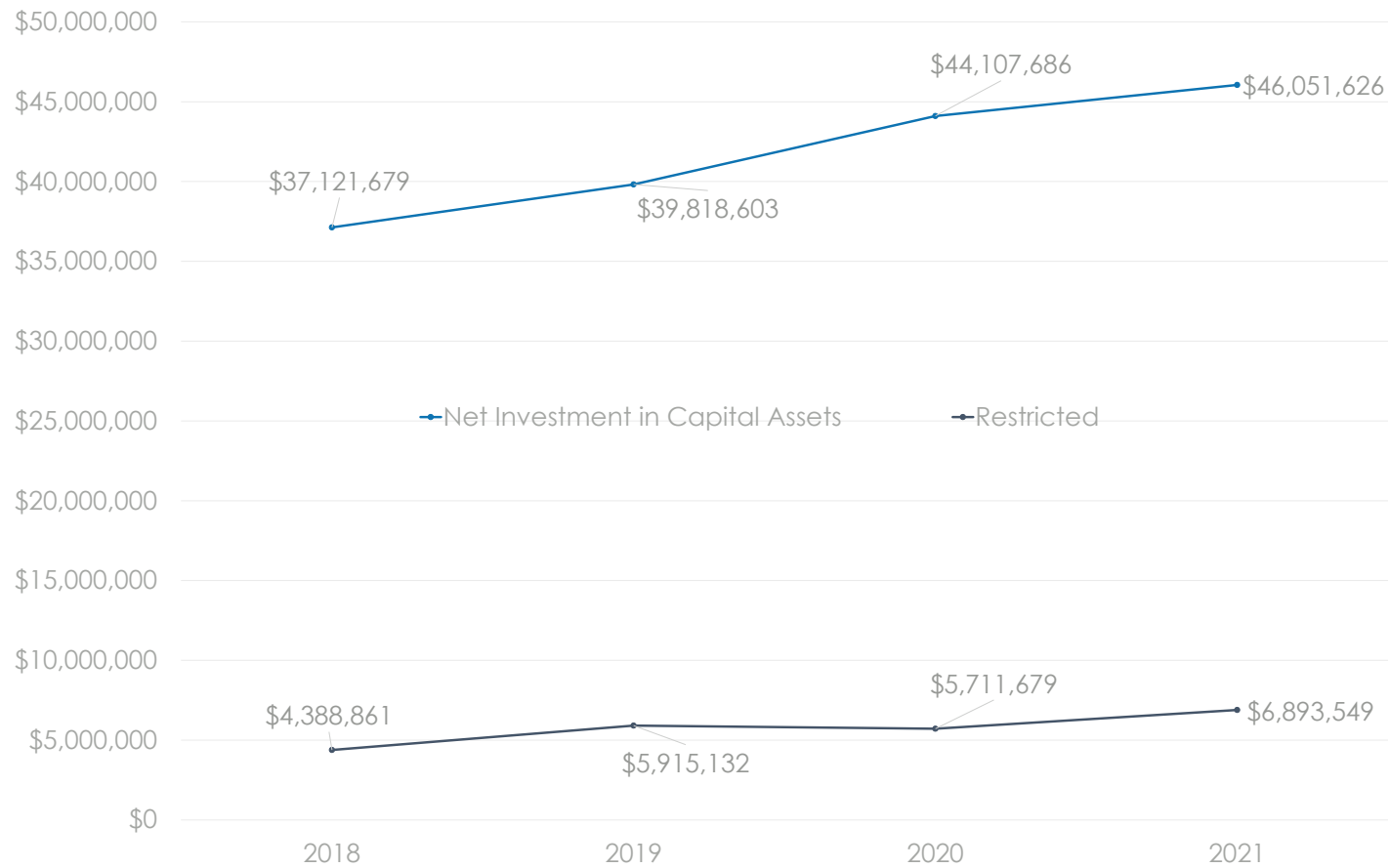
7

	6/30/2021	6/30/2020	Variance
AP and accrued liabilities	\$5,206,000	\$3,310,000	\$1,896,000
Long-term debt	\$29,620,000	\$32,852,000	(\$3,232,000)
Net pension liability	\$44,145,000	\$64,311,000	(\$20,166,000)
Net OPEB	\$62,102,000	\$64,280,000	(\$2,178,000)
Deferred inflows - pension	\$11,732,000	\$392,000	\$11,340,000
Deferred inflows - OPEB	\$2,229,000	\$7,951,000	(\$5,722,000)
Total	\$155,034,000	\$173,096,000	(\$18,062,000)

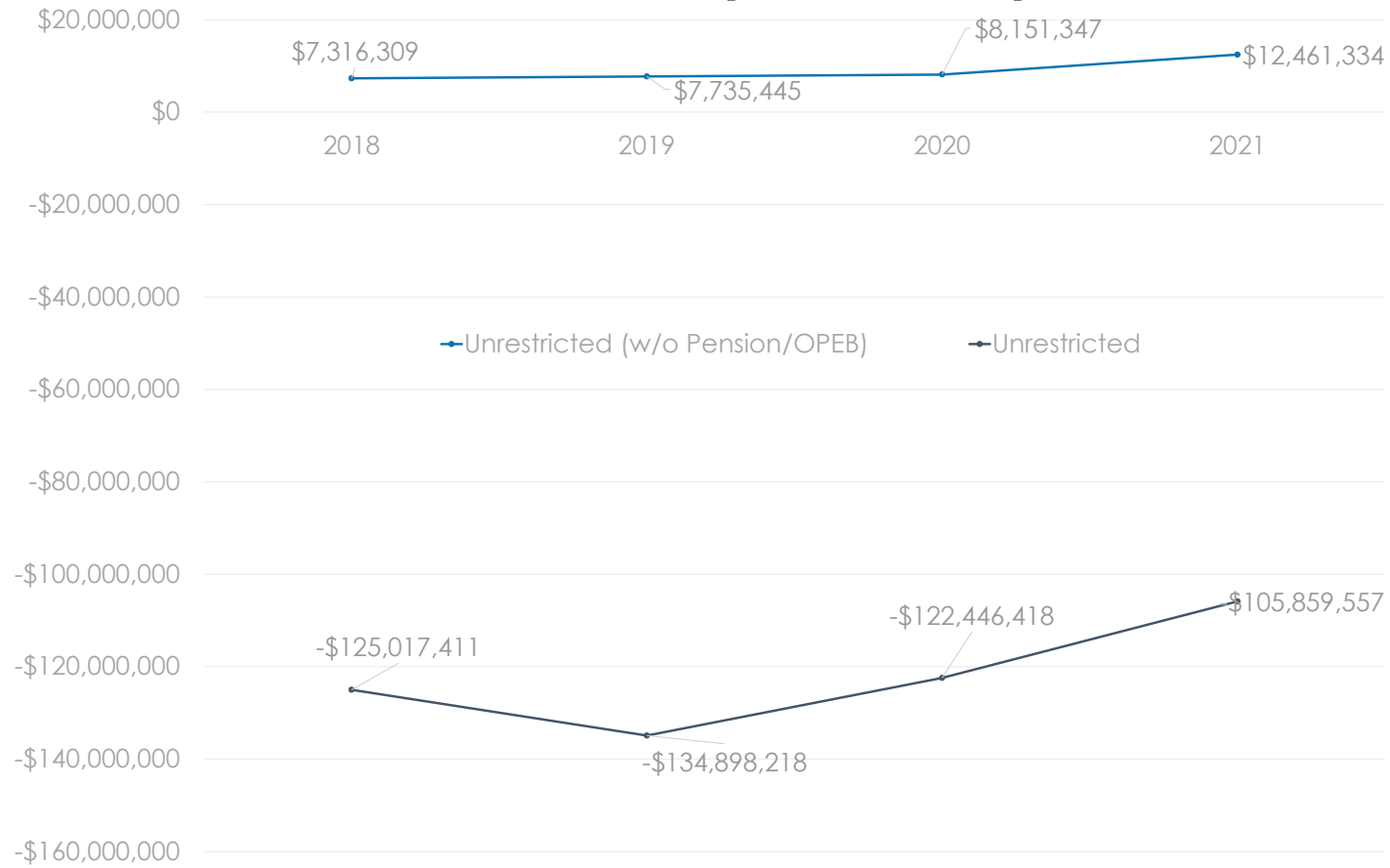
Net Position



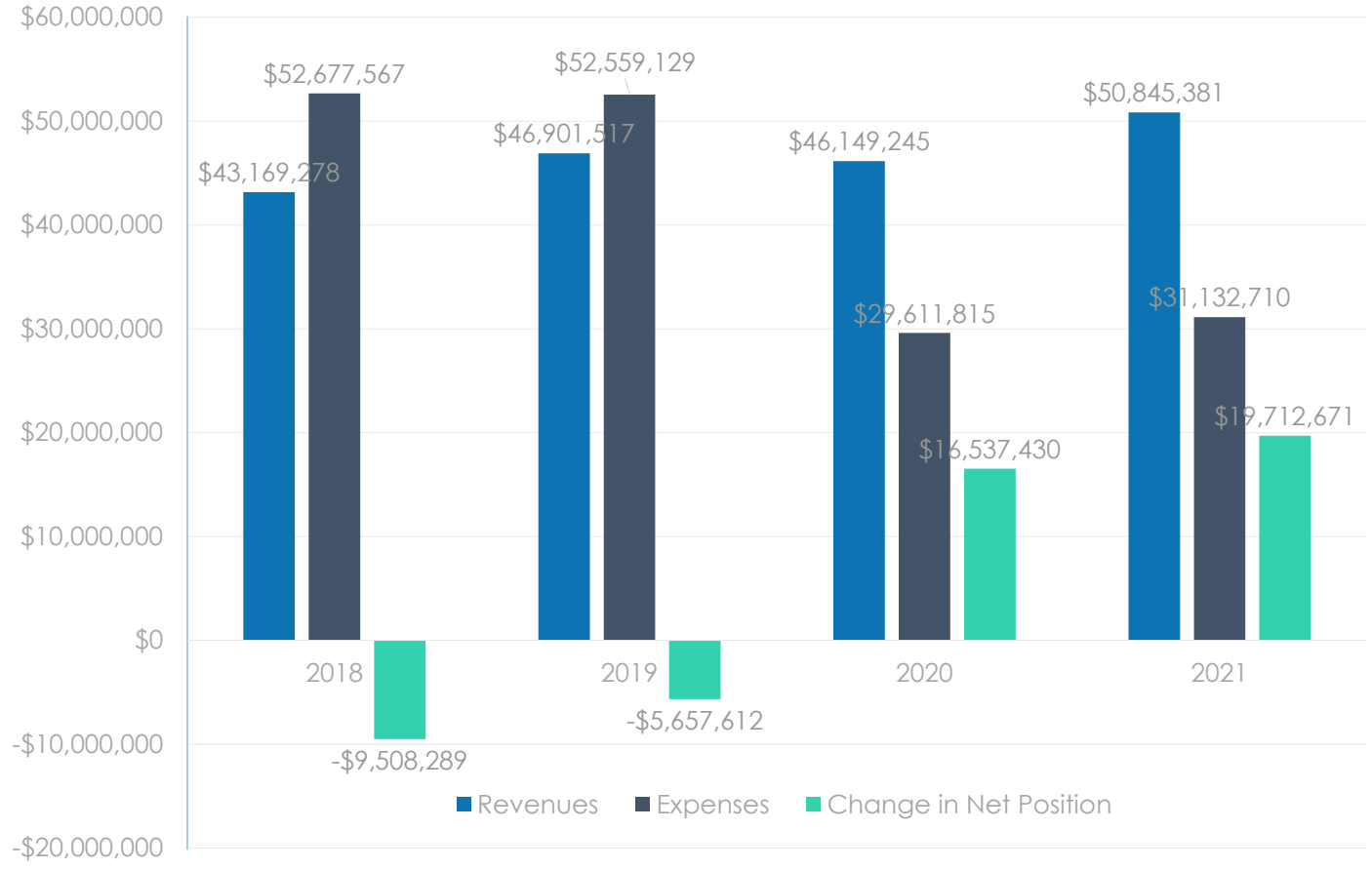
Net Position



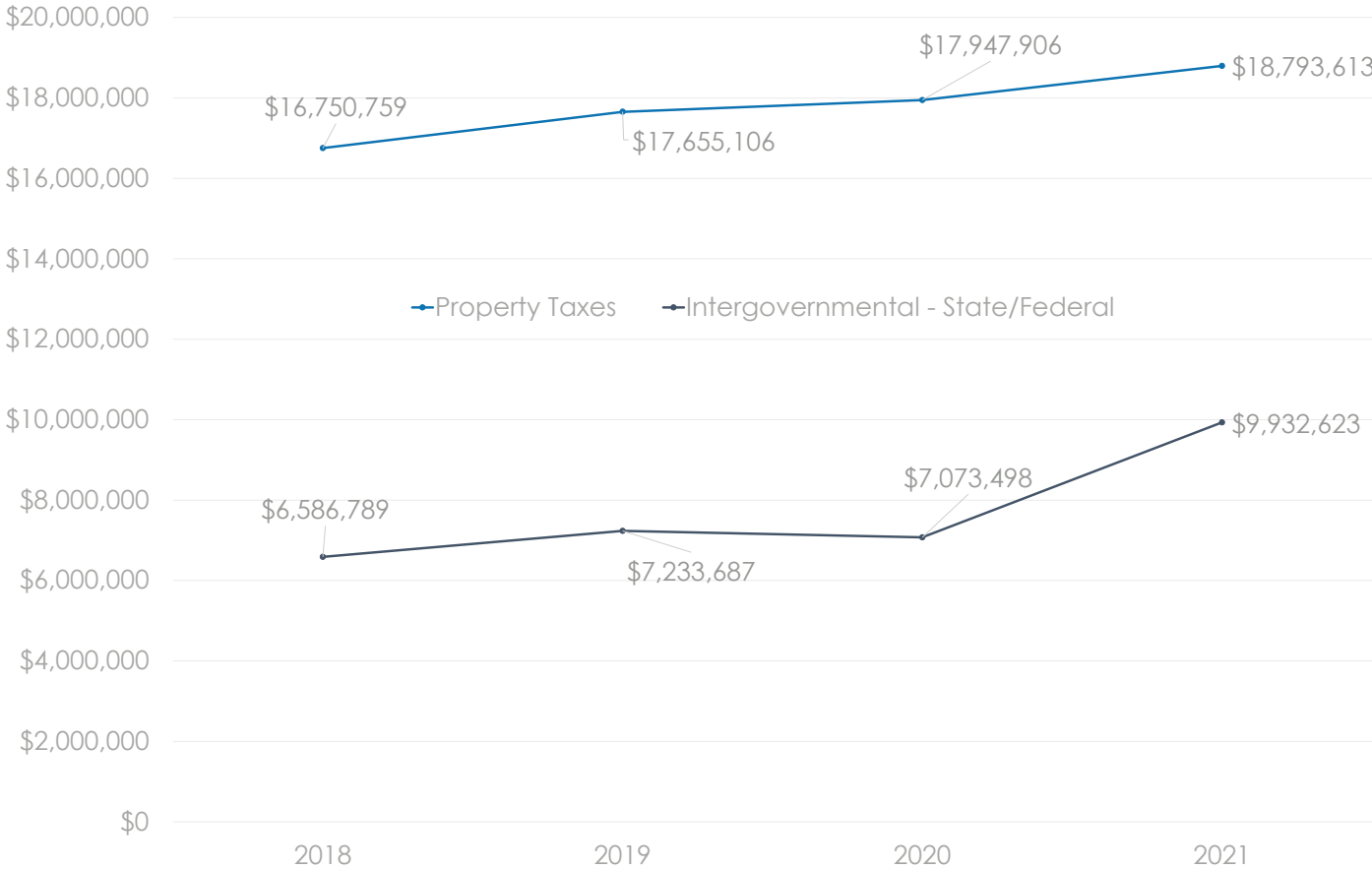
Net Position (continued)



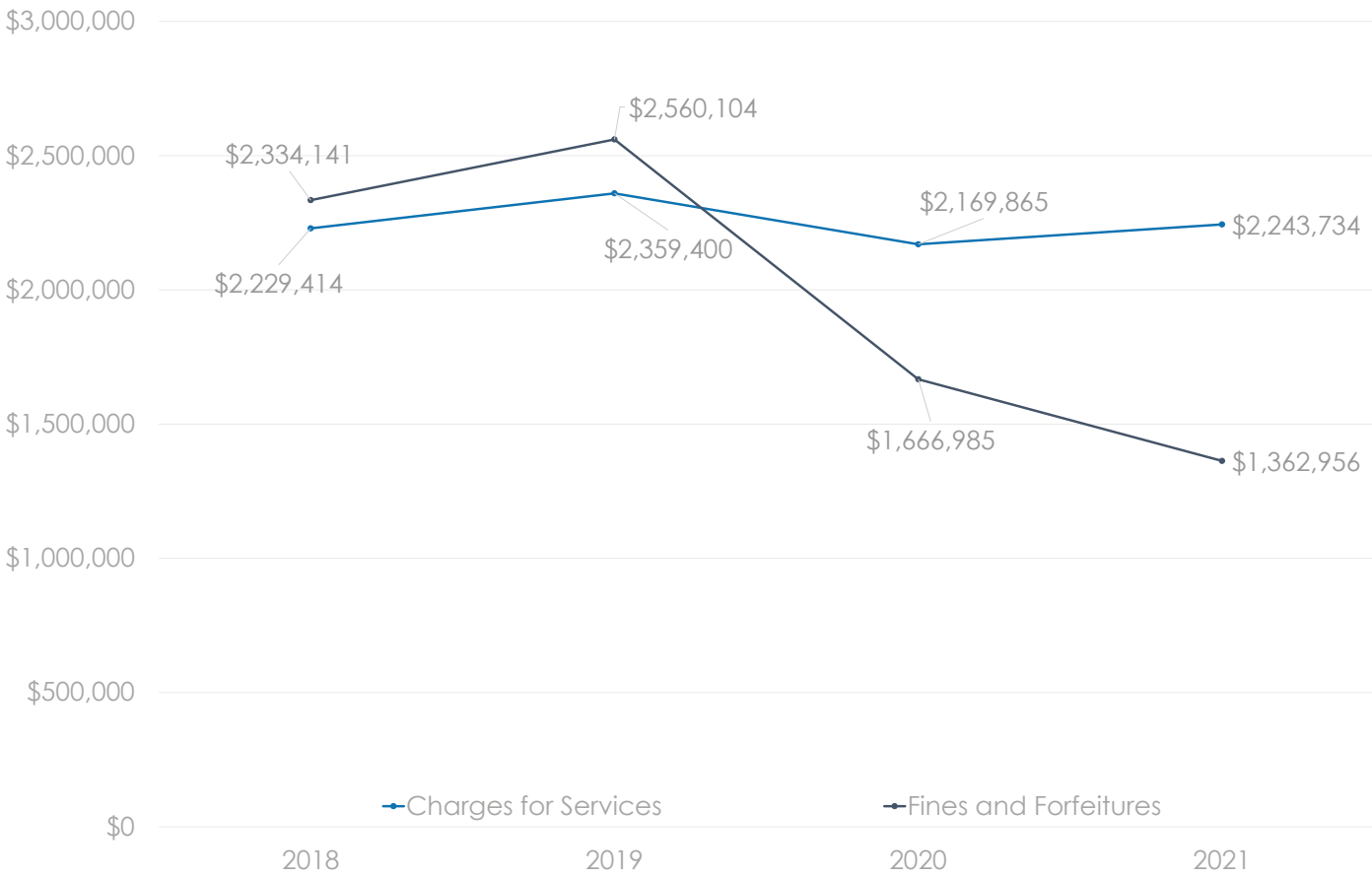
Revenues vs. Expenses (Government-Wide)



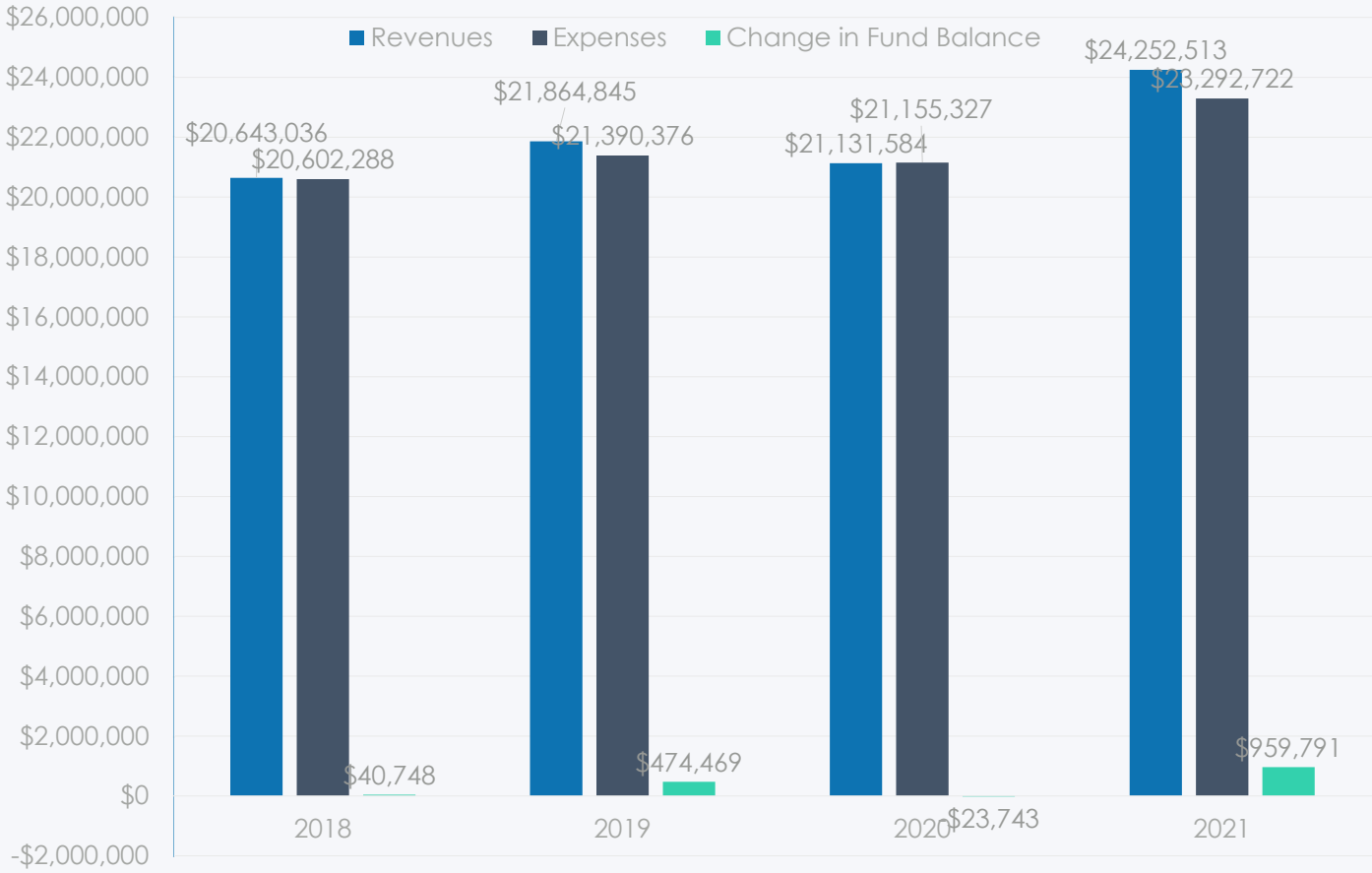
Major Revenue Line Items (Governmental Funds)



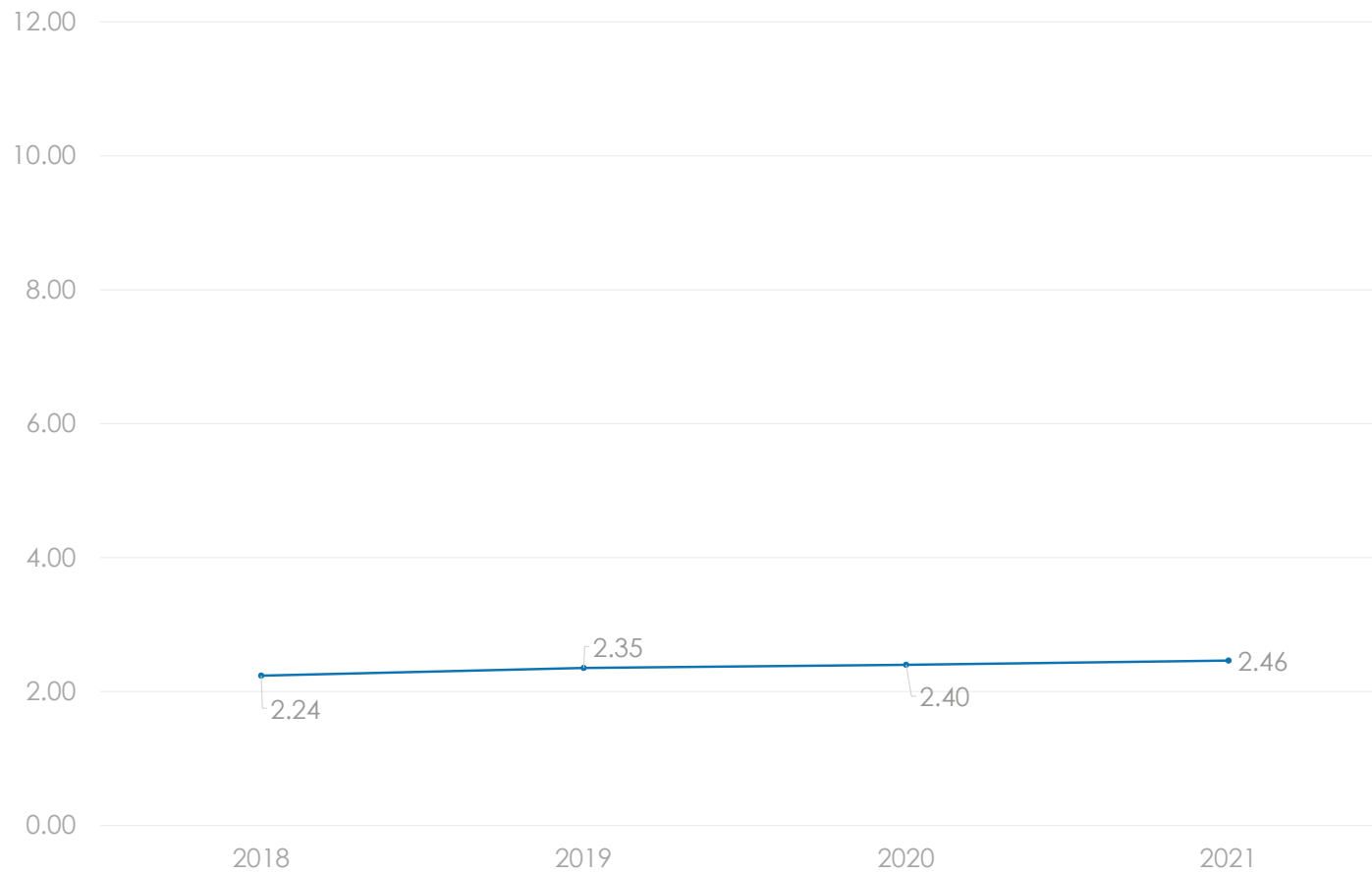
Major Revenue Line Items (Governmental Funds) (continued)



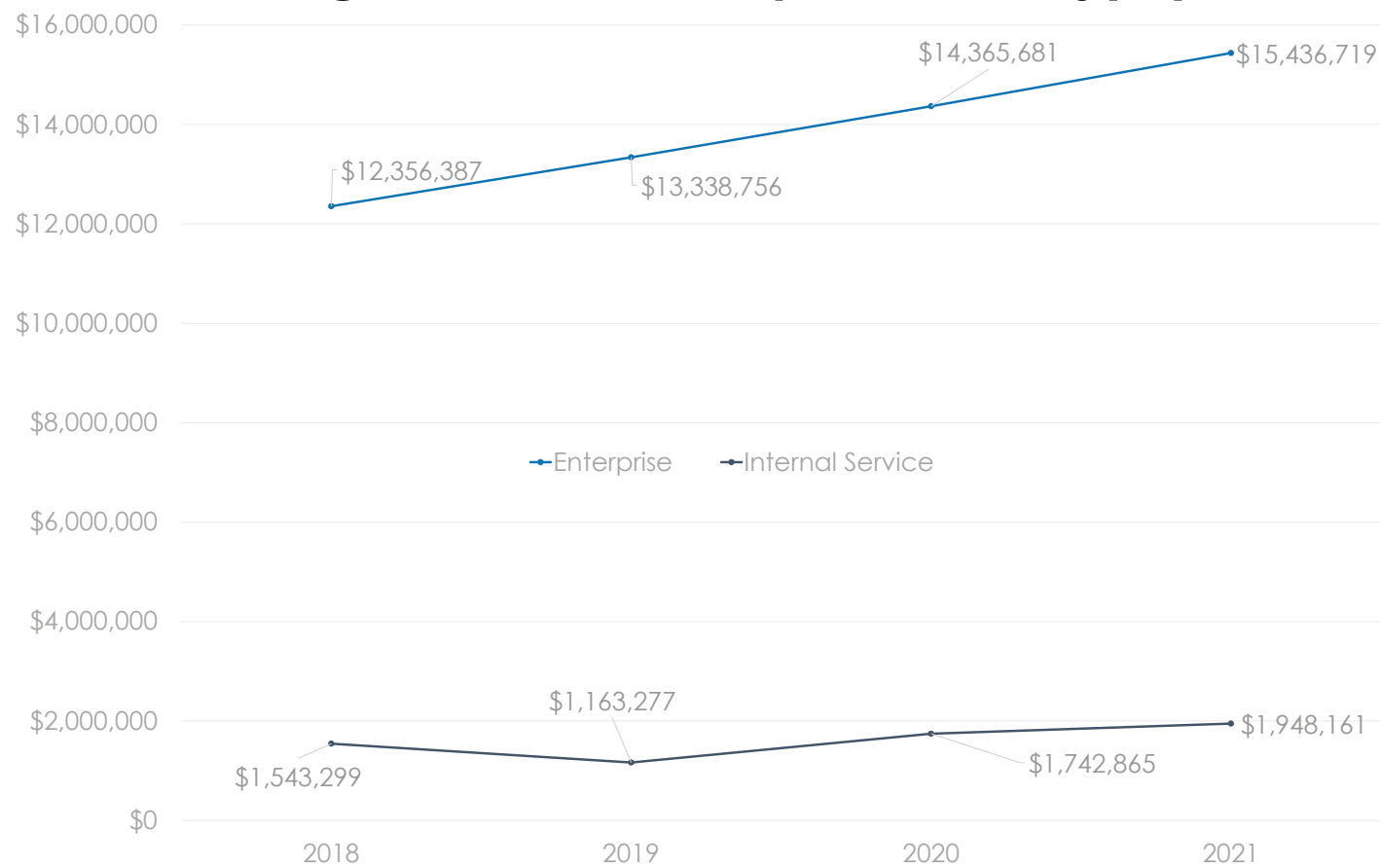
Revenues vs. Expenditures (General Fund)



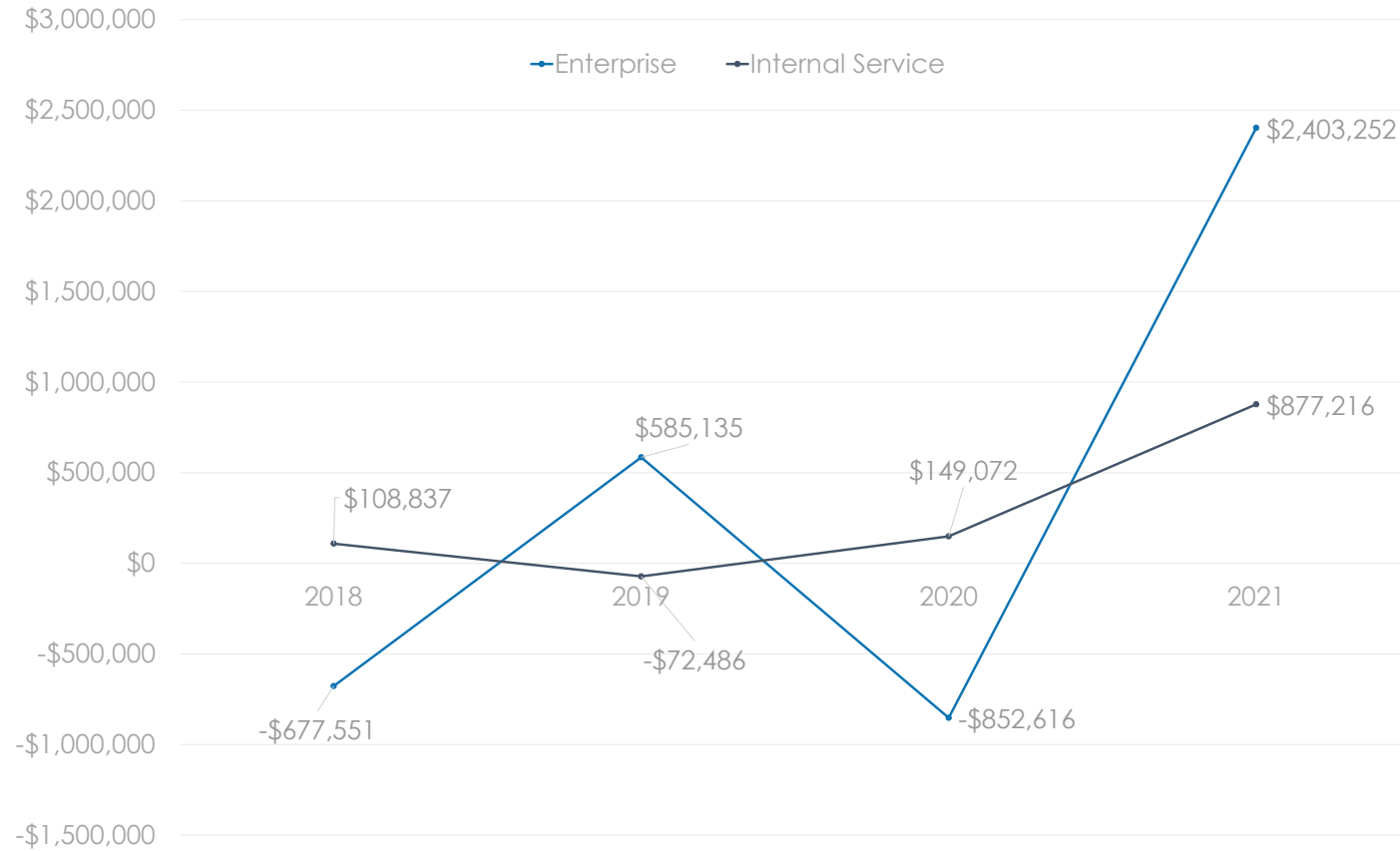
General Fund Coverage Ratio (in months)



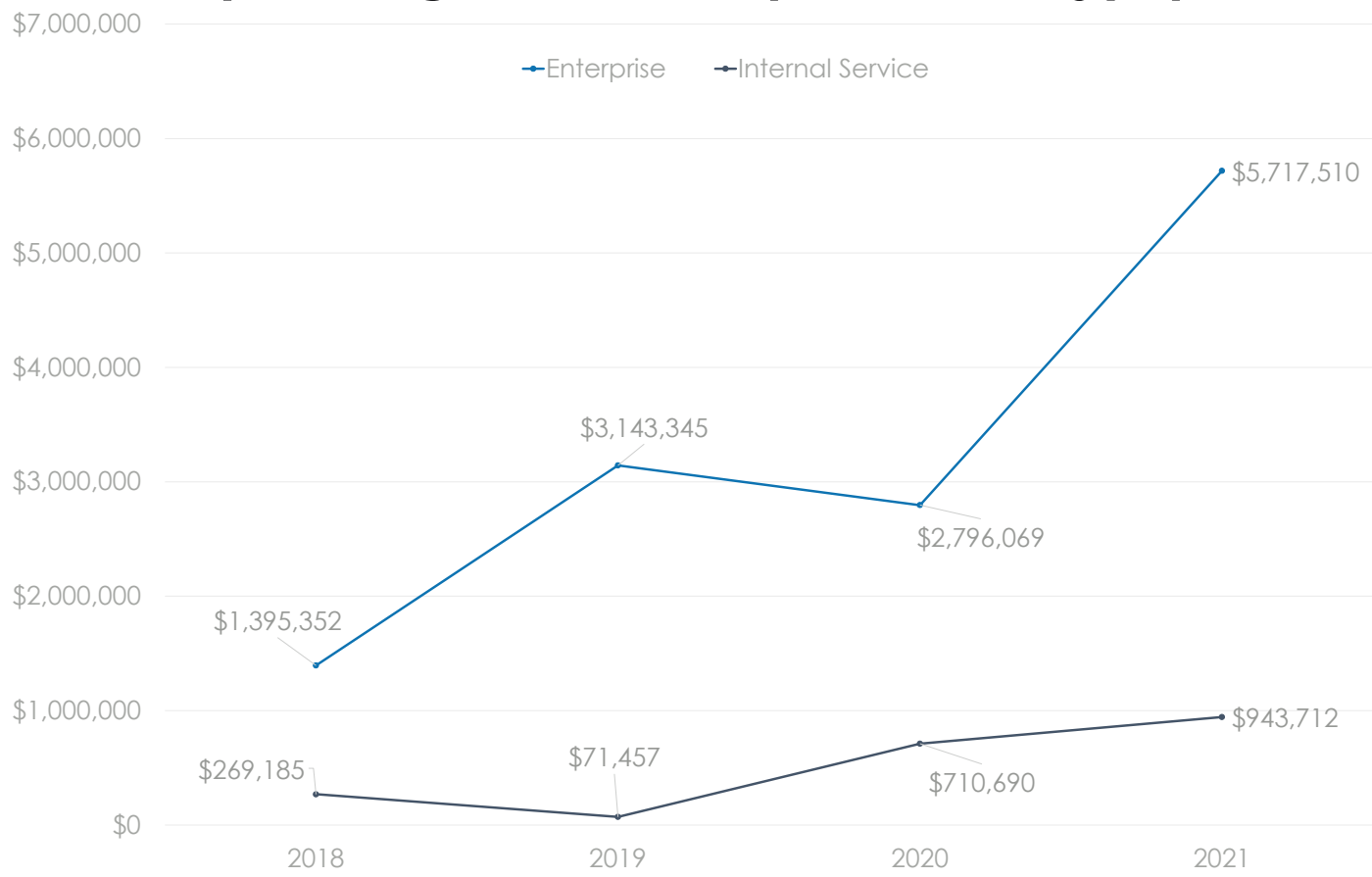
Charges for Services (Business-Type)



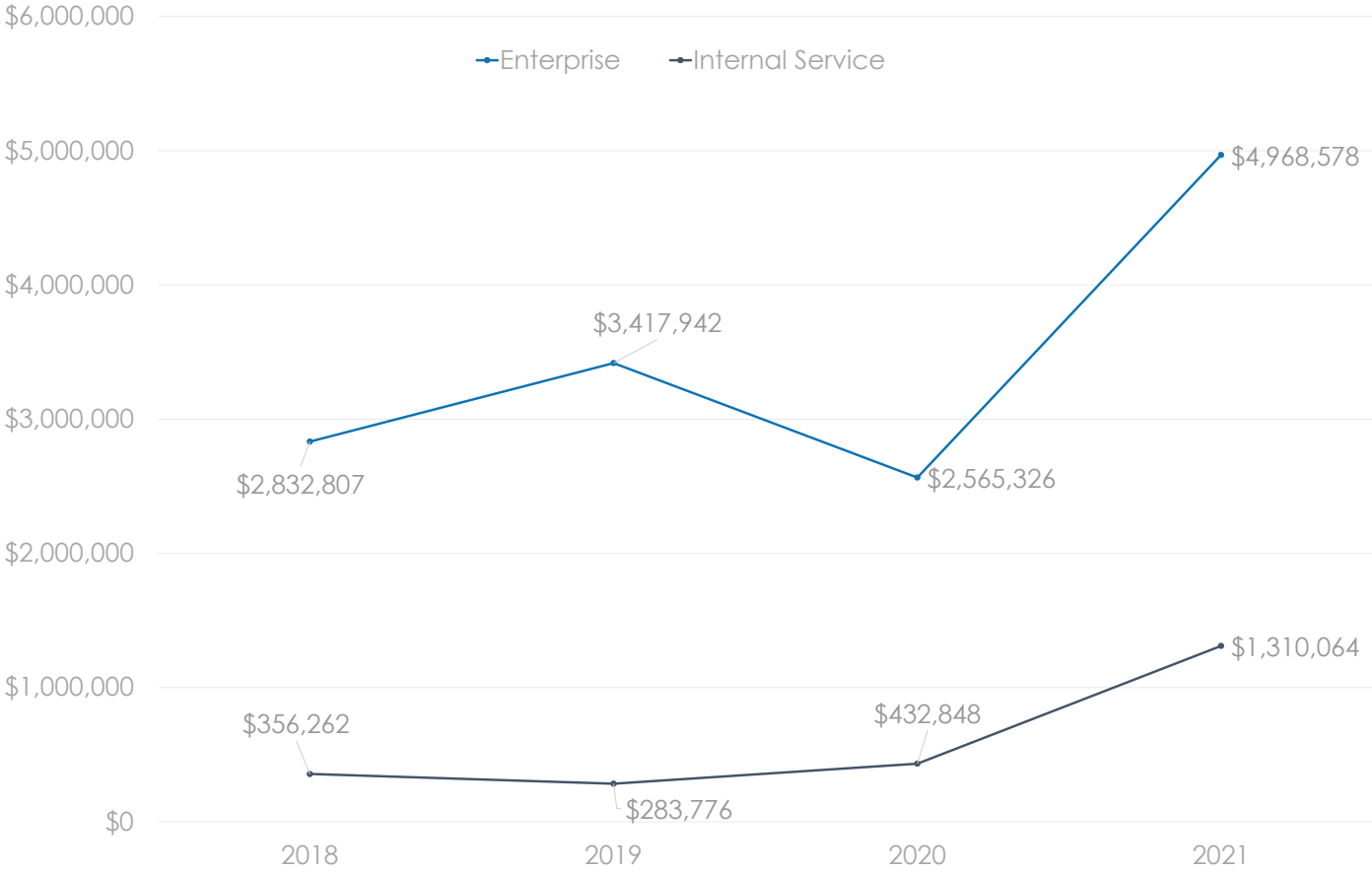
Net Cash Flow (Business-Type)



Operating Cash Flow (Business-Type)



Cash Balance (Business-Type)



Upcoming Accounting Pronouncements (next three years)

- 1** GASB 87 – Leases (FY22)
- 2** GASB 89 – Accounting for Interest Cost Incurred before the End of a Construction Period (FY22) – N/A
- 3** GASB 91 – Conduit Debt Obligations (FY23) – N/A
- 4** GASB 92 – Omnibus 2020 (FY22) – N/A
- 5** GASB 93 – Replacement of Interbank Offered Rates (FY22) – N/A
- 6** GASB 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements (FY23) – N/A
- 7** GASB 96 – Subscription-Based Information Technology Arrangements (FY23)

Upcoming Accounting Pronouncements (next three years) (continued)

8

GASB 97 – Certain Component Unit Criteria and IRC Section 457 Deferred Compensation Plans (FY22)



QUESTIONS