



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
39th OAK PARK CITY COUNCIL
February 7, 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 Krause

APPROVAL OF AGENDA:

**CM-02-029-22 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS
PRESENTED – APPROVED**

Motion by Burns, seconded by Edgar, 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-02-030-22 (AGENDA ITEM #5A-H) CONSENT AGENDA - APPROVED

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

- A. Regular City Council Meeting Minutes of January 18, 2022 **CM-02-031-22**
- B. Public Safety Activity Summary for November 2021 **CM-02-032-22**
- C. Library Board Meeting Minutes of December 21, 2021 **CM-02-033-22**
- D. Parks and Recreation Commission Meeting Minutes of November 17, 2021 **CM-02-034-22**
- 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 **CM-02-035-22**
- F. Request to advertise for bids for the Nine Mile Linear Park Landscaping Project, M-739 **CM-02-036-22**
- G. Corridor Improvement Authority Board Meeting Minutes of December 16, 2021 **CM-02-037-22**
- H. Licenses New and Renewals submitted for February 7, 2022 **CM-02-038-22**

MERCHANT'S LICENSES – February 7, 2022
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
UNIQUE GIFTS BY ANGELLETTIA	22101 COOLIDGE HWY	\$150.00	RETAIL
<u>RENEWALS (2022)</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
FORMTECH PLASTICS	10030 CAPITAL AVE	\$150.00	CUSTOM FABRICATION
EATON STEEL CORPORATION	10221 CAPITAL AVE	\$150.00	MANUFACTURING
MIDWEST RECYCLING	10800 CAPITAL AVE	\$150.00	TRANSPORTATION/HAULING
MIDWEST RECYCLING	11000 CAPITAL AVE	\$150.00	RECYCLING SERVICES
TURF TENDERS	13100 CLOVERDALE AVE	\$150.00	LANDSCAPING
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
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
GONZALEZ PRODUCTION	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	INSULATION
ROYAL OAK STORAGE	15255 W ELEVEN MILE RD	\$150.00	DOCUMENT STORAGE
MONAGHAN'S TOWING	21680 FERN AVE	\$150.00	TOWING
HER CHIC APPEAL	21700 GREENFIELD # 105	\$150.00	WOMENS CLOTHING
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 JEWEL	21700 GREENFIELD # 347	\$150.00	JEWELERS
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
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	21800 WYOMING AVE	\$150.00	INSTITUTIONAL CLOCKS
UNIQUE FURNITURE	21820 WYOMING PL	\$150.00	FURNITURE SALES

**MASSAGE FACILITY
RENEWAL February 7, 2022**

**(Subject to All Departmental
Approvals)**

<u>MERCHANT</u>	<u>ADDRESS</u>	<u>FEES</u>
ALL ABOUT U MASSAGE	25900 GREENFIELD	\$125.00

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) Tax Foreclosure Prevention Presentation – Oakland County

Oakland County Treasurer Robert Wittenberg presented information regarding Tax Foreclosure prevention.

(Agenda Item #7B) 9 Mile Linear Park Design Presentation – OHM

Chris Riggert from OHM Advisors presented concept designs for the 9-Mile Linear Park Landscape Project

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS: None

BIDS:

CM-02-039-22 (AGENDA ITEM #12A) REQUEST TO AWARD THE BID FOR THE 2022 SEWER & CATCH BASIN CLEANING AND TELEVISION INSPECTION PROJECT, M-730 TO INSITUFORM OF CHESTERFIELD, MO, FOR THE TOTAL AMOUNT OF \$365,768.70 - APPROVED

Motion by Burns seconded by Radner, CARRIED UNANIMOUSLY, to award the bid for the 2022 Sewer & Catch Basin Cleaning and Television Inspection Project, M-730 to Insituform of Chesterfield, MO, for the total amount of \$365,768.70.

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

MOTION DECLARED ADOPTED

ORDINANCES:

CM-02-040-22 (AGENDA ITEM #13A) 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) - APPROVED

Motion by Radner seconded by Whitehead, CARRIED, to approve the 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.

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

MOTION DECLARED ADOPTED

CM-02-041-22 (AGENDA ITEM #13B) 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) - APPROVED

Motion by Edgar seconded by Radner, CARRIED UNANIMOUSLY, to approve the 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.

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

MOTION DECLARED ADOPTED

CITY ATTORNEY: No Report

CITY MANAGER:

Department of Public Works/Engineering

CM-02-042-22 (AGENDA ITEM #15A) 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 \$41,800.00 - APPROVED

Motion by Edgar, seconded by Whitehead, CARRIED UNANIMOUSLY, 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 \$41,800.00.

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

MOTION DECLARED ADOPTED

**CM-02-043-22 (AGENDA ITEM #15B) REQUEST TO APPROVE THE
RESIDENTIAL AND COMMERCIAL STORMWATER CREDIT
PROGRAM - APPROVED**

Motion by Edgar, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the Residential and Commercial Stormwater Credit Program.

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

MOTION DECLARED ADOPTED

Communications and Public Information

**CM-02-044-22 (AGENDA ITEM #15C) 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 - APPROVED**

Motion by Radner, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve a sales agreement with Revize Web Services for \$6,310.00 along with a budget amendment reflective of the costs, to allow for the City's website to be updated and upgraded.

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

MOTION DECLARED ADOPTED

(AGENDA ITEM #15D) Event and Activity Update

Communications Director Flynn reported upcoming activities and events for the month of February.

Finance/Assessing

(AGENDA ITEM #15E) Quarterly Investment Report for period ending 12/31/2021
Deputy Finance Director Winters presented the second quarter investment report.

Second Quarter Fiscal 2021/2022 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.

(AGENDA ITEM #15F) Quarterly Financial Report for period ending 12/31/2021
Deputy Finance Director Winters presented the second quarter financial report.

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.

CM-02-045-22 (AGENDA ITEM #15G) BUDGET AMENDMENT #2022-2 FOR PERIOD ENDING DECEMBER 31, 2021 - APPROVED

Motion by Edgar, seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following resolution approving Budget Amendment #2022-2 for period ending December 31, 2021 as follows:

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	-
FINES	-
INTEREST INCOME	\$ (3,855)
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	20,000
TOTAL EXPENDITURES	<u>167,261</u>

Net Increase to Fund Balance	<u><u>\$ -</u></u>
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LIBRARY AUTHORITY FUND

REVENUES	
PROPERTY TAXES	\$ -
INTERGOVERNMENTAL	-
CHARGES FOR SERVICES	(10,000)
INTEREST INCOME	(5,000)
OTHER REVENUE	-
TOTAL REVENUES	<u>(15,000)</u>

EXPENDITURES	
SALARIES	-
FRINGES	-
SUPPLIES, MAINTENANCE AND REPAIRS	-
OPERATIONS	(30,000)
TRANSFER OUT – GENERAL FUND	-
TOTAL EXPENDITURES	<u>(30,000)</u>

Net Increase to Fund Balance	<u><u>\$ 15,000</u></u>
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DEBT SERVICE FUND

REVENUES	
INTEREST INCOME	-
STATE GRANT	-
TRANSFER IN	\$ (22,885)
TOTAL REVENUES	<u>(22,885)</u>

EXPENDITURES	
PRINCIPAL	(15,000)
INTEREST	(7,785)
AGENT FEES	(100)
TOTAL EXPENDITURES	<u>(22,885)</u>

Net Increase to Fund Balance \$ -

RISK MANAGEMENT INTERNAL SERVICE FUND
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REVENUES

CHARGES TO OTHER FUNDS	-
INTEREST EARNINGS	-
CHARGES FOR SERVICES	(62,000)
TOTAL REVENUES	(62,000)

EXPENDITURES

INSURANCE – WORKERS COMPENSATION	(62,000)
INSURANCE – LIABILITY AND PROPERTY	-
TOTAL EXPENDITURES	(62,000)

Net Increase to Fund Balance \$ -

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

MOTION DECLARED ADOPTED

CM-02-046-22 (AGENDA ITEM #15H) RATE OF COMPENSATION FOR THE BOARD OF REVIEW MEMBERS AND THE 2022 MEETING DATES AND TIMES – APPROVED

Motion by Burns, Seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the rate of compensation for the Board of Review at \$120.00 for a full day and \$60.00 for a half day of service and the following dates and times for the 2022 Board of Review Meetings to be held at City Hall:

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

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

MOTION DECLARED ADOPTED

The City Charter (Section 10.6) states that the rate of compensation for the Board of Review shall be established by City Council and (Section 10.7) states that the Board of Review shall meet on the second and fourth Monday in March for the purpose of hearing tax assessment appeals. The Assessing Department is requesting to schedule one additional date with the option to add additional dates if needed.

(AGENDA ITEM #15I) Annual Audit Presentation - Rehmann Robson

Daniel Clark from Rehmann Robson presented the Fiscal Year Ended June 30, 2021 Oak Park Comprehensive Annual Financial Report and the Independent Auditor's Communication.

CALL TO THE AUDIENCE:

Ken Sherman, 23840 Jerome St., discussed the snow emergency and encouraged everyone to shovel their sidewalks when it snows

Brian Meter, 24231 Majestic, expressed concerns regarding his water bill and difficulty receiving assistance through OLHSA.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:48 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor